

VACANCY VAKATURE



EXTERNAL CIRCULATION

DIRECTORATE: Civil Engineering Services
POST DESIGNATION: Manager: Projects (Grant Funding) x2 - George
(Temporary)
WC0441796 & WC0442026
REFERENCE: 3251324

Salary: R578 580-R751 080 (T15)
Perks: Cellphone & Scarce Skills Allowance (subject to prescribed requirements)

MINIMUM REQUIREMENTS:

BEng or BSc Civil Engineering degree or BTech degree in Civil Engineering
Applicant with a BEng or BSc Civil Engineering qualification, must have 8 years relevant experience post registration, and be eligible for registration as a Pr Eng
Applicant with a BTech in Civil Engineering qualification, must have 8 years relevant experience post registration as a Pr Tech Eng
Relevant ECSA registration certificate must be attached
Computer Literacy (MS Office)
Code B Driver's License

COMPETENCIES:

Core Professional Competencies: Planning, Organisational Awareness, Attention to Detail
Functional Competencies: Design, Project Management, Construction, Operations and Maintenance
Public Service Orientation Competencies: Interpersonal Relationships, Service Delivery Orientation, Communication
Personal Competencies: Action and outcome orientation, Resilience, Change Readiness, Cognitive ability, Learning orientation, Accountability and ethical conduct
Management / Leadership Competencies: Impact and Influence, Team Orientation, Direction Setting, Coaching and Mentoring

KEY PERFORMANCE AREAS:

Ensure that projects and infrastructure provision is carried out according to master plans, the IDP, Batho Pele Principles, and all applicable legislation and guidelines related to the provision of services
Ensure that Consultants and Contractors conform to specific requirements prior to and during the project and contract implementation
Ensure that projects are managed professionally and that all contractual requirements, organisation objectives and targeted outcomes are met and that projects are completed on time, within budget and to specification
Ensure that Consultants and Contractors perform according to contractual requirements
Ensure that the PMU Section is effectively managed and that all functional responsibilities are adequately addressed
Ensure that activities, projects and assignments associated with civil engineering and related services for municipal developments are planned, implemented, monitored and successfully completed with deviations addressed and corrective measures introduced to curb non-conformance, poor quality and/or poor performance
Ensure efficient financial estimating, planning, budget implementation and control and financial reporting within the Section
Ensure that information, documentation and advice on relevant matters is available and communicated through the various mediums and promote technical developments and experiential training
Ensure that accurate planning, project and operational information is maintained and made available, and administrative requirements is effectively and professionally managed through the implementation of practices, procedures and policies
Ensure job satisfaction and a high level of discipline and productivity of all divisional staff

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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
- Must be willing to travel outside the municipal boundaries of George to attend meetings on behalf of Council
- Good understanding of risk management

PROBATION PERIOD: 6 months

ENQUIRIES: L Mooiman (0448019353)

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.

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The Municipality reserves the right not to make an appointment.

Should you not hear from the Municipality 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

recruitment@george.gov.za

Cellphone (subject to prescribed requirements)