



## **MOSSSEL BAY MUNICIPALITY**

**Mossel Bay Municipality, an employer committed to equal employment, is in the process of compiling a database for General Workers/General Assistants (no current vacancies)**

**ONLY APPLICANTS RESIDING WITHIN THE MOSSSEL BAY MUNICIPAL BOUNDARIES SHALL BE CONSIDERED FOR THE SHORTLIST OF CANDIDATES**

**ONLY ONE APPLICATION PER CANDIDATE**

## **GENERAL WORKER / GENERAL ASSISTANTS**

### **REQUIREMENTS**

- Literate
- Physically strong and healthy to perform hard labour
- Ability to work with a pick, spade and other hand equipment
- Ability to load and carry heavy weights of up to 25kg
- Willing to work overtime when required
- Minimum experience of 1 month

**Certified copies of the following documents must be attached to the application form:**

- Identity document
- Proof of academic (school) qualification
- Proof of residential address (municipal account / affidavit)

**SALARY SCALE: R106 229.40 - R124 792.32 per annum (T3)**

**CLOSING DATE: 27 NOVEMBER 2020  
(No applications received after 13h00 will be accepted)**

### **GENERAL:**

- Shortlisted candidates may be subjected and required to undergo a theoretical and/or practical test. ***Notwithstanding any representations to the contrary, no employment contract will come into effect until a written offer has been made by the municipality to, and accepted by, the applicant.***
- Applications in writing on the official application form and accompanied by a comprehensive CV, which will be regarded as confidential, must be directed to: The Senior Manager Human Resources, P O Box 25, Mossel Bay, 6500. These conditions are compulsory and failing to comply will automatically lead to disqualification of the applicant.
- Application forms are available on the Municipal website ([www.mosselbay.gov.za](http://www.mosselbay.gov.za)) or electronically available from the contact persons mentioned hereunder. Original Certified copies of proof of qualifications should accompany the CV.
- **Electronic applications may be e-mailed to [admin@mosselbay.gov.za](mailto:admin@mosselbay.gov.za).**
- For equity purposes please indicate your race, gender and disability status.
- Further details are obtainable from Ms N Bouwer or Ms J Ruiters at telephone number (044) - 6065000.
- If applicants are not contacted within 40 days of the closing date, it can be accepted that they were not successful.
- The Mossel Bay Municipality is committed to comply to the requirements of the Employment Equity Act, No. 55 of 1998, for the advancement of previously disadvantaged and disabled persons.

**ADV. MG GILIOME  
MUNICIPAL MANAGER**

## MOSELBAAI MUNISIPALITEIT

Mosselbaai Munisipaliteit, 'n werkgewer verbind tot gelykheidsindiensneming, is in die proses om 'n databasis vir Algemene Werkers/Algemene Assistentte op te stel (geen huidige vakatures)

**SLEGS AANSOEKERS WOONAGTIG BINNE DIE MOSELBAAI MUNISIPALE GRENSE SAL VIR DIE KORTLYS VAN KANDIDATE OORWEEG WORD**

**SLEGS EEN AANSOEK PER KANDIDAAT**

## **ALGEMENE WERKER / ALGEMENE ASSISTENT**

### **VEREISTES**

- Geletterd
- Fisies sterk en gesond om harde arbeid te verrig
- Vermoë om met 'n pik, graaf en ander handtoerusting te werk
- Vermoë om swaar gewig van tot 25kg te lig en te dra
- Bereid om oortyd te werk wanneer vereis
- Minimum ondervinding van 1 maand

**Gesertifiseerde afskrifte van die volgende dokumente moet by die aansoekvorm geheg word:**

- Identiteitsdokument
- Bewys van akademiese (skool) kwalifikasie
- Bewys van residensiële adres (munisipale rekening / beëdigde verklaring)

**SALARISSKAAL:** R106 229.40 - R124 792.32 per jaar (T3)

**SLUITINGSDATUM:** 27 NOVEMBER 2020  
(Geen aansoeke sal na 13h00 aanvaar word nie)

### **ALGEMEEN:**

- Kortlys kandidate mag onderwerp word en van vereis word om 'n teoretiese en/of praktiese toets, insluitend 'n bestuursvaardigheidstoets te ondergaan.
- ***Nieteenstaande enige verteenwoordiging tot die teendeel, sal geen dienskontrak in werking tree totdat 'n skriftelike aanbod deur die Munisipaliteit gemaak word aan, en deur die aansoeker aanvaar is nie.***
- Skriftelike aansoeke op die amptelike aansoekvorm tesame met 'n omvattende CV wat as vertroulik beskou sal word, moet gerig word aan: Die Senior Bestuurder: Menslike Hulpbronne, Posbus 25, Mosselbaai, 6500. Hierdie voorwaardes is verpligtend en versuim om daaraan te voldoen sal outomaties tot diskwalifikasie van die aansoeker lei.
- Aansoekvorms is beskikbaar op die Munisipale web-tuiste ([www.mosselbay.gov.za](http://www.mosselbay.gov.za)) of elektronies van die kontakpersone hieronder genoem. Oorspronklike gesertifiseerde kopie van bewys van kwalifikasies moet die CV vergesel.
- **Elektroniese aansoekvorms kan gestuur word aan ([admin@mosselbay.gov.za](mailto:admin@mosselbay.gov.za)).**
- Vir gelykheidsdoeleindes, dui asseblief u ras, geslag en gestremdheidstatus aan.
- Verdere besonderhede is verkrygbaar by Me N Bouwer of Me J Ruiters by telefoonnommer (044) - 6065000.
- Indien aansoekers nie binne 40 dae na die sluitingsdatum gekontak word nie, kan aanvaar word dat die aansoek onsuksesvol was.
- Die Mosselbaai Munisipaliteit is verbind tot die nakoming van die vereistes van die Wet op Diensbillikheid, Nr. 55 van 1998, vir die bevordering van voorheen benadeelde en gestremde persone.

