

# VACANCY VAKATURE



## EXTERNAL CIRCULATION

**DIRECTORATE: COMMUNITY SERVICES**  
**POST DESIGNATION: ASSISTANT SUPERINTENDENT - SPORT MAINTENANCE - George**  
**(PERMANENT)**  
**WC1850**  
**REFERENCE: 3613065**

**Salary:** R 355 668 – R 461 700 (T11)  
**Additional Service Benefits:** Medical Aid, Pension, Housing Allowance (subject to prescribed Requirements), 13th Cheque and Group Life Insurance

### MINIMUM REQUIREMENTS:

- Grade 12 or relevant post matric qualification
- 2-5 years relevant experience (with supervisory experience)
- Basic computer literacy: MS office
- Valid Code B Driver's License

### 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 Competencies:** Direct Setting, Impact and Influence, Coaching and Mentoring, Team Orientation.

### KEY PERFORMANCE AREAS:

- Ensure achievements of goals regarding water quality performance indicators.
- Ensure that safety and risk management is carried out in the operation of all sport grounds in the municipal area.
- Ensure that all projects are professionally initiated and administered through sound management and coordination.
- Ensure that the sport facilities comply with operational standards and requirements.
- Ensure the optimal occupation of sport fields and facilities complies with standards and regulations.
- Ensure an efficient and capable research function is provided and specific instructions and guidelines are complied with.
- Ensure that all equipment is well maintained and in good operating condition and all deviations are immediately attended to.
- Ensure accurate operational and maintenance information are kept and available on request.
- Ensure administration are kept up to date.
- Ensure that the operation of each venue complies with the sport grounds standards as laid down.
- Ensure that the budget is utilised efficiently and exercise budgetary control.
- Ensure a climate conducive to promoting and sustaining motivational levels, aspects such as productivity, performance and improvements of the quality of work-life is cultivated and maintained.
- Ensure that all subordinates are positively orientated for departmental goals to be achieved.

### SPECIAL CONDITIONS ATTACHED TO THE POST:

- Must be able to communicate in at least two of the official languages of the Western Cape.
- Must have good interpersonal skills.
- Must be able to handle conflict situations.
- Must have good communication skills.
- Must be able to work under pressure.
- Must be reliable and trustworthy.

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- Must have good leadership and people skills.
- Must be willing to perform standby and overtime duties.
- Must be willing to work in adverse weather conditions.

**PROBATION PERIOD:** 6 months

**ENQUIRIES:** Granville Campher (044 801 9488)

**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 **2025-04-11** 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: 2025-04-11 AT 16:30PM**