

# VACANCY VAKATURE



## EXTERNAL CIRCULATION

**DIRECTORATE: CORPORATE SERVICES**  
**POST DESIGNATION: RECEPTIONIST / TYPIST (FIXED TERM CONTRACT)**  
**(CONTRACT LINKED TO THE TERM OF THE EXECUTIVE MAYOR)**  
**WC0440977**  
**REFERENCE: 3227030**

Salary: R 164 628 – R 213 696 (T6) Plus allowance providing for total remuneration package.

### MINIMUM REQUIREMENTS:

- Grade 12 (NQF Level 4)
- Computer literacy (Ms Office)
- 0-2 years relevant experience

### COMPETENCIES:

- **Core Professional Competencies:** Written and 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 and Analysis
- **Public service orientation competencies:** Interpersonal Relationship, 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:

- To ensure that the office can function effectively and for the public to come in at their appointment times.
- To ensure the effective and efficient functioning of the offices.
- To ensure that the Executive Mayor and Councillors has suitable accommodation when traveling.
- Assist the public with enquiries.
- Responsible for the typing of all documents and the distribution thereof.
- Translating of documents as required by the Mayor/ Councillors.
- Responsible for the sending of faxes and distribution thereof.
- Responsible for the writing of speeches and research of subjects for speeches for the Councillors.
- Typing of items.

### SPECIAL CONDITIONS ATTACHED TO THE POST:

- Ability to communicate in at least three of the official languages of the Western Cape
- Good interpersonal and communication skills
- Friendly and outgoing personality
- Project a neat and professional image
- Have an excellent general knowledge

**PROBATION PERIOD:** 6 months

**ENQUIRIES:** MR E GANZA (044 801 9204)

### 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 **2024-07-31** at **16:30**.

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## **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: 2024-07-31 AT 16:30.**