

VACANCY VAKATURE



EXTERNAL CIRCULATION

DIRECTORATE: PLANNING AND DEVELOPMENT

POST DESIGNATION: SENIOR PROJECT CO-ORDINATOR - GEORGE

PERMANENT APPOINTMENT

WC0440694

REFERENCE: 4134846

CLOSING DATE: 2026-05-05 AT 16:30 PM

Salary : R496 452 - R644 436 per annum (T13)
Additional Service Benefits : Medical Aid, Pension, Housing Allowance (subject to prescribed requirements), 13th Cheque and Group Life Insurance

MINIMUM REQUIREMENTS:

- Grade 12 and
- 1 year project management certificate or a B-Tech or Post Graduate Diploma in project management
- Computer Literacy: MS Office
- Valid Driver's License
- 5-8 years relevant experience with supervisory experience

COMPETENCIES:

- Core Professional Competencies - Written and Oral Communication, Influencing, Organisational Awareness, Problem Solving, Planning and Organising, Use of Technology and Attention to detail
- Functional Competencies – Project management and 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 and Learning Orientation
- Management / Leadership Competencies - Impact and Influence, Team Orientation, Direction Setting, Coaching and Mentoring

KEY PERFORMANCE AREAS:

- Ensure that the George Municipality Housing programs are aligned with Human Settlements Strategy, IDP and compliance with relevant legislation
- Ensure that proper record keeping of the projects are maintained
- Ensure that all administrative processes regarding projects are carried out and requirements complied with
- Ensure that administrative, departmental, and municipal procedures and guidelines are applied and complied with in all transactions and activities
- Ensure financial objectives are met in accordance with the MFMA
- Ensure that an effective contract management system is adhered to with regards to all projects implemented in the section
- Ensure internal control processes are implemented and to address and implement discrepancies or exceptions identified/ noted by the internal Audit within the Directorate
- Ensure and improve compliance with health and safety standards in the Section
- Ensure that Emerging Risk Management is carried out in accordance with the municipality's ERM policy, strategy, and implementation plan and to advocate the culture of change and adopting Risk Management to be adopted in everyday management of activities and educating the

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- stakeholders of the importance of managing risks in dealing with public funds
- Ensure administrative procedures dictating reporting requirements with respect to the functions of the section are complied with
- Ensure human resources needs are identified and attended to, supporting the accomplishments to laid down objectives and compliance with specific standards in terms of productivity and performance
- Ensure that information, queries, complaints, advice or opinions on relevant matters is made available and or communicated through various mediums and accurately interpreted through the provision of adequate and clear explanations

SPECIAL CONDITIONS ATTACHED TO THE POST

- Outstanding interpersonal and communication skills
- Ability to communicate in at least two of the three official languages of Western Cape
- Conflict resolution skills
- Good leadership and organizational skills
- Ability to co-ordinate projects
- Good written and verbal communication abilities
- Ability to perform effectively under pressure
- Knowledge of Municipal by-laws and national, provincial and local government housing policies.
- Good public relations skills
- People orientated/people's person
- Availability to work outside normal working hours
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ENQUIRIES: SIMNIKIWE MBEKUSHE (044 802 2003)

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 **[2026-05-05] 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.

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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.

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