

## **MOSSEL BAY MUNICIPALITY**

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

### **EMPLOYEE PERFORMANCE APPRAISAL (EPA) OFFICER**

**(APPLICANTS RESIDING IN THE WESTERN CAPE WILL RECEIVE PREFERENCE)**

#### **REQUIREMENTS**

- Diploma in Human Resource Management related field or equivalent (NQF Level 6)
- Code B Driver's License
- Computer Literacy (Office applications)
- Relevant supervisory experience
- Proficiency in at least 2 of the 3 official languages of the Western Cape
- High degree of maintaining confidentiality and responsibility
- Ability to work under pressure

#### **KEY PERFORMANCE AREAS**

- Coordinate, implement and execute individual employee performance management and administer individual Employee Performance Appraisal (EPA)
- Participating in the determination of functional objectives
- Analysing information pertaining to functional responsibilities and role boundaries on key performance areas, indicators and specific personnel development action plans.
- Monitoring consultants advising the Municipality on the implementation of EPA and assessing compliance with standards and procedures to support synergy between application and understanding.
- Review of performance related policies and recommend changes/amendments.
- Ensuring that performance processes are implemented in accordance with PMS Framework, PMS Policy and Reward and Recognition Policy.
- Oversee the accurate capturing and integration of revised departmental KPI's of individual performance agreements and individual career development plans on the automated performance management system
- Plan and prepare performance management workshops
- Oversee the timely completion of bi-annual individual performance assessments by all municipal staff on the automated PMS system
- Generate an annual individual performance assessment outcome report
- Producing an accurate consolidated report on performance outcome after each level of moderation
- Render support and give advice to Line Managers and Supervisors on matters relating to the development and review of performance agreements and career development plans for individual employees.
- Assist with the accurate capturing of individual performance agreements and individual career development plans on the automated performance management system.
- Assist with administrative and logistic arrangement for PMS training and Peer learning interventions.
- Taking of minutes at performance moderation sessions.
- Render administrative support throughout the moderation process
- Render administrative support with the communication of individual performance outcomes at year end
- Monitor and supervise the functional activities of relevant components and staff

**BASIC SALARY: R269 351.04 – R349 614.84 per annum (T11)**

**CLOSING DATE: 20 SEPTEMBER 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 GILIOME  
MUNICIPAL MANAGER

## MOSSELBAAI MUNISIPALITEIT

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

## **WERKNEMER PRESTASIE EVALUERING (WPE) BEAMPTTE**

**(AANSOEKERS WOONAGTIG BINNE DIE GRENSE VAN DIE WES-KAAP SAL VOORKEUR GENIET)**

### **VEREISTES**

- Diploma in Menslike Hulpbronnebestuur verwante veld of gelykstaande (NQF Vlak 6)
- Kode B Bestuurderslisensie
- Rekenaargeletterd (Office toepassings)
- Verwante toesighoudende ondervinding
- Vlot in ten minste 2 van die 3 amptelike tale van die Wes-Kaap
- Hoë graad behoud van konfidensialiteit en verantwoordelikheid
- Vermoë om onder druk te werk

### **SLEUTEL PRESTASIE AREAS**

- Koördineer, implementeer en uitvoer van individuele werknemerprestasiestuur en uitvoer van individuele Werknemer Prestasie Evaluering (WPE).
- Deelname in die vasstelling van funksionele objektiewe.
- Analiseer inligting met betrekking tot funksionele verantwoordelikhede en rolverdelings op sleutel prestasie areas, indikators en spesifieke personeel ontwikkelingsaksie planne.
- Monitor konsultante wat die Munisipaliteit adviseer op die implementering van WPE en voldoening aan standaarde en prosedures om sinergie tussen toepassing en begrip te bewerkstellig
- Hersiening van prestasiestuurbeleide en aanbevelings om veranderinge/wysigings te maak.
- Verseker dat prestasie prosesse geïmplementeer word in ooreenstemming met PMS Raamwerk, PMS Beleid en Beloning en Erkenningsbeleid.
- Toesig van die akkurate vaslegging en integrasie van hersiene departementele KPI's van individuele prestasie ooreenkomste en individuele beroepsonwikkelingsplanne op die stelsel.
- Beplan en voorbereiding van prestasiestuur werkswinkels.
- Toesig oor die tydige voltooiing van tweejaarlikse individuele prestasie assesserings deur alle munisipale personeel op die geoutomatiseerde PMS stelsel.
- Genereer 'n jaarlikse individuele prestasie assesseringsuitslagsverslag.
- Voorsien 'n akkurate gekonsolideerde verslag op prestasie uitkoms na elke vlak van moderasie.
- Verleen ondersteuning en advies aan Lynbestuurders en Toesighouers op sake verwant aan die ontwikkeling en hersiening van prestasie ooreenkomste en

- beroepsontwikkelingsplanne vir individuele werknemers.
- Verleen bystand met die akkurate vaslegging van individuele prestasieooreenkomste en individuele beroepsontwikkelingsplanne op die ge-outomatiseerde prestasie bestuurstelsel.
- Bystand met administratiewe en logistieke reëling vir PMS opleiding en studie intervensies.
- Neem van notule by prestasie moderasie sessies.
- Lewer administratiewe ondersteuning tydens moderering proses.
- Lewer administratiewe ondersteuning met die kommunikeer van uitkomst met jaareinde.
- Monitor en toesig oor die funksionele aktiwiteite van verwante komponente en personeel.

