

MOSSEL BAY MUNICIPALITY

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

CORPORATE SERVICES

OFFICE ATTENDANT (SUPPORT SERVICES)

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

REQUIREMENTS

- Grade 10
- Grade 12 will receive preference
- Up to 6 months experience in a similar environment
- Computer literate will be an advantage
- Fluent in at least 2 of the 3 official languages of the Western Cape
- Ability to walk frequently and stand for extended hours
- Ability to pick up and carry weights of ± 20 kg
- Must be prepared to work after hours, when requested

KEY PERFORMANCE AREAS

- Reproduce documents using copying machine
- Bind documents with Gestetner (Velobind) and Rexel binders as prescribed
- Keep register of copies made
- Report mechanical problems to Supervisor and technician

SALARY SCALE: R83 255.04 – R105 541.08 per annum (T4)

**CLOSING DATE: 21 FEBRUARY 2017
(No applications received after 13h00 will be accepted)**

GENERAL:

- Shortlisted and invited candidates will 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 persons mentioned hereunder.
- Original Certified copies of proof of qualifications should accompany the CV.
- **Electronic applications may be emailed 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 GILIOME
MUNICIPAL MANAGER**

MOSSSELBAAI MUNISIPALITEIT

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

KORPORATIEWE DIENSTE

KANTOOR ASSISTENT (ONDERSTEUNINGSDIENSTE)

(APPLIKANTE WAT BINNE DIE GRENSE VAN MOSSSELBAAI MUNISIPALITEIT WOONAGTIG IS SAL VOORKEUR GENIET)

VEREISTES

- Graad 10
- Graad 12 sal voorkeur geniet
- Tot 6 maande ondervinding in 'n soortgelyke omgewing
- Rekenaargeletterdheid sal aanbeveling wees
- Vaardig in ten minste 2 van die 3 amptelike tale van die Wes-Kaap
- Vermoë om gereeld te loop en vir lang ure te staan
- Vermoë om \pm 20 kg gewig op te tel en te dra
- Moet bereid is wees om na-ure te werk, wanneer versoek

SLEUTEL PRESTASIE AREAS

- Gebruik fotostaatmasjien om document te kopieer
- Bind dokumente met Gestetner (Velobind) en Rexelbinders soos voorgeskryf
- Hou register van kopieë gemaak
- Rapporteer meganiese probleme aan Toesighouer en tegnikus

SALARISSKAAL: R83 255.04 – R105 541.08 per jaar (T4)

SLUITINGSDATUM: 21 FEBRUARIE 2017

(Geen aansoeke wat na 13:00 ontvang word sal aanvaar word nie)

ALGEMEEN:

- Kortlys en uitgenooide kandidate mag onderwerp en verplig wees om 'n teoretiese en praktiese toets af te lê.
- *Ondanks enige vertoë 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 aansoek onmiddellik gediskwalifiseer word. Aansoekvorms is beskikbaar op die Munisipale webwerf (www.mosselbay.gov.za), of elektronies beskikbaar van die kontak persone wat hieronder genoem word.
- Oorspronklik gesertifiseerde afskrifte ter staving van kwalifikasies moet die CV vergesel.
- **Elektronies aansoeke mag gee-pos word na admin@mosselbay.gov.za**
- Vir gelykheidsdoeleindes moet u geslag, ras en ongeskiktheid status aangedui word.
- Verdere besonderhede is verkrygbaar by Me C Wagenaar en Me L De Vos 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 GILIOMEE
MUNISIPALE BESTUURDER**

UMASIPALA WASEMOSSEL BHAYI

UMasipala waseMossel Bhayi, njengoMqeshi, uzibophelele kwingqesho ngokulingana kwaye umema abantu ukuba benze izicelo zesi sithuba sichazwe apha ngezantsi

UMNCEDISI E-OFFISINI (IINKONZO ZENKXASO)

IIMFUNO/OKULINDELEKILEYO:

- IBanga le-10
- Ibanga le-12 liya kufumana ingqwalasela ephambili..
- Amava eenyanga ezifikelela kwezintandathu kumsebenzi ofana nalo.
- Ulwazi ngeKhompyutha kuya kukuthethelela.
- Ulwazi olugqibeleleyo lweelwimi ezimbini kwezi zintathu zisesikweni eNtshona-Koloni.
- Ukwazi ukusebenza ngokukhululekileyo kwaye ukwazi ukumela iiyure ezongezelelweyo.
- Ukuba namandla okufunqula nokuphatha imithwalo ebunzima bumalunga ne 20kg.
- Ube uzimisele ukusebenza emva kweeyure ezisesikweni xa uthe wacelwa
-

IZINTO EZIPHAMBILI ZOMSEBENZI:

- Ukwenza ngokutsha amaxwebhu ngokusebenzisa umatshini wokufotokopa.
- Ukudibanisa amaxwebhu ngomatshini oyiGestetner i(Velobind) kunye nowokudibanisa oyiRexel.
- Ukugcina irejista yeekopi ezenziweyo
- Ukuchaza umonakalo neengxaki zoomatshini kuMphathi okanye iNgcali.

ISIKALI SOMVUZU : R83 255.04 – R105 541.08 ngonyaka (T4)

UMHLA WOKUVALA : 21 FEBRUWARI 2017
(Izicelo ezingeniswe 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. Iifomu 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 zeziqinisekisiweyo njengeziyinyaniso kufuneka zikhaphe iCV yakho.
- **Izicelo zingathunyelwa nge-imeyile kwi 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 kule nombolo yomnxeba (044)606 5000.
- Ukuba isicelo sakho uwufumananga mepndulo ngazo zithuba seentsuku ezingama-40, ungathabatha ukuba isicelo sakho asamkelekanga.
- uMasipala waseMossel Bhayi uzibophelele kwingqesho ngokulingana kwaneemfuno zoMthetho weNgqesho ngokulingana, Nombolo 55 ka 1998, kwabo bebekade behlelelekile ngaphambili kunye nabakhubazekileyo.

**IGQWETHA. MG GILIOME
UMPHATHI KAMASIPALA**