

EXTERNAL CIRCULATION

DIRECTORATE: HUMAN SETTLEMENTS, PLANNING & DEVELOPMENT AND PROPERTIES

POST DESIGNATION: PRINCIPAL ADMINISTRATION OFFICER

PERMANENT APPOINTMENT

WC0440911

REFERENCE: PROPERTYADMIN 09/2023

Salary : R 395 880 – R 513 912 per annum T12
Additional Service Benefits : Medical Aid, Pension, Housing Allowance (subject to prescribed requirements), 13th Cheque and Group Life Insurance

MINIMUM REQUIREMENTS:

- 5-8 years relevant experience with a minimum of 2 years supervisory experience.
- Relevant post matric qualification, preferably a Certificate/Diploma/B Degree in Property Management/ Build Environment or related
- Code B driving license.
- Computer Literacy (MS Office)

COMPETENCIES:

- Core Professional Competencies- Influencing, Technical Communication, Organizational Awareness, Conceptual Thinking.
- Functional Competencies- Project Management, Financial Management, Information Measuring and Monitoring and Technology Usage.
- Public Service Orientation Competencies- Interpersonal Relationships, Communication and Service Delivery Orientation, Client Orientation and Customer Focus.
- Personal Competencies- Action Orientation, Resilience, Change Readiness, Learning Orientation and Problem Solving.
- Management/ Leadership Competencies- Impact and Influence, Team Orientation, Direction Setting, Coaching and Mentoring

KEY PERFORMANCE AREAS:

- To efficiently and effectively manage the process of identifying, obtaining, transferring of property and the attraction of industries and businesses to the greater George through; Selling and leasing of Council Property per Public Tender, Acquisition of Property for Council use and Obtain land per dispossession, Prescriptive Claims and Contract Management of Lease Agreements.
- Ensure that the conditions as set out in the Deed of Sale and Lease Agreements of properties sold and or leased are executed.
- Ensure administrative procedures and guidelines are adopted, applied and complied with and that activities that are executed complies with these laid down procedures and guidelines.

ENQUIRIES: MR D GELDERBLOEM (044-801 9073)

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 KUNYE & NEEPROPATI

IGAMA LESIKHUNDLA: UNOBHALA WOLAWULO OYINTLOKO

UKUQESHA NGOKUSISIGXINA

WC0440911

IREFERENSI: PROPERTY ADMIN 09/2023

Umvuzo : R 395 880 – R 513 912 ngonyaka T12

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

IIMFUNeko EZINCINANE:

- Isi-5-8 iminyaka yamava afanelekileyo kunye nobuncinci beminyaka emi-2 yamava okongamela.
- Isiqinisekiso esifanelekileyo sesithuba sasemva kwematriki, kukhethwa Isiqinisekiso /iDiploma /iSidanga seB kuLawulo lwePropati /uLwaxhiwo lweNdawo okanye okunxulumeneyo
- Ikhawudi B yePhepha -mvume lokuqhuba
- Ulwazi lwekhompyutha (MS Office)

UBUCHULE:

- Ubuchule obungundoqo boBungcali- Impembelelo, Unxibelelwano loBuchule, ulwazi loMbutho, Ukucinga ngengqiqo.
- Ubuchule bokusebenza- uLawulo lweProjekthi, uLawulo lweMali, uMlinganiselo wolwazi kunye nokubeka iliso, Ukusetyenziswa kwetekhnoloji.
- Ubuchule bokuQhelaniswa neeNkonzo zoLuNtu- Ubudlelwane phakathi kwabantu, Unxibelelwano, Ukuqhelaniswa nokunikezelwa kweenkonzo, Ukuqhelaniswa nabaXumi kunye nokugxila kubaThengi.
- Ubuchule boMntu- Ukuqhelaniswa neNyathelo, Ukomelela, Ukulungela inguqu, Ukuqhelaniswa nokufunda kunye nokuSombulula ingxaki.
- Ubuchule boLawulo/bobuNkokheli- Impembelelo nefuthe, Ukuqhelaniswa neQela, Ukubeka uMkhombandlela, Ukuqeqesha kunye nokuThantamisa,

IINDAWO EZINGUNDOQO ZOKUSEBENZA:

- Ukulawula ngokufanelekileyo nangempumelelo inkqubo yokwalatha, ukufumana, ukutshintshelwa kwepropati kunye nokutsalelwa kwemizi-mveliso kunye namashishini eGeorge nakwimimandla eyingqongileyo.
- Ukuthengisa nokuqeshisa ngepropati yeBhunga ngeSiniki maxabiso sikaWonke-wonke, ukufunyanwa kwePropati ukuze isetyenziswe liBhunga kwaye kuFumaneka umhlaba ngokohluthwa, aMabango aMiselweyo kunye noLawulo lweSivumelwano sezivumelwano zokuqeshisa
- Qinisekisa ukuba imiqathango njengoko ibekiwe kwiNcwadi yeSigqibo seNtengiselwano kunye neSivumelwano sokuQesha iipropati ezithengisiweyo kunye okanye eziqeshiweyo iyaphunyezwa.
- Qinisekisa ukuba iinkqubo zolawulo kunye nezikhokelo zamkelwa, zisetyenziswa kwaye ziyathotyelwa kwanokuba imisebenzi eyenziwayo iyahambelana nezi nkqubo zibekiweyo nezikhokelo.

IMIBUZO: MNU D GELDERBLOEM (044-801 9073)

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-

HumansettlementsPosts@george.gov.za. Iifomu zezicelo zingafunyanwa kwiwebhusayithi kaMasipala, www.george.gov.za kwaye kumele zifikelele kwiSebe lezaBasebenzi ngomhla okanye phambi komhla wama- **9 eyeDwarha 2023** ngeye-12:00. **Abafaki-zicelo kumele bachaze ngokucacileyo inombolo yereferensi kunye negama lesikhundla kumgca wesihloko se-imeyili. 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