

EXTERNAL CIRCULATION

DIRECTORATE: Civil Engineering Services

POST DESIGNATION: Storeman - George

(Permanent)

1439

REFERENCE: 3251325

Salary: R164 628 - R213 696 (T6)
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)
2-5 years relevant experience

COMPETENCIES:

Core Professional Competencies: Written and Oral Communication, Attention to Detail, Influencing, Ethics and Professionalism, Organizational 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 and Learning orientation.

Management/Leadership Competencies: Impact and Influence, Team Orientation, Direction Setting, Coaching and Mentoring.

KEY PERFORMANCE AREAS:

Ensure stock receipting and movement is controlled in accordance with laid down procedure to prevent unaccounted for losses and shrinkage.

Ensure human resources needs are identified and attended to, supporting the accomplishment of laid down objectives and compliance with specific standards in terms of productivity and performance.

Ensure administrative recordkeeping and reporting requirements and deadlines are adhered to and information made available to support the resolution of queries prior to processing supplier invoices.

PROBATION PERIOD: 6 months

ENQUIRIES: Emile Cleophas (044) 8019354

INSTRUCTIONS TO APPLICANTS (Please read carefully)

Applicants must submit a formal application form and 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 of qualifications, identity document and driver's license. Applications must be submitted electronically as one PDF document to **CivilPosts@george.gov.za**.

Application forms can be obtained from the Municipal website, www.george.gov.za and must reach the Human Resource Department on or before **4 September 2024 at 16:30**

Applicants must clearly state the reference number and position title in the subject line of the email.

Only electronic applications will be accepted.

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