

MOSSEL BAY MUNICIPALITY

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

COMMUNITY SERVICES

FOREMAN (SPORTGROUNDS MAINTENANCE)

(APPLICANTS RESIDING IN THE WESTERN CAPE WILL RECEIVE PREFERENCE)

REQUIREMENTS

- National Diploma Horticulture or equivalent
- Code B driver's license
- 2-4 Years' experience in a similar environment of which at least 2 years must be in a supervisory capacity
- Fluent in at least two of the three official languages of the Western Cape
- Good communication, interpersonal and conflict management skills
- Exposure to poison and pest control products
- Must be willing to work overtime
- Computer Literate

KEY PERFORMANCE AREAS

- Personnel and Performance Management of subordinates
- Deals with grievances of staff and enforce disciplinary measures
- Plans, co-ordinate and monitor maintenance, development and upgrading of all municipal sports facilities
- Plans, co-ordinate and controls vehicles, machinery and tools
- Receive and co-ordinate bookings for sport facilities
- Enforce application and compliance to approved policies regarding sport facilities of the Municipality
- Attend to requests regarding maintenance issues received from sport clubs
- Analyse request regarding maintenance of facilities and make recommendation to Manager for implementation, etc
- Responsible for budget control and application of Supply Chain Management Policy and Procedures
- Administrative tasks related to function
- Asset and Insurance Management of all movable and immovable assets of the section

SALARY SCALE: R317 992.20 – R412 751.64 (T12) per annum

CLOSING DATE: 26 JULY 2019

(No applications received after 13h00 will be accepted)

GENERAL:

- Shortlisted candidates may be subjected and required to undergo a theoretical and 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 G October 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**

MOSSELBAAI MUNISIPALITEIT

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

VOORMAN (SPORTGRONDE INSTANDHOUDING)

(AANOEKERS WOONAGTIG IN DIE WES-KAAP SAL VOORKEUR GENIET)

VEREISTES

- Nasionale Diploma in Tuinboukunde of gelykstaande
- Kode B bestuurderslisensie
- 2-4 Jaar ondervinding in 'n soortgelyke omgewing waarvan ten minste 2 jaar in 'n toesighoudende hoedanigheid moet wees
- Vlot in ten minste twee van die drie amptelike tale van die Wes-Kaap
- Goeie kommunikasie-, interpersoonlike- en konflikbestuursvaardighede
- Blootstelling aan gif- en insekbeheerprodukte
- Moet bereid wees om oortyd te werk
- Rekenaargeletterd

SLEUTEL PRESTASIE AREAS

- Personeel- en prestasiebestuur van ondergeskiktes
- Hanteer personeel se besware en afdwing van dissiplinêre maatreëls
- Beplan, koördineer en monitor instandhouding, ontwikkeling en opgradering van alle munisipale sportfasiliteite
- Beplan, koördineer en beheer voertuie, masjinerie en gereedskap
- Ontvang en koördineer besprekings vir sportfasiliteite
- Afdwing van toepassing en voldoening aan goedgekeurde beleide met betrekking tot sportfasiliteite van die Munisipaliteit
- Hanteer versoeke met betrekking tot instandhoudingskwessies ontvang van sportklubs
- Analiseer versoeke rakende instandhouding van fasiliteite en maak aanbeveling aan Bestuurder vir implementering, ens.
- Verantwoordelik vir begrotingsbeheer en toepassing van Voorsieningskanaalbestuur Beleid en Prosedures
- Administratiewe take verwant aan funksie
- Bate en Versekeringsbestuur van alle roerende en onroerende bates van die afdeling

SALARISSKAAL: R317 992.20 – R412 751.64 (T12) per jaar

**SLUITINGSDATUM: 26 JULIE 2019
(Geen aansoeke sal 13h00 aanvaar word nie)**

ALGEMEEN:

- Kortlys kandidate mag onderwerp word en van vereis word om 'n teoretiese en 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 aanvaar is deur die aansoeker 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 te voldoen sal outomaties lei to diskwalifikasie van die aansoeker. Aansoekvorms is beskikbaar op die Munisipale webtuiste (www.mosselbay.gov.za) of elektronies beskikbaar by die kontakpersoon hieronder vermeld. Oorspronklike gesertifiseerde afskrifte van bewys van kwalifikasies moet die CV vergesel.
- **Aansoeke kan per epos gestuur word aan admin@mosselbay.gov.za.**
- Vir gelykheids doeleindes, dui asseblief u ras, geslag en gestremde status aan.
- Verdere besonderhede is verkrygbaar by Me C Wagenaar of Me G October 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,umqeshi ozibophelele kwingqesho elinganayo
umema abantu ukuba benze izicelo zesi sithuba sichazwe ngezantsi.**

