

# VACANCY VAKATURE



## EXTERNAL CIRCULATION

**DIRECTORATE: Civil Engineering Services**  
**POST DESIGNATION: SENIOR SUPERVISOR DRIVER - George**  
**(Permanent)**  
**WC044 1418**  
**REFERENCE: 3514584**

Salary: R234 156 - R303 948 (T8)  
Additional Service Benefits: Medical Aid, Pension, Housing Allowance (subject to prescribed requirements), 13th Cheque and Group Life Insurance, Cellphone and Vehicle Allowance (subject to prescribed requirements)

### MINIMUM REQUIREMENTS:

- 3-5 years relevant experience
- Grade 10 or equivalent technical qualification
- Code EC1 Driver's License with PRDP
- Basic Computer Literacy: MS Word/Excel

### COMPETENCIES:

- Core Professional Competencies: Problem Solving, Planning and Organising and Organisational Awareness.
- Functional Competencies: Discipline Specific Skills, People Management, Task Management, Workplace Safety and Budgeting.
- Public Service Orientation Competencies: Interpersonal Relationships, Communication and Service Delivery Orientation.
- Personal Competencies: Action and outcome orientation, Resilience, Ethics and Accountability.
- Management/Leadership Competencies: Direction Setting, Impact and Influence, Coaching and Mentoring
- and Team Orientation.

### KEY PERFORMANCE AREAS:

- Ensure that mechanisms are used to trace and open sewerage blockages.
- Ensure that all sewerage related work is carried out to specification.
- Ensure that activities are executed in accordance with laid down instructions and guidelines.
- Ensure that instructions and departmental procedures are complied with and Occupational Health and Safety requirements adhered to.
- Ensure that safety measures are applied during sewer related operations.
- Ensure that details of activities are accurately recorded to enable processing of personnel, time and material allocation.
- Establish and maintain a positive channel of communication with colleagues and the public.
- Ensure that proper supervision is exercised over subordinate staff and that personnel related issues are addressed.
- Ensure that proper record is submitted of all administrative requirements for record and billing purposes.

### SPECIAL CONDITIONS ATTACHED TO THE POST:

- Basic First Aid course to be completed within a specified time as determined by employer
- Ability to communicate in at least two of the three official languages of the Western Cape.
- Good interpersonal and communication skills.
- Friendly and outgoing personality.
- Project a neat and professional image.
- Must be willing to work overtime and after normal office hours.
- Must work in adverse weather conditions.
- Must have supervisory skills.

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**PROBATION PERIOD:** 6 months

**ENQUIRIES:** Sibonelo Ninela (044) 8019185

**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 **[2025-01-24]** 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: [2025-01-24] AT 16:30PM**