

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

**ARTISAN: PLUMBER**  
**WATER & SANITATION**  
**(INFRASTRUCTURE SERVICES)**

**MOSSEL BAY**  
**PERMANENT APPOINTMENT**

**APPLICANTS RESIDING WITHIN THE BOUNDARIES OF THE WESTERN CAPE SHALL BE CONSIDERED FOR THE SHORTLIST OF CANDIDATES**

**REQUIREMENTS**

(Relevant proof / documentation must accompany application)

- Trade Tested Artisan: Plumber (NQF Level 4)
- Valid Code EB driving license (manual vehicle)
- Proficient in at least two (2) of the three (3) official languages of the Western Cape
- Required to be on standby and to work in all weather conditions
- Required to work outside normal working hours during emergencies and planned overtime
- Must be physically fit and able-bodied
- Minimum of 1 to 2 years' relevant experience

**PREFERRED REQUIREMENTS**

- At least 3 years' relevant experience

**COMPETENCIES REQUIRED**

**Core Professional Competencies:**

- Monitors and controls activities by maintaining a log of work, production or maintenance
- Able to prioritize tasks and resources
- Identifies various alternative options and selects most appropriate solutions
- Checks work for errors and initiates action to correct problems

**Functional Competencies:**

- Identifies safety issues and takes corrective action
- Understand technical language and components of the job
- Able to read schematic drawings and basic designs
- Applies previous learnings to new/different situations

**Public Service Orientation:**

- Engages effectively with stakeholders
- Corrects service delivery problems promptly without being defensive
- Takes personal responsibility for providing excellent service quality
- Accurately captures others' expectations, ideas and concerns

**Personal Competencies:**

- Pushes self and motivates others for results
- Responds constructively to adverse situations and has a calming influence on others
- Understands own strengths and weaknesses and takes action to close knowledge/skills gap

### **Leadership Competencies:**

- Sets out work for subordinates in a well-planned and organised manner
- Motivates subordinates to complete tasks
- Shares information and collaborates easily with others
- Provides guidance and support where necessary

### **KEY PERFORMANCE AREAS**

- Interpret and coordinate specific site requirements with regards to installation, repairs, and planned and predictive maintenance sequences
- Provide guidelines and instructions to personnel
- Complete internal documentation (e.g. time sheets, log sheets, progress reports, etc.)
- Perform tasks associated with the operation of heavy and/or specialized vehicles and equipment during plumbing installation, repair and maintenance activities
- Coordinate activities associated with the construction and installation of water and sewer reticulation networks
- Troubleshoot and repair faults on the water and sewer reticulation systems
- Informal and formal reporting
- Diplomatic interaction with various stakeholders

### **SALARY SCALE:**

**All-inclusive total package of ± R373 289.07 – R474 621.45 per annum. Benefits eg medical aid scheme, pension fund, group life scheme, 13<sup>th</sup> cheque included.**

**BASIC SALARY: R263 189.04 – R341 620.32 per annum (T10)**

**CLOSING DATE: 11 APRIL 2023**

**(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. Alternatively, **electronic applications accompanied by the official application form and a comprehensive CV may be e-mailed to [admin@mosselbay.gov.za](mailto:admin@mosselbay.gov.za)**. 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](http://www.mosselbay.gov.za)) or electronically available from the contact persons mentioned hereunder.
- Original certified copies of proof of qualifications and other required documentation must accompany the CV and application form.
- Shortlisted candidates who applied electronically must provide the **original** certified copies of qualifications and other required documentation on or before the date of the practical test.
- For equity purposes please indicate your race, gender and disability status on the application form.
- Further details are obtainable from Ms N De Wet or Ms F Mpondo 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.

**MR. C PUREN  
MUNICIPAL MANAGER**

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

**AMBAGSMAN: LOODGIETER**  
**WATER & SANITASIE**  
**(INFRASTRUKTUURDIENSTE)**

**MOSELBAAI**

**PERMANENTE AANSTELLING**

**AANSOEKERS WOONAGTIG BINNE DIE GRENSE VAN DIE WES-KAAP SAL VIR DIE**  
**KORTLYS VAN KANDIDATE OORWEEG WORD**

**VEREISTES**

(Verwante bewys / dokumentasie moet aansoek vergesel)

- Vaktoets geslaagde Ambagsman: Loodgieter (NKR Vlak 4)
- Geldige Kode EB Bestuurderslisensie (handrat voertuig)
- Vlot in ten minste twee (2) van die drie (3) amptelike tale van die Wes-Kaap
- Vereiste om op bystand te wees en in alle weerstoestande te werk
- Vereiste om buite normale werksure gedurende noodgevalle en beplande oortyd te werk
- Moet fisies fiks en ligaamlik geskik wees
- Minimum 1 tot 2 jaar verwante ondervinding

