

MOSSEL BAY MUNICIPALITY

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

TECHNICIAN: PROJECT MANAGEMENT (PROJECT MANAGEMENT UNIT)

(APPLICANTS RESIDING WITHIN THE WESTERN CAPE WILL RECEIVE PREFERENCE)

REQUIREMENTS

- National Diploma in Civil Engineering / Construction Management or NQF 6 equivalent
- 2 Years' relevant experience
- Code B driver's license (Manual Vehicle)
- Proficiency in at least 2 of the 3 official languages of the Western Cape
- Good human relations, interpersonal, written and verbal communication skills
- Ability to give attention to detail and work under pressure
- High level of responsibility and confidentiality
- Working knowledge of local government prescripts as it relates to project management
- Physically fit and able bodied
- Willing to work overtime or attend meetings outside of normal office hours when required

KEY PERFORMANCE AREAS

- Assist with the preparation of business plans for projects
- Perform functional tasks relating to planning, design and project management support issues
- Finalize detail specifications of projects and design the system or elements
- Initiate and manage the timeous procurement process for construction projects
- Supervise contractors to ensure that work is done within budget and to specifications
- Monitor compliance of projects with contractual agreements
- Investigate, report and propose preventative measures regarding accidents / incidents
- Prepare reports on asset losses or damages for insurance claims and/ or disciplinary hearings
- Assist with the formulation of specifications for contracts and tender documents, and controlling of contractual obligations
- Provide inputs regarding construction
- Coordinate the updating of the Municipality's GIS program, as-built drawings and all information / data related to projects and departmental needs
- Measure up and prepare record drawings of completed projects for inclusion in the GIS records
- Perform quality control, costing, ordering of material for construction; Control and keep record of materials
- Coordinate tasks / activities associated with implementation of procedures
- Monitor Contractor / Departmental teams' compliance with standards and specifications in relevant projects
- Assist with the management of wayleave applications

SALARY SCALE: R286 185.48 – R371 465.76 per annum (T11)

CLOSING DATE: 16 OCTOBER 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.

ADV. MG GILIOME
MUNICIPAL MANAGER

MOSSELBAAI MUNISIPALITEIT

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

TEGNIKUS: PROJEKBESTUUR (PROJEKBESTUURSEENHEID)

(AANSOEKERS WAT IN DIE WES-KAAP WOON SAL VOORKEUR GENIET)

VEREISTES

- Nasionale Diploma in Siviele Ingenieurswese / Konstruksiebestuur of gelykstaande NKR Vlak 6
- 2 Jaar toepaslike ondervinding
- Kode B rybewys (Handratvoertuig)
- Vaardigheid in ten minste twee van die drie amptelike tale van die Wes-Kaap
- Goeie menseverhoudinge, interpersoonlike, skriftelike en mondelinge kommunikasievaardighede
- Vermoë om aandag aan detail te gee en onder druk te werk
- Hoë verantwoordelikheid en vertroulikheid
- Werkskennis van plaaslike owerhede voorskrifte wat projekbestuur betref
- Liggamlik fiks en bekwaam
- Bereid om oortyd te werk of vergaderings buite gewone kantoorure by te woon, indien nodig

SLEUTEL PRESTASIE AREAS

- Assisteer met die opstel van sakeplanne vir projekte
- Voer funksionele take uit wat verband hou met kwessies rakende beplanning, ontwerp en projekbestuur
- Finaliseer spesifikasies van projekte en ontwerp die stelsel of elemente
- Begin en bestuur die tydige verkrygingsproses vir bouprojekte
- Hou toesig oor kontrakteurs om te versker dat werk binne die vergroting en volgens spesifikasies gedoen word
- Monitor die nakoming van projekte aan kontraktuele ooreenkomste
- Ondersoek, rapporteer en stel voorkomende maatreëls rakende ongelukke / voorvalle voor
- Stel verslae op oor bateverliese of skadevergoeding vir verserkingseise en / dissiplinêre verhore
- Assisteer met die formulering van spesifikasies vir kontrakte en tenderdokumente, en die beheer van kontraktuele verpligtinge
- Voorsien insette rakende konstruksie
- Koördineer die opdatering van die GIS-program van die Munisipaliteit, as geboude tekening en alle inligting / gegewens wat verband hou met projekte en departementele behoeftes
- Meet op en berei rekordtekening van voltooide projekte vir opname in die GIS-rekords
- Voer kwaliteitskontrole, kosteberekening, bestel van materiaal vir konstruksie uit; Beheer en hou rekord van materiale
- Koördineer take / aktiwiteite wat verband hou met die implementering van prosedures
- Monitor Kontrakteur / Departementele spanne se nakoming van standarde en spesifikasies
- Assisteer met die bestuur van reg van toegang aansoeke

