

VACANCY VAKATURE



EXTERNAL CIRCULATION

DIRECTORATE: Human Settlements, Planning & Development and Property

POST DESIGNATION: SENIOR GIS ANALYST - George

(Permanent)

WC044 2121

REFERENCE: 3234646

Salary: R395 880 - R513 912 (T12)
Additional Service Benefits: Medical Aid, Pension, Housing Allowance (subject to prescribed requirements), 13th Cheque and Group Life Insurance

MINIMUM REQUIREMENTS:

2-5 year's relevant post qualifying experience required
A Relevant technical tertiary qualification in GIS
Registration with SAGC as GISc Technician or Technologist (Provide proof of Registration or proof of submission from Geometrics Council)
Computer literacy: MS Office and ESRI enterprise products (ArcGIS – ArcPro)
Code B Driver's License
Must be proficient in at least two of three official languages of the Western Cape

COMPETENCIES:

Professional competencies: Organisational Awareness, Problem Solving, Planning and Organising, Information Management.
Functional competencies: Data Capture, Data Exchange, Database Design & Management, Professional Conduct, GIS System Software, Image Analysis, Spatial Awareness, Spatial Analysis, Information Technology and Consulting.
Public Service Orientation competencies: Interpersonal Relationships, Communication, Service Delivery Orientation, Client Orientation and Customer Focus.
Personal competencies: Action orientation, Resilience, Change readiness, Learning Orientation, Problem Solving, Accountability and Ethical Conduct.
Management /Leadership competencies: Impact and Influence, Team Orientation, Direction Setting, Coaching and Mentoring.

KEY PERFORMANCE AREAS:

Ensure availability and maintenance of spatial data, data compliance with the Spatial Data Infrastructure Act, compliance with metadata standards by GIS service providers to ensure that a Corporate Spatial Information Management system is implemented, administered, and maintained.
Analysis of spatial and non-spatial data on a basic and intermediate level to provide reliable outcomes in the desired format to ensure analysis results are reliable to assist management in decision making, support directorate projects and service delivery priorities are identified.
Spatial data preparation, capturing, validation and maintenance. To ensure data integration with municipal financial systems and planning operations resulting in reliable data, revenue enhancement and quality service delivery.
End user and technical support rendered, put structures in place to champion departmental published GIS and web-based systems to ensure adequate support is provided in ensuring that key deliverables and critical interventions are accurately analysed supporting the accomplishment of established organizational outcomes. Integration of data to ensure good transversal operations, improve service delivery, open and transparent information systems, and coordination with external datasets.
Perform tasks in prepared structures following prescribed processes that preserve data, data integrity, quality and security to ensure accuracy of data integrated with municipal financial systems and planning operations resulting in reliable integrity of data and ensuring revenue enhancement and quality service delivery. To ensure that key deliverables and critical interventions are accurately analysed supporting the accomplishment of established organizational outcomes.

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Geo-Spatial Data Collection, Geomatics Systems and Software, Land Surveying, Measurement of Land and Property, Geo-Spatial Mapping & Modelling, Remote Sensing, Photogrammetry,

SPECIAL CONDITIONS ATTACHED TO THE POST:

Knowledge of specific legislation viz:

Spatial Data Infrastructure Act 54/2003 Facilitate: the sharing of spatial information and metadata.

Copyright Act 98/1978: To regulate copyright and provide for matters incidental thereto. Promotion of Access to Information Act 21/2000: Right of access to any information held by the state.

Right of privacy of personal information.

Statistics Act 6/1999: Provide for the collection, production and dissemination of official statistics and the conducting of a census.

National Archives Act 43 of 1996: To provide for Proper management and care of the records of government bodies;

SA Geographical Names Act 118 of 1998: To. transformation and standardization of geographical names for official purposes.

- Knowledge and awareness of legal compliance.

- Good human relations, interpersonal and communication skills.

- Analytical, statistical, mathematical, logical thinking and problem solving.

- Must be prepared to work overtime at time when public engagements are held after hours and are used to reach venue where public meetings are held and to collect and deliver printing materials and other media as and when required.

PROBATION PERIOD: 6 months

ENQUIRIES: Ms. Corlize Bester (044) 8019117

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 **[2024-08-23]** 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.

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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: [2024-08-23] AT 16:30PM

recruitment@george.gov.za
Cellphone (subject to prescribed requirements)