

VACANCY VAKATURE



EXTERNAL CIRCULATION

DIRECTORATE: COMMUNITY SERVICES
POST DESIGNATION: ASSISTANT ADMINISTRATIVE OFFICER - GEORGE
(PERMANENT)
WC0442109
REFERENCE: 3516687

Salary: R 234 156 – R 303 948 (T8)
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
- 2 – 5 years relevant experience

PREFERRED REQUIREMENTS:

- Ability to communicate in two of the official languages of the Western Cape

COMPETENCIES:

- Core professional competencies: Written Communication, Oral Communication, Attention to detail, Influencing, Ethics and professionalism, Organizational Awareness, Problem Solving, Planning and Organising
- Functional Competencies: Business Processes, Use of Technology, Data processing & Analysis
- Public Service 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:

- Provide a front office walk-in service to control access and to assist officials and public by referring them to the correct Section / official.
- Ensure the efficiency of the administrative function of the section.
- Ensure that a professional typing service is provided and that the correct applications are used to enhance documents.
- Ensure that a support service is provided to the office of the section manager.
- Ensure that a professional telephone answering service is provided and telephone accounts circulated.
- Ensure that the staff attendance register is monitored and attendance statistics made available to the section manager.
- Ensure that the proper control is being exercised over sections incidents.
- Ensure that complaints are handled effectively.
- Ensure that record be kept of all notices of evictions.
- Ensure and provide statistical data in respect of illegal occupants in informal areas.
- Ensure the confidentiality of information and the documentation is available whenever requested.

SPECIAL CONDITIONS ATTACHED TO THE POST:

- Good verbal and written communication skills.
- Good typing skills
- Adhere to deadline on a regular basis.
- Ability to function effectively under pressure.
- Innovative.

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- Good public relations skills.
- Must be able to work independently.

PROBATION PERIOD: 6 months

ENQUIRIES: R VON WILLINGH (044 801 6367)

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.

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CLOSING DATE: **05/02/2025 AT 16:30PM**