

VACANCY VAKATURE



EXTERNAL CIRCULATION

DIRECTORATE: ELECTRICAL ENGINEERING SERVICES

POST DESIGNATION: CLERK OF WORKS (PROJECTS) - GEORGE

PERMANENT APPOINTMENT

WC0446889 & WC0444235

REFERENCE: 4372766

CLOSING DATE: 2026-08-26 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:

- Electrical Trade Certificate
- 5 years or more post-apprenticeship experience required
- Computer Literacy
- Driver's Licence Code B

COMPETENCIES:

- Core Professional Competencies: Managing Work, Problem Solving, Planning and Organising, Quality Orientation
- Functional Competencies: Workplace Safety, Discipline Specific Skills
- Public Service Orientation Competencies: Service Delivery Orientation, Interpersonal Relationships, Communication, Customer Orientation and Customer Focus
- Personal Competencies: Action Orientation, Resilience, Accountability and Ethical Conduct, Learning Orientation
- Management / Leadership Competencies: Direction Setting, Impact and Influence, Team Orientation, Coaching and Mentoring

KEY PERFORMANCE AREAS:

- Ensure that all requirements in terms of the Health and Safety and Environmental Act are adhered to and that construction regulations are complied with.
- Ensure that projects are implemented according to tender specifications and that all OHSA requirements have been complied with.
- Ensure that the Contractor is fully briefed on existing services on development sites and that all information is substantiated with documentary proof.
- Ensure that all project sequences are managed and that planning is done effectively to ensure timeous completion.
- Ensure that all safety measures are adhered to and that equipment conforms to specifications.
- Ensure that all information is recorded and circulated upon completion of projects.
- Assist with the process of establishing administrative procedures to ensure that proper documentation is secured on projects.
- Ensure that Contractors familiarize themselves with the site and ensure that projects are completed according to contractual commitment.
- Ensure a good channel of communication is established with all role players.

SPECIAL CONDITIONS ATTACHED TO THE POST

- Ability to communicate in at least two of the three official languages of the Western Cape.
- Good interpersonal skills.
- Must be assertive.

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- Sound verbal and written communication skills.
- Must have own transport.
- Must be able to work independently.
- Must be reliable and trustworthy.
- Must have numerical and limited designing skills.
- Must have conflict handling skills.
- Must have the ability to give attention to detail.
- Must have a high level of responsibility.
- Must have the ability to work under pressure.

ENQUIRIES: DEON ESTERHUYSEN (044 801 9222)

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 **2026-08-26** 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.

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- 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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