

# VACANCY VAKATURE



## **EXTERNAL CIRCULATION**

**DIRECTORATE: COMMUNITY SERVICES**  
**POST DESIGNATION: SUPERVISOR: CEMETERIES - GEORGE**  
**(PERMANENT)**  
**WC0441745**  
**REFERENCE: 3482864**

Salary: R207 984 – R 269 964 (T7)  
Additional Service Benefits: Medical Aid, Pension, Housing Allowance (subject to prescribed requirements), 13th Cheque and Group Life Insurance

### **MINIMUM REQUIREMENTS:**

- Basic literacy / Minimum Grade 10
- 0 – 2 years' experience preferably in facility maintenance and related experience with cemeteries or open spaces with supervisory experience
- C1 Driver's license with PDP

### **PHYSICAL REQUIREMENT:**

- The incumbent must be able bodied and fit

### **COMPETENCIES:**

- Core Professional Competencies - Managing work, Planning and Organising
- Functional Competencies - Facility specific skills, Workplace safety
- Public Service Orientation Competencies - Interpersonal Relationships, Communication, Service Delivery Orientation
- Personal Competencies - Action Orientation, Resilience, Change Readiness, Learning Orientation, Problem Solving, Accountability and Ethical Conduct,
- Management / Leadership Competencies - Direction Setting, Impact and Influence, Coaching and Mentoring, Team Orientation

### **KEY PERFORMANCE AREAS:**

- Ensure that the cemeteries in the George Municipal area are operated maintained according to prescribed guidelines.
- Ensure that graves are measured and prepared according the exact measurements and that administrative processes are checked.
- Ensure proper inspections are carried out in all cemeteries.
- Ensure that proper weed control is exercised and that weed killer is applied as required.
- Ensure that trees, grass and shrubs are maintained to present well-kept cemeteries to the broader public.
- Ensure that duties are executed effectively and to provide a positive work environment.
- Ensure that safety precautions are exercised and protective clothing used in order to comply with the conditions of the Occupational Health and Safety Act.
- Ensure that vehicle inspections are carried out and any defects reported prior to department from the depot.
- Ensure that all administrative duties are carried out according to prescribed requirements.

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

- Ability to communicate in two of the three official languages of the Western Cape.
- Must have supervisory skills.
- Must be dedicated in a position of authority.
- Must be willing to work in adverse weather conditions.
- Must have good interpersonal and communication skills.

**PROBATION PERIOD:** 6 months

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**ENQUIRIES: NOSIDIMA VUMINDABA (044 802 2900)**

**INSTRUCTIONS TO APPLICANTS (Please read carefully)**

Applicants must submit a formal application form with all fields completed and a comprehensive CV, certified copies (not older than 6 months) of relevant qualifications, identity document and driver's license, if applicable. Applications must be submitted **electronically** preferably as one PDF document to [communityposts@george.gov.za](mailto:communityposts@george.gov.za). Application forms can be obtained from the Municipal website, [www.george.gov.za](http://www.george.gov.za) and must reach the Human Resource Department on or before **19 December 2024** at **16:30pm**.

**Applicants must clearly state the reference number and position title in the subject line of the email. Applicants are required to complete application form in full.**

**Only electronic applications will be accepted.**

**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: 19 DECEMBER 2024 AT 16:30**