

## MOSSEL BAY MUNICIPALITY

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

### **ARTISAN: BRICKLAYER / SUPERVISOR**

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

#### **REQUIREMENTS**

- Grade 8
- Trade Certificate: Bricklaying (NQF Level 4)
- Code C1 Driver's license with PrDP
- 5 years' experience in roads and stormwater construction and maintenance
- Supervisory skills
- Able to read technical plans for the construction of structures
- Knowledge of Civil engineering
- Must be physically fit and healthy

#### **KEY PERFORMANCE AREAS**

- Repair defects and/or renovates interior/exterior building surfaces, fixtures, fitting, roads and stormwater structures
- Transporting personnel/material and monitoring the off-loading of materials and equipment
- Obtaining quotations for material by contacting relevant vendors
- Receiving material from stores, workshop or vendors
- Allocating materials to staff to enable completion of work
- Inspecting storing and stacking of machinery, equipment, tools and material to ensure safety and housekeeping
- Coordinating the work and activities together to accomplish tasks
- Providing guidelines and specific instructions to personnel with respect to the preparation of work for major/minor works
- Attending to deviations in performance or disciplinary/conflict issues and counselling personnel to correct/adjust behaviour
- Ensures safety of work site and work forces according to OHS Act.
- Complete internal transactional documentation (e.g. timesheets, log sheets and productivity field reports, etc.) and related forms (vehicle checklist)

**SALARY SCALE:** R228 151.32 – R 296 141.28 per annum (T10)

**CLOSING DATE:** 8 NOVEMBER 2019  
(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](http://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](mailto: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 G October 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 GILIOMEER**  
**MUNICIPAL MANAGER**

## MOSSELBAAI MUNISIPALITEIT

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

### **AMBAGSMAN: MESSELAAR / TOESIGHOUER**

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

#### **VEREISTES**

- Graad 8
- Handelcertifikaat: messelwerk (NKR Vlak 4)
- Kode C1 Rybewys met PrDP
- 5 jaar ervaring in paaie en stormwater konstruksie en onderhoud
- Toesighoudende vaardighede
- Vermoë om tegniese planne vir die konstruksie van strukture te lees
- Kennis van Siviele ingenieurswese
- Moet fisies fiks en gesond wees

#### **SLEUTEL PRESTASIE-AREAS**

- Herstel defekte en/of opknapping van binne-/buitegebouoppervlaktes, toebehore, passtukke, paaie en stormwaterstrukture
- Vervoer personeel/materiaal en monitering van die aflaai van materiaal en toerusting
- Die verkryging van kwotasies vir materiaal deur die betrokke verskaffers te kontak
- Ontvang materiaal van stoor, werkswinkel of verskaffers
- Die toekenning van materiaal aan personeel om die voltooiing van die werk moontlik te maak
- Inspeksie van stoor en opberging van masjinerie, toerusting, gereedskap en materiaal
- Koördinering van werk en aktiwiteite gesamentlik om take te vervul
- Verskaf riglyne en spesifieke instruksies aan personeel ten opsigte van die voorbereiding van werk
- Hantering van afwykings in prestasie of dissiplinêre/konflikkwessies en berading van personeel om gedrag te korrigeer/aan te pas
- Verseker veiligheid van die werkperseel en werksmagte volgens die Wet op Beroepsgesondheid en Veiligheid
- Voltooi interne transaksiedokumentasie (bv. tydstate, logblaai en produktiwiteitsverslae, ens.) en verwante vorms (voertuig nagaanlys)

**SALARISSKAAL:** R228 151.32 – R 296 141.28 per jaar (T10)

**SLUITINGSDATUM:** 8 NOVEMBER 2019  
(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](http://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](mailto: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 G October of 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.

