

# VACANCY VAKATURE



## EXTERNAL CIRCULATION

**DIRECTORATE: Human Settlements, Planning & Development and Property**

**POST DESIGNATION: Manager: Housing - George**

**(Permanent)**

**WC0440859**

**REFERENCE: 3615314**

Salary: R613 692 – R796 656 (T15)  
Additional Service Benefits: Medical Aid, Pension, Housing Allowance (subject to prescribed requirements), 13th Cheque and Group Life Insurance

### MINIMUM REQUIREMENTS:

- A relevant tertiary qualification, preferably a Diploma/ B degree in Property Management/ Built Environment or related.
- 8 years or more experience in Property Management at middle/senior management level.
- Computer literacy: MS Office.

### COMPETENCIES:

- Core Professional Competencies- Influencing, Technical Communication, Organizational Awareness, Conceptual Thinking.
- Functional Competencies- Project Management, Financial Management, Information Measuring and Monitoring and Technology Usage.
- Public Service Orientation Competencies- Interpersonal Relationships, Communication and Service Delivery Orientation, Client Orientation and Customer Focus.
- Personal Competencies- Action Orientation, Resilience, Change Readiness, Learning Orientation and Problem Solving.
- Management/ Leadership Competencies- Impact and Influence, Team Orientation, Direction Setting, Coaching and Mentoring

### KEY PERFORMANCE AREAS:

- Researches, develops and participates in the implementation of strategic and short-term plans for the Section: Existing Housing functionality to ensure a climate conducive to promoting and sustaining motivational and performance levels is cultivated and maintained enabling the Section to contribute positively to the Directorate's service level objectives and outcomes.
- Directs and controls the Key Performance Indicator's and outcomes of personnel and processes within the Housing Administration Section (staff management and supervision) to ensure a climate conducive to promoting and sustaining motivational and performance levels is cultivated and maintained enabling the Section to contribute positively to the Directorate's service level objective and outcomes.
- Manages and controls outcomes associated with the formulation and implementation specific policies, procedures, systems and controls and forwards/presents to the immediate superior and/or Council's Committees to ensure policies and procedures contribute to the efficiency and effectiveness of the Section and supports the accomplishment of service delivery objectives.
- Manages the scope and procedural administrative requirements and reporting deadlines associated with the functionality to ensure that stated and agreed objectives, strategies and plans to service specific housing areas are achieved and sustainability managed.
- Co-ordinates procedural administrative requirements and reporting deadlines associated with the functionality to ensure that the Section, in executing its activities, complies with laid down administrative procedures and guidelines and that all stakeholders are kept abreast, firsthand, of developments and progress.

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- Manages and controls specific legal / statutory administrative requirements with respect to contracts and tender and quotation award processes to ensure laid down statutory requirements and legal procedures and complied with during the implementation and execution of specific decisions / actions.
- Implements Housing Section's communication / reporting strategies aimed at providing information, to ensure that accurate information is made available enabling and supporting decision making processes and contributing to collective and common understanding.

## **SPECIAL CONDITIONS ATTACHED TO THE POST:**

- The duties listed in this job description are not exhaustive, and the employer is entitled to instruct the employee at any time to carry out additional duties or responsibilities which fall reasonably within the ambit of the job description, or in accordance with operational requirements.
- Outstanding interpersonal and communication skills (both written and verbal).
- Ability to communicate in at least two of the official languages of the Western Cape.
- Conflict resolution skills.
- Good leadership and organizational skills.
- Ability to co-ordinate projects.
- Ability to perform effectively under pressure.
- Good public relations skills.
- Willing to work after hours.

**PROBATION PERIOD:** 6 months

**ENQUIRIES:** C PETERSEN (044 802 2003)

## **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.**

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**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**