

MOSEL BAY MUNICIPALITY

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

ACCESS CONTROLLER (SECURITY AND HEAD OFFICE ACCESS CONTROL)

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

REQUIREMENTS

- Grade 10
- Grade C Security Guard Certificate
- Grade A and B Security Guard Certificate will receive preference
- Code B Driver's License (Manual Vehicle)
- Proficiency in at least 2 of the 3 official languages of the Western Cape
- 1 Year experience in a similar environment
- Good human relations, interpersonal and communication skills
- Physically fit and healthy
- Ability to stay calm under pressure
- Must be willing to work abnormal working hours
- Computer literacy (Ms Office Applications)

KEY PERFORMANCE AREAS

- Perform access control to the municipal premises and record all entry and exit as well as all incidents in the occurrence book
- Providing public with information regarding Mossel Bay and Council
- Directing public to relevant departments and securing unauthorized persons from entering the building
- Contact emergency services when needed
- Check on equipment, goods and permits before entrance and exit when needed to prevent theft or threats
- Performs regular perimeter and building observation and general patrols on premises
- Report irregularities
- Register visitors on the electronic system
- Hoisting, removal and safekeeping of flags
- Record and report anomalies/irregularities to immediate Supervisor

SALARY SCALE: R 112 554.24 – R145 385.04 per annum (T5)

CLOSING DATE: 20 MARCH 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 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 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

MOSSELBAAI MUNISIPALITEIT

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

TOEGANGSBEHEERDER (SEKURITEIT EN HOOFKANTOOR TOEGANGSBEHEER)

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

VEREISTES

- Graad 10
- Graad C Sekuriteitswag Sertifikaat
- Graad A en B Sekuriteitsertifikaat sal voorkeur geniet
- Kode B Bestuurderslisensie (Handratvoertuig)
- Vaardigheid in ten minste 2 van die 3 amptelike tale van die Wes-Kaap
- 1 Jaar ervaring in 'n soortgelyke omgewing
- Goeie menseverhoudinge, interpersoonlike- en kommunikasievaardighede
- Fisies fiks en gesond
- Die vermoë om kalm te bly onder druk
- Moet bereid wees om abnormale werksure te werk
- Rekenaarvaardigheid (MS Office Toepassings)

SLEUTEL PRESTASIE-AREAS

- Verrig toegangsbeheer by die munisipale perseel en aanteken ingang en uitgang sowel as alle voorvalle in die voorvalleboek
- Voorsien inligting aan die publiek rakende Mosselbaai en die Raad
- Verwys publiek na toepaslike departemente en voorkom ongemagtigde persone om gebou in te gaan
- Kontak nooddienste wanneer nodig
- Kontroleer toerusting, goedere en permitte voor ingang en uitgang om diefstal of dreigemente te voorkom
- Onderneem gereelde waarneming van die omtrek en gebou en voer algemene perseelpatrollies uit
- Rapporteer onreëlmatighede
- Registreer besoekers op die elektroniese stelsel
- Hys verwyder en bewaring van vlae
- Aantekening en rapportering van ongerymdhede/onreëlmatighede aan onmiddellike toesighouer

SALARISSKAAL: R112 554.24 – R145 385.04 per jaar (T5)

SLUITINGSDATUM: 20 MAART 2020
(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.
- *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 kontakpersoon 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 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 GILIOMEE
MUNISIPALE BESTUURDER**

UMASIPALA WASEMOSEL BHAYI

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

UMLAWULI WAMASANGO OKUNGENA (UKHUSELEKO KUNYE NOLAWULO LOKUNGENA KWI-OFFISI ENGU-NDLU-NKULU)

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

IIMFUNO / OKULINDELEKILEYO

- IBanga le-10
- IsiQinisekiso seNqanaba C sezoKhuseleko
- IsiQinisekiso seSigaba A no B soKhuseleko siya kukuthethelela
- Iimpepha-mvume zokuqhuba zeNqanaba B (Isithuthi esitshintshwayo)
- Ulwazi olugqibeleleyo kwiilwimi ezimbini (2) kwezintathu (3) ezisesikweni eNtshona-Kapa
- Amava onyaka omnye (1) kumsebenzi ofanayo nalo
- Izakhono ezigqibeleleyo zobudlelwane noluntu, ezoqhagamshelwano noluntu kunye nezonxibelelwano
- Ube womelele ngokwasemzimbeni kwaye ube usempilweni entle
- Ube uyakwazi ukuhlala uzolile phantsi kweemeko zoxinzelelo
- Kufuneka ube uzimisele ukusebenza iiyure ezingaphaya kwezo zisesikweni zomsebenzi
- Ulwazi ngeKhompyutha (iInkqubo zika-Office).

IINDIMA EZIPHAMBILI ZOMSEBENZI

- Ukwenza imisebenzi yolawulo lwamasango okungena kwiindawo zikamasipala kwaye ushicilele zonke iingcombolo zabantu abangenayo nabaphumayo kwakunye neziganeko kwincwadi yeziganeko
- Ukubonelela uluntu ngeengcombolo ezimalunga noMasipala kunye neBhunga.
- Ukubonisa nokukhombisa uluntu amacandelo achaphazelekayo kwanokuthintela abantu abangenalungelo lokungena kwisakhiwo
- Ukuqhagamshelana neenkondo zonzunguphalo xa kuthe kwenzeka into
- Ukuqwalasela izixhobo, izinto/imithwalo kunye neemvume phambi kokungena kwanokuphuma kwisakhiwo ukuthintela ubusela okanye izoyikiso
- Ukwenza imisebenzi yesiqhelo kwisakhiwo jikelele, ukugada isakhiwo kwanokujikeleza kumda wesakhiwo
- Ukwenza ingxelo ngokungekho mthethweni
- Ukubhalisa abatyeleli kwinkqubo yokuchwepheshe/kwikhompyutha
- Ukuxhoma, ukothula kwanokugcina iiflegi zikhuselekile
- Ukushicilela kwanokuxela okungendawo/ulwaphulo-mthetho kuMphathi wakho.

UMLINGANISELO WOMVUZU:

R112 554 .24 – R145 385.04 ngonyaka(T5)

UMHLA WOKUVALA:

20 MATSHI 2020

(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.
- Ifomu zezicelo ziyafumaneka kwikhasi lothungelwano likaMasipala (www.mosselbay.gov.za) okanye ungazithunyelwa nge-imeyile xa uthethe 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.
- Iingombolo ezithe vetshe ungazifumana kuNkszn 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 behlelekile ngaphambili kunye nabakhubazekileyo.

**GQWETHA MG GILIOMEE
UMPHATHI KAMASIPALA**