

VACANCY VAKATURE



EXTERNAL CIRCULATION

DIRECTORATE: Human Settlements, Planning & Development and Property
POST DESIGNATION: Intern: Skills Mecca Technician- George
(Temporary- 12 Months)
REFERENCE: 3251702

Salary: All-inclusive Package of R6500 per month
Additional Service Benefits: None

MINIMUM REQUIREMENTS:

NQF Level 5 in Public management, Public administration or any law related qualification.

No experience needed

Computer Literacy (MS Office)

Must be able to Communicate in English (Read, write and understand) and in one other official languages of Western Cape

KEY PERFORMANCE AREAS:

Work with the Garden Route Skills Mecca programme to continuously identify employers and their skills development needs in the municipality.

Update and maintain a database of all employers, institutions of higher learning and training providers within the George Municipal area.

Support the recruitment, administration and monitoring of learners, skills development providers and/or host employers for Skills Mecca and/or relevant Municipal Training Unit Programmes within their Municipal areas.

Update and maintain the mapping of the existing skills capacity of each George Municipal area and possible opportunities for skills development.

Identify funding opportunities, develop proposals and implement processes to apply for such funding opportunities for the skills development needs identified in the municipal area.

Prepare quarterly reports and presentations for the municipal area representative to table on the quarterly Skills Indabas and the Garden Route Skills Mecca (GRSM) task team.

Support the George Skills Development function with administrative and secretariat functions.

Commit to a formal mentoring programme as implemented by the Skills Mecca Coordinator inclusive of facilitating progress on actions agreed at each mentoring session.

SPECIAL CONDITIONS ATTACHED TO THE POST:

Have good communication skills including professional writing skills

ENQUIRIES: N Nobebe (044 801 9212)

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 **[2024-09-04]** 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.

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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: [2024-09-04] AT 16:30PM