

MOSSEL BAY MUNICIPALITY

Mossel Bay Municipality, an employer committed to equal employment
invites persons to apply for the under mentioned vacancies

Applications are invited from suitably qualified and experienced persons to be trained in various sections of the Municipality and to be placed on a database for relief personnel when needed

RELIEF PERSONNEL (CONTRACTUAL APPOINTMENTS)

(APPLICANTS RESIDING WITHIN THE BOUNDARIES OF MOSSEL BAY MUNICIPALITY SHALL BE GIVEN PREFERENCE)

SECRETARY

REQUIREMENTS

- Grade 12
- Computer literate (Excel, Word, PowerPoint, etc)
- Relevant NQF 5 qualification will be an advantage
- 6 Months experience as a secretary or Personal Assistant
- Fluent in at least 2 of the 3 official languages of the Western Cape
- Good organisational, interpersonal and communication skills
- Ability to work independently and with confidential information

LIBRARY AID (Mossel Bay, Hartenbos, Greenhaven, Ellen van Rensburg, Friemersheim, Herbertsdale, Ruiterbos Primary, Toekoms, Sonskynvallei, Brandwag, Buisplaas, Thusong, D'Almeida, Ruiterbos Denneprag, Kwanongaba)

REQUIREMENTS

- Grade 12
- Computer literate
- Experience in a similar environment will be an advantage
- Ability to carry ±20 kg (books)
- Good communication and interpersonal skills

LIBRARY ASSISTANT (Mossel Bay, Hartenbos, Greenhaven, Ellen van Rensburg, Friemersheim, Herbertsdale, Ruiterbos Primary, Toekoms, Sonskynvallei, Brandwag, Buisplaas, Thusong, D'Almeida, Ruiterbos Denneprag, Kwanongaba)

REQUIREMENTS

- Grade 12
- Computer literate
- At least 3 months experience in a similar environment
- Ability to carry ±20 kg (books)
- Good communication and interpersonal skills

SWITCHBOARD OPERATOR

REQUIREMENTS

- Grade 12
- Proficient in at least 2 of the 3 official languages of the Western Cape
- Computer literate
- A 3rd language will be an advantage
- Good communication and people skills
- Ability to work under pressure
- Call centre or Customer Care experience will be an advantage

CASHIER (FINANCIAL SERVICES)

REQUIREMENTS

- Grade 12
- Computer literate
- Proficient in at least 2 of the 3 official languages of the Western Cape
- Excellent communication and interpersonal skills
- 3 Months experience as a cashier

CLERK (FINANCIAL SERVICES)

REQUIREMENTS

- Grade 12 with Accountancy as subject
- Proficient in at least 2 of the 3 official languages of the Western Cape
- Computer literate
- 6 Months experience in a financial environment
- Good communication and interpersonal skills

REMUNERATION: R2040.00 per month during training period

**CLOSING DATE: 9 MARCH 2018
(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 web-site (www.mosselbay.gov.za) or electronically available from the contact person 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 C Wagenaar or Ms L de Vos 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 GILIOMEE
MUNICIPAL MANAGER

MOSSELBAAI MUNISIPALITEIT

Die Mosselbaai Munisipaliteit is 'n werkgewer wat verbind is tot gelyke indiensneming, nooi persone om aansoek te doen vir die onderstaande poste.

Aansoeke van geskikte, gekwalifiseerde en ervare persone word uitgenooi om opgelei te word in die verskillende seksies van die Munisipaliteit en om op die databasis van vir aflos personeel geplaas word vir wanneer nodig.

AFLOSPERSONEEL (KONTRAKTUELE AANSTELLINGS)

(Applikante woonagtig binne die grense van Mosselbaai Munisipaliteit sal voorkeur geniet)

SEKRETARESSE

VEREISTES

- Graad 12
- Rekenaar geletterdheid (Excell, Word, Powerpoint, ens)
- Relevante NQF 5 kwalifikasie sal as voordeel dien
- 6 Maande ondervinding as 'n sekretaresse of persoonlike assistent
- Vaardig in ten minste 2 van die 3 amptelike tale van die Wes-Kaap.
- Goeie organisatoriese, interpersoonlike en kommunikasie vaardighede.
- Vermoë om onafhanklik en met konfidensiële inligting te werk

BIBLIOTEKHULP (Mosselbaai, Hartenbos, Greenhaven, Ellen van Rensburg, Friemersheim, Herbertsdale, Ruitersbos Primêr, Toekoms, Sonskynvallei, Brandwag, Buisplaas, Thusong, D'Almeida, Ruitersbos Denneprag, Kwanongqaba)

