

EXTERNAL CIRCULATION

DIRECTORATE: HUMAN SETTLEMENTS, PLANNING & DEVELOPMENT AND PROPERTIES

POST DESIGNATION: SENIOR PROJECT COORDINATOR: NEW HOUSING

PERMANENT APPOINTMENT

WC0440694

REFERENCE: NEW HOUSE 10/2023

Salary : R 445 728 – R 578 580 per annum T13
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
- Grade 12
- A 1 year project management certificate or a B-Tech or Post Graduate Diploma in project management
- Computer Literacy: MS Office

COMPETENCIES:

- Core Professional Competencies - Written and Oral Communication, Influencing, Organisational Awareness, Problem Solving, Planning and Organising, Use of Technology and Attention to detail.
- Functional Competencies – Project management and Data Processing & Analysis.
- Public Service Orientation Competencies - Communication, Service Delivery Orientation, Client Orientation and Customer Focus.
- Personal Competencies - Action Orientation, Resilience, Change Readiness, Cognitive Ability and Learning Orientation.
- Management / Leadership Competencies - Impact and Influence, Team Orientation, Direction Setting, Coaching and Mentoring.

KEY PERFORMANCE AREAS:

- Ensure that the George Municipality Housing programs are aligned with Human Settlements Strategy, IDP and compliance with relevant legislation.
- Ensure that proper record keeping of the projects are maintained.
- Ensure that all administrative processes regarding projects are carried out and requirements complied with.
- Ensure that administrative, departmental, and municipal procedures and guidelines are applied and complied with in all transactions and activities .
- Ensure financial objectives are met in accordance with the MFMA .
- Ensure that an effective contract management system is adhered to with regards to all projects implemented in the section.
- Ensure internal control processes are implemented and to address and implement discrepancies identified.
- Ensure and improve compliance with health and safety standards in the Section .
- Ensure that Emerging Risk Management is carried out in accordance with the municipality's ERM policy, strategy, and implementation plan.
- To advocate the culture of change and adopting Risk Management to be adopted in everyday management of activities and educating the stakeholders of the importance of managing risks in dealing with public funds.
- Ensure administrative procedures dictating reporting requirements with respect to the functions of the section are complied with.
- Ensure human resources needs are identified and attended to, supporting the accomplishments to

laid down objectives and compliance with specific standards in terms of productivity and performance.

- Ensure that information, queries, complaints, advice or opinions on relevant matters is made available and or communicated through various mediums and accurately interpreted through the provision of adequate and clear explanations.

SPECIAL CONDITIONS ATTACHED TO THE POST

- Outstanding interpersonal and communication skills.
- Ability to communicate in at least two of the three official languages of Western Cape.
- Conflict resolution skills.
- Good leadership and organizational skills.
- Ability to co-ordinate projects.
- Good written and verbal communication abilities.
- Ability to perform effectively under pressure.
- Knowledge of Municipal by-laws and national, provincial and local government housing policies.
- Good public relations skills.
- People orientated/people's person.
- Availability to work outside normal working hours.

ENQUIRIES: MS WENDY MENTOR (044-802 2020)

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 **27 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: 27 OCTOBER 2023

SIJIKELIZISWA NGAPHANDLE

ICANDELO LOLAWULO: UKUHLALISWA KOLUNTU, UCWANGCISO & NOPHUHLISO KUNYE

NEEPROPATI

IGAMA LESIKHUNDLA: UMQUQUZELELI WEPROJEKTHI OPHEZULU: IZINDLU EZINTSHA

UKUQESHA NGOKUSISIGXINA

WC0440694

IREFERENSI: NEW HOUSE 10/2023

Umvuzo : R 445 728 – R 578 580 ngonyaka T13

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

IIMFUNEKO EZINCINANE:

- 5-8 iminyaka yamava angaphambili
- Ibanga le-12
- Isatifikethi sonyaka om-1 solawulo lweprojekthi okanye i-B-Tech okanye iDiploma yaseMva kweSidanga sokuqaola kulawulo lweprojekthi
- Ulwazi lwekhompyutha: MS Office

UBUCHULE:

- Ubuchule obungundoqo boBungcali- Unxibelelwano olubhaliweyo noNxibelelwano lomlomo, Impembelelo, Ulwazi loMbuthe, Ukusombulula iNgxaki, uCwangciso noLungiselelo, Ukusetyenziswa kweTekhnoloji kunye neNgqalelo kwinkcukacha.
- Ubuchule bokusebenza- uLawulo lweprojekthi kunye nokusetyenziswa koLwazi & noHlalutyo.
- Ubuchule bokuqhelaniswa neNkonzo zoLuNtu- Unxibelelwano, Ukuqhelaniswa nokunikezelwa kweenkonzo, Ukuqhelaniswa nabaXumi kunye nokugxila kubaThengi.
- Ubuchule boMntu- Ukuqhelaniswa neNyathelo, Ukomelela, Ukulungela inguqu, Inggalelo kwinkcukacha kunye nokuqhelaniswa nokuFunda.
- Ubuchule boLawulo/bobuNkokheli- Impembelelo nefuthe, Ukuqhelaniswa neQela, Ukubeka umkhomba Ndlela, Ukuqeqesha kunye nokuThantamisa.

