

# VACANCY VAKATURE



## EXTERNAL CIRCULATION

**DIRECTORATE: COMMUNITY SERVICES**  
**POST DESIGNATION: MANAGER: PROJECTS, SOLID WASTE & SHARED SERVICES - GEORGE**  
**(PERMANENT)**  
**WC0441623**  
**REFERENCE: 3427261**

Salary: R 604 620 – R 784 884 (T15)  
Additional Service Benefits: Medical Aid, Pension, Housing Allowance (subject to prescribed requirements), 13th Cheque and Group Life Insurance  
Perks: Cellphone and Essential Motor Scheme (subject to prescribed requirements)

### **MINIMUM REQUIREMENTS:**

A relevant tertiary qualification, preferably a B-Tech degree in Environmental Health  
Registration as an Environmental Health Practitioner with the Health Professions Council of South Africa for independent practice  
Peace Officer: Registration with Department of Agriculture if applicable  
Between 5 - 8 years relevant experience required  
Minimum 2 - 3 years supervisory experience  
Valid driving licence  
Computer Literacy: MS Office

### **COMPETENCIES:**

*Core Professional Competencies* - Communication, Attention to Detail, Planning and Organising, Conceptual Thinking, Evaluation and Research, Information Management.  
*Functional Competencies* -Analytical Skills, Advocacy/Negotiation, Waste Management, Communicable, Project and Financial Management,  
*Public Services Orientation Competencies* - Service Delivery Orientation Interpersonal Relationships, Client Orientation and Customer Focus  
*Personal Competencies* - Action and outcome Orientation, Flexibility, Learning Orientation, Integrity.  
*Management /Leadership Competencies* - Direction Setting, Impact and Influence, Coaching and Mentoring, Team Orientation.

### **KEY PERFORMANCE AREAS:**

Ensure achievement of goals and critical performance indicators as identified, and the establishment of specific measures to enable and guide the department to plan, manage and / or prioritize outcomes accordingly.  
Ensure a climate conducive to promoting and sustaining motivational levels, aspects such as productivity and improvement of the quality of work – life is cultivated and maintained enabling the branch to meet its service delivery objectives.  
Ensure that services by Solid Waste and Shared Services are rendered in accordance to pre-set objectives and cost parameters.  
Ensure contractual terms and conditions entered and agreed to are complied with and specific responsibilities discharged accordingly without any risk to the Council.  
Ensure that all operational activities are effectively managed, controlled and implemented.  
Ensure accurate budgets are prepared in relation to requirements enabling the department to contribute positively toward meeting developmental objectives and sustaining the quality and standards of service delivery.  
Ensure information, advice or opinions on relevant matters is made available and / or communicated through the various mediums and accurately- interpreted through the provision of adequate and clear explanation.  
Ensure laid down administrative procedures and reporting requirements are complied with, and accurate information disseminated to support specific decisions/

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actions.

## **SPECIAL CONDITIONS ATTACHED TO THE POST:**

Ability to communicate in at least two of the official three languages of the Western Cape (of which English must be one).

The incumbent must be able to function satisfactorily under pressure and stressful situations.

Required to travel extensively within the municipal geographic boundaries.

Good interpersonal, communication and negotiating skills.

Ability to function independently, as well within a team. Operate after hours, weekends, public holidays and school holidays.

Ability to assume control and restore order in any situation, including the management of unruly or hostile crowds.

Willingness to work outside normal working hours including some work in the evenings and weekends.

**PROBATION PERIOD:** 6 months

**ENQUIRIES:** MR SIVUYILE MTILA (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](http://www.george.gov.za), under **Job Portal**. Applicants must register and apply online before **25 October 2024** 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.

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**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: 25-10-2024 AT 16:30PM**