

MOSEL BAY MUNICIPALITY

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

LAW ENFORCEMENT OFFICER (COMMUNITY SAFETY)

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

REQUIREMENTS

- Grade 12 / NQF4
- Valid Code B driver's license (manual vehicle)
- Proof of clean criminal record
- Physically fit and able-bodied
- Proficient in at least two of the three official languages of the Western Cape
- Peace Officer Training (Certificate)
- Required to work in all weather conditions
- Must be willing to work shifts, irregular hours and overtime

RECOMMENDATION

- Valid Code A driver's license
- Two (2) years' general Law Enforcement Officer experience

KEY PERFORMANCE AREAS

- Enforce and administer general and Municipal by-laws
- Resolve complaints and enforce by-laws regarding public nuisances, keeping of animals, public amenities, streets, informal traders and traffic related offences
- Administer the impoundment of abandoned vehicles
- Illegal land invasion enforcement and oversee demolishing of illegal structures
- Monitor and control illegal occupancy of derelict / dilapidated buildings
- Assist with joint law enforcement operations to ensure community safety
- Perform access control and security guard duties when required
- Perform specific activities associated with monitoring municipal premises and surroundings
- Issuing of summons and notices
- Diplomatic interaction with other employees and the public regarding advice and warnings of possible dangers
- Formal and informal reporting

SALARY SCALE: R169 850.40 – R220 454.88 per annum (T7)

CLOSING DATE: **11 JUNE 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 should 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.

MOSSELBAAI MUNISIPALITEIT

Mosselbaai Munisipaliteit, 'n werkgewer wat verbind is tot gelyke indiensneming, nooi persone om aansoek te doen vir die ondergenoemde vakature

WETSTOEPASSINGSBEAMPTTE (GEMEENSKAPSVEILIGHEID)

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

VEREISTES

- Graad 12 / NKR 4
- Geldige Kode B rybewys (handratvoertuig)
- Bewys van skoon kriminele rekord
- Liggaamlik fiks en bekwaam
- Vaardig in ten minste twee van die drie amptelike tale van die Wes-Kaap
- Vredesbeampte Opleiding Sertifikaat
- Vereiste om in alle weertoestande te werk
- Moet bereid wees om skofte, ongewone ure en oortyd te werk

AANBEVELING

- Geldige Kode A rybewys
- Twee (2) jaar algemene Wetstoepassingsbeampte ondervinding

SLEUTEL PRESTASIE AREAS

- Handhaaf en administreer algemene en Munisipale Verordeninge
- Los klagtes op en dwing Verordeninge oor openbare oorlas, die aanhou van diere, openbare geriewe, strate, informele handelaars en verkeersverwante oortredings af
- Administreer die skut van verlate voertuie
- Onwettige grondbesetting toespasing en toesig oor die slooping van onwettige strukture
- Monitor en beheer die onwettige bewoning van verlate / vervalde geboue
- Help met gesamentlike wetstoepasingsaksies om gemeenskapsveiligheid te versker
- Voer toegangsbeheer en sekuriteitswagpligte uit indien nodig
- Verrig spesifieke aktiwiteite wat verband hou met die monitering van munisipale persele en omgewings
- Uitreiking van dagvaardings en kennisgewings
- Diplomatieuse interaksie met ander werknemers en die publiek rakende advies en waarskuwings oor moontlike gevare
- Formele en informele verslagdoening
-

SALARISSKAAL: R169 850.40 – R220 454.88 per jaar (T7)

SLUITINGSDATUM: 11 JUNIE 2021
(Geen aansoeke ontvang na 13:00 sal aanvaar word nie)

ALGEMEEN:

- Kortlys en uitgenooide kandidate mag onderwerp en verplig wees om 'n teoretiese- en praktiese toets af te lê, insluitend 'n toets vir bestuursvaardighede.
- *Ondanks enige vertoë tot die teendeel, sal geen dienskontrak in werking tree totdat 'n skriftelike aanbod gemaak is deur die munisipaliteit aan, en deur die aansoeker aanvaar is nie.*
- Skriftelike aansoeke op die amptelike aansoekvorm moet vergesel word van 'n omvattende CV, wat as vertroulik beskou sal word, en moet gerig word aan: Die Senior Betuurder Menslike Hulpbronne, Posbus 25, Mosselbaai, 6500. Hierdie vereistes is verpligtend en indien dit nagelaat word sal die aansoeker onmiddellik gediskwalifiseer word.
- Aansoekvorms is beskikbaar op die Munisipale webwerf (www.mosselbay.gov.za), of elektronies beskikbaar by die kontakpersone wat hieronder genoem word. Oorspronklik gesertifiseerde afskrifte ter staving van kwalifikasies moet die CV vergesel.
- Elektroniese aansoeke kan per e-pos gestuur word aan admin@mosselbay.gov.za

