

# VACANCY VAKATURE



## **EXTERNAL CIRCULATION**

**DIRECTORATE: COMMUNITY SERVICES**  
**POST DESIGNATION: PROJECT COORDINATOR**  
**- GEORGE**  
**(PERMANENT)**  
**WC044CMSW3981**  
**REFERENCE: 3047659**

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:**

Relevant tertiary qualification in Project Management  
Basic Computer Literacy: MS Office  
Drivers Licence Code B  
0 – 2 years relevant experience

### **PHYSICAL CONDITIONS:**

Incumbent must be able bodied and fit

### **COMPETENCIES:**

Core Professional Competencies: Problem Solving, Planning and Organizing, Organizational Awareness  
Functional Competencies: Discipline Specific Skills, People Management, Task Management, Workplace Safety, Budgeting,  
Public Service Orientation Competencies: Interpersonal Relationships, Communication, Service Delivery Orientation,  
Personal Competencies: Action and outcome orientation, Resilience, Ethics and Accountability Management / Leadership Competencies: Direction Setting, Impact and Influence, Team Orientation, Coaching and Mentoring

### **KEY PERFORMANCE AREAS:**

Establish and maintain a service delivery based on good planning sequences and coordination.  
Create awareness with the public and through educational sequences and campaign.  
Educate people and communities against By-Law contravention and instituting measures through educational means.  
Ensure that George benefits from competitions for promotional, ecological and Tourism purposes.  
Ensure that the community is educated on environmental awareness through presentations and interaction.  
Ensure that a good channel of communication is established between the community and other role players.  
Ensure that all administrative responsibilities are met and complied with.

### **SPECIAL CONDITIONS ATTACHED TO THE POST:**

Must be able to communicate in at least two of the official languages of the Western Cape.  
Must have good interpersonal 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 leadership and people's skills.

Must be willing to work extended hours in the execution of duties.  
Must be willing to work in adverse weather conditions.  
Must have initiative and good organizing skills.

**PROBATION PERIOD:** 6 months

**ENQUIRIES:** JANINE FERNOLD (044 802 2900)

**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](http://www.george.gov.za), under **Job Portal**. Applicants must register and apply online before **2024-06-06** 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: 2024-06-06 AT 16:30PM**