

# VACANCY VAKATURE



## EXTERNAL CIRCULATION

**DIRECTORATE: COMMUNITY SERVICES**

**POST DESIGNATION: SPORT DEVELOPMENT OFFICER - GEORGE**

**PERMANENT APPOINTMENT**

**WC0444035**

**REFERENCE: 4211960**

**CLOSING DATE: 2026-07-24 AT 16:30 PM**

**Salary** : R 461 880 – R 599 592 per annum (T12)

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

### MINIMUM REQUIREMENTS:

- Relevant 3-year tertiary qualification preferably a B-Degree or National Diploma
- Computer literacy: MS Office
- 3 – 5 years relevant experience
- A Valid code B driver's license

### COMPETENCIES:

- **Core Professional Competencies:** Conceptual Thinking, Organisational Awareness, Attention to Detail, Monitoring and Control, Planning and Organising.
- **Functional Competencies:** People Management, Professional/Technical Proficiency.
- **Public Service Orientation Competencies:** Interpersonal Relationships, Communication, Service Delivery Orientation, Client Orientation and Customer Focus.
- **Personal Competencies:** Action and Outcome Orientation, Resilience, Change Readiness, Learning Orientation, Accountability and Ethical Conduct, Problem Solving.
- **Management/Leadership Competencies:** Impact and Influence, Team Orientation, Coaching and Mentoring, Strategic Capability and Leadership.

### KEY PERFORMANCE AREAS:

- Ensure that sufficient and quality sport delivery services is accessible to all local communities.
- Keep Council properly informed on successful outcomes of sport development projects.
- Ensure that the municipality sport grant funded projects comply with the objectives of the Municipal Infrastructure Grant.
- Enforce the practicing of the Sport Development Policy, Council objectives and strategies.
- Ensure a positive, safe and healthy work environment.
- Ensure that an efficient administrative service is rendered to the section.
- Ensure the effective interaction with all stakeholders in all aspects of sport development.

### SPECIAL CONDITIONS ATTACHED TO THE POST

- Ability to communicate in at least two of the three official languages of the Western Cape.
- Outstanding communication and interpersonal skills.
- Ability to work independently, late hours, weekends.
- Be available at sport centres, sites and meetings.
- Ability to take full responsibility to engage in and resolve any sport related crises on any given occasion.
- Ability to write items and compile reports.
- 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

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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.

**ENQUIRIES: G CAMPHER (044 801 9488)**

**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](http://www.george.gov.za), under **Job Portal**. Applicants must register and apply online before **2026-07-24** 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).
- 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.

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**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: 2026-07-24 AT 16:30PM**