

VACANCY VAKATURE



EXTERNAL CIRCULATION

DIRECTORATE: Electrotechnical Services
POST DESIGNATION: Maintenance Officer - George
(Permanent)
WC0440504
REFERENCE: 3410444

Salary: R263 616 – R342 252 (T9)
Additional Service Benefits: Medical Aid, Pension, Housing Allowance (subject to prescribed requirements), 13th Cheque and Group Life Insurance

MINIMUM REQUIREMENTS:

Relevant tertiary qualification in Facilities Management
Computer literacy: MS Office
Valid drivers' license
5-8 Years relevant experience

COMPETENCIES:

Core Professional Competencies: Managing Work, Planning and organizing

Functional Competencies: Facility specific skills, Workplace safety

Public Service Orientation Competencies: Interpersonal Relationships, Communication, Service Delivery Orientation

Personal Competencies: Action Orientation, Resilience, Change Readiness, Learning Orientation, Problem Solving, Accountability and Ethical Conduct

Management/ Leadership Competencies: Direction Setting, Impact and Influence, Coaching and Mentoring, Team Orientation

KEY PERFORMANCE AREAS:

Ensure that the office buildings, substations buildings and equipment in offices are maintained and it be in good working order

Ensure that strict control is exercised regarding access authority granted and that determination of clearance levels granted to individuals are granted

Maintain a high standard of hygiene in the offices and restrooms and to address any deviations from prescribed guidelines

Ensure that subordinate staff is well motivated and that interests are tended to in order to maintain a good and health work environment

Ensure that effective control is exercised in the areas of responsibility and that security related functions are carried out efficiently

Ensure that all administrative requirements are met and that statistical records are updated and maintained

Ensure that the budget is in line with the Directorate's maintenance needs and that the budget is well spent on these needs

Ensure that all building maintenance projects are well planned and executed at all times and that all relevant resources are well utilised

Ensure the vehicle is driven in a responsible way and that it is maintained and washed regularly as prescribed in departmental policy

SPECIAL CONDITIONS ATTACHED TO THE POST:

Must be a dedicated, reliable, loyal and trustworthy person

Must have supervisory skills

Must be able to apply discretion

Must be neat on his / her person

Must use own judgement in the sequence of performing duties in the absence of supervision

Must be able to speak at least 2 of the 3 official languages of the Western Cape.

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PROBATION PERIOD: 6 months

ENQUIRIES: W HANNES (0448019222)

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 **[2024-10-23]** 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.

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: [2024-10-23] AT 16:30PM

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