

## MOSEL BAY MUNICIPALITY

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

# **BUILDING CONTROL OFFICER: BUILDING DEVELOPMENT (PLANNING & ECONOMIC DEVELOPMENT)**

## **MOSEL BAY**

### **PERMANENT APPOINTMENT**

**APPLICANTS RESIDING WITHIN THE WESTERN CAPE MAY RECEIVE PREFERENCE**

### **ESSENTIAL REQUIREMENTS**

(Relevant proof / documentation and relevant completed application form must accompany application. No late submissions will be accepted)

- Relevant National Diploma (NQF Level 6) as stipulated in the National Building Regulations
- Minimum of 5 to 8 years' relevant experience
- Supervisory experience
- Computer literate (MS Office applications)
- Valid Code B driving licence
- **Proof of clean criminal record** (not older than 6 months) and eligible to register as a Peace Officer
- **Proof of own vehicle or proof of access to a private vehicle for inspections/duties to accompany application**
- Proficient in at least two (2) of the three (3) official languages of the Western Cape
- Willing to work after-hours, should the need arise
- Physically fit and able-bodied with the ability to work in all weather conditions
- Good knowledge of the National Building Regulations, applicable legislation and policies

### **PREFERRED REQUIREMENTS**

- NQF Level 7 Qualification in Architecture, Building Management, Building Science, Building Surveying, Quantity Surveying / Construction Management
- At least 8 to 10 years' experience in a similar environment, preferably with Building Inspector and management experience

### **COMPETENCIES REQUIRED**

• Building Development Control • Building Inspectorate Customer Centricity • Legal Administration • Negotiation and Influencing • Ethics and Professionalism • Organisational Awareness • Problem Solving • Planning and Organising • Information Management • Interpersonal relationships • Communication • Service Delivery Orientation • Action and Outcome Orientation • Resilience • Change Readiness • Learning Orientation • Accountability and Ethical Conduct • Team Orientation • Direction setting • Coaching and Mentoring • Impact and Influence

### **KEY PERFORMANCE AREAS**

- Manage the plans examiners and building control inspectorate sections
- Ensure that all non-compliant matters are referred to the Legal Department for further action
- Manage correspondence regarding building activities
- Evaluate the performance of staff and manage disciplinary procedures
- Ensure staff are trained in terms of latest legislation and procedures

- Provide advice and recommend design options to building inspectors, plans examiners, the public and developers
- Compile monthly reports for Statistics South Africa
- Conduct ad-hoc inspections of Council's buildings and properties
- Authorize cancellation of building plan applications and determine amounts for refund.

**SALARY SCALE:**

**All-inclusive total package of ± R597 444,81 – R765 072,37 per annum. Benefits eg medical aid scheme, pension fund, group life scheme, 13<sup>th</sup> cheque included.**

A monthly scarce skills allowance may be payable to qualifying employees as per the relevant policy.

**BASIC SALARY:**

**R435 287,04 – R565 030,80 per annum (T13)**

**CLOSING DATE:**

**27 SEPTEMBER 2024**

**(No applications received after 13h00 will be accepted)**

**GENERAL:**

- 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.
- **Applications completed on the official application form and accompanied by a comprehensive CV**, which will be regarded as confidential, may be hand-delivered to the Mossel Bay Municipality HR department (Old Power Station Building, Santos Beach, Mossel Bay). **For posts advertised internally and/or locally (within the boundaries of the Mossel Bay Municipality), only hardcopy applications will be accepted.** Electronic applications accompanied by the official application form and a comprehensive CV (preferably as one combined PDF document) may be e-mailed to [admin@mosselbay.gov.za](mailto:admin@mosselbay.gov.za) **in the event that the advert does not specify that only hardcopy applications will be accepted.** These conditions are compulsory and failing to comply will automatically lead to disqualification of the applicant.
- Note that the relevant official application form must be completed in full. Failure to submit such completed application form and/or attach certified copies and other required documentation will lead to immediate disqualification.
- Original certified copies (not older than 6 months) of proof of qualifications and other required documentation must accompany the CV and application form.
- Candidates who qualify for pre-screening may be subjected and required to undergo a theoretical and/or practical test, including a driving skills test.
- Candidates qualifying for pre-screening (practical assessments) who applied electronically must provide the **original** certified copies of qualifications and other required documentation on or before the date of the practical test.
- Further details are obtainable from Ms N De Wet/Ms F Mpondo/Ms C Daniels at telephone number (044) - 6065000.
- If applicants are not contacted within 3 months 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, and therefore encourage persons from these groups to apply.**
- **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.**

**MR. C PUREN  
MUNICIPAL MANAGER**

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

**BOUBEHEERBEAMPTE:**  
**BOU-ONTWIKKELING**  
**(BEPLANNING & EKONOMIESE ONTWIKKELING)**

**MOSSELBAAI**  
**PERMANENTE AANSTELLING**  
**AANSOEKERS WOONAGTIG IN DIE WES-KAAP MAG VORKEUR GENIET**

**NOODSAAKLIKE VEREISTES**

(Verwante bewys / dokumentasie en verwante voltooide aansoekvorm moet aansoek vergesel. Geen laat indienings sal aanvaar word nie)