VEREISTES

- Graad 12
- Rekenargeletterdheid
- Ondervinding in soortgelyke omgewing sal as voordeel dien
- Ability to carry 20 kg (books)
- Goeie organisatoriese, interpersoonlike vaardighede

BIBLIOTEK ASSISTENT (Mosselbaai, Hartenbos, Greenhaven, Ellen van Rensburg, Friemersheim, Herbertsdale, Ruitersbos Primêr, Toekoms, Sonskynvallei, Brandwag, Buisplaas, Thusong, D'Almeida, Ruitersbos Denneprag, Kwanongqaba)

VEREISTES

- Graad 12
- Rekenargeletterdheid

- Tenminste 3 maande ondervinding in soortgelyke omgewing
- Vermoë om 20 kg te dra (boeke)
- Goeie organisatoriese, interpersoonlike vaardighede

SKAKELBORD OPERATEUR

VEREISTES

- Graad 12
- Vaardig in ten minste 2 van die 3 amptelike tale van die Wes-Kaap
- Rekenargeletterdheid
- 'n 3de taal sal as voordeel dien
- Goeie kommunikasie vaardighede
- Vermoë om onder druk te kan werk
- Inbel sentrum of kliënte diens ondervinding sal as voordeel dien

KASSIER (FINANSIËLE DIENSTE)

VEREISTES

- Graad 12
- Rekenargeletterdheid
- Tot op 3 maande ondervinding as 'n kassier
- Vaardig in ten minste 2 van die 3 amptelike tale van die Wes-Kaap
- Goeie kommunikasie en interpersoonlike vaardighede.

KLERKE (FINANSIËLE DIENSTE)

VEREISTES

- Graad 12 met Rekeningkunde as vak
- Vaardig in ten minste 2 van die 3 amptelike tale van die Wes-Kaap
- Rekenargeletterdheid
- 6 Maande ondervinding in 'n finansiële omgewing
- Goeie kommunikasie en interpersoonlike vaardighede.

VERGOEDING: R2040.00 per maand gedurende die opleidings periode.

SLUITINGSDATUM: 9 MARCH 2018
(Geen aansoeke sal na 13h00 aanvaar word nie)

ALGEMEEN:

- Kandidate wat gekortlys is mag onderwerp en verplig wees om 'n teoretiese en praktiese toets af te lê.
- *Ondanks enige verhoë 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 aansoek onmiddellik gediskwalifiseer word.

- Aansoekvorms is beskikbaar op die Munisipale webwerf (www.mosselbay.gov.za), of elektronies beskikbaar van die kontak persone wat hieronder genoem word. Oorspronklik gesertifiseerde afskrifte ter staving van kwalifikasies moet die CV vergesel.
- **Elektroniese aansoeke sal mag per e-pos gestuur na admin@mosselbay.gov.za**
- Vir gelykheidsdoeleindes moet u geslag, ras en ongeskiktheid status aangedui word.
- Verdere besonderhede is verkrygbaar by Me C Wagenaar of Me L De Vos 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,umqeshi ozibophelele kwingqesho elinganayo umema abantu ukuba benze izicelo zezi zithuba zichazwe ngezantsi.

ABASEBENZI BOKUBAMBELA

ABENZI-ZICELO ABAHLALA PHAKATHI KWEMIDA KAMASIPALA WASEMOSEL BHAYI BAYA KUFUMANA INGQWALASELA EPHAMBILI

UNOBHALA

IIMFUNO/OKULINDELEKILEYO

- IBanga le-12
- Ulwazi ngeKhompyutha (Excel,Word,PowerPoint,njl-njl).
- Isiqu semfundo yokuba nguNobhala siya kukuthethelela.
- Amava afikelela kwiinyanga ezi-6 njengonobhala okanye isandla sobunobhala.
- Ukugqibelela kwiilwimi ezimbini kwezintathu ezisesikweni eNtshona-Koloni.
- Izakhono sokulungiselela,ezoqhagamshelwano noluntu kunye nezoxibelelwano.
- Ubungangamsha bokusebenza uwedwa kwakunye nokusebenza ngeengcombolo eziyimfihlo.

UNCEDO NGESANDLA KWITHALA LEENCWADI

(eMossel Bhayi,eHartenbos,eGreenhaven,Ellen van rensburg,efriemersheim,eHerbertsdale,eruitersbos primary,eToekoms,eSonskynvallei,eBrandwaq,eBuisplaas,eThusong,eD’Almeida,Ruiterbos denneprag,KwaNonqaba)

IIMFUNO EZILINDELEKILEYO

- IBanga le-12
- Ulwazi ngeKhompyutha
- Amava kumsebenzi onjengalo
- Ube uyakwazi ukuphakamisa ubunzima obumalunga ne 20kg (kwiincwadi)
- Izakhono ezifanelekileyo zoxibelelwano kunye nokusebenzisana noluntu.

