

VACANCY VAKATURE



EXTERNAL CIRCULATION

DIRECTORATE: ELECTRO-TECHNICAL SERVICES

POST DESIGNATION: MANAGER (ASSET & FLEET MANAGEMENT)

PERMANENT APPOINTMENT

WC0441600

REFERENCE: 2464353

Salary	: R 578 580 – R751 080 per annum T15
Additional Service Benefits	: Medical Aid, Pension, Housing Allowance (subject to prescribed requirements), 13th Cheque and Group Life Insurance
Perks	: Cellphone and Vehicle Allowance (subject to prescribed requirements)

MINIMUM REQUIREMENTS:

- A relevant tertiary National Diploma in Engineering, with extensive experience, and or BTech and registration as a Pr Techni Eng.
- Code B driver's license.
- Computer literacy: MS Office
- 10 years or more relevant experience post registration

COMPETENCIES:

- Influencing
- Technical communication
- Organisational awareness
- Conceptual thinking
- Project management
- Financial management
- Information measuring and monitoring
- Technology usage
- Service delivery orientation
- Interpersonal relationships
- Communication.
- Client orientation and customer focus
- Action orientation
- Resilience
- Change readiness
- Learning orientation
- Problem solving
- Accountability and ethical conduct
- Direction setting
- Impact and influence
- Coaching and mentoring
- Team orientation

KEY PERFORMANCE AREAS:

- Influence the care and protection of the fleet positively.
- Achieve continuous improvement on the provision and utilization of municipal assets and fleet.
- Optimize the efficiency of the section and ensure a quality and sustainable supply of services to other sections and Directorates of .
- Enhance productivity and performance to improve the quality of work and enable the mechanical workshop to meet its service delivery objectives.
- Ensure that the most appropriate mechanisms are available to provide for vehicle needs and parts

- and services are incorporated into an effective vehicle maintenance function.
- Ensure the preparation and submission of accurate estimates for consideration to financial department in relation to requirements of both operational and capital budgets, and to exercise control over the expenditure of funds allocated.
 - Ensure that information are available, communicated via the available channels and accurately interpreted through the provision of clear explanation.
 - Impact the efficiency of fleet maintenance operations, reduce downtime and improve fleet management services
 - Affect the resolution of all matters.
 - Ensure that the function of fleet management and maintenance is suitably supported by appropriate software solutions and technology.
 - Adhere to safety legislation in the across the fleet and in the mechanical workshop and provide a safe work environment and cultivate a safety culture.
 - Reduce downtime on vehicles due to repairs associated with an insurance process.
 - Support the day-to-day activities of the fleet management and maintenance section.
 - Constantly improve the way fleet solutions are provided and results are achieved.
 - Ensure that the Municipality functions accordingly and provides a uniform service to all user departments.
 - Ensure that all work rendered by suppliers and/or service providers are delivering work on the required quality.
 - Ensure that all controls within the Directorate are effective and efficient in order to identify, prevent and detect the possibility of a variety of risks

CONDITIONS ATTACHED TO THE POST

- Must have supervisory skills
- Must have analytical skills
- Must have good communication and interpersonal skills
- Must maintain good consumer and customer relations
- Must be able to handle conflict and work under pressure
- Must be able to pay attention to detail
- Must be able to apply discretion in swift changing circumstances
- Must not be afraid of heights
- Must use own judgment in the sequence of performing duties
- Must be able to communicate with 2 of the 3 official languages of the Western Cape

ENQUIRIES: MR. J LAWRENCE (044 – 801 9200)

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 ElectrotechPosts@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 **[02 OCTOBER 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: [02 OCTOBER 2023]

VACANCY VAKATURE



SIJIKELIZISWA NGAPHANDLE

ICANDELO LOLAWULO: IINKONZO ZOMBANE NOBUGCISA

IGAMA LESIKHUNDLA: UMPHATHI (ULAWULO LWEE-ASETHI & NEZITHUTHI)