**BASIESE SALARIS:** R269 351.04 – R349 614.84 per jaar (T11)

**SLUITINGSDATUM:** 20 SEPTEMBER 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 gemaak deur die Munisipaliteit 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](http://www.mosselbay.gov.za)) of elektronies van die kontakpersoon hieronder.
- Oorspronklike gesertifiseerde kopië van bewys van kwalifikasies moet die CV vergesel.
- **Elektroniese aansoekvorms kan gestuur word aan [admin@mosselbay.gov.za](mailto:admin@mosselbay.gov.za).**
- Vir gelykheidsdoeleindes, dui asseblief u ras, geslag en gestremde status 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 WASEMOSSSEL BHAYI**  
**UMasipala waseMossel Bhayi, njengomqeshi ozibopheleleyo kwingqesho**  
**ngokulingana umema abantu ukuba benze izicelo zesi sithuba silandelayo**

**IGOSA LOVAVANYO LOMGANGATHO WABAQESHWA**  
**(ABENZI-ZICELO ABAHLALA ENTSHONA-KAPA BAYAKUQWALASELWA KUQALA)**

**IIMFUNO / OKULINDELEKILEYO**

- IDiploma kuLawulo lweMithombo Yoluntu okanye okulingana ne (NQF uMgangatho 6)
- Iimpepha-mvume zokuqhuba zeNqanaba B
- Ulwazi ngeNgqondo-mtshini i(Khompyutha) { Imisebenzi ka – Office}
- Amava okuphatha angqamene nalo msebenzi
- Ube ugqibelele kwiilwimi ezimbini (2) kwezintathu (3) zaseNtshona-Kapa
- Iqondo eliphezulu lokugcina iimfihlo kunye noxanduva
- Ube uyakwazi ukusebenza phantsi koxinzelelo

**IINDIMA EZIPHAMBILI ZOMSEBENZI**

- Ukulungelelanisa, ukusebenzisa kwanokwenza ulawulo lomgangatho womsebenzi womqeshwa kwanokulawula uVavanyo loMgangatho Womsebenzi womqeshwa ngamnye
- Ukuthabatha inxaxheba ekumiselweni kweenjongo zomsebenzi
- Ukuhlalutya iingcombolo ezimalunga noxanduva lomsebenzi kwakunye nemida yeendima zomsebenzi ezifunyaniswe kudliwano-ndlebe malunga neendima eziphambili zomsebenzi, izikhombisi kunye nezicwangciso ezicacileyo zophuhliso lwabasebenzi.
- Ukuqaphela abacebisi abacebisa uMasipala ekufezekisweni kwemibandela emayelana novavanyo lwabasebenzi kwanokuvavanya ukuthotyelwa kwemigangatho kunye neenkqubo ukuxhasa ubudlelwane/ukunxibelelana phakathi kokusetyenziswa kunye nokuqonda.
- Ukuhlaziya imigaqo-nkqubo emayelana nolawulo lomgangatho womsebenzi kwanokwenza izindululo zeenguqu/utshintsho.
- Ukuqinisekisa ukuba iinkqubo zomsebenzi zisetyenziswa ngokungqamene neSimo Sovavanyo loMsebenzi woMqeshwa ngamnye, uMgaqo-nkqubo waso kunye noMgaqo-nkqubo wokuvuzwa/wokuwongwa noweNgqwalasela.
- Ukuqwalasela ukushicilelwa ngokuchanekileyo kunye nokudityaniswa kwamanqanaba ezivumelwano zomsebenzi zabaqeshwa ngokwahlukeneyo kunye nezicwangciso zovavanyo lomsebenzi womqeshwa ngamnye kwinkqubo emiselweyo yolawulo lomsebenzi.
- Ukucwangcisa nokulungiselela ukukhutshwa kwamaxesha eenndibano zoqeqesho.
- Ukuqinisekisa ukuqukunjelwa kwangexesha kovavanyo lomgangatho wokusebenza rhoqo phakathi enyakeni kubo bonke abaqeshwa bakamasipala kwinkqubo esele igcwaliswe ngeengcombolo.
- Ukuveza ingxelo yeziphumo zovavanyo lonyaka kubasebenzi ngabanye ngabanye
- Ngokuveza ingxelo echanekileyo edityanisiweyo ngeziphumo zokusebenza emva komgangatho ngamnye wokuqinisekiswa ovavanyo.
- Ukunikezela inkxaso kwanokucebisa ooManejala bamacandelo kunye naBaphathi kwimibandela emayelana nophuhliso kunye nohlaziyo lwezivumelwano zokusebenza kwanophuhliso lwezicwangciso zophuhliso lwamanqanaba omsebenzi wabaqeshwa.
- Ukuncedisa kushicilelo oluchanekileyo lweengcombolo zezivumelwano zomsebenzi kwakunye nezicwangciso zophuhliso lwamanqanaba abasebenzi kwinkqubo yolawulo lomgangatho womsebenzi.
- Ukuncedisa kumalungiselelo olawulo malunga noqeqesho kwakunye nongenelelo lokufunda kwabangentla.
- Ukuncedisa ekuqulunqweni kwengxelo yovavanyo lomgangatho womsebenzi womqeshwa ngamnye.
- Ukuthabatha imizuzu kwiiseshoni zoqeqesho.
- Ukunikezela inkxaso yolawulo ngexesha lenkqubo yovavanyo lokusebenza kwabaqeshwa.
- Ukunikezela inkxaso yolawulo malunga nonxibelelwano kunye nabasebenzi kwiziphumo zokuphela konyaka.
- Ukuqaphela nokuphatha amacandelo omsebenzi kunye nabaqeshwa.

**UMLINGANISELO WOMVUZU: R269 351.04 – R349 614. 84 ngonyaka (T11)**

**UMHLA WOKUVALA:**

**20 SEPTEMBER 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 uthethe waqhagamshelana nomntu ochazwe apha ngezantsi.
- Iikopi zeziqinisekiso zeziqu zemfundo 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 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**