

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

ASSISTANT COMMUNITY DEVELOPMENT COORDINATOR: SPORT & RECREATION DEVELOPMENT

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

REQUIREMENTS

- NQF Level 6 qualification in Sport Management /Sport Administration or equivalent
- 1 year relevant experience (Preferably in a municipal environment but not limited to).
- Code B Driver's License
- Proficiency in at least 2 of the 3 official languages of the Western Cape
- Computer Literacy (MS Office Applications)
- Events management skills
- Good human relations, communication and interpersonal skills
- Ability to give attention to detail
- Ability to work independently and under pressure
- Good organizational planning and administrative skills
- Facilitation skills
- Cultural diversity skills
- Physically fit and healthy

KEY PERFORMANCE AREAS

- Keeping abreast with sport development initiatives by conducting searches into best practices and analysing information associated with the functionality and determining the appropriateness of specific sport events
- Implement initiatives and interventions through a sport development framework
- Participating in meetings and forums presenting information and opinions on local sport development opportunities/activity programmes
- Maintaining co-operative working relationships and interacting with local organisations regarding sport outreach activities and programmes
- Implementing and coordinating action/business plans and strategies detailing interventions, actions and timeframes guiding the implementation of sustainable sport activities and programs
- Assisting with the coordinating and facilitating of local sport development activities/initiatives/programmes
- Interacting and liaising with communities and relevant sport institutions/agencies (including schools) to elicit support for sport development initiatives, encouraging participation in sport and parental involvement and/or identifying potential opportunities for external funding for program implementation
- Reservation and preparation of facilities/amenities (community halls, sport fields, etc.) for public sport functions and/or sport events.
- Attends to administrative, reporting and recordkeeping requirements/procedures of the function

SALARY SCALE: R202 633.68 – R263 030.64 per annum (T9)

CLOSING DATE: 11 OCTOBER 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, 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 GILIOME
MUNICIPAL MANAGER**

MOSELBAAI MUNISIPALITEIT

Mosselbaai Munisipaliteit, 'n werkgewer verbind tot gelykheidsindiensneming nooi persone om vir die ondergemelde vakature aansoek te doen

ASSISTENT GEMEENSKAPSONTWIKKELINGSKOÖRDINEERDER: SPORT & ONTSPANNINGSONTWIKKELING

(AANSOEKERS WOONAGTIG BINNE DIE GRENSE VAN MOSELBAAI SAL VOORKEUR GENIET)

VEREISTES

- NQF 6 kwalifikasie in Sportbestuur/Sport Administrasie of gelykstaande
- 1 jaar toepaslike ondervinding (Verkieslik in 'n munisipale omgewing maar nie beperk tot nie)
- Kode B Bestuurderslisensie
- Vlot in ten minste 2 van die 3 amptelike tale van die Wes-Kaap
- Rekenaargeletterd (MS Office Toepassings)
- Funksie-organiserings vaardighede
- Goeie menslike verhoudings, kommunikasie en interpersoonlike vaardighede
- Vermoë om aandag te skenk aan detail
- Vermoë om onafhanklik en onder druk te werk
- Goeie organisatoriese beplanning en administratiewe vaardighede
- Fasiliteringsvaardighede
- Kulturele diversiteitsvaardighede
- Fisies fiks en gesond

SLEUTEL PRESTASIE AREAS

- Bly in tred met sportontwikkelinisiatiewe deur ondersoek na beste praktyke en analise van inligting geassosieer met die funksionaliteit en vasstelling van die toepaslikheid van spesifieke sportgebeure
- Implementeer inisiatiewe en intervensies deur 'n sportontwikkelinisiatiewe raamwerk
- Deelname aan vergaderings en forums met aanbeveeling van inligting en opinies rakende plaaslike sportontwikkelinisiatiewe/aktiwiteitsprogramme
- Volhouding van koöperatiewe werksverhoudings en interaksie met plaaslike organisasies met betrekking tot sportuitreik aktiwiteite en programme
- Implementeer en koördineer aksie/besigheidsplanne en strategieë wat ingryping detail, aksies en tydrame met begeleiding van die implementering van volhoubare sportaktiwiteite en programme
- Bystand met die koördinerings en fasilitering van plaaslike sportontwikkelinisiatiewe/aktiwiteite/programme
- Interaksie en skakeling met gemeenskappe en verwante sportinstitusies/agentskappe (insluitend skole) om ondersteuning met sportontwikkelinisiatiewe te ontlok, aanmoediging van deelname in sport en ouer betrokkenheid en/of identifisering van potensiële geleenthede vir eksterne befondsing vir program implementering

- Bespreking en voorbereiding van fasiliteite/geriewe (gemeenskapsale, sportvelde, ens.) vir publieke sportfunksies en/of sportgebeure
- Skenk aandag aan administratiewe, verslaggewing en rekordhoudingsvereistes/prosedures

