

VACANCY VAKATURE



EXTERNAL CIRCULATION

DIRECTORATE: FINANCIAL SERVICES

POST DESIGNATION: MANAGER: RATES, TAXES, VALUATIONS & SYSTEMS - GEORGE

PERMANENT APPOINTMENT

WC0443418

REFERENCE: 4362962

CLOSING DATE: 2026-09-04 AT 16:30 PM

Salary	: R 760 056 - R 986 580 per annum T16
Additional Service Benefits	: Medical Aid, Pension, Housing Allowance (subject to prescribed requirements), 13th Cheque and Group Life Insurance
Perks	: Cellphone and Vehicle Allowance (subject to prescribed requirements)

MINIMUM REQUIREMENTS:

- A relevant 3-year tertiary qualification, preferably a National Diploma or B Com with financial accounting as a major subject
- Computer literacy: MS Office
- 8 years or more relevant experience covering all aspects of the relevant financial process and the Management of financial information or having gained specialist experience in a finance discipline, which includes 2 years of supervisory experience
- Valid Driver's License

COMPETENCIES:

- Functional Competencies: Accounting, Procurement, Budgeting, Financial Management, Costing, Financial Reporting, Financial Process Management
- Professional Competencies: Oral Communication, Written Communication, Organisational Awareness, Problem Solving, Planning and Organising
- Public Service Orientation Competencies: Interpersonal Relationships, Communication, Service Delivery Orientation
- Personal Competencies: Action and outcome orientation, Resilience, Cognitive ability, Change readiness, Learning orientation
- Management /Leadership Competencies: Impact and Influence, Team Orientation, Direction Setting, Coaching and Mentoring

KEY PERFORMANCE AREAS:

- Ensure that the George Municipality's valuation and rating legislative requirements are met.
- Ensure the management of staff and technical resources in such a way that the most effective results are achieved as well as ensure staff are managed and motivated in accordance with the Directorate's strategic and operational plan.
- Ensure that fair and accurate values are reflected on the valuation roll in terms of requirements of legal provisions and prescriptions.
- Ensure that Council applies best international practice thereby ensuring that the most cost-effective methodologies are applied.
- Ensure that the accounting functions are managed and performed according to national guidelines and Council policies.
- Ensure that the Rates and Taxes Division has implemented requirements of legal provisions and prescriptions.
- Define the actions that need to take place to successfully complete general and supplementary valuations, as well as debit raising of rates and taxes.

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- Ensure that Council's position at Valuation Appeal Boards is competently addressed.
- Ensure that the abilities of staff are continually enhanced, thereby ensuring optimum application of resources.
- Ensure that expenditure on the budget is monitored and remedial action taken where necessary.
- Ensure that administrative sequences dictating income-related requirements are complied with and correspondence responded to through the provision of accurate information.
- Ensure that performing statistics are captured accurately for submission to Government Departments and other role players.
- Give effect to Council's Batho Pele principles as well as ensure that effective communication facilitates the stringent time requirements of the valuation process.
- Ensure that a climate, conducive to promoting and sustaining motivational and performance levels, is cultivated and maintained to enable the Section to contribute positively to the Department's service level objectives and outcomes.

SPECIAL CONDITIONS ATTACHED TO THE POST

- Must be able to communicate in at least two of the three official languages of the Western Cape.
- Must have good interpersonal and managerial skills.
- Must be able to handle conflict situations.
- Must have good communication and interpretation skills.
- Must be dedicated and have the ability to apply attention to detail.
- Must be reliable and trustworthy.
- Must have good leadership and people skills.
- Must be willing to attend meetings after normal office hours.

ENQUIRIES: RENALDO COETZEE (044 801 9030)

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 **04 September 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.

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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.

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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