

## EXTERNAL CIRCULATION

**DIRECTORATE: ELECTRO-TECHNICAL SERVICES**

**POST DESIGNATION: SUPERINTENDENT (FLEET SERVICES)**

**PERMANENT APPOINTMENT**

**WC0446536**

**REFERENCE: 2587767**

**Salary** : R 395 880 – R513 912 per annum T12

**Additional Service Benefits** : Medical Aid, Pension, Housing Allowance (subject to prescribed requirements), 13th Cheque and Group Life Insurance

### MINIMUM REQUIREMENTS:

- A relevant post matric qualification, preferably a Certificate/Diploma or equivalent in Property Asset Management/ Finance/ Property valuation
- Computer literacy: MS Word
- Valid code B drivers' license
- Minimum 2 -5 years relevant experience required in fleet management

### 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:

- Ensure key service delivery priorities are identified and outcomes managed through continuous assessment, intervention and adjustments to operational plans
- Ensure that the Fleet Sections operations is well managed and services of a high level provided
- Ensure that all administrative tasks and sequences are followed and executed according to guidance and policy
- Ensure that all expenditure on the budget is monitored and managed efficiently
- Ensure that the departmental targets are reached and achieved through the management of objectives and operational sequences

- Ensure that statistics are kept and maintained for reporting to Management and Council
- Ensure continuous interaction with concerned parties on the status of project traffic related matters
- Ensure that the correct procedures and guidelines are followed regarding the supply chain management process
- Ensure that proper communication channels are established and maintained
- Ensure that tasks and work processes are carried out correctly and that a positive work environment is maintained for subordinate personnel

### **SPECIAL CONDITIONS ATTACHED TO THE POST**

- The incumbent must be able to communicate in at least 2 of the official languages of the Western Cape
- Must have excellent communication, supervision and managerial skills
- Must be dedicated and willing to work after normal hours

**ENQUIRIES: MR. JACQUES LAWRENCE (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](mailto:ElectrotechPosts@george.gov.za). Application forms can be obtained from the Municipal website, [www.george.gov.za](http://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: INTSUMP (IINKONZO ZEQELA LEZITHUTHI)**

**UKUQESHA NGOKUSISIGXINA**

**WC0446536**

**IREFERENSI: 2587767**

**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:

- Isiqinisekiso esifanelekileyo semfundo esemva kwematriki, kukhethwa iSatifikethi/iDiploma okanye into efanayo kuLawulo lwePropati/Asethi/iMali/uQingqo-maxabiso lwePropati.
- Ulwazi lwekhompyutha: MS Word
- Ikhwudi B yePhepha -mvume lokuqhuba
- Ubuncinane beminyaka emi-2-5 yamava afanelekileyo afunekayo kulawulo lweqela lezithuthi

### UBUCHULE:

- Impembelelo
- Unxibelelwano loBugcisa
- Ulwazi loMbutsho
- Ukucinga ngengqiqo
- Ulawulo lweprojekthi
- Ulawulo lwemali
- Ukulinganiselwa kolwazi kunye nokuBeka iliso
- Ukusefeyenziswa 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:

- Qinisekiswa izinto eziphambili zonikezelo lwenkonzo ezingundoqo zalathiwe kwaye iziphumo zilawulwa ngovavanyo oluqhubekayo, ungenelelo kunye nohlengahlengiso kwizicwangciso zokusebenza.
- Qinisekisa ukuba imisebenzi yamaCandelo eQela leziThuthi ilawulwa kakuhle kwaye kubonelelwa ngeenkonzo ezikwinqanaba eliphezulu
- Qinisekisa ukuba yonke imisebenzi yolawulo kunye nolandelelwano iyalandelwa kwaye yenziwa ngokwesikhokelo kunye nomgaqo-nkqubo
- Qinisekisa ukuba yonke inkcitho kuhlahlo lwabiwo-mali ibekwe esweni kwaye ilawulwa

ngokufanelekileyo

- Qinisekisa ukuba izinto ekujoliswe kuzo zesebe kuyafikelelwa kuyo kwaye ziyafezekiswa ngolawulo lweenjongo nolandelelwano lokusebenza
- Qinisekisa ukuba iinkcukacha-manani ziyagcinwa ukwenzela ukunikezelwa kwengxelo kuLawulo nakwiBhunga
- Qinisekisa intsebenziswano eqhubekayo namaqela achaphazelekayo malunga nobume bemiba yeprojekthi enxulumene nezithuthi
- Qinisekisa ukuba kulandelwa iinkqubo ezichanekileyo nezikhokelo malunga nenkqubo yolawulo lwentengiso
- Qinisekisa ukuba amajelo onxibelelwano afanelekileyo asekiwe kwaye ayagcinwa
- Qinisekisa ukuba imisebenzi kunye neenkqubo zokusebenza ziqhutywa ngokuchanekileyo kwaye ubume bendawo yokusebenza obufanelekileyo bugciniwe ngabasebenzi abangaphantsi

### **IMIQATHANGO EYODWA EQHOTYOSHELWE KWISIKHUNDLA**

- Umgqatswa kufuneka akwazi ukunxibelelana ubuncinane ngeelwimi ezi-2 ezisemthethweni zaseNtshona Koloni
- Kufuneka ube nezakhono ezibalaseleyo zonxibelelwano, ukungamela nezakhono zokuphatha
- Kufuneka uzinikele kwaye azimisele ukusebenza emva kweeyure zesiqhelo zomsebenzi

**IMIBUZOS: MNU. JACQUES LAWRENCE (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](mailto:ElectrotechPosts@george.gov.za). Ifomu zezicelo zingafunyanwa kwiwebhusayithi kaMasipala, [www.george.gov.za](http://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 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 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]**