

VACANCY VAKATURE



EXTERNAL CIRCULATION

DIRECTORATE: COMMUNITY SAFETY AND MOBILITY

POST DESIGNATION: ASSISTANT SUPERINTENDENT / MANAGEMENT REPRESENTATIVE UNIONDALE

PERMANENT APPOINTMENT

WC0440692

REFERENCE: 4029064

CLOSING DATE: 2026-06-10 AT 16:30 PM

Salary : R 373 488-R484 836 per annum (T11)
Additional Service Benefits : Medical Aid, Pension, Housing Allowance (subject to prescribed requirements),
13th Cheque and Group Life Insurance

MINIMUM REQUIREMENTS:

- Grade 12
- Computer Literacy: MS Office
- Diploma for Grade A Examiner of Driving Licenses
- Registered on NATIS as a Grade A Examiner for Driving Licenses
- Code A and EC Driver's license
- 5 -8 years relevant experience with supervisory experience

COMPETENCIES:

- Core Professional Competencies: Written & 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, Interpersonal Relationships
- Public Services Orientation Competencies: 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 effective supervision, accountability and compliance across all service delivery areas
- Ensure resources are efficiently allocated, secured and utilised to support effective operations
- Ensure competent, motivated and accountable staff that deliver quality services
- Ensure that DLTC services are delivered in compliance with legislation and standards, maintaining credibility and customer trust
- Ensure accurate, transparent and reliable information management that supports accountability and decision-making
- Ensure transparent, responsive and customer-oriented communication that strengthens trust and service quality
- Ensure sustainable administrative systems, risk controls and safe working conditions that support effective service delivery
- Ensure safe operational practices that protect staff and the public

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SPECIAL CONDITIONS ATTACHED TO THE POST

- Ability to provide good administrative duties
- Good interpersonal skills and good human relationship
- Physical abled
- High level of responsibility
- No criminal record
- Be able to communicate in at least two of the 3 official languages of the Western Cape
- Ability to compile accurate statistical data
- Must be able and willing to work overtime
- Candidate to preferably reside in Uniondale
- No Transport will be provided to and from work

ENQUIRIES: HP JUNIES (0448782400)

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 **[2026-06-10]** 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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