**ADV. MG GILLIOMEE  
MUNISIPALE BESTUURDER**

**UMASIPALA WASE MOSSEL BHAYI**  
**UMasipala wase Mossel Bhayi ungumqeshi ozibopheleleyo kwingqesho**  
**ngokulinganayo, ukwinkqubo yokuqulunqa uvimba waBasebenzi-**  
**Gabalala/Abancedisi (akukho zithuba zikhoyo ngoku)**

**ABENZI-ZICELO ABAHLALA PHAKATHI KWIMIDA KAMASIPALA WASE MOSSEL BHAYI BAYA**  
**KUQWALASELWA KUQALA**

**IFOMU IBENYE KUMENZI-SICELO NGAMNYE**

**UMSEBENZI-GABALALA / ABANCEDISI**

**REQUIREMENTS**

- Ube uyakwazi ukufunda
- Ube womelele ngokwasemzimbeni kwaye ube uyakwazi ukwenza imisebenzi enzima
- Ube uyakwazi ukusebenzisa ipeki, umhlakulo kunye nezinye izixhobo zesandla  
Ube uyakwazi ukuphatha nokukhwelisa imithwalo ebunzima obufikelela kwiikhilogrami ezingama-25
- Ube uzimisele ukusebenza ixesha elongezelelweyo xa kuyimfuneko
- Amava afikelela kwinyanga enye.

**likopi eziqinisekisiweyo zala maxwebhu alandlelayo kufuneka zincanyathiselwe kwifomu yesicelo:**

- EyeSazisi (ID)
- Ubungqina bemfundo onayo(eyesikolo)
- Ubungqina bedilesi ohlala kuyo(incwadi yetyala likamasipala/ingxelo efunyelweyo)

**UMLINGANISELO WOMVUZO: R106 229.40 – R124 792.32 ngonyaka (T3)**

**UMHLA WOKUVALA:**

**27 NOVEMBA 2020**

**(No applications received after 13h00 will be accepted)**

**GABALALA:**

- Abagqatswa/abenzi-zicelo abathe bafakwa kuluhlu olufutshane baya kulindeleka ukuba benze uvavanyo lomsebenzi ngezandla nangomlomo. ***Nangona kungakho nalo naluphina ummelo, akukho sivumelwano sengqesho siyakusebenza phambi kokuba esi sinikezelo sibe samkelwe ngulowo sithe samkelwa isicelo sakhe.***
- Izicelo ezibhaliweyo kwifomu esesikweni nezikhathshwayi-CV egqibeleleyo, neyakuthatyathwa njengeyimfihlo, kufuneka zingeniswe ku: The Senior Manager (Human Resources), P.O. Box 25, Mossel Bay, 6500. Le miqathango isisinyanzelo kwaye ukusilela ukuyithobela kuyakukhokelela ekukhatyweni kwesicelo sakho.
- Iifomu zezicelo ziyafumaneka kwikhasi lothungelwano likaMasipala ([www.mosselbay.gov.za](http://www.mosselbay.gov.za)) okanye ungazithunyelwa nge-imeyile xa uthethe waqhagamshelana nomntu ochazwe apha ngezantsi.
- Iikopi zeziqinisekiso zeziqinisekisiweyo njengeziyinyaniso kufuneka zikhaphe iCV yakho.
- **Izicelo ezenziwa ngobuchwepheshe zingathunyelwa nge-imeyile ku [admin@mosselbay.gov.za](mailto:admin@mosselbay.gov.za)**
- Ngesizathu sengqesho ngokulingana nceda uphawule uhlanga, ubuni kunye nokhubazeko.
- Iingcombolo ezithe vetshe ungazifumana kuNkszn N Bouver okanye uNkskz J Ruiters kule nombolo yomnxeba (044)606 5000.
- Ukuba akufumenanga mpendulo kwisicelo sakho kwisithuba seentsuku ezingama-40, ungathabatha ukuba isicelo sakho asamkelekanga.
- uMasipala waseMossel Bhayi uzibophele kwingqesho ngokulingana kwaneemfuno zoMthetho weNgqesho ngokulingana, Nombolo 55 ka 1998, ngenjongo yokuxhamlisa abo bebekade behlelelekile ngaphambili kunye nabakhubazekileyo.

**GQWETHA MG GILIOMEE**  
**UMPHATHI KAMASIPALA**