UMNCEDISI KWITHALA LEENCWADI

(eMossel Bhayi,eHartenbos,eGreenhaven,Ellen van rensburg,efriemersheim,eHerbertsdale,eruitersbos primary,eToekoms,eSonskynvallei,eBrandwaq,eBuisplaas,eThusong,eD’Almeida,Ruiterbos denneprag,KwaNonqaba)

IIMFUNO EZILINDELEKILEYO

- IBanga le-12
- Ulwazi ngeKhompyutha
- Ubuncinane amava eenyanga ezi-3 kumsebenzi onjengalo
- Ube uyakwazi ukuphakamisa ubunzima obumalunga ne 20kg (kwiincwadi)
- Izakhono ezifanelekileyo zonxibelelwano kunye nokusebenzisana noluntu.

UMSEBENZI KWINDAWO EYAMKELA IMINXEBA

IIMFUNO

- IBanga le-12
- Ulwazi olugqibeleleyo kwiilwimi ezimbini kwezintathu ezisesikweni eNtshona-Koloni
- Ulwazi ngeKhompyutha
- Ulwazi lolwimi lwsithathu kuya kukuthethelela
- Izakhono zonxibelelwano ezihle kunye nezakhono zoluntu
- Ube uyakwazi ukusebenza phantsi koxinzelelo
- Amava eziko loncedo loluntu okanye iziko lokwamkela iminxeba aya kukuthethelela.

ABAMKELI-MALI(KWIZIMALI)

IIMFUNO

- IBanga le-12
- Ulwazi ngeKhompyutha
- Ulwazi lweelwimi ezimbini kwezisesikweni eNtshona-Koloni
- Izakhono ezihle zonxibelelwano kunye nezokuqhagamshelana nabantu
- Amava afikelela kwiinyanga ezintathu njengomntu owamkela iimali.

UNOBHALA (IINKONZO ZEZIMALI)

IIMFUNO

- IBanga le-12
- Isifundo sokuBala[iAccountancy] siya kukuthethelela
- Ulwazi olugqibeleleyo kwiilwimi ezimbini ezisesikweni eNtshona-Koloni
- Ulwazi ngeKhompyutha
- Amava afikelela kwiinyanga ezi-6 kumsebenzi ongqamene nezimali
- Izakhono ezihle nezifanelekileyo zonxibelelwano kunye nezokusebenza nabantu.

UMVUZO:

R2040.00 ngenyanga ngexesha loqeqesho

UMHLA WOKUVALA: 9 MARCH 2018
(Izicelo ezifunyenwe emva kwentsimbi ye13:00 aziyi kuqwalaselwa).

GABALALA:

- Abagqatswa/abenzi-zicelo abathe bafakwa kuluhlu olufutshane bayakuindeleka ukuba benze uvavanyo lomsebenzi ngezandla nangomlomo. ***Nangona kungakho nalo naluphina ummelo, akukho sivumelwano sengqesho siya kusebenza phambi kokuba esi sinikezelo sibe samkelwe ngulowo sithe samkelwa isicelo sakhe.***
- Izicelo ezibhaliweyo kwifomu esesikweni nezikhathshwa yi-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 kwi-website kamasipala (www.mosselbay.gov.za) okanye ungazithunyelwa nge-imeyile xa uthethe waqhagamshelana nomntu ochazwe apha ngezantsi. **Izicelo zisenokungeniswa nge-imeyile kule dilesi admin@mosselbay.gov.za.**
- Iikopi zeziqinisekiso zeziqinisekisiweyo njengeziyinyaniso kufuneka zikhaphe iCV yakho.
- Ngesizathu sengqesho ngokulingana nceda uphawule uhlanga, ubuni kunye nokhubazeko.
- Iingcombolo ezithe vetshe ungazifumana kuNkszn C Wagenaar okanye uNkszn L de Vos kule nombolo yomnxeba (044)606 5000.
- Ukuba isicelo sakho uwufumananga mepndulo ngazo zisithuba seentsuku ezingama-40, ungathabatha ukuba isicelo sakho asamkelekanga.
- uMasipala waseMossel Bhayi uzibophele kwingqesho ngokulingana kwaneemfuno zoMthetho weNgqesho ngokulingana, Nombolo 55 ka 1998, kwabo bebekade behlelelekile ngaphambili kunye nabakhubazekileyo.

GQWETHA MG GILIOMEE
UMPHATHI KAMASIPALA