

EXTERNAL CIRCULATION

DIRECTORATE: COMMUNITY SERVICES

POST DESIGNATION: SUPERINTENDENT PARKS

PERMANENT APPOINTMENT

WC444461

REFERENCE: COMMT12 05/10/2023

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:

- Relevant tertiary qualifications, preferably a National Diploma in Horticulture or related qualification in facilities management
- Computer Literacy (MS Office)
- 5-8 years relevant experience

COMPETENCIES:

- Core Professional Competencies – Managing Work, Planning and Organising
- Functional Competencies -Facility Specific Skills, Workplace Safety.
- Public Service Orientation Competencies - Interpersonal Relationships, Communication, Service Delivery Orientation.
- Personal Competencies –Action Orientation, Resilience, Change Readiness, Learning Orientation, Problem Solving.

KEY PERFORMANCE AREAS:

- Co-ordinates activities and procedures with monitoring personnel, services, and the maintenance of verges.
- Ensure instructions and departmental procedures are complied with and tasks are performed as per the priority of the department.
- Ensure a climate is conducive to promote and sustain motivational and performance level is cultivated and maintained enabling the Division to contribute positively to the Department's service level objectives and outcomes.
- Ensure details of activities are accurately recorded enabling the processing of personnel, time and material allocation and utilization for specific assignments.
- Perform specific tasks /activities at the depot prior and on completion of allocated maintenance assignments.
- Ensure that Occupational Health and Safety rules are adhered to enabling uninterrupted functionality and the accomplishment of productivity targets/ standards.
- Ensure quality standards driving the efficiency and effectiveness of the Division are complied with and deviations identified and rectified minimizing effects.
- Ensure administrative sequences dictating reporting requirements and approval procedures are complied with and correspondence responded to through the provision of accurate information on the activities of the Section.

SPECIAL CONDITIONS ATTACHED TO THE POST

- Required to work outside normal working hours during emergency and planned overtime.
- Negotiation skills
- Communication skills
- Handling conflict
- Ability to communicate at least two of the three official languages of the Western Cape

ENQUIRIES: MS N VUMINDABA (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 Communityposts@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 **06 November 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: 06 November 2023