

EXTERNAL CIRCULATION

DIRECTORATE: CORPORATE SERVICES

POST DESIGNATION: ADMINISTRATIVE OFFICER: STENOGRAPHER: LEGAL ADVISORY SERVICES

(PERMANENT)

WC044CSLG2373

REFERENCE: 2718905

Salary: R284 064 – R368 700 per annum T10 (**Subject to TASK evaluation outcome**)

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

MINIMUM REQUIREMENTS:

- Grade 12
- Computer literacy in MS Office
- Personal Assistant / Senior / Executive Secretary also require a relevant secretarial certificate
- 5-8 years' relevant experience
- Driver's license (motor vehicle)
- No criminal record

PREFERRED REQUIREMENTS

- NQF Level 6 (National Diploma: Municipal Administration / Governance / Public Administration / Public Management / Police Management / Institute Traffic Official III / Traffic or equivalent.)
- Knowledge of contravention systems
- Stenograph training
- Stenographic and traffic related administrative services experience

COMPETENCIES:

- **Core Professional Competencies** - Written Communication, Oral Communication, Attention to Detail, Influencing, Ethics and Professionalism, Organisational Awareness, Problem Solving, Planning and Organising.
- **Functional Competencies** - Business Processes, Use of Technology, Data Processing & Analysis.
- **Public Service Orientation Competencies** - Interpersonal Relationships, Communication, Service Delivery and 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 and Coaching and Mentoring.

KEY PERFORMANCE AREAS:

- To ensure that all proceedings in the Municipal Court is recorded and kept in a place of safety as required.
- To ensure that a comprehensive administrative support service is rendered to the Municipal Court.
- To ensure that the Prosecutor is assisted in obtaining all available information on the specific site where violations/transgressions took place.
- To ensure the correct procedures and applications are followed with the payment, handling and collection of traffic or other fines.
- Provide a stenograph recording service at the Municipal Court during Court sittings.
- Responsible to set up specialized recording equipment and ensure that the equipment is in good functional working order.
- Provide the legal fraternity with transcribed versions of specific recordings upon instruction.

- Perform activities associated with rendering a traffic and contravention related administrative system and an administrative support service to the Legal Section.
- Provide specialized knowledge of administrative processes and procedures within a functional area/s.

SPECIAL CONDITIONS ATTACHED TO THE POST

- Must be able to communicate in at least two of the official languages of the Western Cape (Afrikaans, English and IsiXhosa)
- Must have good inter-personal skills
- Must be able to handle conflict situations
- Must have good communication and interpretation skills
- Must be able to work under pressure
- Must be reliable and trustworthy
- Must have good people skills
- Must be able to give guidance to subordinate personnel

PROBATION PERIOD: 6 months

ENQUIRIES: MR WARREN MULLER (044 – 801 9111)

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 **31 January 2024** 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:

- 1. Not using the formal application form.**
- 2. Non-submission of certified copies of academic qualifications/records (not older than 6 months).**
- 3. Non-submission of a comprehensive CV.**
- 4. Canvassing with the aim to be appointed.**
- 5. Submission of fraudulent qualifications and/ or documents.**

NB: Please note that shortlisted candidates will be subjected to a vetting process. By applying for this position, candidates agree to background checks being performed as well as verifications of qualifications, as well as credit and/or criminal record checks and other relevant checks.

Should you not hear from us within 30 days 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. Placement of candidates for work can be done in any area of George Municipality. The successful candidate is to sign an employment contract and a performance agreement (where applicable).

THE MUNICIPALITY RESERVES THE RIGHT NOT TO MAKE AN APPOINTMENT.

CLOSING DATE: 31 JANUARY 2024

EKSTERNE SIRKULASIE

DIREKTORAAT: KORPORATIEWE DIENSTE
POSBENAMING: ADMINISTRATIEWE BEAMPTTE: STENOGRAAF: REGSADVIESDIENSTE
(PERMANENT)

WC044CSLG2373

VERWYSING: 2718905

Salarisskaal : R284 064 – R368 700 per jaar T10 (**onderhewig aan “Task” evaluerings-uitkoms**)

Additionele Diensvoordele : Mediese fonds, Pensioen, Behuising/toelaag (onderhewig aan voorgeskrewe vereistes), 13de tjek, en Groeplewensversekering

MINIMUM VEREISTES:

- Graad 12
- Rekenaarvaardig in MS Office
- Persoonlike Assistent / Senior / Uitvoerende Sekretaresse asook vereis 'n relevante sekretariële sertifikaat
- 5-8 jaar relevante ondervinding
- Bestuurderslisensie (motorvoertuig)
- Geen kriminele rekord

VOORKEUR VEREISTES:

- NQF Vlak 6 (Nasionale Diploma: Munisipale Administrasie / Bestuur / Publieke Administrasie / Publieke Bestuur / Polisie Bestuur / Instituut Verkeer Amptelik III / Verkeer of ekwivalent.)
- Kennis van oortredingstelsels
- Stenograaf opleiding
- Stenografiese en verkeers verwante administratiewe dienste ondervinding

BEVOEGDHEDE:

