

VACANCY VAKATURE



EXTERNAL CIRCULATION

DIRECTORATE: Community Safety & Mobility
POST DESIGNATION: Superintendent: Fleet Services - George
(Permanent)
WC0446536
REFERENCE: 3629879

Salary: R419 904 - R545 088 (T12)
Additional Service Benefits: Medical Aid, Pension, Housing Allowance (subject to prescribed requirements), 13th Cheque and Group Life Insurance

MINIMUM REQUIREMENTS:

- Relevant post matric qualification, preferably a Certificate /Diploma or equivalent in Property Asset Management/Finance/Property valuation
- Valid Code B Drivers' License
- 2 -5 years' relevant experience required

COMPETENCIES:

- Core Professional Competencies: Influencing, Technical Communication, Organisational Awareness, Conceptual Thinking
- Functional Competency: Project Management, Financial Management, Information Measuring and Monitoring, Technology Usage
- Public Service Orientation Competencies: Interpersonal Relationships, Communication, Client Orientation and Customer Focus
- Personal Competencies: Action and outcome Orientation, Resilience, Change Readiness, Learning Orientation, Problem Solving, Ethics and Accountability
- Management/ Leadership Competencies: Direction Setting, Impact and Influence, Coaching and Mentoring, Team Orientation

KEY PERFORMANCE AREAS:

- Ensure key service delivery priorities are identified and outcomes managed through continuous assessment, intervention and adjustment to operational plans
- Ensure that the Fleet Sections operations is well managed and services of a high level provided
- Ensure that all administrative tasks and sequences are followed and executed according to guidelines and policy
- Ensure that all expenditure on the budget is monitored and managed efficiently
- Ensure that the departmental targets are reached and achieved through the management of objectives and operational sequences
- Ensure that statistics are kept and maintained for reporting to Management and Council
- Ensure continuous interaction with concerned parties on the status of project Traffic related matters
- Ensure that the correct procedures and guidelines are followed regarding the Supply Chain Management processes
- Ensure that proper communication channels are established and maintained
- Ensure that tasks and work processes are carried out correctly and that a positive work environment is maintained for subordinate personnel

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SPECIAL CONDITIONS ATTACHED TO THE POST:

- The incumbent must be able to communicate in at least 2 of the official languages of the Western Cape
- Must have excellent communication, supervision and managerial skills
- Must be dedicated and willing to work after normal office hours
- 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: Jacques Lawrence (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 **[2025-05-30]** 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.

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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: [2025-05-30] AT 16:30PM