

VACANCY VAKATURE



EXTERNAL CIRCULATION

DIRECTORATE: Financial Services
POST DESIGNATION: ADMINISTRATOR - George
(Permanent)
WC044 0661
REFERENCE: 3682441

Salary: R267 576 - R347 388 (T9)
Additional Service Benefits: Medical Aid, Pension, Housing Allowance (subject to prescribed requirements), 13th Cheque and Group Life Insurance

MINIMUM REQUIREMENTS:

- 3-year tertiary qualification, preferably a National Diploma or B Com with Financial accounting as a major subject (include transcript)
- Computer Literacy, MS Office
- 0-2 years relevant experience

COMPETENCIES:

- Functional Competencies: Accounting, Procurement, Budgeting, Financial Management, Costing Financial Reporting, Financial process management.
- Professional Competencies: Oral Communication, Written Communication, Organisational Awareness, Problem Solving, Planning and Organising.
- Public Service Orientation Competencies: Interpersonal Relationships, Communication, Service Delivery Orientation.
- Personal Competencies: Action and outcome orientation, Resilience, Cognitive ability, Change readiness, Learning orientation.
- Management / Leadership Competencies: Impact and Influence, Team Orientation, Direction Setting, Coaching and Mentoring.

KEY PERFORMANCE AREAS:

- Ensure proper access control and monitor existing and new financial system users.
- Maintain a system of internal control and to ensure that the Data Processing Section functions effectively and efficiently.
- Ensure that debtor account payments are updated with information as received.
- Ensure that data is processed and checked for correctness and submitted according to specific timeframes to institutions for processing.
- Ensure that the information captured on debtor accounts are correct.
- Ensure that all data is captured correctly and that data master files are created.
- Ensure that data is checked, verified and correct prior to salary update runs.
- Ensure that printouts issued are correct and that totals are compared prior to sending it out to Directorates and Sections.
- Ensure that all the processing of vehicle fleet requirements is done.

SPECIAL CONDITIONS ATTACHED TO THE POST:

- Must be able to work under pressure to meet monthly deadlines.
- Supervise efficient and accurate data processing for data integrity.
- Excellent Accounting skills for reconciliation purpose.
- Must have excellent communication and interpretation skills.
- Must have fast typing skills.
- Time management skills with the ability to supervise complete daily tasks, thorough and meticulous approach.
- Accurate reporting and record keeping.

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PROBATION PERIOD: 6 months

ENQUIRIES: Jocelyn Krotz ((044) 801 9151)

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 **[2025-06-04]** 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: [2025-06-04] AT 16:30PM

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