

VACANCY VAKATURE



EXTERNAL CIRCULATION

DIRECTORATE: Civil Engineering Services
POST DESIGNATION: Foreman (Gravel Road) - George
(Permanent)
WC0442064
REFERENCE: 3401187

Salary: R296 844 – R385 296 (T10)
Additional Service Benefits: Medical Aid, Pension, Housing Allowance (subject to prescribed requirements), 13th Cheque and Group Life Insurance

MINIMUM REQUIREMENTS:

Grade 10 or equivalent technical qualification
Code EC driver's license
Basic Computer Literacy: MS Word / Excel
3 - 5 years' relevant experience required

COMPETENCIES:

Core Professional Competencies: Problem Solving, Planning and Organizing, Organizational Awareness

Functional Competencies: Discipline Specific Skills, People Management, Task Management
Workplace Safety, Budgeting

Public Service Orientation Competencies: Interpersonal Relationships, Communication, 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 instructions are clear, tasks are completed and deadlines are met.

Ensure that activities are executed in accordance with laid down procedures, instructions and guidelines

Ensure that instructions are carried out and that departmental procedures are complied with

Ensure that the working areas are properly sealed/barricaded off, and all workers on site is visible to other road users, and that safety requirements are adhered to.

Ensure that details of activities are accurately recorded to enable processing of personnel, time and material allocation

Ensure an improved productivity and enhancement of public service delivery.

Ensure that proper communication channels are followed to prevent costly delays.

Ensure that tools and machinery are loaded and transported safely, properly locked away to prevent any losses, accidents and incidents due to negligence.

Ensure that details of activities are accurately recorded to enable processing of personnel, time and material allocation.

SPECIAL CONDITIONS ATTACHED TO THE POST:

Ability to handle stress and work pressure

Good interpersonal and communication skills

Ability to communicate in two of the official languages of the Western Cape

Good leadership and people management

Good organizational skills

Required to do stand-by and overtime

Must be reliable and trustworthy

Required to work in adverse weather conditions

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PROBATION PERIOD: 6 months

ENQUIRIES: G Stoker (0448019184)

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 **[2024-10-09]** 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: [2024-10-09] AT 16:30PM