

EXTERNAL CIRCULATION

DIRECTORATE: COMMUNITY SERVICES

POST DESIGNATION: ADMINISTRATOR

PERMANENT APPOINTMENT

WC441091

REFERENCE: COMMT9 01/06/2023

Salary : R 239 340 – R 310 740 per annum T9
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)
- 2- 5-year relevant experience

COMPETENCIES

- **Core Professional Competencies-** Written and Oral Communication, Attention to Detail, Influencing, Ethics and Professionalism, Organizational Awareness, Problem Solving, Planning and Organizing.
- **Functional Competencies-** Business Processes, Use of Technology, Data Processing and Analysis.
- **Public Services Orientation Competencies-** Interpersonal Relationship, 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:

- To ensure the effective administrative functioning of the section.
- To ensure a reliable customer care / office support is made available internally and externally.
- To maintain a high standard of liaison with various departments in ensuring that various issues be attended to.
- To ensure adequate stock levels are maintained and enable the introduction of measures to prevent delays and interruptions to service delivery levels.
- To ensure that items can be obtained at the most favourable prices and availability and guarantee the continuation of maintenance work.
- To ensure that proper financial budget controls are exercised to prevent overspending of budget votes.
- To provide an effective supervisory function enabling subordinates to functions to their full potential.

SPECIAL CONDITIONS ATTACHED TO THE POST

- Must have good inter-personal and communication skills.
- Must have supervisory skills.
- Must be able to pay attention to detail.

- Ability to communicate in at least two of official languages of the Western Cape

ENQUIRIES: MRS J WELLS (044 – 878 2400)

INSTRUCTIONS TO APPLICANTS

Applicants must submit a formal application form with all fields completed and a comprehensive CV, certified copies (not older than 6 months) of relevant qualifications, identity document and driver's license, if applicable. Applications must be submitted **electronically** preferably as one PDF document to recruitment@george.gov.za. Application forms can be obtained from the Municipal website, www.george.gov.za and must reach the Human Resource Department on or before **06 July 2023** at 12:00pm. **Applicants must clearly state the reference number and position title in the subject line of the email.**

Only electronic applications will be accepted.

Disqualification:

Please note that the following will lead to disqualification:

Non-submission of required documents or submission of fraudulent documents.

Canvassing of Councillors and/or officials.

Non-adherence to the instructions on the advertisement.

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: 06 JULY 2023