**VOORKEUR VEREISTES**

- Ten minste 3 jaar verwante ondervinding

**VEREISTE BEVOEGDHEDE**

**Kern Professionele Bevoegdheede:**

- Monitor en beheer aktiwiteite deur byhou van 'n register van werk, produksie of instandhouding
- In staat om take en hulpbronne te prioritiseer
- Identifiseer verskeie alternatiewe opsies en kies mees gepaste oplossings
- Gaan werk na vir foute en inisieer aksie om probleme reg te stel

**Funksionele Bevoegdheede:**

- Identifiseer veiligheidskwessies en neem regstellende aksie
- Verstaan tegniese taal en komponente van die werk
- In staat om skematiese tekeninge en basiese ontwerpe te lees
- Pas vorige kennis toe op nuwe/verskillende situasies

**Publiekediens Oriëntasie:**

- Skakel effektief met belanghebendes
- Stel diensleweringprobleme spoedig reg sonder om verdigend te wees
- Neem persoonlike verantwoordelikheid vir voorsiening van uitstekende dienskwaliteit
- Vang ander se verwagtinge, idees en bekommernisse akkuraat vas

**Persoonlike Bevoegdheede:**

- Druk self en motiveer ander vir resultate
- Reageer konstruktief op nadelige situasies en het 'n kalmerende invloed op ander
- Verstaan eie sterktes en swakhede en neem aksie om kennis/vaardigheidsgaping te vul

### **Leierskap Bevoegdhe:**

- Sit werk vir ondergeskiktes op 'n goed beplande en georganiseerde wyse uiteen
- Motiveer ondergeskiktes om take te voltooi
- Deel inligting en werk maklik saam met ander
- Voorsien leiding en ondersteuning waar nodig

### **SLEUTEL PRESTASE AREAS**

- Interpreteer en koördineer spesifieke perseelvereistes met betrekking tot installasie, herstelwerk en beplande en voorspelbare instandhoudingsvolgordes
- Voorsien riglyne en instruksies aan personeel
- Voltooi interne dokumentasie (bv. tydstate, ritstate, vorderingsverslae, ens.)
- Voer take geassosieerd met die werking van swaar- en/of gespesialiseerde voertuie en toerusting uit gedurende loodgieter installasies, herstelwerk en instandhoudingsaktiwiteite
- Koördineer aktiwiteite geassosieerd met die konstruksie en installasie van water en riool retikulasienetwerke
- Opspoor en herstel foute op die water en riool retikulasiestelsels
- Formele en informele verslagdoening
- Diplomatieuse interaksie met verskeie belanghebbendes

### **SALARISSKAAL:**

**Alles-insluitende totale pakket van ± R373 289.07 – R474 621.45 per jaar. Voordele bv. mediesefondsskema, pensioenfonds, groeplewensskema, 13<sup>de</sup> tjek ingesluit.**

**BASIESE SALARIS: R263 189.04 – R341 620.32 per jaar (T10)**

**SLUITINGSDATUM: 11 APRIL 2023**

**(Geen aansoeke ontvang na 13h00 sal aanvaar word nie)**

### **ALGEMEEN:**

- Kortlys kandidate mag onderwerp word en van vereis word om 'n teoretiese en/of praktiese toets, insluitend 'n bestuursvaardigheidstoets te ondergaan.
- ***Nieteenstaande enige verteenwoordiging tot die teendeel, sal geen dienskontrak in werking tree totdat 'n skriftelike aanbod deur die Munisipaliteit gemaak word aan, 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. Alternatiewelik, kan 'n elektroniese aansoek vergesel deur die amptelike aansoekvorm en 'n omvattende CV per epos gestuur word aan [admin@mosselbay.gov.za](mailto:admin@mosselbay.gov.za). 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 van die kontakpersone hieronder genoem. Oorspronklike gesertifiseerde kopie van bewys van kwalifikasies moet die CV en aansoekvorm vergesel.
- Kortlyskandidate wie elektronies aansoek gedoen het moet die **oorspronklike** gesertifiseerde afskrifte van kwalifikasies en ander vereiste dokumentasie voor of op die datum van die praktiese toets voorsien.
- Vir gelykheidsdoeleindes, dui asseblief u ras, geslag en gestremdheidstatus aan.
- Verdere besonderhede is verkrygbaar by Me N de Wet of Me F Mpondo 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.

