

EXTERNAL CIRCULATION

DIRECTORATE: CIVIL ENGINEERING SERVICES

POST DESIGNATION: PROCESS CONTROLLER - GEORGE

PERMANENT APPOINTMENT

WC2037

REFERENCE: 4346657

CLOSING DATE: 2026-08-12 AT 16:30 PM

Salary: : R 232 200 – R 301 404 per annum (T7)

Additional Service Benefits: : Medical Aid, Pension, Housing Allowance (Subject to prescribed requirements). 13th Cheque and Group Life Insurance.

MINIMUM REQUIREMENTS:

- Grade 12 or relevant post matric qualification preferably a NTC 3 in Waste water treatment.
- Trade related qualification: Operators certificate/ Waste water Treatment practice (N3); and
- Code EB Driver's License.
- 2-5 years relevant experience required.

COMPETENCIES:

- **Core Professional Competencies:** Oral Communication, Written Communication, Problem Solving, Decision making, Planning and Organising, Ethics and Professionalism.
- **Functional Competencies:** Discipline Specific Skills, Task Management, Use of process specific Technology/Equipment, Quality Orientation, Workplace Safety, People Management.
- **Public Service Orientation Competencies:** Service Delivery Orientation, Interpersonal Relationships, Communication, Service Delivery Orientation.
- **Personal Competencies:** Action and outcome orientation, Resilience, Change readiness, Cognitive ability, Learning orientation.
- **Management/Leadership Competencies:** Direction Setting, Impact and Influence, Coaching and Mentoring, Team Orientation.

KEY PERFORMANCE AREAS:

- Ensure that the safety of Treatment Plant and subordinates adhere to safety and laid down policies during each shift.
- Ensure maintenance and discipline within the workplace are adhere to as per laid down policies.
- Ensure that Plant stock at all times is sufficient and available for operational efficiency.
- Ensure that all procedures are monitored and implemented for operational efficiency of Treatment Plant.
- Ensure that all processes are followed in the effective operation of a Class C & D Wastewater Treatment Plant.
- Ensure that all processes are monitored constantly for deviations in quality standards.
- Ensure that all visits by Public or Government Bodies are conducted according to Plant Regulations and laid down instructions.
- Ensure that the Plant SCADA-System is monitored as prescribed and that anomalous are reported as instructed.
- Ensure that proper maintenance is carried out.
- Ensure all requirements are adhered to during the execution of duties.

VACANCY VAKATURE



SPECIAL CONDITIONS ATTACHED TO THE POST:

- Required to work in all weather conditions.
- Required to work outside normal working hours during emergencies and unplanned overtime and shift duties as and when required.
- Demonstrate an in-depth working knowledge of treatment technologies, water engineering practices, mechanical — and electrical equipment.
- Demonstrate an in-depth working knowledge of process water analyses and the interpretation of process water results.
- Demonstrate a working knowledge of Occupational Health and Safety Act and relevant regulations.
- Demonstrate good interpersonal and communication skill (s especially with respect to the local dialects).
- Demonstrate a working knowledge with respect to the National Water Act, 1998 (Act 36 of 1998), Water Services Act (Act 108 of 1998) and all other relevant acts, regulations, by-laws, policies, best practice guideline associated with the management, operations, control and monitoring of water supply systems and/or wastewater collections systems.
- Demonstrate a working knowledge of risk-based management, operation, control and monitoring
- Required to work on a Class A or Class B Wastewater Treatment Plant when necessary.
- The duties listed in this job description are not exhaustive, and the employer is entitled to instruct the employee at any time to carry out additional duties or responsibilities which fall reasonably within the ambit of the job description, or in accordance with operational requirements. Should a grievance be felt with regard to any such instruction issued, representation may be made to supervision or higher authority by means of the grievance procedure, but in the first instance the instruction shall be obeyed.

PROBATION PERIOD: 6 months

ENQUIRIES: Johan Scheepers (0448019324)

INSTRUCTIONS TO APPLICANTS (Please read carefully)

Applications must be submitted **by hand** 71 York Street, George, Main Building, HR Reception. Application forms can be obtained from the Municipal website, www.george.gov.za or HR Reception and must reach the Human Resource Department on or before **2026-08-12 at 16:30pm**.

Applicants are required to complete the application form in full. Applicants must complete all mandatory fields on the application form honestly and thoroughly. Please ensure the following documents are submitted:

- 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 hand delivered applications will be accepted.

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.

VACANCY VAKATURE



- 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 evaluation, 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: 2026-08-12 AT 16:30PM