

VACANCY VAKATURE



EXTERNAL CIRCULATION

DIRECTORATE: PLANNING AND DEVELOPMENT

POST DESIGNATION: SENIOR GIS ANALYST - GEORGE

PERMANENT APPOINTMENT

WC0442121

REFERENCE: 4330850

CLOSING DATE: 2026-08-18 AT 16:30 PM

Salary	: R461 880 – R599 592 per annum (T12)
Additional Service Benefits	: Medical Aid, Pension, Housing Allowance (subject to prescribed requirements), 13th Cheque and Group Life Insurance
Perks	: If applicable Cellphone (subject to prescribed requirements) (subject to prescribed requirements)

MINIMUM REQUIREMENTS:

- A relevant technical tertiary qualification in GIS
- Registration with SAGC as GISc Technician or Technologist (Registration optional) Registration or eligible for registration will be an advantage
- Computer literacy: MS Office
- 2 - 5 years' relevant post qualifying experienced required (Experience in Arcgis Pro will be an advantage)

COMPETENCIES:

- Professional competencies: Organisational Awareness, Problem Solving, Planning and organising, Information Management
- Functional competencies: Geo-Spatial Data Collection, Geomatics Systems and Software, Land Surveying, Measurement of Land and Property, Geo-Spatial Mapping & Modelling, Remote Sensing, Photogrammetry, Data Exchange, Database Design & Management, Professional Conduct, Image Analysis, Spatial Awareness, Spatial Analysis, Information Technology, Consulting
- Public Service Orientation competencies: Interpersonal Relationships, Communication, Service Delivery Orientation, Client Orientation and Customer Focus
- Personal competencies: Action orientation, Resilience, change readiness, Learning Orientation, Accountability and ethical conduct, Problem Solving
- Management /Leadership competencies: Impact and Influence, Direction Setting, Team Orientation, Coaching and Mentoring

KEY PERFORMANCE AREAS:

- Plan, administer and coordinate GIS projects, maintain accuracy and quality of spatial information and assist in support function to the Directorate - ensure that a corporate Spatial Information Management system is implemented, administered, and maintained
- Analysis of spatial and non-spatial data on a basic and intermediate level providing reliable outcomes in desired format (mapping, report, charts, graphs, tables, etc.) - provide for reliable analysis results to questions asked by management that assist them in decision making, and in support of directorate projects and ensure outcomes are produced in reliable format and service delivery priorities are identified and addressed pro-actively in support of departmental strategic objectives
- Perform tasks in prepared structures, following prescribed processes that preserve data, data integrity, quality and security to ensure accuracy of data integrated with municipal financial systems and planning operations resulting in reliable integrity of data and ensuring revenue enhancement

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and quality service delivery - ensure that key deliverables and critical interventions are accurately analyzed supporting the accomplishment of established organizational outcomes

- Under the supervision of supervisor, put structures in place to champion departmental published GIS and web-based systems and assist in providing spatial solutions to ensure adequate support is provided in ensuring that key deliverables and critical interventions are accurately analysed supporting the accomplishment of established organizational outcomes
- Integration of data into a single resource to ensure good transversal operations, improve service delivery, open and transparent information systems, and coordination with external datasets
- Perform spatial data preparation, capturing, validation and maintenance of municipal spatial data usage to ensure accuracy of data integrated with municipal financial systems and planning operations resulting in reliable integrity of data and ensuring revenue enhancement and quality service delivery, ensuring that key deliverables and critical interventions are accurately analysed supporting the accomplishment of established organizational outcomes

SPECIAL CONDITIONS ATTACHED TO THE POST

- Knowledge of specific legislation viz:
- Spatial Data Infrastructure Act 54/2003 Facilitate: the sharing of spatial information and metadata.
- Copyright Act 98/1978: To regulate copyright and provide for matters incidental thereto. Promotion of Access to Information Act 212000: Right of access to any information held by the state.
- Right of privacy of personal information.
- Statistics Act 6/1999: Provide for the collection, production and dissemination of official statistics and the conducting of a census.
- National Archives Act 43 of 1996: To provide for Proper management and care of the records of government bodies;
- SA Geographical Names Act 118 of 1998: To. transformation and standardization of geographical names for official purposes.
- Knowledge and awareness of legal compliance;
- Good human relations, interpersonal and communication skills;
- Analytical, statistical, mathematical, logical thinking and problem solving
- Must be prepared to work overtime at time when public engagements are held after hours. Are used to reach venue where public meetings are held and to collect and deliver printing materials and other media as and when required.

ENQUIRIES: HENRIETTE KOCH (044 801 9024)

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 **[2026-08-18]** 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.

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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.

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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