IINDAWO EZINGUNDOQO ZOKUSEBENZA:

- Qinisekisa ukuba iinkqubo zeZindlu zikaMasipala waseGeorge zihambelana nesiCwangciso-qhinga sokuHlaliswa koLuNtu, i- IDP nokuthotyelwa kwemithetho enxulumeneyo.
- Qinisekisa ukuba ukugcinwa kwerekhodi zeeprojekthi ngokufanelekileyo kuyagcinwa.
- Qinisekisa ukuba zonke iinkqubo zolawulo malunga neprojekthi ziyaqhutywa kwaye iimfuneko ziyathotyelwa.
- Qinisekisa ukuba iinkqubo zolawulo, isebe, kunye nezikamasipala nezikhokelo ziyasetyenziswa kwaye ziyathotyelwa kuzo zonke iintengiselwano nemisebenzi.
- Qinisekisa ukuba iinjongo zemali ziyafezekiswa ngokuhambelana neMFMA.
- Qinisekisa ukuba inkqubo yolawulo lwekhontrakthi esebenzayo iyathotyelwa ngokubhekiselele kuzo zonke iiprojekthi eziphunyeziweyo kwicandelo.
- Qinisekisa ukuba iinkqubo zolawulo lwangaphakathi ziyaphunyezwa kunye nokuqwalaselwa kuphunyezwe ukungafani okwalathiweyo.
- Qinisekisa kwaye uphucule ukuthotyelwa kwemigangatho yezempilo nokhuseleko kwiCandelo.
- Qinisekisa ukuba uLawulo loMngcipheko osavelayo luqhutywa ngokuhambelana nomgaqo- nkqubo we-ERM kamasipala, isicwangciso- qhinga, kunye nesicwangciso sokuphumeza.
- Ukukhuthaza inkcubeko yotshintsho kunye nokwamkelwa koLawulo loMngcipheko ukuba lwamkelwe kulawulo lwemihla ngemihla lwemisebenzi nokufundisa amahlakani ngokubaluleka kolawulo lomngcipheko ekujonganeni neemali zoluNtu.
- Qinisekisa iinkqubo zolawulo eziyalela iimfuneko zokunika ingxelo ngokunxulumene nemisebenzi

yecandelo ziyathotyelwa.

- Qinisekisa ukuba iimfuno zabasebenzi ziyalathwa kwaye zijongiwe, ukuxhasa ukufezwa kweenjongo ezibekiweyo kunye nokuthotyelwa kwemigangatho ethile malunga nemveliso kunye nokusebenza.
- Qinisekisa ukuba ulwazi, imibuzo, izikhalazo, iingcebiso okanye izimvo kwimiba efanelekileyo lwenziwa lufumaneka kunye okanye kunxityelelwane ngalo ngeendlela ezahlukeneyo kwaye lutolikwe ngokuchanekileyo ngokubonelela ngeengcaciso ezaneleyo nezicacileyo.

IMIQATHANGO EYODWA EQHOTYOSHELWE KWISIKHUNDLA

- Izakhono ezibalaseleyo zobudlelwane phakathi kwabantu kunye nonxibelelwano.
- Ukukwazi ukunxibelelana ubuncinane ngeelwimi ezimbini kwezintathu eziseMthethweni zaseNtshona Koloni.
- Izakhono zokusombulula ungquzulwano.
- Ubunkokeli obufanelekileyo kunye nezakhono zolungiselelo.
- Ukukwazi ukulungelelanisa iiprojekthi.
- Isakhono sokubhala kunye nokunxibelelana ngomlomo kakuhle.
- Ukukwazi ukusebenza kakuhle phantsi koxinzelelo.
- Ulwazi lwemithetho kamasipala nekazwelonke, imigaqo-nkqubo yezindlu yorhulumente wephondo nowekhaya.
- Izakhono zobudlelwane obuhle noluNtu.
- Ukuqhelaniswa nabantu/ukuba ngumntu wabantu
- Ukufumaneka ukuba usebenze ngaphandle kweeyure eziqhelekileyo zokusebenza.

IMIBUZO: NKS K WENDY MENTOR (044-802 2020)

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 iintanethi ngokukhethekileyo njengoxwebhu olunye lwePDF kwaHumansettlementsPosts@george.gov.za. Iifomu zezicelo zingafunyanwa kwiwebhusayithi kaMasipala, kwa-www.george.gov.za kwaye kumele zifikelele kwiSebe lezaBasebenzi ngomhla okanye phambi komhla wama-27 eyeDwarha 2023 ngeye-12:00. **Abafaki-zicelo kumele bachaze ngokucacileyo inombolo yereferensi kunye negama lesikhundla kumgca wesihloko seimeyili. 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: 27 EYEDWARHA 2023