

MOSSEL BAY MUNICIPALITY

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

ASSISTANT HEAD: TRAFFIC AND BY-LAW ENFORCEMENT

(APPLICANTS RESIDING IN THE WESTERN CAPE WILL RECEIVE PREFERENCE)

REQUIREMENTS

- Recognized 3-year Diploma in Traffic Management and Policing (ITO III)
- Registered Traffic Officer
- Driver's license Code B/EB with no restrictions
- **Proof of clean criminal record must accompany application**
- Computer literacy (MS Office applications)
- Capability to act independently, ability to work under pressure and problem-solving skills
- Proficiency in at least two of the three official languages of the Western Cape
- 5 years' experience in a similar environment and recommended 3 years in a Supervisory capacity in similar environment
- Able to work in inclement weather conditions and disaster incidents
- Willing to work after hours when required

KEY PERFORMANCE AREAS

- Manage the implementation, monitoring, evaluation and reporting sequences of outcomes associated with plans and programmes designed to accomplish key service delivery objectives with respect to Traffic Control and Law Enforcement through the coordination of operations associated with the enforcement of related Laws and By-Laws
- Maintain road safety to ensure the risk of damage to property and / or loss of lives is limited through prompt and efficient execution of sequences and applications
- Communicating with Manager on specific Key Performance Areas with a view to aligning functions and service delivery objectives against the capacity and capability of the section
- Reporting internally and externally
- Personnel and performance management
- Defining / adjusting the workflow processes and job design against laid down service delivery requirements
- Co-ordinating and scheduling the work activities and action plans according to prescribed standards and ensuring that personnel comply with the laid down instructions
- Management of Occupational Health and Safety Act
- Budget control of section
- Manage operations on illegal land evasion, law enforcement on stray animals, illegal dumping and all other By-Law Enforcement actions
- Administrative and reporting requirements associated with the functionality;
- Risk and Asset management related to functionality.

BASIC SALARY: R298 584.24 – R387 560.28 per annum (T12)

CLOSING DATE: 26 April 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) 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

MOSELBAAI MUNISIPALITEIT

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

ASSISTENT HOOF: VERKEER EN VERORDENINGTOEPASSING **(AANSOEKERS WOONAGTIG IN DIE WES-KAAP SAL VOORKEUR GENIET)**

VEREISTES

- Erkende 3-jaar Diploma in Verkeersbestuur en Polisiëring (ITO III)
- Geregistreeerde Verkeersbeampte
- Bestuurderslisensie Kode B/EB met geen beperkings
- **Bewys van skoon kriminele rekord moet aansoek vergesel**
- Rekenaargeletterd (MS Office toepassings)
- Vermoë om onafhanklik op te tree, in staat om onder druk te werk en probleemoplossingsvaardighede
- Vlot in ten minste twee van die drie amptelike tale van die Wes-Kaap
- 5 jaar ondervinding in 'n soortgelyke omgewing en aanbevole 3 jaar in 'n toesighoudende kapasiteit in soortgelyke omgewing
- In staat om in gure weerstoestande en rampvoorvalle te werk
- Bereidwilligheid om na ure te werk wanneer vereis

SLEUTEL PRESTASIE AREAS

- Bestuur die implementering, monitering, evaluering en verslagdoening volgordes van uitkomstige geassosieer met planne en programme ontwerp om sleuteldiensleweringdoelwitte te bereik met betrekking tot Verkeerbeheer en Wetstoepassing deur die koördinerende van werksaamhede geassosieer met die toepassing van verwante Wette en Regulasies
- Onderhou padveiligheid om die beperking van die risiko van skade aan eiendom en / of verlies van lewens te verseker deur die stiptelike en doeltreffende uitvoering van volgordes en toepassings
- Kommunikasie met Bestuurder oor spesifieke Sleutelprestasie Areas met die oogmerk op belyning van funksies en dienslewering objektiewe teenoor die kapasiteit en vermoë van die afdeling
- Interne en eksterne rapportering
- Personeel- en prestasiebestuur

- Bepaal aanpas van die werksvloei-prosesse en werkplan teenoor neergelede diensleweringse vereistes
- Koördinerings- en skedulering van werksaktiwiteite en aksieplanning volgens voorgeskryfde standaarde en verseker dat personeel aan die neergelede instruksies voldoen
- Bestuur van Beroepsgesondheid en Veiligheidswet
- Begrotingsbeheer van afdeling
- Bestuur werksaamhede van onwettige grondbesetting, wetstoepassing op rondloperdiere, onwettige rommelstrooing en alle ander Wetstoepassings aksies
- Administratiewe en verslagdoening vereistes geassosieer met die funksie
- Risiko en Batebestuur verwant aan funksie.

