

VACANCY VAKATURE



EXTERNAL CIRCULATION

DIRECTORATE: CORPORATE SERVICES
POST DESIGNATION: TRANSLATOR/ INTERPRETER - GEORGE
(TEMPORARY)
WC044CSADMIN0789
REFERENCE: 3397887

Salary: R 252 264 – R 327 516 (T9) Plus allowance providing for total remuneration package.

MINIMUM REQUIREMENTS:

- Relevant 3-year tertiary qualification majoring in an appropriate language or language practice.
- Computer Literacy: MS Office
- Ability to communicate in all three official languages of the Western Cape
- 2-5 Years relevant experience

COMPETENCIES:

- **Core Professional Competencies:** Communication, Planning and Organising, Cognitive Ability, Technology Usage, Organisational Awareness
- **Functional Competencies:** Task Management, Discipline Specific Skills
- **Public Service Orientation Competencies:** Interpersonal Relations, Service Delivery Orientation, Customer Orientation and Customer Focus
- **Personal Competencies:** Action and Outcome Orientation, Resilience, Accountability and Ethical Conduct, Learning Orientation and Flexibility
- **Management / Leadership:** Leadership, Impact and Influence, Coaching and Mentoring, Team Orientation

KEY PERFORMANCE AREAS:

- To facilitate communication between different languages and ensuring that everything that is said is communicated accurately in the other language.
- To assist in translating of municipal documents such as: Reports, Brochures, Letters, Policies, Training material, Official forms charge sheet, Questionnaires/adverts/notices, Press releases, Any other material submitted to the Language Unit.
- To assist in translating recommendations and summaries of items that served before Council and its Committees.
- To assist in providing a translation service to Council to conform a required demand and to adhere to legislative specifications where matters of community interest is addressed.
- To execute duties in a professional and efficient manner.
- To assist in making draft minutes available at any given time for further attention or action.
- To assist in the smooth operation of all responsibilities allocated to the Section.

SPECIAL CONDITIONS ATTACHED TO THE POST:

- Good interpersonal skills and multilingualism
- Good administrative skills
- Ability to work independently
- Ability to work with confidential information
- Ability to function effectively under pressure
- High level of concentration and mental alertness

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ENQUIRIES: Ms Sindiswa Mfula (044-8019111)

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 **2024-09-11 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.

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: 2024-09-11 AT 16:30PM