

VACANCY VAKATURE



EXTERNAL CIRCULATION

DIRECTORATE: Human Settlements, Planning & Development and Property

POST DESIGNATION: SENIOR LAND USE OFFICER - George

(Permanent)

WC044 2458

REFERENCE: 3701960

Salary: R419 904 - R545 088 (T12)
Additional Service Benefits: Medical Aid, Pension, Housing Allowance (subject to prescribed requirements), 13th Cheque and Group Life Insurance

MINIMUM REQUIREMENTS:

- 5-8 Years relevant experience with supervisory experience
- Grade 12 with Relevant Certificate
- Computer Literacy: MS Office
- Ability to communicate (read, write, speak) in at least two of the three official languages of the Western Cape Province
- Code B Driver's License

COMPETENCIES:

- Core Professional Competency: Written and 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 that all conditions are met by applicants for applications to be considered by the Tribunal
- Ensure that appeals are dealt with according to the conditions as stipulated.
- Ensure that an efficient secretariat is provided to the Tribunal.
- Ensure that procedural arrangements are well planned to provide a professional service to all applicants and appellants.
- Ensure that the functional requirements are met and maintained.
- Ensure that a professional administrative service is provided to the Tribunal and public.
- Ensure that an effective channel of communication is maintained with both internal and external parties.
- Ensure that personnel requirements are tended to promote sustained performance levels to meet service delivery objectives.
- Ensure that all administrative support functions rendered by the administrative support officials to the department and their clients are managed effectively in accordance with applicable bylaws and regulations and all tasks delegated to the sub-ordinates are completed correctly and timeously.
- Ensure information, advice or opinions on relevant matters is made available and / or communicated through the various mediums and accurately interpreted through the provision of adequate and clear explanation.
- Ensure the functionality is positioned to deliver on strategic developmental planning objectives.

SPECIAL CONDITIONS ATTACHED TO THE POST:

- The requirements of the post means that the incumbent takes instruction from the direct supervisor (Senior Manager: Town Planning), the Tribunal Chairperson, the Municipal Manager and the Appeal Authority (Executive Mayor).

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- Must have good administrative skills
- Must be able to handle conflict situations
- Must have good communication and interpretation skills
- Must be able to work independently
- Must be reliable and trustworthy
- Must have good leadership and people skills
- Must be willing to work after normal office hours

PROBATION PERIOD: 6 months

ENQUIRIES: Clinton Petersen (044 801 9182)

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.

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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