VACANCY
VAKATURE

EXTERNAL CIRCULATION

DIRECTORATE: Electrotechnical Services
POST DESIGNATION: Manager: Project Management Support - George
(Permanent)
WC0440464
REFERENCE: 3420726

Salary:	R604 620 – R784 884 (T15)
Additional Service Benefits:	Medical Aid, Pension, Housing Allowance (subject to prescribed requirements), 13th Cheque and Group Life Insurance
Perks:	Cellphone and Vehicle Allowance (subject to prescribed requirements)

MINIMUM REQUIREMENTS:

- A relevant BEng or BSc (Eng) engineering degree and eligibility for registration as a Pr Eng.
- Code B Driver's License
- Computer literacy: MS Office
- 5 – 8 years of relevant experience post registration

COMPETENCIES:

- Core Professional Competencies: Planning, Project Management, Construction, Operations and Maintenance
- Public Service Orientation Competencies: Interpersonal Relationships, Communication, Service Delivery Orientation
- 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, Direction Setting, Coaching and Mentoring

KEY PERFORMANCE AREAS:

- Ensure a climate conducive to promoting and sustaining productivity, performance and improving the quality of work enabling the Contractor to meet contractual obli8ations and service delivery objectives and the completion of projects on time, within budget and to specification
- Ensure continued identification of projects and interaction with internal and external parties in the execution thereof
- Ensure Contractors comply with Construction Regulations and that projects comply to the Occupational Health and Safety Act 85/1993
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- Ensure that network connections and extensions conforms to all standards specifications best practices and safety requirements.
- Ensure accurate budget control in meeting objectives and sustaining quality standards of service delivery
- Ensure that contractual terms and conditions are met and complied with
- Ensure continuous interaction with concerned parties on the status of project progress and on related matters
- Ensure that project planning is performed in order to assist completion within specified times as well as contract management
- Ensure that the directorate is well prepared for the energy transition, through policy, by-law adoptions for renewable energy as well as procurement of renewable strategies.
- Ensure a climate conducive to promoting and sustaining motivational levels, productivity, performance and improving the quality of work-life is cultivated and maintained enabling the department to meet its service delivery objectives

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SPECIAL CONDITIONS ATTACHED TO THE POST:

- Ability to communicate in at least two official languages of the Western Cape
- Good interpersonal skills
- Must be assertive
- Sound verbal and written communication skills
- Must have own transport
- Must be able to work independently
- Must be reliable and trustworthy
- Must have numerical and limited designing skills
- Must have conflict handling skills
- Must have the ability to give attention to detail
- Must have a high level of responsibility
- Will be required to be registered professionally
- Will be required to successfully complete Municipal Minimum Competence- (MMC).
- The duties listed in this job description are not exhaustive, and the employer is entitled to instruct the employee at any time to carry out additional duties or responsibilities which fall reasonably within the ambit of the job description, or in accordance with operational requirements. Should a grievance be felt with regard to any such instruction issued, representation may be made to supervision or higher authority by means of the grievance procedure, but in the first instance the instruction shall be obeyed.

PROBATION PERIOD: 6 months

ENQUIRIES: D Greeff (044 801 9222)

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 **[2025-03-24]** 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: [2025-03-24] AT 16:30PM