

VACANCY VAKATURE



EXTERNAL CIRCULATION

DIRECTORATE: CIVIL ENGINEERING SERVICES

POST DESIGNATION: ADMINISTRATOR- GEORGE

PERMANENT APPOINTMENT

WC0442269

REFERENCE: 4165810

CLOSING DATE: 2026-05-27 AT 16:30 PM

Salary	: R280 980 - R364 788 per annum (T9)
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 licence
- 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 the Section is capably positioned to deliver on the requirements and priorities and maintain acceptable standards of quality with regards to service delivery.
- Ensure that complaints received is classified and the service to attend to the complaint streamlined.
- Create better customer relations and to enhance the public perception of Council.
- Ensure that all relevant Data is captured accurately and timeously and that all correspondence received through electronic mail is tended and responded to in line with the required service standards.
- Ensure that an efficient support service is provided.
- Ensure administrative sequences dictating reporting requirements and approval procedures are complied with and correspondence responded to through the provision of accurate information.
- Ensure that a professional channel of communication is established and maintained.
- Ensure that a positive work environment is created and maintained for subordinate personnel.

VACANCY VAKATURE



SPECIAL CONDITIONS ATTACHED TO THE POST

- Ability to communicate in two of the three official languages of the Western Cape.
- Outstanding interpersonal and communication skills.
- Good Public Relation skills.
- Outstanding problem-solving skills.
- Be able to function under extreme pressure.
- General knowledge of OHS Act.
- Good personnel co-ordination skills
- Knowledge of Batho Pele Principles.
- Report writing skills.
- Knowledge of Service Standards.
- Able bodied.

ENQUIRIES: D de Jager (044 801 9163)

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 **27 May 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,

VACANCY VAKATURE



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: 2026-05-27 AT 16:30PM