

VACANCY VAKATURE



EXTERNAL CIRCULATION

DIRECTORATE: CORPORATE SERVICES
POST DESIGNATION: EPWP PROJECT COORDINATOR - GEORGE
(PERMANENT)
WC044CSHR2158
REFERENCE: 3422447

Salary: R 350 412 – R 454 872 (T11)
Additional Service Benefits: Medical Aid, Pension, Housing Allowance (subject to prescribed requirements), 13th Cheque and Group Life Insurance

MINIMUM REQUIREMENTS:

- Grade 12 or a 1 year project management certificate
- Computer literacy: MS Office
- Valid driver's license
- 5 years' relevant experience.

COMPETENCIES:

- **Core Professional:** Written Communication; Oral Communication; Influencing; Organisational Awareness; Problem Solving; Planning and Organising; Use of Technology; Attention to Detail.
- **Functional:** Project Management; Data Processing & Analysis
- **Public Service Orientation:** Interpersonal Relationships; Communication; Service Delivery Orientation; Client Orientation and Customer Focus.
- **Personal:** Action Orientation; Resilience; Change readiness; Cognitive ability; Learning orientation.
- **Management/Leadership:** Impact and Influence; Team Orientation; Direction Setting; Coaching and Mentoring.

KEY PERFORMANCE AREAS:

- General EPWP coordination and reporting
- Effectively oversee the planning, delivery, adherence to procedures / reporting requirements for optimal benefit of the EPWP Incentive Grant
- Coordination, liaison and networking
- Ensure that Input is provided to the Internal Steering Committee
- Financial monitoring of projects
- Ensure budgetary & performance alignment
- Facilitate, develop, coordinate and maintain a comprehensive training framework
- Ensure that the necessary skills are acquired by both external and internal stakeholders.

SPECIAL CONDITIONS ATTACHED TO THE POST:

- EPWP experience will be an advantage.
- Manage the EPWP Programmes: Environmental/Infrastructure, Social and Non-State Sectors
- Must prepare to work overtime and to attend meetings and conferences outside the municipal area
- Must have good interpersonal and communication skills
- Must be able to take operational decisions in the absence of senior management
- Must be able to communicate in at least 2 of the official languages of the Western Cape.

PROBATION PERIOD: 6 months

ENQUIRIES: Cindy Prinsloo (0448019442)

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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, 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.

- 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