



**DIRECTORATE: PROTECTION SERVICES  
ASSISTANT SUPERINTENDENT: MVR**

**WC0441070**

**REF: PROT T 11 02/11/21**

**SALARY SCALE: R303 288 – R393 696 per annum T11**

**REQUIREMENTS:**

- Relevant Tertiary Qualifications
- E-NATIS experience
- Computer literacy
- 2-3 years' relevant administrative and supervisory experience
- Ability to communicate in at least two of the official languages of the Western Cape

**SPECIAL CONDITIONS ATTACHED TO THE POST**

- Must be able to work under pressure and report promptly to the supervisor.
- Must be able to identify the needs of the branch and reporting such needs to the supervisor

**DUTIES:**

- Ensure that functions are carried out in terms of legislation and the smooth running of services rendered to the public.
- Ensure that the adequate stock levels are monitored and maintained by the introduction of measures to prevent delays and interruption to service delivery.
- Ensure that records are maintained for easy access and audit purposes.
- Ensure proper planning regarding the available human resources with the aim of un-interrupted service delivery
- Ensure support is made available and to enable the accomplishment of service delivery objectives and standards.
- To possess a good knowledge of the various legislation involved in the operation of the Section.

**ENQUIRIES: MS S PICK 044 801 9305**

The Council will consider all applications in terms of their Employment Equity Plan which acknowledges the imperative need to diversify the demographic composition of its workforce, in particular with the emphasis on appointing candidates from the designated/under –represented groups. Canvassing for appointment will lead to automatic disqualification.

If you meet the requirements, forward detailed CV and covering letter with an application form obtainable from the HR Office, Civic Centre, York street, George or [www.george.gov.za](http://www.george.gov.za) at Vacancies. Please address your application to: The Senior Manager Human Resources, PO Box 19, George 6530 via e-mail: [recruitment@george.gov.za](mailto:recruitment@george.gov.za).

Note: Please attach certified copies of highest educational qualifications. **State clearly on your application the reference number and post for which you are applying.**

Each post must be on a separate application form. Late applications or applications sent via fax will not be accepted. If you have not heard from us within 3 months of the closing date, please accept that your application was unsuccessful.

**COUNCIL RESERVES THE RIGHT NOT TO MAKE AN APPOINTMENT**

**CLOSING DATE: 26 NOVEMBER 2021**



**DIREKTORAAT: BESKERMINGSDIENSTE  
ASSISTENT SUPERINTENDENT**

**WC0441070**

**VERW: PROT T11 02/11/21**

**SALARISSKAAL: R303 288 – R393 696 per jaar T11**

**VEREISTES:**

- Relevante tersiêre kwalifikasie
- E-NATIS ondervinding
- Rekenaar geletterd
- 2-3 jaar toepaslike administratiewe en toesighoudende ervaring
- Vermoë om in ten minste twee van die amptelike tale van die Wes-Kaap te kommunikeer

**SPEZIALE VOORWAARDES VERWANT AAN DIE POS:**

- Moet onder druk kan werk en stiptelik rapporteer aan die Superintendent MVR
- Moet die behoeftes van die kantoor identifiseer en rapporteer aan die Superintendent MVR

**PLIGTE:**

- Toesien dat funksies in lyn met wetgewing uitgevoer word en verseker dat dienslewering aan die publiek vlot verloop.
- Toesien dat voldoende voorraad gehandhaaf en gemonitor word om vertraging in dienslewering te vermei.
- Toesien dat administratiewe en finansiële rekords op datum gehou word vir oudit doeleindes.
- Doen die nodige beplanning rondom menslike hulpbronne ten einde ononderbroke dienslewering te verseker.
- Sien toe dat genoeg ondersteuning beskikbaar is om dienslewering doelwitte te bereik.
- Genoegsame kennis van wetgewing en die verkeers beleid wat gepaard gaan met die afdeling, om te verseker die beste diens moontlik gelever word.

**NAVRAE: ME S PICK (044) 801 9305**

Die Raad oorweeg alle aansoeke in terme van sy diensbillikheidsplan, wat erkenning verleen aan die dringende behoefte om die demografiese samestelling van die personeelkorps te diversifiseer, veral met die oog op die aanstelling van geskikte kandidate uit die aangewese/ondervertegenwoordigde groepe. Gunswerwing met die doel om aangestel te word, sal u outomaties vir die pos diskwalifiseer.

Indien u aan die posvereistes voldoen, stuur 'n volledige CV, dekbrief en aansoekvorm, verkrygbaar by die kantoor: Menslike Hulpbronne, Burgersentrum, Yorkstraat, George of [www.george.org.za](http://www.george.org.za) by Vakatures. Rig u aansoek aan: Die Adjunk Direkteur: Menslike Hulpbronne, Posbus 19, George, 6530 of per e-pos: [recruitment@george.gov.za](mailto:recruitment@george.gov.za)

Let wel: Heg asseblief gesertifiseerde afskrifte van u hoogste opvoedkundige kwalifikasies of relevante kwalifikasies soos vereis van die pos aan u aansoek. **Meld asseblief duidelik op u aansoek die verwysingsnommer en pos waarvoor u aansoek doen.** Neem kennis dat u aansoek aan verifikasie van kwalifikasies, krediet en kriminele rekords, onderwerp sal word.

Elke pos moet op 'n afsonderlike aansoekvorm ingevul word. Laat aansoeke of aansoeke per faks sal nie aanvaar word nie. Indien u nie binne 3 maande na die sluitingsdatum vir 'n onderhoud genooi word nie, kan u aanvaar dat u aansoek onsuksesvol was.

**DIE RAAD BEHOU DIE REG VOOR OM NIE 'N AANSTELLING TE MAAK NIE**

**SLUITINGS DATUM: 26 NOVEMBER 2021**