

## EXTERNAL CIRCULATION

**DIRECTORATE: COMMUNITY SERVICES**  
**SENIOR MANAGER COMMUNITY SAFETY**  
**PERMANENT APPOINTMENT**

**WC2228**

**REF: COMM T18 03/07/2023**

<b>Salary</b>	: R907 992- R 1178 640 per annum T18
<b>Additional Service Benefits</b>	: Medical Aid, Pension, Housing Allowance (Subject to prescribed requirements), 13th Cheque and Group Life Insurance.
<b>Perks</b>	: Cellphone Allowance ( Subject to prescribed requirements), Vehicle Allowance approximately R10 285 (Subject to prescribed requirements).

### MINIMUM REQUIREMENTS:

- A relevant tertiary qualification preferably a B-degree in Public Administration or equivalent.
- Code EB Driver's License.
- Computer Literacy: MS Office.
- 8 years' experience or more including 2 years managerial experience.

### PREFERRED REQUIREMENTS:

- Post graduate degree in Public Administration or equivalent.
- Preferred qualification will provide the incumbent with the necessary in dept Knowledge & Skill to effectively fulfill the duties of the position.
- 5 Years managerial experience.

### COMPETENCIES:

- **Core Professional Competencies:** Written and Oral Communication, Influencing, People Management, Problem Solving, Planning and Organising.
- **Functional Competencies:** Illegal land Invasion, Legal Process Administration, Relocation Processes Surveying Data Management, Disaster Operations.
- **Public Service Orientation Competencies:** Interpersonal Relationships, Service Delivery Orientation.
- **Personal Competencies:** Change readiness, Cognitive Ability, Learning Orientation, Action and Outcome Orientation, Resilience.
- **Management / Leadership Competencies:** Team Orientation, Direction Setting, Coaching and Mentoring.

### KEY PERFORMANCE AREAS:

- Identification of and research the needs for Community Development Programs.
- Strategically manage the long medium - and short-term planning of the Community Safety Sub Directorate.
- Oversee the functional management of the Community Safety Sub Directorate including Traffic, Fire, Law Enforcement, Disaster Management, Anti land invasion and Customer Care section.
- Oversee the implementation of special projects for the Community Safety Sub Directorate.
- Manage the co-ordination of emergency management functions for the Community Safety Sub Directorate.
- Oversee research for the Community Safety Sub Directorate.
- Ensure and oversee the building and maintaining of sound relationships with a network of various stakeholders for the Community Safety Sub Directorate.
- Oversee and ensure the enhancement and implementation of performance management.

- Oversee the financial planning and reporting function of the Community Safety Sub Directorate to ensure information, advice or opinions on relevant matters is made available and/or communicated through the various mediums and accurately interpreted through the provision of adequate and clear explanation.
- Effective knowledge management and dissemination.

### **SPECIAL CONDITIONS ATTACHED TO THE POST**

- The duties listed in this job description are not exhaustive, and the employer is entitled to instruct the employee at any time to carry out additional duties or responsibilities which fall reasonably within the ambit of the job description, or in accordance with operational requirements.
- Must be willing to work outside normal working hours when required and meet deadlines.
- Must be able to work in highly stressful situations.
- Ability to interact at both strategic and operational level.
- Must have good understanding of the criminal law and other relevant legislation.

**ENQUIRIES: MR D ADONIS (044 – 801 2904).**

### **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](mailto:recruitment@george.gov.za). Application forms can be obtained from the Municipal website, [www.george.gov.za](http://www.george.gov.za) and must reach the Human Resource Department on or before 04 August 2023 at 12:00pm. **Applicants must clearly state the reference number and position title in the subject line of the email. Applicants are required to complete the application form in full.**

**Only electronic applications will be accepted.**

#### **Disqualification:**

**Please note that the following will lead to disqualification:**

Not using the formal application form.  
 Non-submission of required documents or submission of fraudulent documents.  
 Canvassing of Councilors and/or officials with the aim to be appointed.  
 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: 04 August 2023**