**MNR C PUREN  
MUNISIPALE BESTUURDER**

**UMASIPALA WASE MOSSEL BHAYI**  
UMasipala wase Mossel Bhayi, njengomqeshi ozibopheleleyo kwingqesho ngokulinganayo, umema abantu ukuba benze izicelo zesi sithuba somsebenzi silandelayo

**ICHULE: UMTYWINI**  
**AMANZI NOGUTYULO**  
**(IINKONZO ZEZISEKO)**  
**E-MOSSEL BHAYI**  
**INGQESHO ESISIGXINA**

**(ABENZI-ZICELO ABAHLALA PHAKATHI KWEMIDA YASE ENTSHONA-KAPA BAYA KUQWALSELWA KULUHLU OLUFUTSHANE LWABAGQATSWA)**

**IIMFUNO/OKULINDELEKILEYO**

(Ubungqina obufanelekileyo / amaxwebhu afanelekileyo kufuneka ahambe nesicelo sakho)

- INcutshe eVavanyiweyo : uMtywini (NQF iSigaba 4)
- Impepha-mvume zokuqhuba zeNqanaba EB (kwisithuthi esitshintshwa igiya)
- Ube ugqibelele kwiilwimi ezimbini (2) kwezintathu (3) ezisesikweni eNtshona-Kapa
- Kulindeleke ukuba usebenze ngamaxesha okulinda xa unokubizwa kwaye usebenze phantsi kwazo zonke iimeko zezulu
- Kulindeleke ukuba usebenze ixesha elingaphaya kweeyure zesiqhelo zomsebenzi ngexesha lonxunguphalo kwakunye nexesha elicwangcisiweyo elongezelelweyo
- Ube womelele ngokwasemzimbeni kwaye ungakhubazeki
- Ubuncinane amava onyaka omnye (1) ukuya kwemibini (2) kumsebenzi ongqamene nesi sikhundla.

**IIMFUNO EZIKHETHEKILEYO**

- Ubuncinane amava eminyaka emithathu (3) angqamene nalo msebenzi.

**UBUCHULE OBUYIMFUNO**

**Ubuchule obungqamene nolwazi lomsebenzi:**

- Ukuqwalasela kwanokulawula imisebenzi ngendlela yokugcina isihlomelo semisebenzi, imveliso okanye ukulungisa
- Ube uyakwazi ukucwangcisa imisebenzi kwakunye nemithombo
- Ube uyakwazi ukuchonga ezinye iindlela kwanokukhetha ezona zisombululo zichanekileyo
- Ukujonga iimpazamo kumsebenzi wakho ze wenze iziqalelo zokulungisa iingxaki zomgangatho womsebenzi.

**Ubuchule ngokungqamene nomsebenzi:**

- Ukuchonga imibandela yokhuseleko ze uthabathe amanyathelo okulungisa
- Ukuluqonda ulwimi/isigama esisetyenziswayo kubuchwepheshe kwakunye nesimo somsebenzi
- Ube uyakwazi ukufunda imizobo kwakunye neziqulunqo ezisisiseko
- Ukusebenzisa amava angaphambili kwizinto/kwiimeko ezintsha/ezahlukeneyo.

**Ughelwaniso neNkonzo kaRhulumente:**

- Ukunxibelelana ngemfezeko nangempumelelo kunye nabo bachaphazelekayo
- Ukulungisa iingxaki zokuhanjiswa kweenkonzo ngokukhawuleza ngaphandle kokuzithethelela
- Ukuthabathela kuwe uxanduva lokubonelela ngeenkonzo ezisemgangathweni

- Ukuzithabatha ngomoya omhle iibono zabanye kunye noko kulindelekileyo kubo, kwakunye neenkxalabo zabo.

#### **Uggibelelo wena ubuqu:**

- Ukuzityhala wena ubuqu kwanokukhuthaza abanye ukuze kubekho iziphumo
- Ukuphendula ngendlela eyakhayo kwiimeko ezigwenxa kwaye ube unesakhono sokuthomalalisa abanye
- Ukuziqonda apho womelele khona nalapho ubuthathaka khona ze uthabathe intshukumo ekuvaleni izikhewu zolwazi.

#### **Uggibelelo lokukhokela:**

- Ukucwangcisa abanye umsebenzi ngendlela ecwangcisiweyo neququzelelweyo
- Ukukhuthaza abo bangaphantsi kwakho ukuba bayiqukumbele imisebenzi yabo
- Ukwabelana ngolwazi kwanokusebenzisana kakuhle nabanye
- Ukunika umkhomba-ndlela kunye nenkxaso apho kuyimfuneko khona.

