

VACANCY VAKATURE



EXTERNAL CIRCULATION

DIRECTORATE: COMMUNITY SERVICES
POST DESIGNATION: SUPERINTENDENT (CEMETRIES) - GEORGE
PERMANENT
WC044CMPR1720
REFERENCE: 3337401

Salary: R 395 880 – R 513 912 (T12)
Additional Service Benefits: Medical Aid, Pension, Housing Allowance (subject to prescribed requirements), 13th Cheque and Group Life Insurance

MINIMUM REQUIREMENTS:

Relevant tertiary qualification, preferably a National Diploma in Horticulture, Environmental Management or related qualification in facilities management
Computer literacy: MS Office
5 – 8 years relevant experience (Supervisory experience. Relevant experience in management of cemeteries, open spaces and other facilities.)
Valid driver's licence.

PHYSICAL REQUIREMENT

Must be physically fit and able bodied.

PREFERRED REQUIREMENTS:

Have own transport (Provide proof of vehicle registration or rental agreement).

COMPETENCIES:

Core Professional Competencies - Managing Work, Planning and organizing

Functional Competencies – Facility specific skills, Workplace safety

Public Service Orientation Competencies – Interpersonal Relations, Communication, Service Delivery Orientation

Personal Competencies - Action Orientation, Resilience, Change Readiness, Learning Orientation, Problem Solving, Accountability and Ethical Conduct

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

KEY PERFORMANCE AREAS:

Co-ordinates activities and procedures with monitoring personnel, services and the maintenance of verges.

Ensure instructions and departmental procedures are complied with and tasks are performed as per the priority of the department.

Ensure a climate is conducive to promote and sustain motivational and performance level is cultivated and maintained enabling the Division to contribute positively to the Department's service level objectives and outcomes.

Ensure details of activities are accurately recorded enabling the processing of personnel, time and material allocation and utilization for specific assignments.

Maintain the Asset Register.

Ensure instructions and departmental procedures are complied with and Occupational Health and Safety rules adhered to enabling uninterrupted functionality and the accomplishment of productivity targets/standards.

Ensure activities are executed in accordance with laid down instructions and guideline and general and specific Occupational Health and Safety procedures are complied with.

Ensure quality standards driving the efficiency and effectiveness of the Division are complied with and deviations identified and rectified minimizing effects.

Ensure administrative sequences dictating reporting requirements and approval

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procedures are complied with and correspondence responded to through the provision of accurate information on the activities of the Section.

Ensure that resource requirements of the Section are sufficient and to ensure effective and efficient budgeting, forecasting and utilization of the municipal resources, to ensure the Section achieves its objectives.

Ensure that proper reporting procedures are executed.

SPECIAL CONDITIONS ATTACHED TO THE POST:

Required to work outside normal working hours during emergencies and planned overtime

Required to work in all weather conditions.

PROBATION PERIOD: 6 months

ENQUIRIES: NOSIDIMA VUMINDABA (044 802 2900)

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 **2024-09-20** 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.

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.

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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: 2024-09-20 AT 16:30PM