SALARISSKAAL: R202 633.68 – R263 030.64 per jaar (T9)

SLUITINGSDATUM: 11 OKTOBER 2019
(Geen aansoeke 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 deur die Munisipaliteit gemaak word 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 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 gestremdeidstatus aan.
- Verdere besonderhede is verkrygbaar by Me C Wagenaar, Me G October of Me J Ruiters 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

UMLUNGELELANISI ONCEDISAYO KUPHUHLISO LOLUNTU:
UPHUHLISO LWEMIDLALO NOLONWABO

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

IIMFUNO / OKULINDELEKILEYO

- Imfundo yeNQF iNqanaba 6 kuLawulo lweMidlalo/ uLawulo lwezeMidlalo okanye okulingana nayo
- Amava onyaka omnye (1) kumsebenzi onjengalo (Ngokukhethekileyo kwindawo yoomasipala kodwa kungaphelelanga apho)
- limpepha-mvume zokuqhuba zeNqanaba B
- Izakhono zokulawulwa kwemisitho
- Ulwazi lweelwimi ezimbini (2) kwezintathu (3) zase Ntshona -Kapa
- Ulwazi lweNgqondo-mtshini i(Khompnyutha) (liNkqubo zika MS Office)
- Izakhono ezigqibeleleyo zobudlelwane noluntu, ezonxibelelwano kunye nezozhagamshelwano noluntu
- Ukunika ingqwalasela echanekileyo kumsebenzi wonke
- Ube uyakwazi ukusebenza ngaphandle kokuqatshelwa naphantsi koxinzelelo
- Izakhono ezigqibeleleyo zoququzelelo locwangciso nezolawulo
- Izakhono zokuthabatha uxanduva lokulungiselela
- Izakhono zeenkubeko ezahlukeneyo
- Ube womelele ngokwasemzimbeni kwaye ube sempilweni entle.

IINDIMA EZIPHAMBILI ZOMSEBENZI

- Ukuzigcina unolwazi ngeziqalelo zophuhliso lwezemidlalo ngokwenza uphando ngeendlela ezingcono nezokuhlalutya iingcombolo ezimayelana nokusebenza nokumisela iintlobo ezifanelekileyo zemidlalo.
- Ukusebenzisa iziqalelo kunye nongenelelo ngesimo sophuhliso lwemidlalo
- Ukuthabatha inxaxheba kwiintlanganiso nakumaqonga usenza unikezelo-ningcombolo kunye nezimvo kwimidlalo yasekuhlaleni kunye neenkqubo
- Ukugcina ubudlelwane bokusebenzisana nokuqhagamshelana nemibutho yasekuhlaleni malunga nokufikelela kwimidlalo kunye neenkqubo
- Ukufezekisa nokulungelelanisa iintshukumo/izicwangciso zeenkqubo kunye neendlela ezicacisa ungeneleo, iintshukumo nomiselo-maxesha akhokelela kufezekiso lweentshukumo zemidlalo kunye neenkqubo
- Ukuncedisa ekulungisweni nasekuququzeleleni iintshukumo zophuhliso lweentshukumo/iziqalelo zemidlalo yangaphakathi ekuhlaleni
- Ukuthetha-thethana nokuqhagamshelana noluntu kwakunye namaziko achaphazelekayo ezemidlalo/ii-arhente (kubandakanya izikolo) ekufumaneni inkxaso yophuhliso lwezemidlalo, ukukhuthaza ukuthatyathwa kwenxaxheba kwimidlalo kwanokubandakanyeka kwabazali kunye nokutyumba amathuba okufumana ubonelelo lwezimali lwangaphandle ekufezekisweni kwenkqubo
- Ukufumana kwanokulungisa amaziko/iindawo (amaholo oluntu, amabala ezemidlalo, njl-njl) ngenjongo yokwenza iindibano zemidlalo yoluntu kunye neziganeko zemidlalo.
- Ukugcinwa nokulungiswa kwamaziko / izinto zoncendo (amaloho, amabala emidlalo, njl. Njl.) ukuze kulungiselelwe imidlalo yoluntu kunye / okanye nemidlalo.
- Ukuqwalasela ushicilelo lolawulo, ukwenza ingxelo kwanokugcina iingcombolo, iimfuno kunye neenkqubo..

UMLINGANISELO WOMVUZU: R202 633.68 – R263 030.64 ngonyaka (T9)

UMHLA WOKUVALA:

11 OKTHOBA 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 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.
- Iifomu zezicelo ziyafumaneka kwikhasi lothungelwano likaMasipala (www.mosselbay.gov.za) okanye ungazithunyelwa nge-imeyile xa uthethe waqhagamshelana nomntu ochazwe apha ngezantsi.
- Iikopi zeziqinisekiso zeziq zomfundo 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 G October 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 behlelelekile ngaphambili kunye nabakhubazekileyo.

**GQWETHA MG GILIOMEE
UMPHATHI KAMASIPALA**