

EXTERNAL CIRCULATION

DIRECTORATE: PLANNING AND DEVELOPMENT

POST DESIGNATION: ADMINISTRATIVE OFFICER - GEORGE

PERMANENT APPOINTMENT

WC2450

REFERENCE: 3992295

CLOSING DATE: 2026-02-11 AT 16:30 PM

Salary	: R316 392 - R410 676 per annum (T10)
Additional Service Benefits	: Medical Aid, Pension, Housing Allowance (subject to prescribed requirements), 13th Cheque and Group Life Insurance
Perks	: Cellphone (subject to prescribed requirements)

MINIMUM REQUIREMENTS:

- Grade 12 with relevant tertiary certificate
- Computer Literacy: MS Office
- 5-8 years relevant experience with supervisory experience

COMPETENCIES:

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

KEY PERFORMANCE AREAS:

- Ensure that all administrative processes relating to land use applications including, rezoning, subdivision, removal of restrictions, departure and consent uses, etc are completed in accordance with the requirements and timeframes stated in applicable planning law.
- Provide administrative support to the Land Use Management Section and periodically, other Sections. Ensure that the functional requirements of the Section are met and maintained.
- Maintain the land use decision letter to ensure accurate operational information is maintained and made available on request and specific administrative reporting deadlines are complied with.
- Perform report submission support functions to ensure that the Town Planning Section administration support services operates effectively to contribute positively to the departments service delivery objectives and outcomes.
- Provide financial administration support functions to ensure compliance with the municipality's procurement policies and procedures.
- Provide communication and participation administrative functions to support departmental strategies and ensure accurate information relating to town planning applications and proposals and projects is made available to the public.
- Attend to property transfer certificate applications to ensure that all applications for property transfers directed to the Town Planning Department comply with the provisions of the planning bylaw.

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SPECIAL CONDITIONS ATTACHED TO THE POST

- Ability to communicate in at least two of the three official languages of the Western Cape.
- Willing to undertake up to 2 years training in land use management.
- Must have good administrative skills.
- Must be able to handle conflict situations.
- Must have good communication and interpersonal skills.
- Must be able to work independently.
- Must be able to meet specific deadlines.
- Must be able to function under pressure.
- Must be reliable and trustworthy.

ENQUIRIES: Clinton Petersen (044) 801 9182

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 **11 February 2026 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 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).

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- 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.

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