IINKONZO ZOLUNTU

IFOLOMANI (IMIDLALO NOKULONDOLOZA KWENDAWO)

**(KUPHELA NGABENZI-ZICELO ABAHLALA ENTSHONA-KOLONI ABAYA KUFUMANA
INGQWALASELA EPHAMBILI)**

IIMFUNO/OKULINDELEKILEYO

- IDiploma yeSizwe kweZolimo okanye okulingana nayo.
- Iimpepha-mvume zokuqhuba zeNqanaba B.
- Amava afikelela kwiminyaka emi-2 ukuya kwe-4 kumsebenzi onjengalo apho iminyaka emibini yayo ibikwinqanaba lokuphatha.
- Ulwazi lweelwimi ezimbini kwezintathu ezisesikweni eNtshona-Koloni.
- Izakhono ezamkelekileyo zonxibelelwano,ezoqhagamshelwano noluntu kwakunye nezokusombulula iimbambano.
- Ulwazi lweetyhefu neemveliso zokulawula izinambuzane zezityalo.
- Ube uzimisele ukusebenza ixesha elongezelelweyo.
- Ube uyakwazi ukusebenzisa iKhompyutha.

IINDIMA EZIPHAMBILI ZOMSEBENZI

- Ukulawula abasebenzi kwanomsebenzi kwabo bangaphantsi kwakho.
- Ukusebenza ngezikhazazo zabasebenzi kwanokunyanzelisa amanyathelo oluleko.
- Izicwangciso, ukulungelelanisa nokubeka iliso ukugcinwa, ukuphuhliswa nokuphuculwa kwazo zonke izixhobo zemidlalo kamasipala
- Ukucwangcisa, ukulungelelanisa nokulawula izithuthi, oomatshini nezixhobo
- Ukwamkela nokulungiselela ukubhukishwa kweendawo zemidlalo.
- Ukunyanzelisa izicelo nokuthotyelwa kwemigaqo-nkqubo eyamkelweyo malunga neendawo zemidlalo eziphantsi koMasipala.

- Ukuqwalasela izicelo malunga nemibandela yokulungisa kwiindawo zemidlalo ezivela kwimibutho yezemidlalo.
- Ukuhlalutya izicelo zokulungisa iindawo kwanokwenza izindululo kuMphathi ukuze zifezekiswe,njalo-njalo.
- Ukuba noxanduva lokulawula uhlahlo-lwabiwo-mali kwanokusebenzisa uMgaqo-nkqubo kunye neeNkqubo zoLawulo lweKhonkco loBonelelo.
- Imisebenzi yolawulo emalunga nomsebenzi.
- ULawulo lwezinto kunye ne-Inshorensi yazo zonke izinto ezihambayo kunye nezimiyo kwicandelo.

UMLINGANISELO WOMVUZO: R317 992.20 – R412 751.64 (T12) ngonyaka

UMHLA WOKUVALA: 26 JULAYI 2019
(Izicelo ezifunyenwe emva kwentsimbi ye **13:00** aziyi kwamkelwa).

GABALALA:

- Abagqatswa/abenzi-zicelo abathe bafakwa kuluhlu olufutshane bayakuindeleka ukuba benze uvavanyo lomsebenzi ngezandla nangomlomo. ***Nangona kungakho nalo naluphina ummelo,akukho sivumelwano sengqesho siya kusebenza phambi kokuba esi sinikezelo sibe samkelwe ngulowo sithe samkelwa isicelo sakhe.***
- Izicelo ezibhaliweyo kwifomu esesikweni nezikhatshwa yi-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.lifomu zezicelo ziyafumaneka kwi-website kamasipala(www.mosselbay.gov.za)okanye ungazithunyelwa nge-imeyile xa uthe waqhagamshelana nomntu ochazwe apha ngezantsi.Izicelo ezingeniswa nge-imeyile aziyi kwamkelwa.
- Iikopi zeziqinisekiso zeziqum zomfundo neziqinisekisiweyo njengeziyinyaniso kufuneka zikhaphe iCV yakho.
- Ngesizathu sengqesho ngokulingana nceda uphawule uhlanga,ubuni kunye nokhubazeko.
- Iingombolo ezithe vetshe ungazifumana kuNkszn C Wagenaar okanye uNkszn G October kule nombolo yomnxeba(044)606 5000.
- Ukuba isicelo sakho uwufumananga mepndulo ngazo zisithuba seentsuku ezingama-40,ungathabatha ukuba isicelo sakho asamkelekanga.
- uMasipala waseMossel Bhayi uzibophele kwingqesho ngokulingana kwaneemfuno zoMthetho weNgqesho ngokulingana,Nombolo 55 ka 1998,kwabo bebekade behlelekile ngaphambili kunye nabakhubazekileyo.

GQWETHA MG GILIOMEE
UMPHATHI KAMASIPALA