

EXTERNAL CIRCULATION

DIRECTORATE: ELECTRICAL ENGINEERING SERVICES

POST DESIGNATION: SENIOR MANAGER: ADMIN & SUPPORT SERVICES - GEORGE

PERMANENT APPOINTMENT

WC0440497

REFERENCE: 3670783

CLOSING DATE: 2025-11-14 at 16:30

Salary	: R 725 592 – R 941 844 per annum T16
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 three-year tertiary qualification, preferably a National Diploma or B degree (National Diploma in Municipal / Public Administration)
- Computer Literacy: Ms Office
- Code B License
- 8 years or more relevant experience of which 2 years must be at Supervisory level

COMPETENCIES:

- Core Professional Competencies - Written Communication, Oral Communication, Attention to Detail, Influencing, Ethics and Professionalism, Organisational Awareness, Problem Solving, Planning and Organising
- Functional Competencies - Business Processes, Use of Technology, Data Processing and Analysis
- Public Services Orientation Competencies - Interpersonal Relationships, Communication, Service Delivery Orientation, Client Orientation and Customer Focus
- Personal Competencies - Action Orientation, Resilience, Change Readiness, Cognitive ability, Learning orientation
- Management /Leadership Competencies - Impact and Influence, Team Orientation, Direction Setting, Coaching and Monitoring

KEY PERFORMANCE AREAS:

- Responsible to ensure that all employees in the Directorate adhere to the application of Council's policies and procedures on all aspects.
- Ensure that all projects are professionally initiated and administered through sound management and coordination.
- Ensure that all responsibilities of the post is managed and executed to the benefit of the Section and the Directorate.
- Ensure that the budget is managed and monitored as prescribed, and that all anomalies are identified and addressed to prevent over expenditures.
- Ensure that the correct procedures and guidelines are followed regarding the Supply Chain Management processes.
- Ensure that all audit queries are tended to and that information be made available to the Auditors as requested.
- Ensure that a comprehensive Risk management is carried out for the Electro Technical

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Directorate.

- Ensure that the correct procedures are followed in the advertising and filling of vacant posts.
- Ensure that all staff appointments are conducted according to set prescriptions and that all personnel matters and training are tended to provide a positive work environment.
- Ensure good communication and to manage all systems and processes within the Directorate.
- Ensure a safe working environment, promote a healthy workforce, and to ensure safety of the community.

SPECIAL CONDITIONS ATTACHED TO THE POST

- Must have a high integrity and good ethics in working with a variety of professional people and organisations.
- Must be willing to work after hours when required.
- Must have good managerial skills.
- Must have excellent numerical skills.
- Must be able to communicate in at least two (2) of the three (3) official languages of the Western Cape.
- Excellent written and oral communication skills.
- Required to have analytical skills.
- Controlled decision making.
- Excellent interpersonal skills and maintain good working relationships.
- Assertive but fair in dealing with personnel, members of the public and various other people and instances in solving disputes and problems.
- Must be able to handle conflict.
- Must be able to meet deadlines.
- Must be able to work under pressure.
- Must be able to make on-the-spot decisions.

ENQUIRIES: MR MICHAEL J RHODE (044 801 9222)

PROBATION PERIOD: 6 months

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, under **Job Portal**. Applicants must register and apply online before **14 November 2025** 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.

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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 evaluations, practical assessment 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: 14-11-2025 AT 16:30 PM