

EXTERNAL CIRCULATION

DIRECTORATE: COMMUNITY SERVICES
POST DESIGNATION: CCTV SHIFT SUPERVISOR
PERMANENT APPOINTMENT
WC0443896
REFERENCE: COMMT7 01/08/2023

Salary : R 199 032 - R 290 856 per annum T7
Additional Service Benefits : Medical Aid, Pension, Housing Allowance (subject to prescribed requirements), 13th Cheque and Group Life Insurance

MINIMUM REQUIREMENTS:

- Grade 12
- 2-5 years relevant experience
- Computer Literacy: MS Office
- Required to work shifts

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 & 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 staff in Control Centre is supervised and controlled effectively and that an efficient service is rendered regarding public safety and law enforcement.
- Ensure that all sequences in preventing crime are followed and applied correctly.
- Ensure that the procedures followed during monitoring is in accordance with Council's policy.
- To provide necessary support in order to establish and provide an effective administration support.

SPECIAL CONDITIONS ATTACHED TO THE POST

- Good interpersonal and communication skills
- Ability to lead and motivate a team
- Administrative skills (completing log reports – paper trail)
- Ability to communicate in at least two of the three official languages of the Western Cape
- Trustworthy – Ability to work with confidential information at all times
- Have excellent sight
- Must be willing to work overtime

- Previous knowledge of working within a relevant environment, preferably CCTV
- Stand By Functions
- Deals to violent crimes
- Displays accountability and responsibility
- Must have the ability to pay attention to detail
- Must be willing to sign a Confidentiality Agreement

ENQUIRIES: Ms. L van der Walt (044 801 6374)

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 CommunityPosts@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 **31 August 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: 31 August 2023

SIJIKELIZISWA NGAPHANDLE

ICANDELO LOLAWULO: IINKONZO ZOLUNTU

IGAMA LESIKHUNDLA: UMPHATHI WESHIFTI YECCTV

UKUQESHA NGOKUSISIGXINA

WC0443896

IREFERENSI: COMMT7 01/08/2023

Umvuzo : R 199 032 - R 290 856 ngonyaka T7

Iinzuzo ezongezelelweyo zeNkonzo : Uncedo loNyango, Umhlala phantsi, Isibonelelo seZindlu /sokuQesha (ngokuxhomekeke kwiimfuneko ezimiselweyo), Itshekhi ye-13 kunye ne -Inshurensi yoBomi beQela

IIMFUNEKO EZINCINANE:

- Ibanga le- 12
- Iminyaka-2-5 yamava afanelekileyo
- Ulwazi lwekhompyutha: MS Office
- Ulindeleke ukusebenza iishifti

UBUCHULE

- **Izakhono zoBuchule obunguNdoqo**-Unxibelelwano olubhaliweyo nolomlomo, Inggalelo kwinkcukacha, Ifuthe, Imigaqo yokuziphatha ngokusesikweni nobuchule, uLwazi loMbuthe, Ukusombulula iNgxaki, uCwangciso noLungiselelo.
- **Ubuchule bokusebenza**- iinkqubo zokusebenza, Ukusetyenziswa kwetekhnoloji, ukusetyenziswa kolwazi & noHlalutyo.
- **Ubuchule bokuQhelaniswa nokuHanjiswa lweeNkonzo** -Ubudlelwane phakathi kwabantu, Unxibelelwano, ukuqhelaniswa nokunikezelwa kweenkonzo, ukuqhelaniswa nabaXumi kunye nokugxila kubathengi.
- **Ubuchule bomntu** - Ukuqhelaniswa neNyathelo, Ukomelela, Ukulungela inguqu, Isakhono sokuqjqa, Inggalelo kwinkcukacha, Ukuqhelaniswa nokufunda.
- **Ubuchule noLawulo/bobunkokheli**- Impembelelo nefuthe, Ukuqhelaniswa neqela, Ukubeka umkhomba ndlela, Ukuqesha kunye nokuthantamisa.

IINDAWO EZINGUNDOQO ZOKUSEBENZA:

- Qinisekisa ukuba abasebenzi abakwiziko loLawulo bayonganyelwa kwaye balawulwa ngempumelelo kwanokuba kunikezelwa ngenkonzo esebenzayo malunga nokhuseleko loluNtu kunye nonyanzeliso lomthetho.
- Qinisekisa ukuba lonke ulandelelwano ekuthinteleni ulwaphulo-mthetho luyalandelwa kwaye lusetyenziswa ngokuchanekileyo
- Qinisekisa ukuba iinkqubo ezilandelwayo ngexesha lokubeka esweni zihambelana nomgaqo-nkqubo weBhunga.
- Ukubonelela ngenkxaso eyimfuneko ukuze kusekwe kwaye kubonelelwe ngenkxaso yolawulo olusebenzayo.