SALARISSKAAL: R286 185.48 – R371 465.76 jaarliks (T11)

SLUITINGSDATUM: **16 OKTOBER 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 af te lê, insluitend 'n toets vir bestuursvaardighede.
- ***Ondanks enige vermoë 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 en 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 GILIOME
MUNISIPALE BESTUURDER**

UMASIPALA WASEMOSEL BHAYI

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

INGCALI : ULAWULO LWEEPROJEKTHI (ICANDELO LOLAWULO LWEEPROJEKTHI)

(ABENZI-ZICELO ABAHLALA ENTSHONA-KAPA BAYA KUQWALASELWA KUQALA)

IIMFUNO / OKULINDELEKILEYO

- IDiploma yeSizwe kubuNjineli boKwakha / uLawulo Lokwakhha okanye isiqu-mfundo NQF 6
- Amava eminyak emibini kumsebenzi ofana nalo
- Iimpepha-mvume zokuqhuba zeNqanaba B (Isithuthi Esitshintshwayo)
- Ulwazo olugqibeleleyo kwiilwimi ezimbini(2) ubuncinane ezisesikweni eNtshona-Kapa
- Izakhono ezigqibeleleyo zobudlelwano noluntu, ezoqhagamshelwano nolawulo, ezokubhala kunye nezokunxibelelano.
- Ube uyakwazi ukunika ingqwalasela epheleleyo kwanokusebenza phantsi koxinzelelo
- Ube uyakwazi ukumelana noxanduva oluphezulu kwanokugcina iimfihlo
- Ulwazi lokusebenza kwezimiselo zoorhulumente basemakhaya kuba kungqamene nolawulo lweprojekthi
- Ube womelele ngokwasemzimbeni kwaye ungakhubazeki
- Ube uzimisele ukusebenza ixesha elongezelelweyo nokuya kwiintlanganiso ezingaphaya kweyure ezisesikweni zomsebenzi xa kuyimfuneko.

IINDIMA EZIPHAMBILI ZOMSEBENZI

- Ukuncedisa kulungiselelo lwezicwangciso zoshishino malunga neprojekthi
- Ukwenza imisebenzi engqamene nokucwangcisa, ukubumb kwakunye nemibandela yolawulo lweprojekthi
- Ukuqukumbela izimiselo ezithile zeprojekthi kwanokubumbbbbba iinkqubo okanye okungqameneyo
- Ukuqalisa nokulawula inkqubo yeziniki-maxabiso kwangethuba kwiiprojekthi zokwakha
- Ukuqinisekisa ukuba oonokotraka bawenza umsebenzi ngokungqamene nohlahlo-lwabiwo-mali kwanaphantsi kwezimiselo
- Ukuqinisekisa ukuba iiprojekthi ziyazithobela izivumelwano zokuzibophelela
- Ukuphanda, ukwenza ingxelo kwanokwenza iziphakamiso malunga namanyathelo othintelo iingozi / iziganeko amabango kwii-inshorensi/uviwo loluleko
- Ukulungisa iingxelo ezimalunga nokulahleka kwezinto okanye umonakalo khon'ukuze kufakwe amabango kwi-inshorensi okanye uviwo loluleko

- Ukuncedisa kuqulunqo lwezimiselwano zezivumelwano kwakunye namaxwebhu eziniki-maxabiso, kwanokulawula izibophelelo zezivumelwano, kunye nolawulo lwezibophelelo zezivumelwano.
- Ukunikezela izingeniso/izihlomelo malunga nokwakha
- Ukulungelelanisa nokuhlaziya inkqubo ye GIS kaMasipala, njengemizobo yokwakha kunye nazo zonke iingcombolo ezingqamene neprojekthi kwakunye neemfuno zesebe.
- Ukwenza umlinganiselo nokulungisa iingcombolo zemizobo yeeprojekthi esele ziqukunjelwe ukuze zibandakanywe kwi GIS
- Ukwenza ulawulo lomgangatho womsebenzi/ iintshukumo ezingqamene nokufezekiswa kweenkqubo.
- Ukuphonononga ooNokotraka / Amaqela AmaSebe ukuba ayayithobela kusinina imigangatho nezimiselwano zeprojekthi ezithile.
- Ukuncedisa kulawulo lwezicelo zekhefu

UMLINGANISELO WOMVUZU: R286 185.48 – R371 465.76 ngonyaka(T11)

UMHLA WOKUVALA: 16 OKTOBHA 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 sithi 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) okanye ungazithunyelwa nge-imeyile xa uthe waqhagamshelana nomntu ochazwe apha ngezantsi.
- Iikopi zeziqinisekiso zeziqumkathi zomsebenzi 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 N Bouwer okanye uNkskz J Ruiters kule nombolo 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 GILIOME
UMPHATHI KAMASIPALA**