

EXTERNAL CIRCULATION

DIRECTORATE: COMMUNITY SERVICES
POST DESIGNATION: HEAD CLEANSING - GEORGE
(PERMANENT)
WC0441683
REFERENCE: 3117916

Salary: R 578 580 – R 751 080 (T15)
Additional Service Benefits: Medical Aid, Pension, Housing Allowance (subject to prescribed requirements), 13th Cheque and Group Life Insurance
Perks : Cellphone and Essential Motor Scheme (subject to prescribed requirements)

MINIMUM REQUIREMENTS:

A relevant three-year tertiary qualification, preferably a National Diploma or B degree
Computer literacy: MS Office
8 years or more relevant experience of which 2 years must be at Supervisory level.
Valid driver's licence

COMPETENCIES:

Functional/Professional Competencies: Discipline Specific Skills; Financial Management; People Management; Planning and Organising; Monitoring and Control; Organisational Awareness; Attention to Detail; Direction Setting; Dispute Resolution; Problem Solving; Negotiation.

Public Service Orientation Competencies: Interpersonal Relationships; Communication; Service Delivery Orientation; Client Orientation and Customer Focus

Personal Competencies: Action and outcome orientation; Resilience; Change readiness; Cognitive ability; Learning orientation; Accountability and ethical conduct

Management / Leadership Competencies: Impact and Influence; Team Orientation; Coaching and Mentoring

KEY PERFORMANCE AREAS:

Ensure achievement of goals, identify critical performance indicators and established specific measures to enable and guide the department to formulate strategies and policy plan and manage and / or prioritize outcome accordingly.

Maintain a climate conducive to promoting and sustaining motivational levels. Aspects such as productivity, performance and improvement of the quality of work-life is cultivated and maintained enabling the branch to meet its service delivery objectives.

Ensure accurate budgets are prepared in relation to requirements enabling the Sections to contribute positively towards meeting developmental objectives and sustaining the quality and standards of service delivery.

Ensure contractual terms and conditions entered into and agreed to, are complied with and specific responsibilities discharged accordingly without any risk to Council.

Ensure the activities, projects and assignments associated with the Branch are monitored, deviations addressed, and corrective measures introduced to prevent non-compliance, poor quality and performance enabling the department to deliver in accordance with the laid down objectives, procedures and cost parameters.

Ensure information, advice or opinions on relevant matters is made available and/ or communicated through the various mediums and accurately interpreted through the provision of adequate and explanation.

SPECIAL CONDITIONS ATTACHED TO THE POST:

N/A

PROBATION PERIOD: 6 months

VACANCY VAKATURE



ENQUIRIES: MR SIVUYILE MTILA (044 – 802 2900)

INSTRUCTIONS TO APPLICANTS (Please read carefully)

Applications must be submitted **electronically** on the E-recruitment site, which can be found on the George Municipality website, www.george.gov.za, under **Job Portal**. Applicants must register and apply online before **[2024-05-17]** at 16:30pm.

Please Note the following when applying on the Portal:

- Applicants must please ensure to follow the Assisting Guidelines that can be accessed on the website under Job Portal, before completing their online application.
- Applicants should check and verify their current status or the progression of their application, by referring to their "Inbox" tab on the Portal.
- Please ensure that all the information on your profile is correct and all the necessary documents are attached, prior to submitting your job application.

Applicants must complete all the mandatory profile fields honestly and thoroughly. Please ensure the following documents are submitted under the correct field titles:

- A comprehensive CV (Stipulating full employment history-title of position held, time periods and duties).
- All applications must be accompanied by certified copies (not older than 6 months), by a Commissioner of Oath.
- All relevant Qualifications and Identity document must accompany your application. Driver's license and registration with a professional body must accompany your application only if applicable.

Only online applications will be accepted.

The turnaround time for assistance with any portal related challenges is two (2) working days. Applicants are urged to register and apply well in advance.

Disqualification:

Please note that the following will lead to disqualification:

Non-submission of required documents or submission of fraudulent documents.
Canvassing of Councillors and/or officials.
Non-adherence to the instructions on the advertisement.

NB: Please note, where necessary, shortlisted candidates will be subjected to a screening and vetting process. By applying for this position, candidates agree to background checks being performed which will include reference and other relevant checks.

The Municipality reserves the right not to make an appointment.

Should you not hear from us within 3 months of the closing date, kindly regard your application as being unsuccessful.

George Municipality is an equal opportunity employer which subscribes to the principle of affirmative action and Employment Equity. Preference will be given to applicants from the designated/under-represented groups.

The appointment will be subject to the need for signing of an employment contract and, where applicable, a performance agreement and disclosure of benefits and interest.

CLOSING DATE: [2024-05-17] AT 16:30 PM