

VACANCY VAKATURE



EXTERNAL CIRCULATION

DIRECTORATE: CORPORATE SERVICES

SOCIAL WORKER

PERMANENT APPOINTMENT

WC0826

REF: CORP T10 01/08/2023

Salary : R284 064 – R368 700 per annum T10

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

MINIMUM REQUIREMENTS:

- A relevant 3-year tertiary qualification preferably a B Degree with Auxiliary Social Work Major as an advantage.
- Registration with Council for Social Services Profession.
- Computer Literacy: MS Office.
- Valid Driver's License.
- 5 Years relevant experience.

COMPETENCIES:

- **Core Professional Competencies:** Conceptual thinking, Organisational awareness, Attention to detail, Monitoring and Controlling, Planning and Organising.
- **Functional Competencies:** People Management, Professional/ Technical Proficiency.
- **Public Service 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, Team Orientation, Coaching and Mentoring, Strategic Capability and Leadership.

KEY PERFORMANCE AREAS:

- Conduct social and background investigations with report writing.
- Submit a Monthly planning schedule to the Manager.
- Submit a Monthly Feedback report to Council.
- Conduct a quarterly forum meeting with Stakeholders.
- Coordinate and conduct Monthly awareness sessions at crèches, Schools and with community members.

SPECIAL CONDITIONS ATTACHED TO THE POST

- Ability to speak, read and write in at least two of the official languages of the Western Cape.
- Communication/ Interpersonal Skills.
- Negotiation Skills .
- Ability to initiate projects.
- Report Writing Skills.
- Networking Skills.
- Ability to make assessments.
- Ability to perform under pressure.

ENQUIRIES: MRS S FANELO (044 – 802 2000).

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 corporateposts@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 **6 September 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: 06 September 2023