UKUQESHWA NGOKUSISIGXINA

WC0441600

IREFERENSI: 2464353

- Umvuzo** : R 578 580 – R751 080 ngonyaka T15
- Iinzuzo ezongezelelweyo zenkonzo** : Uncedo loNyango, Umhlala phantsi, Isibonelelo seZindlu (ngokuxhomekeke kwiimfuneko ezimiselweyo), Itshekhi ye-13 kunye ne -Inshurensi yoBomi beQela.
- Izongezo zomvuzo** : Isibonelelo sikaNomyayi kunye neSithuthi (ngokuxhomekeke kwiimfuneko ezimiselweyo)

IIMFUNeko EZINCINANE:

- IDiploma yeSizwe yeMfundo efanelekileyo kwezobuNjineli, enamava abanzi, kunye okanye iBTech kunye nobhaliso njengePr Techni Eng.
- Ikhawudi B yePhepha -mvume lokuqhuba
- Ulwazi lwekhompyutha: MS Office
- I-10 leminyaka okanye ngaphezulu lamava anxulumeneyo emva kobhaliso

UBUCHULE:

- Impembelelo
- Unxibelelwano lobugcisa
- Ulwazi loMbuthe
- Ukucinga ngengqiqo
- Ulawulo lweProjekthi
- Ulawulo lweMali
- Ukulinganiselwa kolwazi nokubekwa phantsi kweliso
- Ukusetyenziswa kwetekhnoloji
- Ukuqhelaniswa nokunikezelwa kweenkonzo
- Ubudlelwane phakathi kwabantu
- Unxibelelwano
- Ukuqhelaniswa nabaXumi kunye nokugxila kubaThengi
- Ukuqhelaniswa neNyathelo
- Ukomelela
- Ukulungela inguqu
- Ukuqhelaniswa nokufunda
- Ukusombulula iNgxaki
- Uxanduva kunye nemigaqo yokuziphatha ngokusesikweni
- Ukubeka umkhombandlela
- Impembelelo nefuthe
- uQeqesho kunye nokuthantamisa
- Ukuqhelaniswa neQela

IINDAWO EZINGUNDOQO ZOKUSEBENZA:

- Phembelela ukhathalelo kunye nokhuseleko lweqela lezithuthi ngokufanelekileyo.
- Phumeza uphuculo oluqhubekayo kubonelelo nokusetyenziswa kwee-asethi kunye neqela lezithuthi zikamasipala.
- Yandisa ukusebenza kakuhle kwecandelo kwaye uqinisekise unikezelo lweenkonzo olusemgangathweni noluzinzileyo kumanye amacandelo namaCandelo oLawulo.
- Phucula imveliso kunye nentsebenzo ukuphucula umgangatho womsebenzi nokwenza ukuba indlu yokusebenzela yoomatshini ukuba ihlangabezane neenjongo zayo zonikezelo lweenkonzo.
- Qinisekisa ukuba ezona ntsebenzo-matshini zifanelekileyo ziyafumaneka ukuze zibonelele ngeemfuno namalungu omzimba wesithuthi kwaye ukulungiswa kubandakanyiwe kumsebenzi osebenzayo wogcino lwesithuthi.
- Qinisekisa ulungiselelo kunye nokungeniswa kweengqikelelo ezichanekileyo ukuze ziqwalaselwe lisebe lezemali ngokunxulumene neemfuneko zazo zombini, u hlahlo lwabiwo-mali lokusebenza nolwenkunzi, kunye nokusebenzisa ulawulo kwinkcitho yeemali ezabiweyo.
- Qinisekisa ukuba ulwazi luyafumaneka, kunxityelelwene ngalo ngemijelo ekhoyo kwaye lutolikwa ngokuchanekileyo ngokubonelela ngengcaciso ecacileyo.
- Yiba nefuthe ekusebenzeni kakuhle kokugcinwa kwemisebenzi kweqela lezithuthi, nciphisa ixesha lokuphumla kwaye uphucule iinkonzo zolawulo lweqela lezithuthi.
- Yiba nefuthe kwizisombululo zayo yonke imiba.
- Qinisekisa ukuba umsebenzi wolawulo nokugcinwa kwqela lezithuthi uxhaswa ngokufanelekileyo ngesisombululo esifanelekileyo senkqubo yoluhlu lwekhompyutha netekhnoloji.
- Thobela umthetho wokhuseleko kulo lonke iqela lezithuthi kunye nakwindlu yokusebenzela yoomatshini kwaye ubonelele ngendawo yokusebenza ekhuselekileyo kwaye utyale inkqubo esesikweni yokhuseleko.
- Nciphisa ixesha lokungasebenzi kwezithuthi ngenxa yokulungiswa okunxulumene nenkqubo ye-inshorensi.
- Xhasa imisebenzi yemihla ngemihla yecandelo lolawulo nokugcinwa kwqela lezithuthi.
- Phucula rhoqo indlela ezibonelelwa ngayo izisombululo zeqela lezithuthi kunye nendlela iziphumo eziphunyezwa ngayo.
- Qinisekisa ukuba uMasipala usebenza ngokufanelekileyo kwaye ubonelela ngenkonzo efanayo kuwo onke amasebe angabasebenzisi.
- Qinisekisa ukuba wonke umsebenzi owenziwe ngababoneleli ngeenkonzo kunye/okanye abanikezeli ngeenkonzo benza umsebenzi okumgangatho ofunekayo.
- Qinisekisa ukuba lonke ulawulo olukwiCandelo loLawulo luyasebenza kwaye lusebenza kakuhle ukuze kwalathwe, kuthintelwe ze kufunyaniswe ukuba nokwenzeka kwemingcipheko eyahlukeneyo.

IMIQATHANGO EQHOTYOSHELWE KWISIKHUNDLA

- Kufuneka ube nezakhono zokongamela
- Kufuneka ube nezakhono zokuhlalutya
- Kufuneka ube nezakhono zonxibelelwano ezifanelekileyo kunye nezakhono zokusebenzisana nabanye
- Kufuneka ugcine ubudlelwane obulungileyo kunye nabasebenzisi kunye nabathengi
- Kufuneka ukwazi ukujongana nempixano kunye nokusebenza phantsi koxinzelelo
- Kufuneka ube nako ukunika ingqalelo kwiinkcukacha
- Kufuneka ukwazi ukusebenzisa ingqiqo kwiimeko eziguquka ngokukhawuleza
- Kufuneka ungabi naloyiko lweendawo eziphakamileyo
- Kufuneka ukwazi ukusebenzisa isigwebo sakho kulandelelwano lokwenza imisebenzi
- Kufuneka ukwazi ukunxibelelana ngeelwimi ezi-2 kwezi-3 ezisemthethweni zaseNtshona Koloni

IMIBUZO: MNU. J LAWRENCE (044 – 801 9200)

IMIYALELO KUBAFAKI- ZICELO

Abafaki-zicelo kufuneka bangenise ifomu yesicelo esemthethweni, egcwaliswe onke amacandelo kunye ne-CV ebanzi, iikopi eziqinisekisiweyo (ezingekho ngaphezu kweenyanga ezi-6 ubudala) zeziqinisekiso ezifanelekileyo, isazisi kunye nephepha-mvume lokuqhuba, ukuba kufanelekile. Izicelo kufuneka zingeniswe **ngokufakwa kwikhompyutha** kusetyenziswa i-intanethi ngokukhethekileyo njengoxwebhu olunye lwePDF kwa-ElectrotechPosts@george.gov.za. Iifomu zezicelo zingafunyanwa kwiwebhusayithi kaMasipala, www.george.gov.za kwaye kumele zifikelele kwiSebe lezaBasebenzi ngomhla okanye phambi komhla **02 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 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: [02 EYEDWARHA 2023]

