

MOSSEL BAY MUNICIPALITY

Mossel Bay Municipality, an employer committed to equal employment, invites persons to apply for the undermentioned vacancy

ASSISTANT COMMUNITY DEVELOPMENT COORDINATOR: SPORT & RECREATION DEVELOPMENT (COMMUNITY SERVICES)

(APPLICANTS RESIDING WITHIN THE BOUNDARIES OF MOSSEL BAY WILL RECEIVE PREFERENCE)

REQUIREMENTS

- NQF Level 5 Qualification in Sport Management or Human Movement
- Valid Code B driving license (manual vehicle)
- Proficient in at least two (2) of the three (3) official languages of the Western Cape
- Computer literate (MS Office applications)
- Good interpersonal and communication skills with the ability to deal with conflict situations
- High level of responsibility with attention to detail
- Able to work independently and under pressure
- Good organisational planning and administrative skills
- Cultural diversity and facilitation skills
- Must work overtime or attend meetings after normal office hours when required
- Minimum of one (1) year relevant experience

KEY PERFORMANCE AREAS

- Assist with applications and processes associated with the coordination, planning and development of sustainable sport activities and programs in the Municipal area
- Guide and facilitate community support for program activities, execution of procedural and administrative requirements
- Create awareness and encourage community participation in sport activities
- Contribute to the development of a high profile for sport development within the Municipal area through effective interaction and publicity of sports opportunities
- Coordinate and implement designated sport programs and activities in accordance with the aims and objectives of local and provincial/national strategic objectives
- Organise, reserve and prepare facilities for public sport functions and events
- Promote participation and awareness of sport development initiatives and programmes in communities
- Administrative recordkeeping and reporting
- Assist with the dissemination of information on the immediate and shortterm objectives and current developments, problems and constraints
- Formal and informal reporting
- Diplomatic interaction with various stakeholders

SALARY SCALE: R215 298.24 – R279 470.04 per annum (T9)

CLOSING DATE: **26 MARCH 2021**
(No applications received after 13h00 will be accepted)

GENERAL:

- Shortlisted candidates may be subjected and required to undergo a theoretical and/or practical test, including a driving skills 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) or electronically available from the contact persons mentioned hereunder. Original Certified copies of proof of qualifications must accompany the CV.
- **Electronic applications may be e-mailed to 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 nooi persone om vir die ondergemelde vakature aansoek te doen

ASSISTENT GEMEENSKAPSONTWIKKELINGSKOÖRDINEERDER: SPORT & REKREASIE ONTWIKKELING (GEMEENSKAPSDIENSTE)

(AANSOEKERS WOONAGTIG BINNE DIE GRENSE VAN MOSSELBAAI SAL VOORKEUR GENIET)

VEREISTES

- NKR Vlak 5 Kwalifikasie in Sportbestuur of Menslike Beweging
- Geldige Kode B Bestuurderslisensie (handrat voertuig)
- Vlot in ten minste twee (2) van die drie (3) amptelike tale van die Wes-Kaap
- Rekenaargeletterd (MS Office toepassings)
- Goeie interpersoonlike en kommunikasievaardighede met die vermoë om konfliktsituasies te hanteer
- Hoë vlak van verantwoordelikheid met aandag aan detail
- In staat om onafhanklik en onder druk te werk
- Goeie organisatoriese beplanning en administratiewe vaardighede
- Kulturele diversiteit en fasiliteringsvaardighede
- Moet oortyd werk of vergaderings na normale kantoorure bywoon wanneer van vereis word
- Minimum een (1) jaar verwante ondervinding

SLEUTEL PRESTASIE AREAS

- Bystand met aansoeke en prosesse geassosieer met die koördinasie, beplanning en ontwikkeling van volhoubare sportaktiwiteite en programme in die Munisipale area
- Lei en fasiliteer gemeenskapsondersteuning vir programaktiwiteite, uitvoering van prosedurële en administratiewe vereistes
- Skep bewustheid en moedig gemeenskapsdeelname aan in sportaktiwiteite
- Dra by tot die ontwikkeling van 'n hoë profiel vir sportontwikkeling binne die Munisipale area deur effektiewe interaksie en publisiteit van sportgeleenthede
- Koördineer en implementeer aangewese sportprogramme en aktiwiteite in oorleg met die teikens en doelwitte van plaaslike en provinsiale/nasionale strategiese doelwitte
- Organiseer, reserveer en berei fasiliteite voor vir publieke sportfunksies en geleenthede
- Bevorder deelname en bewustheid van sportontwikkelingsinisiatiewe en programme in gemeenskappe
- Administratiewe rekordhouding en rapportering
- Bystand met die verspreiding van inligting op die onmiddellike en korttermyn doelwitte en huidige ontwikkelings, probleme en beperkings
- Formele en informele rapportering
- Diplomatieuse interaksie met verskeie belanghebbendes

SALARISSKAAL: R215 298.24 – R279 470.04 per jaar (T9)