- Vir gelykheidsdoeleindes moet u geslag, ras en ongeskiktheid status aangedui word.
- Verdere besonderhede is verkrygbaar by Me N Bouwer en Me J Ruiters by telefoonnommer (044) - 6065000.
- Indien applikante nie binne 40 dae na die sluitingsdatum gekontak word nie, kan aanvaar word dat hulle nie suksesvol was nie.
- Die Mosselbaai Munisipaliteit is verbind tot die nakoming van die vereistes van die Wet op Gelyke Indiensneming, Wet 55 van 1998, ter bevordering van voorheen benadeelde en gestremde persone.

**ADV. MG GILIOME
MUNISIPALE BESTUURDER**

UMASIPALA WASEMOSEL BHAYI

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

IGOSA LONYANZELISO-MTHETHO (UKHUSELEKO LOLUNTU)

(ABENZI-ZICELO ABAHLALA PHAKATHI KWEMIDA YASE MOSEL BHAYI BAYA KUQWALASELWA KUQALA)

IIMFUNO / OKULINDELEKILEYO

- IBanga le-12 /NQF 4
- Ubuncinane iimpepha-mvume zokuqhuba neNqanaba B (isithuthi esitshintshwayo)
- Ubungqina bokungabi narekhodi lolwaphulo-mthetho
- Ube womelele emzimbeni kwaye ungakhubazeki
- Ulwazi olugqibeleleyo kwiilwimi ezimbini kwezintathu ezisesikweni eNtshona-Kapa
- Ube uluphumelele uQeqesho lweSifundo seGosa loGcino-mthetho (isiQinisekiso)
- Kulindeleke ukuba usebenze phantsi kwazo zonke iimeko zezulu
- Kufuneka ube uzimisele ukusebenza iishifti, iiyure ezingaphaya kwezo zesiqhelo kunye nexesha elongezelelweyo

IZINDULULO EZIYA KUKUTHETHELELA

- Iimpepha-mvume ezivunyiweyo zokuqhuba zeNqanaba A
- Amava eminyaka emibini (2) obuGosa loNyanzeliso-mthetho gabalala

IINDIMA EZIPHAMBILI ZOMSEBENZI

- Ukunyanzelisa nokulawula gabalala imithetho kaMasipala.
- Ukusombulula iingxaki kwanokunyanzelisa imithetho yangaphakathi malunga nokuphazanyiso locwangco luluntu, ukugcina izilwanyana, iindawo zoluntu, izitalato, oosomashishini abangekho mthethweni kunye nolwaphulo-mthetho olungqamene nezothutho
- Ukulawula izithuthi ezithinjweyo ezihleli nje esithubeni
- Ukunyanzelisa ukuthatyathwa kwemihlaba ngokungekho mthethweni kwanokuqwalasela ukudilizwa kwezakhiwo ezingekho mthethweni
- Ukuphonononga nokulawula ukuhlala kwiindawo ngokungekho mthethweni / izakhiwo ezonakeleyo
- Ukuncedisa kunyanzeliso-mthetho oludibeneyo ngexesha lokuqinisekisa ukhuseleko loluntu
- Ukwenza umsebenzi wokulawula nokugada xa kuyimfuneko
- Ukwenza imisebenzi ethile engqamene nokugada iindawo zikaMasipala kunye neendawo ezingqongileyo
- Ukulawula ukukhutshwa kwemisila yengwe (iisamani) kunye nezaziso
- Ukuqhagamshelana nabanye abaqeshwa kunye noluntu malunga nengcebiso kwakunye nezilumkiso ezinokubangela iingozi
- Ukwenza ingxelo esesikweni kunye nengekhosesikweni.

UMLINGANISELO WOMVUZO: R169 850 .40 – R220 454.88 ngonyaka(T7)

UMHLA WOKUVALA: 11 JUNE 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 nezikhatshwayi-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
- lifomu zezicelo ziyafumaneka kwikhasi lothungelwano likaMasipala (www.mosselbay.gov.za) okanye ungazithunyelwa nge-imeyile xa uthe waqhagamshelana nomntu ochazwe apha ngezantsi
- likopi 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.
- lingcombolo ezithe vetshe ungazifumana kuNkszn N Bouwer 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**