

VACANCY VAKATURE



EXTERNAL CIRCULATION

DIRECTORATE: Civil Engineering Services
POST DESIGNATION: Senior Supervisor Driver - George
(Permanent)
WC044 1418
REFERENCE: 3448358

Salary: R234 156 - R303 948 (T8)
Additional Service Benefits: Medical Aid, Pension, Housing Allowance (subject to prescribed requirements), 13th Cheque and Group Life Insurance, Cellphone and Vehicle Allowance (subject to prescribed requirements)

MINIMUM REQUIREMENTS:

3-5 years relevant experience
Grade 10 or equivalent technical qualification
Code EC1 Driver's License with PRDP
Basic Computer Literacy: MS Word/Excel

COMPETENCIES:

Core Professional Competencies: Problem Solving, Planning and Organising and Organisational Awareness.
Functional Competencies: Discipline Specific Skills, People Management, Task Management, Workplace Safety and Budgeting.
Public Service Orientation Competencies: Interpersonal Relationships, Communication and Service Delivery Orientation.
Personal Competencies: Action and outcome orientation, Resilience, Ethics and Accountability.
Management/Leadership Competencies: Direction Setting, Impact and Influence, Coaching and Mentoring and Team Orientation.

KEY PERFORMANCE AREAS:

Ensure that mechanisms are used to trace and open sewerage blockages.
Ensure that all sewerage related work is carried out to specification.
Ensure that activities are executed in accordance with laid down instructions and guidelines.
Ensure that instructions and departmental procedures are complied with and Occupational Health and Safety requirements adhered to.
Ensure that safety measures are applied during sewer related operations.
Ensure that details of activities are accurately recorded to enable processing of personnel, time and material allocation.
Establish and maintain a positive channel of communication with colleagues and the public.
Ensure that proper supervision is exercised over subordinate staff and that personnel related issues are addressed.
Ensure that proper record is submitted of all administrative requirements for record and billing purposes.

SPECIAL CONDITIONS ATTACHED TO THE POST:

Basic First Aid course to be completed within a specified time as determined by employer
Ability to communicate in at least two of the three official languages of the Western Cape.
Good interpersonal and communication skills.
Friendly and outgoing personality.
Project a neat and professional image.
Must be willing to work overtime and after normal office hours.
Must work in adverse weather conditions.
Must have supervisory skills.

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PROBATION PERIOD: 6 months

ENQUIRIES: Sibonelo Ninela (044) 8019185

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 **[2024-11-13]** 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: [2024-11-13] AT 16:30PM