BASIESE SALARIS: R298 584.24 – R387 560.28 per jaar (T12)

SLUITINGSDATUM: 26 APRIL 2019
(Geen aansoek sal na 13h00 aanvaar word nie)

ALGEMEEN:

- Kortlys-kandidate mag onderwerp word en van vereis word om 'n teoretiese en/of 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 aansoek 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 kopie 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 WASEMOSSSEL BHAYI

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

ISEKELA-NTLOKO: EZENDLELA NONYANZELISO-MTHETHO

(ABENZI-ZICELO ABAHLALA ENTSHONA-KOLONI BAYA KUFUMANA INGQWALASELA EPHAMBILI)

IIMFUNO / OKULINDELEKILEYO

- IDiploma yeminyaka emi-3 kuLawulo Ezindleleni kusebuPoliseni (ITO III)
- IGosa lezeNdlela ezlibhalisiweyo
- Iimpepha-mvume zokuqhuba zeNqanaba EB okanye B ezingenazithintelo
- Ulwazi ngeNgqondo-Mtshini i(Khompuyutha) (AmaBakala ka- MS Office)
- Ube uyakwazi ukusebenza uwedwa ngokuzimeleyo, ube uyakwazi ukusebenza phantsi koxinzelelo kwanokusombulula iingxaki
- Ulwazi olugqibeleleyo kwiilwimi ezimbini (20 kwezintathu (3) ezisesikweni eNtshona-Kapa
- Amava eminyaka emi-5 kumsebenzi ofana nalo

- Ulwazi lokulawula / ukuphatha kumsebenzi onjengalo
- Ube uyakwazi ukusebebza kwiimeko zezulu ezimaxongo nakwiziganeko zeentlekele
- Ube uzimisele ukusebenza emva kweeyure zomsebenzi xa kuyimfuneko

IINDIMA EZIPHAMBILI ZOMSEBENZI

- Ukulawula nokufezekisa, ukuphonononga, ukuvavanya kunye nemisebenzi yokwenza ingxelo ezingqamene nezicwangciso kunye neenkqubo ezimiselwe ukufezekiswa kwezigqaliselo zokunikezelwa kweenkonzo malunga noLawulo lweZithuthi kunye noNyanzeliso-Mthetho ngokulungelelanisa imisebenzi engqamene nonyanzeliso-mthetho okanye iMithetho kunye neMithetho kaMasipala
- Ukugcina ukhuseleko ezindleleni ukuqinisekisa ukuba umngcipheko womonakalo kwiindawo/ okanye ilahleko yemiphefumlo iyacuthwa ngokunika ingqwalasela engxamisekileyo kwiziganeko kunye nezicelo
- Ukunxibelelana kunye noMphathi kwiiNdimba eziyiNtloko eziPhambili ngenjongo yokulungelelanisa imisebenzi kunye nonikezelo lweenkonzo ezifezekileyo kwicandelo
- Ukwenza ingxelo ngaphakathi nangaphandle
- Ulawulo lwabasebenzi nolawulo lomsebenzi
- Ukumisela indima yemida yeenkqubo zomsebenzi kwanokuqulunqa okulindeleke emsebenzini ngokungqamene neemfuno ezimiselweyo zonikezelo lweenkonzo
- Ukulungelelanisa nokuhlalela iintshukumo zomsebenzi kwakunye nezicwangciso zeentshukumo zomsebenzi ngokwemigangatho emiselweyo kwanokuqinisekisa ukuba abaqeshwa bayayithobela imiyalelo ebekiweyo/emiselweyo
- ULawulo loMthetho weMpilo noKhuseleko eNgqeshweni/eMsebenzini
- iCandelo lolawulo lohlahlo-lwabiwo-mali
- Ukulawula iintshukumo zokuthatyathwa komhlaba ngokungekho mthethweni (ukundlova), ukunyanzelisa umthetho ngakwizilwanyana eziyabulayo, ukulahlwa kwenkukuma ngokungekho mthethweni kwakunye nayo yonke eminye yeentshukumo zoNyanzeliso-Mithetho kaMasipala
- Umsebenzi wolawulo kunye neemfuno zokwenza ingxelo ngokungqamene neemeko zomsebenzi
- Imisebenzi engqamene nolawulo loMngcipheko kunye neZinto ezimayelana nomsebenzi
-

UMLINGANISELO WOMVUZO: R298 584.24 – R387 560.28 ngonyaka(T12)

UMHLA WOKUVALA: 26 APRELI 2019
(Izicelo ezifunyenwe emva kwentsimbi ye 13:00 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 uthe waqhagamshelana nomntu ochazwe apha ngezantsi.
- Iikopi 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.
- Iingcombolo 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 behlelelekile ngaphambili kunye nabakhubazekileyo.

GQWETHA MG GILIOMEE
UMPHATHI KAMASIPALA