

VACANCY VAKATURE



EXTERNAL CIRCULATION

DIRECTORATE: CORPORATE SERVICES
POST DESIGNATION: ADMINISTRATOR - GEORGE
(TEMPORARY)
WC0936
REFERENCE: 3718267

Salary: R 301 296 – R 391 080 (T10) plus allowance providing for total remuneration package

MINIMUM REQUIREMENTS:

- Grade 12
- Computer Literacy: MS Office
- Personal Assistant/Senior, Senior/Executive Secretary also require a relevant secretarial certificate
- 5-8 years relevant experience with supervisory experience

COMPETENCIES:

- **Core Professional Competencies:** Written Communication, Oral Communication, Attention to Detail, Influencing, Ethics and Professionalism, Organisational 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:

- Ensure a culture of participatory governance that encourages and creates conditions for communities and stakeholders to participate in the preparation, implementation and review of its IDP and Preparation of the budget.
- Drafting letters of response relating to queries / enquiries.
- Monitoring logistical and administrative systems with regard to efficiency and effectiveness.
- Publicising committee meetings on website, local notice boards and newspapers.
- Ensure a functional and effective public participation process.
- Coordinate activities of the work plan and determine priorities that should be addressed.
- Include interdepartmental planning to solve problems and challenges that were identified.
- Coordinates project logistics.
- Ensure that provision is made for identified areas that will need to be addressed by means of involvement, participation and problem solving.
- Attend to queries / complaints associated with communities and departments by reverting to the enquirer / complainant and providing details to support specific outcomes or commenting on the status and/or attention afforded to the query/complaint.
- Attend to queries / complaints associated with communities and departments by referring received complaints to the relevant departments.

SPECIAL CONDITIONS ATTACHED TO THE POST:

- Knowledge of supervisory practices and principals
- Knowledge of issues pertaining to area of assignment
- Ability to work effectively under pressure and short notices
- Skill in organising work of self and others
- Accuracy
- Good interpersonal relations and skills
- Be prepared to work abnormal hours

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- Skill in both verbal and written communication
- Be able to communicate in at least two of the three official languages of the Western Cape

ENQUIRIES: LAMEES FORTUIN (044 801 9052)

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 **2025-06-26 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: 2025-06-26 AT 16:30PM