

## EXTERNAL CIRCULATION

**DIRECTORATE: COMMUNITY SERVICES**

**POST DESIGNATION: MANAGER PROJECTS: SOLID WASTE AND SHARED SERVICES**

**PERMANENT APPOINTMENT**

**WC044CMSW1623**

**REFERENCE: COMMT15 02/09/2023**

<b>Salary</b>	: R 578 580 – R 751 080 per annum T15
<b>Additional Service Benefit</b>	: Medical Aid, Pension, Housing Allowance (subject to prescribed requirements), 13th Cheque and Group Life Insurance
<b>Perks</b>	: Cellphone Allowance (subject to prescribed requirements) Vehicle Allowance (approximately)- R7865 (subject to Prescribed requirements)

### MINIMUM REQUIREMENTS:

- A relevant tertiary qualification, preferably a B-Tech degree in Environmental Health
- Registration as an Environmental Health Practitioner with the Health Professions Council of South Africa for Independent practice
- Peace Officer
- 5-8 years relevant experience
- Minimum 2-3 years supervisory experience
- Driver's licence: EB
- Computer Literacy: MS Office
- Ability to communicate in at least two of the three official languages of the Western Cape (of which English must be one)

### SPECIAL CONDITION:

- The incumbent must be able to function satisfactorily under pressure and stressful situations.

### COMPETENCIES:

- **Core Professional Competencies**-Communication, Attention to Detail, Planning and Organising, Conceptual Thinking, Evaluation and Research, Information Management.
- **Functional Competencies**-Analytical Skills, Advocacy/Negotiation, Waste Management, Communicable, Project and Financial Management,
- **Public Services Orientation Competencies**- Service Delivery Orientation Interpersonal Relationships, Client Orientation and Customer Focus
- **Personal Competencies**-Action and outcome Orientation, Flexibility, Learning Orientation, Integrity.
- **Management /Leadership Competencies**-Direction Setting, Impact and Influence, Coaching and Mentoring, Team Orientation.

### KEY PERFORMANCE AREAS:

- Develop the strategic vision on solid waste management and deliver the strategies to the Director and Senior Management for consideration.
- To ensure achievement of goals and critical performance indicators as identified, and the establishment of specific measures to enable and guide the department to plan, manage and / or prioritize outcomes accordingly.

- To ensure a climate conducive to promoting and sustaining motivational levels, aspects such as productivity and improvement of the quality of work – life is cultivated and maintained enabling the branch to meet its service delivery objectives.
- To ensure that services by Solid Waste and Shared Services are rendered in accordance to pre-set objectives and cost parameters.
- To ensure contractual terms and conditions entered and agreed to are complied with and specific responsibilities discharged accordingly without any risk to the Council.
- To ensure that all operational activities are effectively managed, controlled and implemented.
- To ensure accuracy budgets are prepared in relation to requirements enabling the department to contribute positively toward meeting developmental objectives and sustaining the quality and standards of service delivery.
- To ensure information, advice or opinions on relevant matters is made available and / or communicated through the various mediums and accurately- interpreted through the provision of adequate and clear explanation.
- To ensure laid down administrative procedures and reporting requirements are complied with, and accurate information disseminated to support specific decisions/ actions

**ENQUIRIES: MR. SIVUYILE MTILA (044 – 802 2900)**

**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 [recruitment@george.gov.za](mailto:recruitment@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 **22 September 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: 22 September 2023**

