

# VACANCY VAKATURE



## EXTERNAL CIRCULATION

**DIRECTORATE: COMMUNITY SERVICES**  
**POST DESIGNATION: CHIEF CLERK (REFUSE REMOVAL) - GEORGE**  
**(PERMANENT)**  
**WC044CMSW4176**  
**REFERENCE: 3514576**

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 literate (Ms Office)
- 2-5 years relevant experience

### PHYSICAL REQUIREMENTS:

- The incumbent must be physically fit and able bodied to execute the duties attached to the post.

### COMPETENCIES:

- Core Professional Competencies- Written and 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 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 assist officials and public by referring them to the correct Section / official.
- Ensure that the fleet is well maintained and that all data is captured from logbooks and sheets.
- Ensure that a professional typing service is provided and that the correct applications are used to enhance documents.
- Ensure that the flow of correspondence is monitored and attended to and to ensure continuity in the distribution and receipt of documentation.
- Ensure that a professional telephone answering service is provided and telephone accounts circulated.
- Ensure that staff attendance register is monitored and attendance statistics made available to the immediate superior.
- Ensure that venues are timeously arranged for specific meetings and to prevent double booking.
- Ensure that a support service is provided to the Section.
- Ensure that a competent relief service is provided at meetings.

### SPECIAL CONDITIONS ATTACHED TO THE POST:

- Must be able to apply attention to detail and be focused.
- Must be able to work under stressful conditions when required.
- Must be able to meet specific deadlines.
- Client friendly/ people orientated.
- Above average typing abilities.

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- Well-disposed person and immaculately dressed.
- Must be able to communicate in at least two (2) of the official languages of the Western Cape.
- Must have good interpersonal and communication skills.

**PROBATION PERIOD:** 6 months

**ENQUIRIES:** FRANK TAMBOER (044 - 802 2900)

**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 **29 January 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.

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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: 2025-01-29 AT 16:30PM**