- **Kern professionele vaardighede** - Geskrewe kommunikasie, Mondelinge Kommunikasie, Aandag vir Detail, Beïnvloeding, Etiek en Professionaliteit, Organisasie Bewustheid, Probleemoplossing, Beplanning en Organisering.
- **Funksionele bevoegdhede** - Besigheidsprosesse, Gebruik van Tegnologie, Dataverwerking & Analise.
- **Staatsdiensoriënteringsbevoegdhede** - Interpersoonlike Verhoudings, Kommunikasie, Dienslewering en Kliënteoriëntering en Kliënt toegespitsheid.
- **Persoonlike vaardighede** - Aksie-oriëntasie, Veerkragtigheid, Veranderingsgereedheid, Kognitiewe vermoë en Leeroriëntasie.
- **Bestuurs- Leierskapbevoegdhede** - Impak en Invloed, Spanorientering, Rigtingstelling en Afrigting en Mentorskap.

HOOF PRESTEER AREAS:

- Om te verseker dat alle verrigtinge in die Munisipale Hof op rekord is en in 'n veilige plek bewaar word soos en wanneer benodig.
- Om te verseker dat alle omvattende administratiewe ondersteuningsdienste aan die Munisipale Hof gelewer word.
- Om te verseker dat die Aanklaer met alle relevante inligting tot haar beskikking op die spesifieke plek waar die oortredings gaan plaasvind, geassisteer word.

- Om te verseker dat die korrekte prosedures en aansoeke gevolg word met die betaling, hantering en versameling van verkeers- en ander boetes.
- Voorsien 'n stenografiese opname diens in die Munisipale Hof gedurende hofsittings.
- Verantwoordelik vir die opstel van gespesialiseerde opname toerusting en te verseker dat dit in 'n goeie funksionele werkende toestand is.
- Voorsien die Regslui met transkripsie weergawes van spesifieke opnames soos per instruksie.
- Verrig take geassosieer met die lewering van verkeers en oortredinge wat verband hou met 'n administratiewe- sisteem en ondersteuningsdienste aan die Regsdienste Afdeling.
- Voorsien 'n gespesialiseerde kennis van administratiewe prosesse en prosedures binne 'n funksionele area/s.

SPEZIALE VOORWAARDES GEKOPPEL AAN DIE POS:

- Vermoë om ten minste in twee van die amptelike tale van die Wes-Kaap te kommunikeer (Afrikaans, Engels en IsiXhosa)
- Moet beskik oor goeie interpersoonlike vaardighede
- Moet konfliktsituasies kan hanteer
- Moet beskik oor goeie kommunikasie en interpersoonlike vaardighede
- Moet onder druk kan werk
- Moet betroubaar en vertrouenswaardig wees
- Moet beskik oor goeie menseverhoudinge
- Vermoë om leiding aan ondergeskikte personeel te verskaf

PROEFTYDPERK: 6 maande

NAVRAE: MNR WARREN MULLER (044 801 9111)

INSTRUCTIONS TO APPLICANTS

Aansoeke moet elektronies ingedien word op die aanlyn werkportaal, wat op die George Munisipale webtuiste, www.george.gov.za, verky kan word. Aansoekers moet registreer en aanlyn aansoek doen op die portaal voor of op **31 Januarie 2024** om 16:30.

Aansoekers moet aanheg 'n formele George Munisipale aansoekvorm, volledig voltooi asook 'n allesomvattende CV, gesertifiseerde afskrifte (nie ouer as 6 maande) of relevante kwalifikasies, identiteitsdokument en bestuurslisensie as deel van die aanlyn aansoek.

Slegs aanlyn aansoeke sal aanvaar word.

Diskwalifikasie:

Neem asseblief kennis dat die volgende tot diskwalifikasie sal lei:

- 1. Gebruik nie die formele aansoekvorm nie.**
- 2. Nie-indiening van gesertifiseerde afskrifte van akademiese kwalifikasies/rekords (nie ouer as 6 maande).**
- 3. Nie-indiening van 'n allesomvattende CV.**
- 4. Gunswerwing met die doel om aangestel te word.**
- 5. Indiening van bedrieglike kwalifikasies en/of dokumente.**

NB: Neem kennis dat kortgelysde kandidate onderworpe sal wees aan 'n verifikasieproses. Deur aansoek te doen vir hierdie pos, stem kandidate toe dat agtergrond ondersoek verrig word asook verifikasies van kwalifikasies, asook krediet en/of kriminele rekord ondersoek en enige ander relevante ondersoek.

Indien u nie binne 30 dae na die sluitingsdatum van ons verneem nie, kan u aanvaar dat u aansoek onsuksesvol was.

George Munisipaliteit is 'n gelyke geleentheid werkgewer, wat die beginsel van regstellende aksie en Diensbillikheid onderskryf. Voorkeur sal gegee word aan aansoekers uit die aangewese/ondervteenwoordigde groepe. Plasing van kandidate vir werk kan in enige area van die George Munisipaliteit gedoen word. Die suksesvolle kandidaat moet 'n dienskontrak en 'n prestasie-ooreenkoms (waar van toepassing) onderteken.

DIE RAAD BEHOU DIE REG VOOR OM NIE 'N AANSTELLING TE MAAK NIE

SLUITINGSDATUM: 31 JANUARIE 2024