

# VACANCY VAKATURE



## EXTERNAL CIRCULATION

**DIRECTORATE: Human Settlements, Planning & Development and Property**

**POST DESIGNATION: DEPUTY DIRECTOR: HUMAN SETTLEMENTS - George**

**(Permanent)**

**WC044HSHS0845**

**REFERENCE: 3473809**

Salary: R822 984 - R1 068 324 (T17)  
Additional Service Benefits: Medical Aid, Pension, Housing Allowance, Vehicle allowance and cellphone allowance (subject to prescribed requirements), 13th Cheque and Group Life Insurance

### MINIMUM REQUIREMENTS:

A relevant tertiary qualification, preferably a Diploma/B degree in Property Management/ / Build Environment or related

Computer literacy: MS Office.

8 years or more experience in Property Management at middle/senior management

### COMPETENCIES:

Core Professional Competencies: Influencing, Technical Communication, Organizational Awareness, Conceptual Thinking.

Functional Competencies: Project Management, Financial Management, Information Measuring and Monitoring, Technology Usage.

Public Service Orientation Competencies: Service Delivery Orientation, Interpersonal Relationships, Communication, Client Orientation and Customer Focus.

Personal Competencies: Action Orientation, Resilience, Learning Orientation, Change Readiness, Problem Solving.

Management/Leadership Competencies: Impact and Influence, Team Orientation, Direction Setting, Coaching and Mentoring.

### KEY PERFORMANCE AREAS:

Ensure the effective and strategic management and planning of Human Settlements and customer service to all customers.

Ensure synergized housing development that will result in functional and sustainable human settlements. To ensure that maximum housing opportunities is provided within the housing allocation to the George Municipal area. To ensure that housing delivery is done in alignment with National and Provincial Policy.

Provide low middle income groups in the George Municipal area with housing opportunities in line with the Human Settlements Plan and the IDP. To ensure functional and sustainable living environments.

Ensure that an effective Housing Project Management System is implemented and applied in the Department.

Ensure that the accreditation business plan is implemented within the Directorate: Human Settlements

Ensure financial accountability to the Provincial Department of Human Settlements and Council. To establish and maintain appropriate internal controls and reporting systems in order to meet performance expectations. Promote and implement the Batho Pele principles to ensure that effective and efficient service delivery with regards to housing administration is provided to the communities of George

Ensure that a climate conducive to promoting and sustaining motivational and performance levels is cultivated and maintained enabling the Department to contribute positively to the Department's service level objectives and outcomes.

Facilitate a Housing Support Centre to provide support and expert advice for Home Owners.

Anticipate and identify possible risks for all projects.

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

Must be able to communicate in at least 2 of the 3 official languages of the Western Cape

Customer service orientation

Ability to function independently

High level of integrity

Creative and innovative thinking

High level of management, negotiation, communication and conflict resolution skills

Ability to interact at both strategic and operational levels

Knowledge regarding the Directorates constitutional mandate and the relevant policies, legislation and its relationship with national and provincial, civil society and other stakeholders.

**PROBATION PERIOD:** 6 months

**ENQUIRIES:** Delia Power (044) 8019385)

## **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 **[2024-11-29]** 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.**

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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: [2024-11-29] AT 16:30PM**

**[recruitment@george.gov.za](mailto:recruitment@george.gov.za)**

**Cellphone (subject to prescribed requirements)**