

EXTERNAL CIRCULATION

DIRECTORATE: HUMAN SETTLEMENTS, PLANNING & DEVELOPMENT AND PROPERTIES

POST DESIGNATION: CLERK OF WORKS - GEORGE

(Permanent)

WC044HSNH0864

REFERENCE: 2950753

Salary: R 335 328 – R 435 288 (T11)
Additional Service Benefits: Medical Aid, Pension, Housing Allowance (subject to prescribed requirements), 13th Cheque and Group Life Insurance

MINIMUM REQUIREMENTS:

A relevant National Diploma qualification as stipulated in the national building regulations
3 - 5 years building industry experience
Computer Literacy: MS Office
EB Drivers License
Eligible to be registered as a Peace Officer (Law Enforcement Officer)

COMPETENCIES:

Functional Competencies: Building Development Control, Building Inspectorate Customer Centricity, Legal Administration, Negotiation and Influencing, Ethics and Professionalism
Professional Competencies: Organisational Awareness, Problem Solving, Planning and Organising, Information Management.
Public Service Orientation Competencies: Interpersonal Relationships, Communication and Service Delivery Orientation.
Personal Competencies: Action and outcome orientation, Resilience, Change Readiness, Learning Orientation, Accountability and Ethical Conduct.
Management/Leadership Competencies: Team Orientation, Direction Setting, Coaching and Mentoring, Impact and Influence.

KEY PERFORMANCE AREAS:

Ensure that all Human Settlement Construction projects are managed and monitored successfully.
Ensure an efficient/capable administrative service is provided during construction stages by making sure site records and activities do not get lost.
Ensure that service providers adhere to specification and construction methods and ensure that upgrading of buildings are done effectively within budget and time allocation.
Ensure that all registered complaints are dealt with and that service providers do not deviate from approved scope of work.
Maintain a high level of quality control.
Ensure that tenders applicable to the department is inclusive of specific technical information and that the scope of work is carried out as per the tender document specifications.
Compilation of designs for various projects.
Measurement and Compiling Bill of Quantities for quotation and tender purposes.
Interaction and liaising with various role players to ensure effective communication and interaction during execution of projects.
Ensure the provision of Basic Services to Informal Settlements (Water and Sanitation) as per prescribed guidelines for Human Settlement Planning and Design.
Ensure all safety requirements are instituted and met on construction sites. Ensure compliance with statutory requirements.

SPECIAL CONDITIONS ATTACHED TO THE POST:

Ability to communicate in at least two of the three official languages of the Western Cape. Must have own transport.
Must be able to work independently.
Must be able to withstand the elements of nature.
Must be physically fit and be able to walk long distances.
Must be able to travel to farms and outlying rural areas.
Must be able to handle stress of the workload, disruptive members of the public, remain calm when verbal insults, attacks or slurs are made during inspections by members of the public.

PROBATION PERIOD: 6 months

ENQUIRIES: Wendy Mentor (044 802 2020)

INSTRUCTIONS TO APPLICANTS

Applications must be submitted **electronically** on the e-recruitment site, which can be found on the George Municipality website, www.george.gov.za, under the Job Portal. Applicants must register and apply online on the [portal on](#) or before **[2024-01-31]** at 16:30pm.

Applicants must attach a formal George municipality job 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 as part of the online application.

Only online 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: [2024-01-31] AT 16:30PM