

VACANCY VAKATURE



EXTERNAL CIRCULATION

DIRECTORATE: COMMUNITY SAFETY AND MOBILITY

POST DESIGNATION: ADMINISTRATOR - GEORGE

PERMANENT APPOINTMENT

WC0446426

REFERENCE: 4021081

CLOSING DATE: 2026-04-30 AT 16:30 PM

Salary: R280 980 - R364 788 per annum (T9)- (Subject to TASK outcome)

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
- Computer Literacy - MS Office
- Valid driver's license
- 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, Planning and Organising.
- Functional Competencies: Business Processes, Use of Technology, Data Processing & Analysis.
- Public Service 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 Mentoring.

KEY PERFORMANCE AREAS:

- Ensure that administrative and departmental procedures and guidelines are adopted, applied and complied with in all transactions, activities and sequences associated with the operations.
- Ensure information and records detailing municipal assets maintenance activities / operations are updated, maintained and made available to support departmental planning and decision-making processes.
- Ensure accurate budgets are prepared in relation to requirements enabling the Section to contribute positively towards meeting developmental objectives and sustaining the quality and standards of service delivery.
- Ensure that Emerging Risk Management is carried out in accordance with the Municipality's ERM Policy, Strategy and Implementation Plan. To advocate the culture of change and adopting Risk Management to be adopted in everyday management of activities and educating the stakeholders of the importance of managing risks in dealing with public funds.
- Ensure internal control processes are implemented and to address and implement discrepancies and exceptions identified / noted by the Internal Audit within the Directorate.
- Provide administrative support service regarding the functions / requirements at the Directorate's headquarters supporting the Departments service delivery objectives through the provision of

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- accurate and up-to-date information.
- Ensure support is made available to enable accomplishment of service delivery objectives and standards.

SPECIAL CONDITIONS ATTACHED TO THE POST

- Good interpersonal skills.
- Excellent written and communication skills.
- Must be able to communicate in at least two of the three official languages of the Western Cape.
- Decision making ability.
- Interested in development of subordinates.
- Firm but fair.
- Ability to work independently.
- Ability to work with confidential information.
- Ability to work overtime.

PROBATION PERIOD: 6 months

ENQUIRIES: LAUREN LOUW (0448016367)

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 **30 April 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.

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- 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.

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