

# VACANCY VAKATURE



## EXTERNAL CIRCULATION

**DIRECTORATE: Civil Engineering Services**  
**POST DESIGNATION: Supervisor Process Controller - George**  
**(Permanent)**  
**WC044 1407**  
**REFERENCE: 3226133**

Salary: R199 032 - R258 336 (T7)  
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 preferably a NTC 3 in Water Treatment or Waste Water Treatment  
Trade related qualification: operators certificate/Wate water Treatment practice (N3)  
EB Driver's License  
2-5 Years relevant experience

### COMPETENCIES:

Core Professional Competencies: Oral & Written Communications, Problem Solving, Decision Making, Planning and Organising, Ethics and Professionalism.  
Functional Competencies: Discipline Specific Skills, Task Management, Use of Process Specific Technology/Equipment, Quality Orientation, Workplace Safety and People Management.  
Public Service Orientation Competencies: Service Delivery Orientation, Interpersonal Relationships, Communication, Service Delivery Orientation.  
Personal Competencies: Action and Outcome Orientation, Resilience, Change Readiness, Cognitive ability, Learning Orientation.  
Management/Leadership Competencies: Direction Setting, Impact and Influence, Coaching and Mentoring, Team Orientation.

### KEY PERFORMANCE AREAS:

Ensure that all processes are followed as required by the Blue Drop and Green Drop to ensure that water standards conform to set standards and requirements.  
Ensure acceptable levels are sustained and adequate direction provided to accomplish laid down instructions.  
Ensure that chemicals are weighed and measured prior to commencing with the mixing process.  
Ensure that the dosage is introduced in the process without complications.  
Ensure that the correct sequences are followed during the stacking and receiving of chemicals.  
Ensure laid down procedures and instructions are executed during the process and purification process.  
Ensure that proper record is taken of all processes, monitoring sequences and operational activities.  
Ensure that all safety requirements are instituted and met in the place of work.  
Ensure that communication channels are effective and that information is obtained and shared.  
Ensure that a positive work environment is ensured for all subordinate personnel

### SPECIAL CONDITIONS ATTACHED TO THE POST:

Ability to communicate in at least two of three the official languages of the Western Cape.  
Good interpersonal and communication skills.  
Friendly and outgoing personality.  
Project a neat and professional image.  
Must be willing to perform standby and work overtime.  
Must work in adverse weather conditions.  
Must have good numerical skills.  
Must have good leadership skills.  
Must be able to identify problems and take corrective action.

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**PROBATION PERIOD:** 6 months

**ENQUIRIES:** Sibonelo Ninela (044) 801 9266

**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](http://www.george.gov.za) and must reach the Human Resource Department on or before **15 August 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: [2024-08-15] AT 16:30PM**