

VACANCY VAKATURE



EXTERNAL CIRCULATION

DIRECTORATE: COMMUNITY SERVICES
POST DESIGNATION: FOREMAN (PARKS AND RECREATION)
- GEORGE
(PERMANENT)
WC044CMR1744
REFERENCE: 3125130

Salary: R252264-R327516 (T9)
Additional Service Benefits: Medical Aid, Pension, Housing Allowance (subject to prescribed requirements), 13th Cheque and Group Life Insurance

MINIMUM REQUIREMENTS:

Grade 12 or relevant post matric qualification
Code C1 Driver's licence +PrDP
Basic Computer Literacy: MS Office
2 – 5 years relevant experience

PHYSICAL CONDITIONS:

Incumbent be physically fit and able bodies
Required to work in all weather conditions

COMPETENCIES:

Core Professional Competencies: Problem Solving, Planning & Organising, Organisational 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, Coaching and Mentoring, Team Orientation

KEY PERFORMANCE AREAS:

Ensure instructions and departmental procedures are complied and tasks are performed as per priority of the department
Ensure instructions and departmental procedures are complied with and Occupational Health and Safety rules adhered to unbalancing uninterrupted functionality and the accomplishment of productivity targets/standards
Ensure details of activities are accurately recorded enabling the processing of personal, time and material allocation and utilization for specific assignments
Ensure activities are executed in accordance with laid down instructions and guidelines and, general and specific Occupational Health and Safety procedures are complied with
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 emergencies and planned overtime
Required to be on standby

PROBATION PERIOD: 6 months

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ENQUIRIES: NOSIDIMA VUMINDABA (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, under **Job Portal**. Applicants must register and apply online before **[2024-05-30]** 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: [2024-05-30] AT 16:30PM