

# VACANCY VAKATURE



## EXTERNAL CIRCULATION

**DIRECTORATE: COMMUNITY SERVICES**  
**POST DESIGNATION: GRADE A TESTING OFFICER - GEORGE**  
**(PERMANENT)**  
**WC0441089, WC0446427, WC0446428, WC0446429**  
**REFERENCE: 3410454**

Salary: R 296 844 – R 385 296 (T10)  
Additional Service Benefits: Medical Aid, Pension, Housing Allowance (subject to prescribed requirements), 13th Cheque and Group Life Insurance

### MINIMUM REQUIREMENTS:

- Grade 12 (NQF Level 4)
- Computer Literacy: MS Office
- Relevant Certificate (Grade A Examiner of Driving Licences certificate)
- Code A and EC driving license
- 5 - 8 years relevant experience with supervisory experience

### PREFERRED REQUIREMENTS:

- Ability to communicate in at least two of the languages of the Western Cape

### COMPETENCIES:

- Core Professional Competencies-Written and Oral Communication, Attention to Detail, Influencing, Ethics and Professionalism, Organizational Awareness, Problem Solving, Planning and Organizing.
- Functional Competencies-Business Processes, Use of Technology, Data Processing and Analysis.
- Public Services Orientation Competencies-Interpersonal Relationships, Communication, Service Delivery Orientation, Client Orientation and Customer Focus.
- Personal Competencies-Action Orientation, Resilience, Change Readiness, Cognitive Ability, Learning Orientation.
- Management/Leadership Competencies-Impact and Influence, Team Orientation, Direction Setting, Coaching and Mentoring.

### KEY PERFORMANCE AREAS:

- Ensure the eyesight of an application is correct for the type of vehicle the applicant applied for.
- Ensure that applicant complies with the set requirements for a learner's license.
- Ensure that the applicant is competent to drive the correct class vehicle and comply with the rules of the road and road signs.
- Keep record of all driving tests that has been passed and failed.
- Retrieve information when required.
- Provide a service to the public.
- Ensure that duties are executed correctly.

### SPECIAL CONDITIONS ATTACHED TO THE POST:

- Be able to use own integrity
- Outstanding interpersonal and communication skills
- Outstanding problem-solving skills
- Ability to identify and address irregularities
- Analytical thinker
- Should be a keen learner

**PROBATION PERIOD:** 6 months

**ENQUIRIES:** HP JUNIES (044 – 878 2400)

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## **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 **[2024 – 12 - 04]** 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 – 12 - 04] AT 16:30PM**