

EXTERNAL CIRCULATION

DIRECTORATE: HUMAN SETTLEMENTS, PLANNING & DEVELOPMENT AND PROPERTIES

POST DESIGNATION: CLERK OF WORKS PROJECTS

PERMANENT APPOINTMENT

WC0440853

REFERENCE: CLERKPROJ 09/2023

Salary : R 335 328 – R 435 288 per annum T11
Additional Service Benefits : Medical Aid, Pension, Housing Allowance (subject to prescribed requirements), 13th Cheque and Group Life Insurance

MINIMUM REQUIREMENTS:

- 3-5 years Building Industry experience
- Relevant National Diploma qualification as stipulated in the national building regulations.
- Code EB Driver's License
- Computer Literacy(MS Office)
- Eligible to be registered as a Peace Officer (Law Enforcement Officer)

COMPETENCIES:

- Functional Competencies: Building Development Control, Building Inspectorate Customer Centricity, Legal Administration, Negotiation and Influencing, Ethics and Professionalism.
- Professional Competencies: Organisational Awareness, Problem Solving, Planning and Organizing, Information Management.
- Public Service Orientation Competencies : Interpersonal Relationships,Communication,Service Delivery Orientation.
- Personal Competencies: Action and Outcome Orientation, Resilience,Change Readiness, Learning Orientation, Accountability and Ethical Conduct.
- Management/ Leadership Competencies : Team Orientation, Direction Setting,Coaching and Mentoring,Impact and Influence.

KEY PERFORMANCE AREAS:

- Compile specifications for various projects.
- Quantity surveying for Council projects.
- Responsible for the planning, organising and management of day-to-day activities.
- Briefing of contractors with regard to tenders /quotations prior to site meeting.
- Conduct site inspections for mass RDP projects and various Council projects.
- Implement quality control measures with regard to specifications.
- Investigate problem areas in the various townships with regard to sewerage, stormwater , general maintenance , earth and boundary pegs.
- Ensure that occupational health and safety regulations are in place and adhered to.
- To interact with contractors, consultants and land surveyors during the implementation of various projects.
- Render and provide technical advice to management and various stakeholders.
- Design and drawing up of plans for various Council projects as identified for tender purposes.
- Compile specifications in accordance with the proposed plan.

SPECIAL CONDITIONS ATTACHED TO THE POST

- Ability to communicate in at least 2 of the 3 official languages of the Western Cape
- Good Interpersonal Skills.
- Sound verbal and written communication skills.
- Must have own transport.
- Must be able to work independantly.

ENQUIRIES: MR D LOUW (044-801 9078)

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 HumansettlementsPosts@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 **9 OCTOBER 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 application form in full.**

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: 9 OCTOBER 2023

SIJIKELIZISWA NGAPHANDLE

ICANDELO LOLAWULO: UKUHLALISWA KOLUNTU, UCWANGCISO & NOPHULISO KUNYE

NEEPROPATI

IGAMA LESIKHUNDLA: UNOBHALA WEPROJEKTHI ZEMISEBENZI

UKUQESHA NGOKUSISIGXINA

WC0440853

IREFERENSI: CLERKPROJ 09/2023

Umvuzo : R 335 328 – R 435 288 ngonyaka T11

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

IIMFUNEKO EZINCINANE:

- 3-5 iminyaka yamava kuShishino loKwakha
- Isiqinisekiso esifanelekileyo seDiploma yeSizwe njengoko kuchaziwe kwimimiselo yolwakhiwo lwesizwe.
- Ikhawudi B yePhepha -mvume lokuqhuba
- Ulwazi lwekhompyutha: MS Office
- Ukulungela ukubhaliswa njengeGosa loXolo (iGosa loNyanzeliso loMthetho)

UBUCHULE:

- Ubuchule bokusebenza: Ulawulo loPhuhliso lweZakhiwo, Umbutho waBahloli boLwakhiwo ojolise kuBume boMthengi, Ulawulo lwezoMthetho, Uthethathethwano kunye nempembelelo, Imigaqo yokuziphatha ngokusesikweni nobuchule.
- Ubuchule boBungcali: Ulwazi loMbuthe, Ukusombulula iNgxaki, uCwangciso noLungiselelo, Ulawulo loLwazi.
- Ubuchule bokuQhelaniswa neNkonzo zoLuNtu: Ubudlelwane phakathi kwabantu, Unxibelelwano, Ukuqhelaniswa nokunikezelwa kweenkonzo.
- Ubuchule bomntu: Ukuqhelaniswa neNyathelo kunye neziphumo, Ukomelela, Ukulungela inguqu, Ukuqhelaniswa nokufunda, Uxanduva kunye nemigaqo yokuziphatha ngokusesikweni.
- Ubuchule boLawulo/ bobuNkokheli: Ukuqhelaniswa neQela, Ukubeka umkhomba ndlela, uQeqesho kunye nokuthantamisa, Impembelelo kunye nefuthe.