## UMASIPALA WASEMOSEL BHAYI

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

### **INGCALI: UMAKHI NGESITENA / UMPHATHI**

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

#### **IIMFUNO / OKULINDELEKILEYO**

- Ibanga le-8
- Isiqinisekiso seNgcali: ekubekeni isitena (NQF uMgangatho 4)
- limpepha-mvume zokuqhuba zeNqanaba C1 kunye ne PrDP
- Amava afikelela kwiminyaka emi-5 kulungiso lweendlela kwanokwakha izisekelo zamanzi ezikhukhula
- Izakhono zokuphatha
- Ube uyakwazi ukufunda izicwangciso zobugcisa ezimalunga nokwakhiwa kweendawo
- Ulwazi lobunjini bokwakha
- Ube womelele emzimbeni kwaye ube sempilweni entle.

#### **IINDIMA EZIPHAMBILI ZOMSEBENZI**

- Ukulungisa iziphene okaye ukulungisa ngokutsha imiphakathi/imiphandle yezakhiwo nemigangatho yaphantso, ufakelo, iindlela nezisekelo zezikhukhula zamanzi.
- Ukuhambisa abasebenzi/izinto zokusebenza kwanokuphonononga ukothulwa kwezinto kunye nezixhobo
- Ukufumana iziniki-maxabiso ezinto ngokuqhagamshelana nabavelisi/abathengisi
- Ukwamkela izinto ezivela kwizitoro, kwiiseshoni zoqeqesho okanye abathengisi ngokuyalelwa ngumcwangciso okanye umphathi.
- Ukwabela izinto kubasebenzi ngenjongo yokugqityezelwa komsebenzi.
- Ukuhlola ugcino lwezinto nokupakisha oomatshini, izixhobo kunye nezinto zokusebenza ngenjongo yokuqinisekisa ukhuseleko nokugcinwa kwendawo ifanelekile.
- Ukulungelelanisa umsebenzi kwaneentshukumo ngokuhlangeneyo ekuqunjelweni kwemisebenzi
- Ukunikezela izikhokelo kwanemiyalelo ethile kubasebenzi malunga nokulungiselela umsebenzi/imisebenzi emikhulu/ukubekwa kweempawu zendlela.
- Ukuqwalasela utyeshelo lokwenziwa komsebenzi okanye ululeko/imibandela yongqubano kwanentuthuzelo kubasebenzi ukulungisa izimilo phambi kokusebenzisa iinkqubo zoluleko ezimiselayo.
- Ukuqinisekisa ukhuseleko lwendawo ekusetyenzwa kuyo kwanabasebenzi ngokungqamene noMthetho woKhuseleko eNgqeshweni.
- Ukugcwalisa amaxwebhu eenkqubo zangaphakathi (umz.amaxwebhu exesha, amaxwebhu okufaka iingcombolo zomsebenzi neengxelo, njl-njl) kwaneefomu ezimayelana nook (itshekilisti yezithuthi)..

**UMLINGANISELO WOMVUZO: R228 151.32 – R 296 141.28 ngonyaka (T10)**

**UMHLA WOKUVALA:**

**8 NOVEMBA 2019**

**(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](http://www.mosselbay.gov.za)) okanye ungazithunyelwa nge-imeyile xa uthe waqagams shelana nomntu ochazwe apha ngezantsi.
- Iikopi zeziqinisekiso zeziqumfundo neziqinisekisiweyo njengeziyinyaniso kufuneka zikhaphe iCV yakho.
- **Izicelo ezenziwa ngobuchwepheshe zingathunyelwa nge-imeyile ku [admin@mosselbay.gov.za](mailto:admin@mosselbay.gov.za)**
- Ngesizathu sengqesho ngokulingana nceda uphawule uhlanga, ubuni kunye nokhubazeko.
- Iingombolo ezithe vetshe ungazifumana kuNkszn C Wagenaar okanye uNkszn G October okanye Nkszn 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 kwinqesho ngokulingana kwaneemfuno zoMthetho weNgqesho ngokulingana, Nombolo 55 ka 1998, ngenjongo yokuxhamlisa abo bebekade behlelelekile ngaphambili kunye nabakhubazekileyo.

**GQWETHA MG GILIOMEE  
UMPHATHI KAMASIPALA**