

VACANCY VAKATURE



EXTERNAL CIRCULATION

DIRECTORATE: COMMUNITY SERVICES
POST DESIGNATION: ADMINISTRATIVE OFFICER - GEORGE
(PERMANENT)
WC0441056
REFERENCE: 3518630

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
- Computer Literacy: Ms Office
- Relevant certificate
- 5-8 years relevant experience with supervisory experience

COMPETENCIES:

- Core Professional Competencies - Written Communication, 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 & 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 Monitoring.

KEY PERFORMANCE AREAS:

- Ensure that functions are carried out in terms of legislation and the smooth running of services rendered to the public.
- Ensure that adequate stock levels are maintained by the introduction of measures to prevent delays and interruption to service delivery.
- Ensure support is made available and to enable the accomplishment of service delivery objectives and standards.
- Ensure that the Contravention System is maintained and updated.
- Ensure that records are maintained for easy access and audit purposes.
- Ensure proper planning regarding the available human resources with the aim to un-interruptedly render the best possible service to the public.
- Ensure that financial functions are executed in line with relevant legislation and policies.

SPECIAL CONDITIONS ATTACHED TO THE POST:

- Person must have good human relations.
- Must be able to work in a team.
- Not be afraid to enforce discipline in the workplace.
- Must be creative in the positive advancement and growth of the section.

PROBATION PERIOD: 6 months

ENQUIRIES: JANINE WELLS (044 878 2400)

VACANCY VAKATURE



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 **05 February 2025 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: 05/02/2025 AT 16:30PM