

EXTERNAL CIRCULATION

DIRECTORATE: ELECTRO-TECHNICAL SERVICES

POST DESIGNATION: SENIOR MANAGER (ADMIN & SUPPORT SERVICES)

PERMANENT APPOINTMENT

WC0440497

REFERENCE: 2702949

Salary	: R 651 444– R845 592 per annum T16
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 three-year tertiary qualification, preferably a National Diploma or B degree
- Computer Literacy: MS Office
- Code B driver's license
- Minimum 8 years or more relevant experience of which 2 years must be at Supervisory level

COMPETENCIES:

- Written and oral communication
- Attention to detail
- Influencing
- Ethics and Professionalism
- Organisational Awareness
- Problem Solving
- Planning and Organising
- Business Processes
- Use of Technology
- Data Processing & Analysis
- Interpersonal Relationships,
- Service Delivery Orientation
- Client Orientation and Customer Focus
- Action Orientation
- Resilience
- Change Readiness
- Cognitive ability,
- Learning orientation
- Impact and Influence,
- Team Orientation
- Direction Setting
- Coaching and Mentoring

KEY PERFORMANCE AREAS:

- Ensure that all employees in the Directorate adhere to the application of Council's policies and procedures on all aspects
- Ensure that all projects are professionally initiated and administered through sound management and co-ordination
- Ensure that all responsibilities of the post is managed and executed to the benefit of the Section and the Directorate
- Ensure that the budget is managed and monitored as prescribed, and that all anomalies

- are identified and addressed to prevent over expenditures
- Ensure that the correct procedures and guidelines are followed regarding the Supply Chain Management processes
- Ensure that all audit queries are attended to and that information be made available to the Auditors as requested
- Ensure that comprehensive Risk management is carried out for the Electro Technical Directorate
- Ensure that the correct procedures are followed in the advertising and filling of vacant posts
- Ensure that all staff appointments are conducted according to set prescriptions and that all personnel matters and training are tended to provide a positive work environment
- Ensure good communication and manage all systems and processes within the Directorate
- Ensure a safe working environment, promote a healthy workforce and to ensure safety of the community

ENQUIRIES: MR KOBUS WILKEN (044-801 9222)

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 **[23 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 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: [23 SEPTEMBER 2023]

SIJIKELIZISWA NGAPHANDLE

ICANDELO LOLAWULO: IINKONZO ZOMBANE NOBUGCISA

IGAMALESIKHUNDLA: UMPHATHI OPHEZULU (IINKONZO ZOLAWULO & NENKXASO)

UKUQESHWA NGOKUSISIGXINA

WC0440497

IREFERENSI: 2702949

Umvuzo	: R 651 444– R845 592 ngonyaka T16
Iinzuzo ezongezelelweyo zeNkonzo	: Uncedo lonyango, Umhlalaphantsi, Isibonelelo seNdlu (ngokuxhomekeke kwiimfuneko ezimiseliweyo) Itshekhi ye-13 kunye ne-Inshurensi yoBomi beQela
Isongezo somvuzo	: Isibonelelo seSelfowuni kunye neSithuthi (Ngokuxhomekeke kwiimfuneko ezimiseliweyo)

IIMFUNOKO EZINCINANE:

- Isiqinisekiso esifanelekileyo seminyaka emithathu, kukhethwa iDiploma yeSizwe okanye Isidanga seB
- Ulwazi lwekhompyutha: MS Office
- Ikhawudi B yePhepha -mvume lokuqhuba
- Ubuncinane beminyaka esi-8 okanye ngaphezulu yamava afanelekileyo isibini kuyo kufuneka ibe kwinqanaba lokoNgamela

UBUCHULE:

- Unxibelelwano olubhaliweyo nolomlomo
- Ingqalelo kwinkcukacha
- Impembelelo
- Imigaqo yokuziphatha ngokusesikweni kunye noBugcisa
- Ulwazi loMbutho
- Ukusombulula ingxaki
- Ucwangciso noLungiselelo
- Iinkqubo zoShishino
- Ukusetyenziswa kweTekhnoloji
- Ukusetyenzwa koLwazi & noHlalutyo
- Ubudlelwane phakathi kwabantu
- Uqhelaniso nonikezelo lwenkonzo
- Ukuqhelaniswa naBaxumi kunye nokugxila kuBathengi
- Ukuziqhelanisa nentshukumo
- Ukomelela
- Ukulungela inguqu
- Isakhono sokuqonda
- Uqhelaniso lokufunda
- Impembelelo nefuthe
- Ukuziqhelanisa neQela
- Ukubeka uMkhombandlela
- Ukuqeqesha nokuthantamisa

IINDAWO EZINGUNDOQO ZOKUSEBENZA:

- Qinisekisa ukuba bonke abasebenzi kwiCandelo loLawulo bayakuthobela ukusetyenziswa kwemigaqo-nkqubo yeBhunga kuyo yonke imiba.
- Qinisekisa ukuba zonke iiprojekthi ziqalwa ngobuchule kwaye zilawulwa ngolawulo olufanelekileyo nolungelelwaniso

- Qinisekisa ukuba lonke uxanduva lwesithuba luyalawulwa kwaye luyaphunyezwa ukuze kuxhamle iCandelo kunye neCandelo loLawulo.
- Qinisekisa ukuba uhlahlo lwabiwo-mali luyalawulwa kwaye lubekwe esweni njengoko kuchaziwe, kwaye zonke iziphazamiso zayalathwa kwaye ziyaqwalaselwa ukuthintela inkcitho engaphezulu.
- Qinisekisa ukuba iinkqubo nezikhokelo ezichanekileyo ziyalandelwa malunga neenkqubo zoLawulo lweNtengo
- Qinisekisa ukuba yonke imibuzo yophicotho-zincwadi iyahoywa nokuba ulwazi lwenziwa lufumaneka kubaPhicothi-zincwadi njengoko luceliwe
- Qinisekisa ukuba ulawulo loMngcipheko olubanzi luyenziwa kwiCandelo loLawulo loMbane noBugcisa
- Qinisekisa ukuba kulandelwa iinkqubo ezichanekileyo kwizibhengezo-ntengiso nasekuzalisweni kwezithuba ezingenabantu
- Qinisekisa ukuba yonke ingqesho yabasebenzi iqhutywa ngokwemigqaliselo ebekiweyo nokuba yonke imicimbi yabasebenzi noqeqesho ijonge ekuboneleleni ngendawo yokusebenza efanelekileyo.
- Qinisekisa unxibelelwano olufanelekileyo nokulawula zonke iinkqubo kunye neenkqubo eziphakathi kwiCandelo loLawulo
- Qinisekisa indawo yokusebenza ekhuselekileyo, ukhuthaze indawo yokusebenza abasebenzi esempilweni nokuqinisekisa ukhuseleko loluNtu

IMIBUZO: MNU KOBUS WILKEN (044-801 9222)

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. Ifomu zezicelo zingafunyanwa kwiwebhusayithi kaMasipala, www.george.gov.za kwaye kumele zifikelele kwiSebe lezaBasebenzi ngomhla okanye phambi komhla **23 eyoMsintsi 2023** ngeye-12:00. **Abafaki-zicelo kumele bachaze ngokucacileyo inombolo yereferensi kunye negama lesikhundla kungca 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: [23 EYOMSINTSI 2023]