IMIQATHANGO EYODWA EQHOTYOSHELWE KWISIKHUNDLA

- Izakhono ezifanelekileyo zokusebenzisana nabantu kunye nokunxibelelana
- Ukukwazi ukukhokela nokukhuthaza iqela
- Izakhono zolawulo (ukubhala ingxelo kwincwadi ekubhalwa kuyo iihambo nokugalelwa kwepetroli – (umzila wephepha)
- Ukukwazi ukunxibelelana ubuncinane ngeelwimi ezimbini kwezintathu ezisemthethweni zaseNtshona -Koloni

- Ukuthembeka– Ukukwazi ukusebenza ngolwazi oluyimfihlo ngamaxesha onke
- Ukuba namehlo abukhali
- Kufuneka uzimisele ukusebenza ixesha elongezelekileyo
- Ulwazi lwangaphambili lokusebenza kwindawo efanelekileyo, ingakumbi iCCTV
- Imisebenzi yokuhlala ulindile
- Ukujongana nolwaphulo-mthetho olunobundlobongela
- Ubonakalisa uxanduva lokuphendula kunye noxanduva
- Kufuneka ube nako ukunika igqalelo kwiinkcukacha
- Kufuneka ukulungele ukutyikitya isiVumelwano seMfihlo

IMIBUZO: Nksk. L van der Walt (044 801 6374)

IMIYALELO KUBAFAKI- SICELO

Abafaki -zicelo kufuneka bangenise ifomu yesicelo esemthethweni egcwaliswe onke amacandelo kunye neCV ebanzi, iikopi eziqinisekisiweyo zeziqinisekiso zemfundo (ezingekho ngaphezulu kweenyanga ezi-6 ubudala), isazisi, kunye nephepha- mvume lokuqhuba ukuba kuyimfuneko. Izicelo kufuneka zingeniswe **ngokufakwa kwikhompyutha** kusetyenziswa i-intanethi ngokukhethekileyo njengoxwebhu olunye lwePDF kwa- CommunityPosts@george.gov.za. Iifomu zezicelo zingafunyanwa kwiwebhusayithi kaMasipala, www.george.gov.za kwaye kumele zifikelele kwiSebe lezaBasebenzi ngomhla okanye phambi komhla **31 eye Thupha 2023 ngeye-12:00. Abafaki-zicelo kumele bachaze ngokucacileyo inombolo yereferensi kunye negama lesikhundla kumgca wesihloko se-imeyili.**

Zisicelo ezifakwe ngekhompyutha kuphela eziya kwamkelwa

Ukuthintelwa:

Nceda uqaphele ukuba oku kulandelayo kuya kukhokelela ekuthintelweni:

Ukungangeniswa kwamaxwebhu afunekayo okanye ukungeniswa kwamaxwebhu obuqhophololo.

Ukurhwetyeshwa kooCeba kunye / okanye amagosa.

Ukungathotyelwa kwemiyalelo kwisibhengezo-ntengiso

QAPHELA: Nceda qaphele, apho kuyimfuneko, abagqatswa abafakwe kuluhlu olufutshane baya kufakwa kwinkqubo yophononongo lwemvelaphi. Ngokungenisa isicelo sesi sikhundla, abagqatswa bayavuma ukuba kwenziwe uphononongo lwemvelaphi oluya kubandakanya izingqinisiso kunye nolunye uphononongo olufanelekileyo.

UMasipala ugcina ilungelo lokungaqeshi

Ukuba awukhange uve kuthi phakathi kweenyanga ezi-30 zomva wokuvala, nceda uthathe ngokuba isicelo sakho asiphumelelanga.

UMasipala waseGeorge ngumqeshi onamathuba alinganayo ohambelana nomthetho-siseko wenkqubo yokukhawulelana nabo babengenamalungelo ngaphambili kunye noLungelelwaniso kwiNgqesho. Ukhetho luya kunikezelwa kubafaki-zicelo abasuka kumaqela anyuliweyo/angamelwanga ngokwaneleyo.

Ukuqeshwa kuya kuxhomekeka kwimfuneko yokusayinwa kwemvumelwano yengqesho kwaye, apho kufanelekileyo, isivumelwano sentsebenzo kunye nokubhengezwa kweenzuzo kunye nomdla.

UMHLA WOKUVALWA: 31 eyeThupha 2023

