

MOSSEL BAY MUNICIPALITY

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

ARTISAN (MECHANIC): MOSSEL BAY

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

REQUIREMENTS

- NQF Level 4 Qualification / Grade 12
- N4 Trade Tested Artisan (Mechanic)
- Code EC1 Driver's License (Manual Vehicle)
- 3 – 4 Years' experience in diesel and petrol driven motors
- Sound interpersonal skills
- Ability to speak and write two of the official languages of the Western Cape
- Must be willing to work overtime, weekends and public holidays
- Must be physically fit and healthy, and able to work in inclement weather conditions
- Must be able to load and carry weights of +-25kgs, and work under harsh and oily conditions and with potentially hazardous substances

KEY PERFORMANCE AREAS

- Coordinate activities in order to maintain and optimise the functionality of a petrol/diesel driven mechanical plant and vehicles
- Troubleshooting and repair of mechanical breakdowns
- Monitor and correct the productivity and performance outputs of support personnel, and ensure the efficient execution and completion of tasks/activities
- Complete internal transactional documentation (e.g. log sheets, progress report, etc.) and related forms (vehicle checklist)
- Report to supervisor on performance and problems encountered
- Interact and liaise with employees, management and the community on related matters

SALARY SCALE: R242,410.80 – R314,650.08 per annum (T10)

**CLOSING DATE: 11 SEPTEMBER 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, 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.

MOSELBAAI MUNISIPALITEIT

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

AMBAGSMAN (WERKTUIGKUNDIGE): MOSELBAAI

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

VEREISTES

- NKR Vlak 4 Kwalifikasie / Graad 12
- N4 Vakkundig getoetsde Ambagsman (Werktuigkundige)
- Kode EC1 Rybewys (Handratvoertuig)
- 3 - 4 Jaar ervaring in diesel- en petrolgedrewe motors
- Goeie interpersoonlike vaardighede
- Die vermoë om twee van die amptelike tale van die Wes-Kaap te praat en te skryf
- Moet bereid wees om oortyd, naweke en openbare vakansiedae te werk
- Moet fisies fiks en gesond wees en in slegte weersomstandighede kan werk
- Moet in staat wees om gewigte van $\pm 25\text{kg}$ te laai en te dra en onder moeilike en olierige toestande en met potensieel gevaarlike stowwe te werk

SLEUTEL PRESTASIE-AREAS

- Koördineer aktiwiteite ten einde die funksionaliteit van 'n petrol-/dieselgedrewe meganiese aanleg en voertuie te handhaaf en te optimaliseer
- Probleemoplossing en herstel van meganiese ineenstortings
- Monitor en korrigeer die produktiwiteit en prestasie-uitsette van ondersteuningspersoneel, en verseker die doeltreffende uitvoering en afhandeling van take/aktiwiteite
- Voltooi interne transaksiedokumentasie (bv. logblaaie, vorderingsverslag, ens.) en verwante vorms (voertuig kontrolelys)
- Rapporteer aan die toesighouer oor prestasie en probleme wat ondervind is
- Interaksie en skakeling met werknemers, bestuur en die gemeenskap oor verwante aangeleenthede

SALARISSKAAL: R242,410.80 – R314,650.08 per jaar (T10)

SLUITINGSDATUM: 11 SEPTEMBER 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, insluitende 'n ryvaardigheidstoets 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 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 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.

ADV. MG GILLIOMEE
MUNISIPALE BESTUURDER

UMASIPALA WASEMOSSEL BHAYI

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

INGCALI (YOKUKHANDA): e(MOSSEL BHAYI)

ABENZI-ZICELO ABAHLALA PHAKATHI KWIMIDA YASE MOSSEL BHAYA BAYA KUQWALA KUQALA)

IIMFUNO / OKULINDELEKILEYO

- Isiqu semfundo yeNqanaba lika NQF 4 / iBanga le-12
- INgcali eVavanyiweyo kuBuchule be N4 (ekuKhandeni)
- Iimpepha-mvume zokuqhuba zeNqanaba EC1 (kwiSithuthi Esitshintshwayo)
- Amava eminyaka emi: 3 – 4 kwizithuthi ezisebenzisa ipetroli nedizili
- Izakhono ezifanelekileyo zoqhagamshelwano noluntu
- Ube uyakwazi ukuthetha nokubhala iilwimi ezimbini kwezisesikweni eNtshona-Kapa
- Ube uzimisele ukusebenza ixesha elongezelelweyo, iimpela-veki kunye nangeeholide zikawonke-wonke
- Kufuneka ube womelele ngokwasemzimbeni kwaye ube sempilweni entle, ube uyakwazi ukumelana nokusebenza phantsi kweemeko ezimaxongo zezulu
- Ube ungakwazi ukukhwelisa nokuphatha ubunzima obumalunga ne 25 kilogrami, kwaye usebenze phantsi kwemeko ezinzima kwakunye nezinto ezinokubangela ubuzaza nengozi

IINDIMA EZIPHAMBILI ZOMSEBENZI

- Ukulungelelanisa imisebenzi khon'ukuze kugcinwe kwaye kuphuhlise ukusebenza ngokugqibeleleyo kweziko nokukhanda izithuthi
- Ukuphanda nokulungisa umonakalo olungele ukukhandwa/ukulungiswa
- Ukuqaphela kwanokulungisa imveliso kwaneziphumo zomsebenzi wabaqeshwa abancedisayo, kwanokuqinisekisa ukwenziwa ngokuchanekileyo kwanokuqunjelwa kwemisebenzi/iintshukumo
- Ukugcwalisa amaxwebhu angaphakathi (umz. Amaxwebhu omsebenzi, awengxelo ngenkqubela yomsebenzi, njl-njl) kwakunye neefomu ezingqamene nalo msebenzi (itshekilisti yezithuthi)
- Ukwenza ingxelo kumphathi malunga nesimo somsebenzi kwakunye neengxaki ekuhlanganwa nazo
- Ukunxibelelana kwanokuqhagamshelana nabasebenzi, ulawulo kwakunye nemibandela echaphazela uluntu ekuhlaleni

UMLINGANISELO WOMVUZU:

R242 410 .80 – R314 650.08 ngonyaka(T10)

UMHLA WOKUVALA:

11 SEPTEMBER 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 nezikhathshwayi-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.
- Iikopi zeziqinisekiso zeziqinisekisiweyo 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 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**