- Relevante Nasionale Diploma (NKR Vlak 6) soos bepaal in die Nasionale Bouregulasies gestipuleer
- Minimum van 5 tot 8 jaar verwante ondervinding
- Toesighouding ondervinding
- Rekenaargeletterd (MS Office toepassings)
- Geldige Kode B Bestuurderslisensie
- **Bewys van skoon kriminele rekord (nie ouer as 6 maande nie) en kwalifiseer om as 'n Vredesbeampte te registreer**
- **Bewys van eie voertuig of bewys van toegang tot 'n privaat voertuig om inspeksie/pligte uit te over, moet aansoek vergesel.**
- Vlot in ten minste 2 van die 3 amptelike tale van die Wes-Kaap
- Bereid om na-ure te werk, indien nodig
- Fisies fiks en ligaamlik geskik met die vermoë om in alle weerstoestande te werk
- Goeie kennis van die Nasionale Bouregulasies, toepaslike wetgewing en beleide

**VOORKEURVEREISTES**

- NKR Vlak 7-kwalifikasie in Argitektuur, Boubestuur, Bouwetenskap, Bou-opmeting, Bourekenkunde / Konstruksiebestuur
- Ten minste 10 jaar ondervinding in 'n soortgelyke omgewing verkieslik met Bou - Inspekteur en bestuurservaring

**VEREISTE BEVOEGDHEDE**

- Gebou Ontwikkeling Beheer • Gebou-inspektoraat Kliëntesentrisiteit • Regsadministrasie • Onderhandeling en Beïnvloeding • Etiek en Professionaliteit • Organisasoriese bewustheid • Probleemoplossing • Beplanning en Organisering • Inligtingsbestuur • Interpersoonlike verhoudings • Kommunikasie • Diensleweringsooriëntasie • Aksie- en uitkoms-oriëntasie • Veerkragtigheid • Veranderingsgereedheid • Leeroriëntasie • Aanspreeklikheid en etiese gedrag • Span-orientasie • Rigtingstelling • Opleiding en Mentorskap • Impak en Invloed

**SLEUTEL PRESTASIE AREAS**

- Bestuur die Plannasieners en boubesheer inspektoraat afdelings
- Verseker dat alle nie-voldoening sake verwys word na die Regsafdeling vir verdere aksie
- Bestuur korrespondensie rakende bou-aktiwiteite
- Evalueer die prestasie van personeel en bestuur dissiplinêre prosedures
- Verseker personeel is opgelei ingevolge nuutste wetgewing en prosedures
- Voorsien advies en beveel ontwerp opsies aan vir bouinspekteurs, plannasieners, die publiek en ontwikkelaars
- Stel maandverslae saam vir Statistieke Suid-Afrika

- Voer ad-hoc inspeksies uit op die Raad se geboue en eiendomme
- Magtig kansellasië van bouplan aansoeke en bepaal bedrae vas vir terugbetaling

**SALARISSKAAL:** Alles-insluitende totale pakket van ±R597 444,81 – R765 072,37 per jaar. Voordele bv. mediese fondsskema, pensioenfonds, groep lewensskema, 13<sup>de</sup> tjem ingesluit.  
'n Maandelikse skaarsvaardighede toelaag mag volgens die betrokke beleid aan kwalifiserende werknemers betaalbaar wees.

