

VACANCY VAKATURE



EXTERNAL CIRCULATION

DIRECTORATE: FINANCIAL SERVICES
POST DESIGNATION: ADMINISTRATOR (INSURANCE & CLAIMS) - George
(Permanent)
WC0440573
REFERENCE: 3041222

Salary: R252 264 - R327 516 (T9)
Additional Service Benefits: Medical Aid, Pension, Housing Allowance (subject to prescribed requirements), 13th Cheque and Group Life Insurance

MINIMUM REQUIREMENTS:

Grade 12
Computer literacy (MS Office)
Code B Driver's License
2-5 years relevant experience

COMPETENCIES:

Core Professional Competencies: Written & 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 Orientation, Client Orientation and Customer Focus
Personal Competencies Action Orientation, Resilience, Change Readiness, Cognitive ability, Learning orientation.
Management / Leadership Competencies: Impact and Influence, Team Orientation, Direction Setting, Coaching and Mentoring

KEY PERFORMANCE AREAS:

Ensure that all claims are dealt with legally, efficiently and be concluded without any unnecessary delay.
Ensure that all claims submitted complies to the requirements of Council's short-term Insurers.
Ensure that people involved in claims are refunded for losses as a matter of urgency and to finalize claims.
Establish a continuous flow of information regarding any claim submitted to Council's Insurers.
Ensure that a fully functional administration is provided in order to provide a reliable data source at any given time regarding the status of claims instituted.
Ensure that the transactions on the bank statements are verified and correctly allocated
Ensure that a positive work environment is created and maintained.

SPECIAL CONDITIONS ATTACHED TO THE POST:

Must be people orientated and able to handle difficult customers.
Must be able to communicate in at least two of the official languages of the Western Cape
Must be able to work under pressure.
Must be able to work and make decisions independently.
Must have outstanding interpersonal and communicative skills.
Must be able to be assertive and deal with difficult people and situations.
Must be able to do critical calculations, journals and handle difficult and sensitive issues that require tactful choice of words in discussions with attorneys, amongst others.

PROBATION PERIOD: 6 months

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ENQUIRIES: Thesne Rennie ((044) 801 9049)

INSTRUCTIONS TO APPLICANTS (Please read carefully)

Applications must be submitted **electronically** on the E-recruitment site, which can be found on the George Municipality website, www.george.gov.za, under **Job Portal**. Applicants must register and apply online before **[2024-03-20]** at 16:30pm.

Please Note the following when applying on the Portal:

- Applicants must please ensure to follow the Assisting Guidelines that can be accessed on the website under Job Portal, before completing their online application.
- Applicants should check and verify their current status or the progression of their application, by referring to their "Inbox" tab on the Portal.
- Please ensure that all the information on your profile is correct and all the necessary documents are attached, prior to submitting your job application.

Applicants must complete all the mandatory profile fields honestly and thoroughly. Please ensure the following documents are submitted under the correct field titles:

- A comprehensive CV (Stipulating full employment history-title of position held, time periods and duties).
- All applications must be accompanied by certified copies (not older than 6 months), by a Commissioner of Oath.
- All relevant Qualifications and Identity document must accompany your application. Driver's license and registration with a professional body must accompany your application only if applicable.

Only online applications will be accepted.

The turnaround time for assistance with any portal related challenges is two (2) working days. Applicants are urged to register and apply well in advance.

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: [2024-03-20] AT 16:30PM

