

# VACANCY VAKATURE



## EXTERNAL CIRCULATION

**DIRECTORATE: Civil Engineering Services**  
**POST DESIGNATION: Superintendent Metering - George**  
**(Permanent)**  
**1330**  
**REFERENCE: 3253338**

Salary: R395 880 - R513 912 (T12)  
Additional Service Benefits: Medical Aid, Pension, Housing Allowance (subject to prescribed requirements), 13th Cheque and Group Life Insurance

### MINIMUM REQUIREMENTS:

3-5 years relevant experience  
Trade Test Artisan Certificate (Plumber) with Grade 12 or National Diploma in Civil Engineering  
Code B Driving license  
Computer Literacy (Ms Office)

### COMPETENCIES:

Core Professional Competencies: Problem Solving, Planning and Organising, Organisational Awareness.  
Functional Competencies: Discipline Specific Skills, People Management, Task Management, Work Place Safety and Budgeting.  
Public Service Orientation Competencies: Interpersonal Relationships, Communication and 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 a constant supply to consumers and to take preventative action where water losses are experienced.  
Ensure that all water meter installations are monitored, and that effective control is exercised on installations  
Ensure that the delivery of free water to rural areas are monitored for new deliveries and that established delivery points are regularly serviced and replenished.  
Ensure that all water requirements are attended to and that businesses and farms are serviced according to need.  
Ensure the Section is capably positioned to deliver on laid down requirements and priorities and maintain acceptable standards of quality with regards to service delivery.  
Ensure optimum operational functionality levels are maintained and actions, procedures and corrective measures implemented to address major disruptions and / or deviations impacting the quality and continuity of services.  
Contribute towards the effective functioning and the efficient planning and supervision of activities and projects related to water supply.  
Ensure the Section is capably positioned in terms of material, equipment and personnel to achieve outcomes of preventative maintenance programs.  
Ensure the effective functioning of areas of responsibility  
Ensure that all tenders applicable to the Section includes specific technical information and that instructions are carried out by Service Providers according to specifications.  
Ensure that financial control is exercised on the budget to prevent any over expenditure and to guard against deviations.  
Ensure that all safety requirements are instituted and met in the workplace.  
Ensure administrative sequences depicting reporting requirements and approval procedures are complied with and correspondence responded to through the provision of accurate information.  
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.

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Ensure that communication channels are effective and that information is obtained and shared.  
Ensure compliance with statutory requirements.

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

- Must be able to communicate in at least two of the three 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 skills.
- Must be willing to perform standby and overtime duties.
- Must be willing to work in adverse weather conditions.

**PROBATION PERIOD:** 6 months

**ENQUIRIES:** T RAIMAN (044-801 9352)

## **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 **[2024-09-06]** 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.

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**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: [2024-09-06] AT 16:30PM**