SLUITINGSDATUM: 26 MAART 2021

(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 aansoek 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) of ewan 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)**
 - Vir gelykheidsdoeleindes, dui asseblief u ras, geslag en gestremde status 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 WASEMOSEL BHAYI

**UMasipala waseMossel Bhayi, njengomqeshi ozibopheleleyo kwingqesho ngokulingana
umema abantu ukuba benze izicelo zesi sithuba silandelayo**

UMLUNGELELANISI ONCEDISAYO KUPHUHLISO LOLUNTU: UPHUHLISO LWEMIDLALO NOLONWABO (IINKONZO ZOLUNTU) (ABENZI-ZICELO ABAHLALA PHAKATHI KWEMIDA YASE MOSEL BHAYI BAYA KUQWALASELWA KUQALA)

IIMFUNO / OKULINDELEKILEYO

- Imfuno yeNQF iNqanaba 5 kuLawulo lwezeMidlalo okanye kwiNtshukumo Yomzimba
- Iimpepha-mvume zokuqhuba zeNqanaba B (kwisithuthi esitshintshwa igiya)
- Ulwazi lweelwimi ezimbini (2) kwezintathu (3) zase Ntshona -Kapa
- Ulwazi lweNgqondo-mtshini i(Khompuyutha) (IiNkqubo zika MS Office)
- Izakhono ezigqibeleleyo zqhagamshelwano noluntu kunye nezonxibelelwano kwaye ube uyakwazi ukusombulula iimbambano
- Ukunika ingqwalasela echanekileyo kumsebenzi wonke
- Ube uyakwazi ukusebenza ngaphandle kokuqatshelwa naphantsi koxinzelelo
- Izakhono ezigqibeleleyo zoququzelelo locwangciso nezolawulo
- Izakhono zokumanya iinkcubeko ezahlukeneyo kwakunye nezolungiselelo
- Kufuneka usebenze ixesha elongezelelweyo okanye uye kwiintlanganiso emva kweeyure zesiqhelo zomsebenzi xa kuyimfuneko
- Ubuncinane amava onyaka omnye (1) kumsebenzi onjengalo

IINDIMA EZIPHAMBILI ZOMSEBENZI

- Ukuncedisa kwizicelo kwanokuqwalasela iinkqubo ezingqamene nolungelelaniso, ucwangciso nophuliso lomiselelo lwezemidlalo kunye neenkqubo kwingingqi kaMasipala
- Ukukhokela nokuququzelela iintshukumo zenkxaso yoluntu, ukufezekisa iimfuno zemigaqo kunye nolawulo
- Ukumisela ulwazi kunye nenkuthazo ekuthabatheni kwenxaxheba luluntu kwiintshukumo zemidlalo
- Ukuba negalelo kuphuhliso lomgangatho ophezulu wezemidlalo phakathi kwingingqi kaMasipala ngokuqhagamshelana nokupapasha amathuba akhoyo ezemidlalo

- Ukulungelelanisa nokumisela iinkqubo zemidlalo kunye neentshukumo ngokungqamene neenjongo zangaphakathi kunye nezephondo
- Ukuququzelela, ukubeka bucala kwanokulungisa amaziko ezemidlalo kwinjongo yeminyadala yemidlalo kawonke-wonke
- Ukuphuhlisa ukuthatyathwa kwenxaxheba kwanolwazi ekuphuhliseni ezemidlalo kunye neenkqubo eluntwini
- Ukugcina iingcombolo zolawulo kwanokwenza ingxelo
- Ukuncedisa ekusasazweni kolwazi kwixesha elide nelifutshane kwakunye nophuhliso olwenzekayo, iingxaki kunye neezithintelo
- Ukwenza ingxelo esesikweni kunye nengekho sesikweni
- Uqhagamshelwano olunzulu phakathi kwabo bathabatha inxaxheba.

UMLINGANISELO WOMVUZU: R215 294.24 – R279 470.04 ngonyaka(T9)

UMHLA WOKUVALA:

26 MATSHI 2021

(Izicelo ezifunyenwe emva kwentsimbi ye 13h00 aziyi kwamkelwa)

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 nezikhathswayi-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.
- Ifomu zezicelo ziyafumaneka kwikhasi lothungelwano likaMasipala (www.mosselbay.gov.za) okanye ungazithunyelwa nge-imeyile xa uthe waqhagamshelana nomntu ochazwe apha ngezantsi.
- Iikopi zeziqinisekiso zeziqumfundo neziqinisekisiweyo njengeziyinyaniso kufuneka zikhaphe iCV yakho.
- **Izicelo ezenziwa ngobuchwepheshe zingathunyelwa nge-imeyile ku admin@mosselbay.gov.za**
- Ngesizathu sengqesho ngokulingana nceda uphawule uhlanga, ubuni kunye nokhubazeko.
- Iingcombolo ezithe vetshe ungazifumana kuNkszn N Wagenaar okanye uNkszn J Ruiters okanye uNkszn J Ruiters kulenombolo 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 behlelekile ngaphambili kunye nabakhubazekileyo.

**GQWETHA MG GILIOMEE
UMPHATHI KAMASIPALA**