#### **IINDIMA EZIPHAMBILI ZOMSEBENZI**

- Ukutolika kwanokulungelelanisa iimfuno zeendawo zemisebenzi malunga nemisebenzi yokufakela, eyokulungisa kwanokucwangcisa ukulandelelana kwemisebenzi
- Ukunikezela izikhokelo kunye nemiyalelo kubasebenzi
- Ukugcwalisa amaxwebhu angaphakathi (umz.awexesha, awomsebenzi, iingxelo ngenkqubela, njalo-njalo)
- Ukwenza imisebenzi engqamene nokusebenzisa izithuthi ezinzima okanye ezikhethekileyo kunye nezixhobo ngexesha lemisebenzi yokutywina, ukulungisa neminye
- Ukulungelelanisa imisebenzi engqamene nolwakhiwo kunye nofakelo lwamanzi kunye nogutyulo
- Ukufumanisa iingxaki kwiinkqubo zothungelwano lwamanzi kunye nogutyulo
- Ukwenza ingxelo engekho sesikweni kunye nesesikweni
- Ukuqhagamshelana ngobuchule kunye nabo babandakanyekayo.

#### **UMLINGANISELO WOMVUZU:**

**Umgodlo uwonke omalunga ne ±R373 289.07 – R474 621.45 ngonyaka. Izibonelelo ezifana noNcedo Lonyango, i-Inshorensi yomqeshi, ingxowa-mali yomhlala-phantsi, iBhonasi, zibandakanyiwe apha**

**UMVUZU OSISISEKO: R263 189.04 – R341 620.32 ngonyaka (T10)**

**UMHLA WOKUVALA: 11 APRELI 2023**

**(Izicelo ezifunyenwe emva ko 13h00 aziyi kwamkelwa)**

#### **GABALALA:**

- Abagqatswa/abenzi-zicelo abathe bafakwa kuluhlu olufutshane baya kulindeleka ukuba benze uvavanyo lomsebenzi ngezandla nangomlomo kubandakanya ukuvavanyelwa izakhono zokuqhuba
- ***.Nangona kungakho nalo naluphina ummelo, akukho sivumelwano sengqesho siyakusebenza phambi kokuba isinikezelo esibhaliweyo nesivela kumasipala, sibe samkelwe, ngumenzi-sicelo.***
- **Izicelo ezibhaliweyo kwifomu esesikweni nezikhatshwayi-CV egqibeleleyo, neyakuthatyathwa njengeyimfihlo, kufuneka zingeniswe ku: The Senior Manager (Human Resources), P.O. Box 25, Mossel Bay, 6500.**  
Kungenjalo, **izicelo ezenziwe ngobuchwepheshe nezikhatshwa yifomu yesicelo esesikweni kunye ne CV egqibeleleyo zingathunyelwa nge-imeyile ku [admin@mosselbay.gov.za](mailto:admin@mosselbay.gov.za)** Le miqathango isisinyanzelo kwaye **ukusilela ukuyithobela kuyakukhokelela ekukhatyweni kwesicelo sakho.**
- Iifomu zezicelo ziyafumaneka kwikhasi lothungelwano likaMasipala ([www.mosselbay.gov.za](http://www.mosselbay.gov.za)) okanye ungazithunyelwa nge-imeyile xa utha waqhagamshelana nabantu abachazwe apha ngezantsi apha ngezantsi.
- Iikopi zeziqinisekiso zeziqinisekisiweyo njengeziyinyaniso kufuneka zihambe neCV yakho kunye nefomu yesicelo

- Abagqatswa abafakwe kuluhlu olufutshane nabazenze ngobuchwepheshe izicelo zabo kufuneka baveze iikopi **zoqobo** eziqinisekisiweyo zeziqo zemfundo kwakunye namanye amaxwebhu ayimfuneko ngomhla okanye phambi komhla wokuvavanyelwa umsebenzi.
- Ngesizathu sengqesho ngokulingana nceda uphawule uhlanga,ubuni kunye nokhubazeko kwifomu yesicelo somsebenzi.
- Iingombolo ezithe vetshe ungazifumana kuNkszn N De Wet okanye uNkszn F Mpondo kule nombolo yomnxeba (044) - 606 5000.
- Ukuba umenzi-sicelo akufumenanga mpendulo kwisicelo sakhe kwisithuba seentsuku ezingama-40,angathabatha ukuba isicelo sakhe asamkelekanga.
- uMasipala waseMossel Bhayi uzibophele ekuthobeleni iimfuno zoMthetho weNgqesho ngokulingana,Nombolo 55 ka 1998, ngenjongo yokuxhamlisa abo bebekade behlelekile ngaphambili kunye nabakhubazekileyo

**MNU C PUREN**  
**UMPHATHI KAMASIPALA**