VACANCY
VAKATURE

EXTERNAL CIRCULATION

DIRECTORATE: PLANNING AND DEVELOPMENT

POST DESIGNATION: EXECUTIVE SUPPORT OFFICER - GEORGE

PERMANENT APPOINTMENT

WC0440673

REFERENCE: 4515456

CLOSING DATE: 2026-12-03 AT 16:30 PM

Salary : R331 416 - R430 188 per annum (T10)

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

MINIMUM REQUIREMENTS:

- Grade 12
- Computer Literacy: MS Office
- Secretarial Certificate
- Valid driver's license
- 5 – 8 years' relevant experience with supervisory experience

COMPETENCIES:

- Core Competencies: Written Communication, Oral Communication, Attention to Detail, Influencing, Ethics and Professionalism, Organisational Awareness, Problem Solving, Planning and Organisation
- Functional Competencies: Business Processes, Use of Technology, Data Processing and Analysis
- Public Service Orientation Competencies: Interpersonal Relationships, Communication, Service Delivery Orientation, Client Orientation and Customer Focus
- Personal Competencies: Action Orientation, Resilience, Change Readiness, Cognitive Ability, Learning Orientation
- Management Leadership Competencies: Impact And Influence, Team Orientation, Direction Setting, Coaching and Mentoring

KEY PERFORMANCE AREAS:

- Ensure that all matters requiring the Director's attention are managed professionally, timeously and in accordance with municipal service delivery and governance standards
- Ensure that Senior Management is fully supported and informed, enabling effective operational decision-making and continuity of service
- Maintain and efficient, professional and responsive front-office environment that supports executive operations and service delivery
- Ensure a well-functioning, organised and compliant Office of the Director that supports high-level decision-making
- Ensure optimal time management and efficient planning of the Directors executive commitments
- Strengthen professional partnerships and uphold a positive municipal image
- Provide comprehensive, accurate and professional secretarial support to the Director and ensure seamless workflow
- Ensure effective planning, coordination and briefing regarding all scheduled commitments of the Director
- Ensure that all visitors experience a professional and organised environment reflective of the Municipality's standards
- Maintain efficient communication channels across all municipal levels and external structures

- Ensure efficient supervision, workflow management and quality assurance with the Directorate's Secretariat
- Ensure financial processes and SCM documentation meet municipal compliance standards and support efficient service delivery

SPECIAL CONDITIONS ATTACHED TO THE POST

- Good telephone etiquette
- Written and Communications skills
- Interpersonal skills
- Ability to communicate in at least two of the official languages of the Western Cape
- Ability to perform under pressure and independently
- Must be loyal and committed
- The ability to prioritize
- Must have high work standards
- Must be willing to work abnormal hours
- Must have regard for customer needs and meeting quality standards for services
- Must have a high level of integrity and ability to handle confidential information
- Must have good listening and interpersonal skills
- Must be tactful, assertive and responsible
- Must have excellent administrative and organizational skills
- Must be loyal, committed and dedicated
- Must be able to do independent research for information
- Must be able to apply initiative and take decisions
- Must be willing to work under pressure and meet deadlines and specific time frames
- Must have a working knowledge of all protocol issues applicable to both national and international dignitaries
- Above average typing abilities
- Well-disposed person and immaculately dressed
- Willingness to learn and adapt to changing circumstances
- Must be client friendly and people orientated
- Must have supervisory skills
- Must have management skills in the execution of duties
- Must be able to work independently with minimal supervision
- Must be able to supervise and ensure effective workflow, performance, discipline and service standards within the Secretariat

ENQUIRIES: **MAHLATSE PHOSA (044 801 9385)**

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 [**2026-12-03**]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.

CLOSING DATE: [2026-12-03] AT 16:30PM