

# VACANCY VAKATURE



## EXTERNAL CIRCULATION

**DIRECTORATE: Civil Engineering Services**

**POST DESIGNATION: Assistant Superintendent: Street & Stormwater (Uniondale & Haarlem)  
(Permanent)**

**Workstation – Uniondale Depot  
WC0444885**

**REFERENCE: 3733938**

**CLOSING DATE: 20 AUGUST 2025**

***Please Note: If no Municipal transport is available, it is incumbents' responsibility to arrange their own transportation to and from work***

Salary: R373 488 - R484 836 (T11)

Additional Service Benefits: Medical Aid, Pension, Housing Allowance (subject to prescribed requirements), 13th Cheque and Group Life Insurance

### MINIMUM REQUIREMENTS:

- Grade 12 or equivalent technical qualification
- Trade Tested Artisan in Civil/Construction Industry
- Computer Literacy: MS Office
- Divers License: Code B
- 3 - 5 years' relevant experience required with supervisory experience

### COMPETENCIES:

- Core Professional Competencies: Problem Solving, Planning and Organizing, Organizational Awareness
- Functional Competencies: Discipline Specific Skills, People Management, Task Management, Workplace Safety, Budgeting
- Public Service Orientation Competencies: Interpersonal Relationships, Communication, Service Delivery Orientation
- Personal Competencies: Action and outcome orientation, Resilience, Ethics and Accountability
- Management / Leadership Competencies, Direction Setting, Impact and Influence, Coaching and Mentoring, Team Orientation

### KEY PERFORMANCE AREAS:

- Ensure that tasks and activities are implemented efficient within required standards and in alignment with legislative requirements
- Ensure projects are delivered on time, within the budget and that all specifications are met
- Enable compliance with statutory and regulatory requirements
- Ensure that all the previously set goals and objectives are achieved in an effective and efficient manner
- Ensure a climate conducive to promoting and sustaining motivational and performance levels is cultivated and maintained, enabling the section to contribute positively to the department's service level objectives and outcomes
- Ensure effective financial management, the achieving of goals and objectives, and to prevent financial loss
- Ensure a climate conducive to promoting and sustaining motivational levels and productivity to enable the section to meet service delivery levels
- Contribute towards the effective functioning and the efficient planning and managing of activities and projects related to roads and storm water
- Ensure critical objectives are identified and specific measures established to enable and guide the department to plan, manage and / or prioritize outcomes accordingly

# VACANCY VAKATURE



- Ensure administrative sequences, depicting, reporting requirements and approval procedures are complied with and correspondence responded to through the provision of accurate information
- Promote a healthy environment within which every worker can contribute largely to a high level of productivity and effective service delivery to the public
- Ensure work is completed in accordance with laid down specifications, quality standards and cost measures, as stipulated in contracts or work orders.
- Ensure that communication channels are effective and that information is obtained and shared.
- Ensure that all safety requirements are instituted and met in the workplace
- Ensure that accurate information is made available, enabling and supporting decision making processes and contributing to collective and common understanding
- Ensure work sites are cleaned for public use and that equipment, tools and materials are removed upon completion of activities in accordance with laid down instructions
- Ensure sufficient stock is at hand, and to limit constraints to service delivery due to insufficient stock
- Ensure that communication channels are effective and that information is obtained and shared

## **SPECIAL CONDITIONS ATTACHED TO THE POST:**

- Must be able to communicate in at least two of the official languages of the Western Cape
- Must have good interpersonal and managerial skills
- Must be able to handle conflict situations
- Must have good communication and interpretation skills
- Must be able to work under pressure
- Must be reliable and trustworthy
- Must have good leadership and people skills
- Must be willing to perform standby and overtime duties
- Must be willing to work in adverse weather conditions
- 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:** L Daniels (044 801 9184)

## **INSTRUCTIONS TO APPLICANTS**

Applications must be submitted **electronically** on the E-recruitment site, which can be found on the George Municipality website, [www.george.gov.za](http://www.george.gov.za), under **Job Portal**. Applicants must register and apply online before **[2025-08-20]** 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.

# VACANCY VAKATURE



**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 may lead to disqualification:**

- Applicants who attempt to gain favour with any members of the selection panel or any other employee or councillor for that matter, will be disqualified.
- Applicants who intentionally misrepresent information in pursuit of their own benefit will also be disqualified.
- According to the Local Government Municipal Staff Regulations (Gazette no. 45181), a person who was dismissed from a Municipality for any reason stated in Annexure E of the said Regulations, may not be employed in any Municipality before the period set out in the Annexure, has expired (refer to Local Government Municipal Staff Regulations: Annexure E).
- Late applications will not be accepted.
- Candidates who do not adhere to the instructions for pre-liminary practical's, practical's and interviews will be disqualified.

**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: [2025-08-20] AT 16:30PM**