IINDAWO EZINGUNDOQO ZOKUSEBENZA:

- Qulunqa iinkcukacha zeeprojekthi ezahlukeneyo.
- Ukuthekelela ubuninzi bezinto ezithile ezifunekayo ekwakheni zmalunga neeprojekthi zeBhunga.
- Ukuba noxanduva locwangciso, ulungiselelo nolawulo lwemisebenzi yemihla ngemihla.
- Ukwaziswa kweekontraka malunga nesiniki maxabiso / iintelekelelo zeendleko phambi kwentlanganiso yesiza.
- Qhuba uhlobo lwesiza seeprojekthi ezinkulu zeRDP kunye neeprojekthi ezahlukeneyo zeBhunga.
- Sebenzisa amanyathelo olawulo lomgangatho ngokubhekiselele kwinkcukacha.
- Phanda iindawo eziyingxaki kumahlumela edolophu ahlukeneyo malunga nogutyulo, amanzi esiphango, ulondolozo jikelele, umhlaba kunye nezikhonkwane zemida.
- Qinisekisa ukuba imimiselo yezempilo nokhuseleko emsebenzini ikhona kwaye iyathotyelwa.
- Sebenzisana neekontraka, abacebisi kunye noonocanda bomhlaba ngexesha lokuphunyezwa kweeprojekthi ezahlukeneyo.
- Nikezelwa kwaye ubonelele ngengcebiso yobugcisa kubaphathi bebonke nakumahlakani awohlukeneyo.
- Ukuyila nokuzoba amayilo eeprojekthi ezahlukeneyo zeBhunga njengoko zalathiwe ngenjongo zesiniki maxabiso.

- Qulunqa iinkcukacha ngokuhambelana nesicwangciso esicetywayo.

IMIQATHANGO EYODWA EQHOTYOSHELWE KWISIKHUNDLA

- Ukukwazi ukunxibelelana ubuncinane ngeelwimi ezi-2 kwezi-3 ezisemthethweni zaseNtshona Koloni
- Izakhono zokusebenzisana nabantu
- Izakhono zonxibelelwano olufanelekileyo zokuthetha nokubhala.
- Kufuneka ube nesithuthi sakho.
- Kufuneka ukwazi ukusebenza ngokuzimeleyo.

IMIBUZO : MNU D LOUW (044-801 9078)

IMIYALELO KUBAFAKI- SICELO

Abafaki-zicelo kufuneka bangenise ifomu yesicelo esemthethweni, egcwaliswe onke amacandelo kunye ne-CV ebanzi, iikopi eziqinisekisiweyo (ezingekho ngaphezu kweenyanga ezi-6) zeziqinisekiso ezifanelekileyo, isazisi kunye nephepha-mvume lokuqhuba, ukuba kufanelekile. Izicelo kufuneka zingeniswe **ngokufakwa kwikhompyutha** kusetyenziswa i-intanethi ngokukhethekileyo njengoxwebhu olunye lwePDF kwa-HumansettlementsPosts@george.gov.za. Ifomu zezicelo zingafunyanwa kwiwebhusayithi kaMasipala, www.george.gov.za kwaye kumele zifikelele kwiSebe lezaBasebenzi ngomhla okanye phambi komhla **9 EYEDWARHA 2023** ngeye-12:00. **Abafaki-zicelo kumele bachaze ngokucacileyo inombolo yereferensi kunye negama lesikhundla kumgca wesihloko semeyili. Abafaki zicelo kufuneka bagcwalise ifomu yesicelo ngokupheleleyo.**

Zizicelo ezingeniswe ngekhompyutha kusetyenziswa i-intanethi 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 ekwisibhengezo sentengiso

QAPHELA: Nceda uqaphele apho kuyimfuneko, abagqatswa abafakwe kuluhlu olufutshane baya kufakwa kwinkqubo yohlolo nophononongo lwemvelaphi. Ngokungenisa isicelo sesi sikhundla, abagqatswa bayavuma ukuba kwenziwe uphononongo lwemvelaphi oluya kuquka nolunye uphononongo olunxulumeneyo.

UMasipala ugcine ilungelo lokungaqeshi.

Ukuba awukhange uve kuthi phakathi kweenyanga ezi-3 zomhla wokuvala, nceda uthathe ngokuba isicelo sakho asiphumelelanga.

UMasipala waseGeorge ngumqeshi onamathuba alinganayo ohambelananomthetho-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 9 EYEDWARHA 2023