

MOSSEL BAY MUNICIPALITY

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

SECURITY GUARD

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

REQUIREMENTS

- Grade 12
- Security Grade A certificate
- Ability to communicate in at least two of the three official languages of the Western Cape
- 12 months' applicable experience
- Good human relations, interpersonal and communication skills
- High level of responsibility
- Required to work in all weather conditions
- Required to work outside normal working hours during emergencies and planned overtime
- Physically fit and healthy (undergo a physical fitness evaluation)

KEY PERFORMANCE AREAS

- Patrolling the premises, by foot or vehicle and controlling the entry/exit of visitors to/from the premises and identifying with any deviations or breaches to security procedures
- Conducting visual checks to establish that entrances to the premises are secured and communicating the status of security at the premises through verbal interaction with the immediate superior
- Guarding official municipal buildings and perform gate control duties
- Complete access records at entry and exit gates
- Report abnormalities to supervisor
- Record all incidents in the accident book
- Security camera system monitoring

BASIC SALARY: R124 157.04 – R161 161.08 per annum (T6)

**CLOSING DATE: 22 FEBRUARY 2019
(No applications received after 13h00 will be accepted)**

GENERAL:

- Shortlisted candidates may be subjected and required to undergo a physical, 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 GILIOME
MUNICIPAL MANAGER

MOSSELBAAI MUNISIPALITEIT

Mosselbaai Munisipaliteit, 'n werkgewer verbind aan gelyke indienseeming, nooi persone om
aansoek te doen vir die ondergemelde pos

SEKURITEITSWAG

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

VEREISTES

- Graad 12
- Sekuriteit Graad A Sertifikaat
- Vermoë om in ten minste twee van die drie amptelike tale van die Wes-Kaap te kommunikeer
- 12 maande toepaslike ondervinding
- Goeie menseverhoudings, interpersoonlike en kommunikasievaardighede
- Hoë vlak van verantwoordelikheid
- Moet in alle weerstoestande kan werk
- Moet buite normale werksure gedurende noodgevalle en beplande oortyd werk
- Fisies fiks en gesond (sal 'n fisiese fiksheidsevaluasie ondergaan)

SLEUTEL PRESTASIE AREAS

- Patroleer die perseel, te voet of per voertuig en beheer die ingang/uitgang van besoekers na/van die perseel en identifisering van enige afwykings of oortredings ingevolge sekuriteitsprosedures
- Uitvoer van visuele kontrolering om te bepaal of die ingange na die perseel veilig is en kommunikasie van die sekuriteitsstatus by die perseel met die onmiddellike hoof
- Waghouding by amptelike munisipale geboue en verrig toegangskontrole pligte
- Voltooi toegangsrekords by ingang- en uitgangshekke
- Rapporteer abnormaliteite aan toesighouer
- Aantekening van alle insidente in die ongevalleboek
- Sekuriteitskamera- stelselmonitering

BASIESE SALARIS: R124 157.04 – R161 161.08 per jaar (T6)

**SLUITINGSDATUM: 22 FEBRUARIE 2019
(Geen aansoeke sal na 13h00 aanvaar word nie)**

ALGEMEEN:

- Kortlys kandidate mag onderwerp word en van vereis word om 'n teoretiese en praktiese toets te ondergaan.
- ***Nieteenstaande enige verteenwoordiging tot die teendeel, sal geen dienskontrak in werking tree totdat 'n skriftelike aanbod gemaak deur die Munisipaliteit 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) of elektronies van die kontakpersoon hieronder. Oorspronklike gesertifiseerde kopië 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 C Wagenaar of Me L de Vos 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

UNOGADA WOKHUSELEKO

**(ABENZI-ZICELO ABAHLALA KWIMIDA KAMASIPALA WASE MOSEL BHAYI BAYAKUFUMANA
INGQWALASELA EPHAMBILI)**

IIMFUNO / OKULINDELEKILEYO

- IBanga le-12
- IsiQinisekiso soMgangatho A kuKhuseleko
- Ulwazi olugqibeleleyo kwiilwimi ezimbini kwezintathu ezisesikweni eNtshona-Koloni
- Amava eenyanga ezili-12 kumsebenzi onjengalo
- Izakhono ezigqibeleleyo zoluntu, ezoqhagamshelwano kunye nezonxibelelwano
- Ukukwazi ukuthwala uxanduva ngokugqibeleleyo
- Kulindeleke ukuba usebenze phantsi kwazo zonke iimeko zezulu
- Kulindeleke ukuba usebenze iiyure ezingaphaya kwezo zisesikweni zomsebenzi ngexesha lonxunguphalo kwakunye nexesha elicwangcisiweyo elongezelelweyo
- Ube womelele ngokwasemzimbeni kwaye ube sempilweni (uyakwenziwa uvavanyo lokuqinisekisa ukufaneleka kwakho ngokomelela empilweni).

IINDIMA ZOMSEBENZI

- Ukuhamba-hamba uhlola isakhiwo, ngeenyawo oanye ngesithuthi kwaye ulawule ukungena/ukuphuma kweendwendwe ukungena nokuphuma kwisakhiwo kwanokuqwalasela nakuphina ukungathotyelwa kweenkqubo zokhuseleko.
- Ukwenza uphononongo ngokuqwalasela ukungena kwisakhiwo kwaye uqinisekise ukuba kukhuselekile kwaye wenze unxibelelwano malunga nomgangatho wokhuseleko kwisakhiwo ngokuvakalisa oko ngomlomo kunye nmpphathi owenza kuye ingxelo.
- Ukugada izakhiwo ezisesikweni zikaMasipala kwanokulawula amasango okungena.
- Ukugcwalisa iingcombolo zokungena nokuphuma kumasango.
- Ukwenza ingxelo kumhathi wakho malunga nezenzo ezigwenxa
- Ukushicilela zonke iziganeko kwincwadi yeziganeko.
- Ukuqaphela iinkqubo zeekhamera zokhuseleko.

UMLINGANISELO WOMVUZO: R124 157.04 – R161 161.08 ngonyaka(T6)

**UMHLA WOKUVALA: 22 FEBRUWARI 2019
(Izicelo ezifunyenwe emva komhla 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.
- Ifomu zezicelo ziyafumaneka kwikhasi lothungelwano likaMasipala (www.mosselbay.gov.za) okanye ungazithunyelwa nge-imeyile xa utha waqhagamshelana nomntu ochazwe apha ngezantsi.
- Iikopi zeziqinisekiso zeziqinisekiso zemfundo 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.
- Iingombolo ezithe vetshe ungazifumana kuNkszn C Wagenaar okanye uNkszn L de Vos 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**