

# VACANCY VAKATURE



## EXTERNAL CIRCULATION

**DIRECTORATE: Corporate Services**  
**POST DESIGNATION: Translator/ Interpreter - George**  
**(Temporary)**  
**WC044CS**  
**REFERENCE: 3503155**

Salary: R263 616 – R342 252 (T9) Plus allowance providing for total remuneration package  
Additional Service Benefits: Medical Aid, Pension, Housing Allowance (subject to prescribed requirements), 13th Cheque and Group Life Insurance

### MINIMUM REQUIREMENTS:

- Relevant 3-year tertiary qualification majoring in an appropriate language or language practice.
- Computer Literacy: MS Office
- Ability to communicate in all three official languages of the Western Cape
- 2-5 Years relevant experience

### COMPETENCIES:

- Core Professional Competencies: Communication, Planning and Organising, Cognitive Ability, Technology Usage, Organisational Awareness
- Functional Competencies: Task Management, Discipline Specific Skills
- Public Service Orientation Competencies: Interpersonal Relations, Service Delivery Orientation, Customer Orientation and Customer Focus
- Personal Competencies: Action and Outcome Orientation, Resilience, Accountability and Ethical Conduct, Learning Orientation and Flexibility
- Management / Leadership: Leadership, Impact and Influence, Coaching and Mentoring, Team Orientation

### KEY PERFORMANCE AREAS:

- To facilitate communication between different languages and ensuring that everything that is said is communicated accurately in the other language.
- To assist in translating of municipal documents such as: Reports, Brochures, Letters, Policies, Training material, Official forms charge sheet, Questionnaires/adverts/notices, Press releases, Any other material submitted to the Language Unit.
- To assist in translating recommendations and summaries of items that served before Council and its Committees.
- To assist in providing a translation service to Council to conform a required demand and to adhere to legislative specifications where matters of community interest is addressed.
- To execute duties in a professional and efficient manner.
- To assist in making draft minutes available at any given time for further attention or action.
- To assist in the smooth operation of all responsibilities allocated to the Section.

### SPECIAL CONDITIONS ATTACHED TO THE POST:

- Good interpersonal skills and multilingualism
- Good administrative skills
- Ability to work independently
- Ability to work with confidential information
- Ability to function effectively under pressure
- High level of concentration and mental alertness

# VACANCY VAKATURE



**ENQUIRIES: Ms Sindiswa Mfula (044-8019111)**

**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 **[2025-01-17]** 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: [2025-01-17] AT 16:30PM**