**BASIESE SALARIS:** R435 287,04 – R565 030,80 per jaar (T13)

**SLUITINGSDATUM:** 27 SEPTEMBER 2024  
(Geen aansoeke ontvang na 13h00 sal aanvaar word nie)

#### **ALGEMEEN:**

- Aansoekvorms is beskikbaar op die Munisipale web-tuiste ([www.mosselbay.gov.za](http://www.mosselbay.gov.za)) of elektronies van die kontakpersone hieronder genoem..
- **Skriftelike aansoeke op die amptelike aansoekvorm vergesel deur 'n omvattende CV**, wat as vertroulik beskou sal word, kan per hand afgelewer word aan die Mosselbaai Munisipaliteit MH Afdeling (Ou Kragstasiegebou, Santos Strand, Mosselbaai). **Vir interne geadverteerde en/of plaaslike poste (binne die grense van die Mosselbaai Munisipaliteit), sal slegs per hand afgelewerde aansoeke aanvaar word.** Elektroniese aansoeke vergesel deur die amptelike aansoekvorm en 'n omvattende CV (verkieslik as een gekombineerde PDF dokument) kan per e-pos gestuur word aan [admin@mosselbay.gov.za](mailto:admin@mosselbay.gov.za) in die geval dat die advertensie nie spesifiseer dat slegs hardekopie aansoeke aanvaar word nie. Hierdie voorwaardes is verpligtend en **versuim om daaraan te voldoen sal outomaties tot diskwalifikasie van die aansoeker lei.**
- Neem kennis dat die verwante amptelike aansoekvorm volledig voltooi moet wees. Versuim om die volledige voltooië aansoekvorm en/of gesertifiseerde afskrifte en ander vereiste dokumentasie aan te heg tot onmiddellike diskwalifikasie sal lei.
- Oorspronklike gesertifiseerde afskrifte (nie ouer as 6 maande nie) van bewys van kwalifikasies en ander vereiste dokumentasie moet die CV en aansoekvorm vergesel.
- Kandidate wie vir voorafkeuring kwalifiseer mag onderworpe wees en van vereis word om 'n teoretiese toets en/of praktiese toets, insluitend 'n bestuursvaardigheidstoets te ondergaan.
- Kandidate wat vir voorafkeuring kwalifiseer (praktiese assesserings) 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.
- Verdere besonderhede is verkrygbaar by Me N de Wet /Me F Mpondo/Me C Daniels by telefoonnommer (044) - 6065000.
- Indien aansoekers nie binne 3 maande 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 Gelyke Indiensneming, Nr. 55 van 1998, vir die bevordering van voorheen benadeelde en gestremde persone en moedig dus persone van hierdie groepe aan om aansoek te doen.**
- **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.**

**MNR. C PUREN**  
**MUNISIPALE BESTUURDER**

## **UMASIPALA WASEMOSEL BHAYI**

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

### **IGOSA LOLAWULO LWEZAKHIWO** **UPHUHLISO LWEZOKWAKHA** **(UCWANGCISO NOPHUHLISO LOQQOSHO)**

#### **E-MOSSELBHAYI** **INGQESHO ESISIGXINA**

#### **ABENZI-ZICELO ABAHLALA PHAKATHI ENTSHONA-KAPA BASENOKUQWALASELWA** **KUQALA**

#### **IIMFUNO / OKULINDELEKILEYO**

(Ubungqina obufanelekileyo / amaxwebhu afanelekileyo kunye nefomu echaphazelekayo yokwenza isicelo egcwaliiweyo, kufuneka zihambe nesicelo sakho)

- IDiploma yeSizwe echaphazelekayo (uNQF iNqanaba 6) njengoko kuchaziwe kwiMigaqo Yezakhiwo yeSizwe
- Ubuncinane amava eminyaka emi-5 ukuya kwesi-8 kwimveliso yokwakha
- Ulwazi lweKhompyutha (linkqubo zika MS Office)
- Iimpepha-mvume zokuqhuba zeNqanaba B
- **Ubungqina bokuba akuzange ufunyanwe unetyala lolwaphulo-mthetho** (obungadlulanga kwiinyanga ezi-6 ubudala) kwaye ube ufanelekile ukubhalisa njengeGosa Loxolo
- **Ubungqina besithuthi esisesakho okanye ubungqina bokufikelela kwisithuthi sabucala ekwenzeni uhlolo / imisebenzi kufuneka buhambe nesicelo sakho**
- Ugqibelelo kwiilwimi ezimbini (2) kwezintathu(3) ezisesikweni eNtshona-Kapa
- Ube uzimisele ukusebenza emva kweeyure ezisesikweni zomsebenzi xa kuyimfuneko
- Ube womelele ngokwasemzimbeni kwaye ungakhubazeki kwaye ube ungakwazi ukusebenza phantsi kwazo zonke iimeko zezulu
- Ulwazi oluphangaleleyo lweMigaqo Yezakhiwo Yesizwe, imithetho echaphazelekayo kunye nemigaqo-nkqubo.

#### **IIMFUNO EZIKHETHEKILEYO:**

- Isiqu semfundo ka NQF Isigaba 7 ekuZobeni Izakhiwo, uLawulo Lwezakhiwo, Inzululwazi Yokwakha, Ucando Lwezakhiwo, Ucando Lomgangatho wezakhiwo / uLawulo Lwemisebenzi Yokwakha
- Ubuncinane amava eminyaka esi-9 ukuya kweli-10 kumsebenzi onjengalo, ngokukhethekileyo ube ubunguMhloli Wezakhiwo kwakunye namava okulawula.

#### **UBUCHULE BOGQIBELELO OBUYIMFUNO:**

\*ULawulo loPhuhliso Lwezakhiwo \*Ukuhlola Imisebenzi Yokwakha \*ULawulo lwezoMthetho \*Uthetha-thethwano kunye Nokuphembelela \* Isimilo kunye nogqibelelo ngemfundo \*Ulwazi ngesimo somsebenzi \*Ukusombulula ingxaki \* Ukucwngcisa nokuququzelela \* ULawulo Lolwazi \*Ubudlelwane kunye nabanye abantu \*Unxibelelwano \*Uqhelwaniso nokuhanjiswa kweenkonzo \*Uqhelwaniso neentshukumo zomsebenzi kunye neziphumo ezihle \*Ukungalukuhleki \* Ukukulungela ukutshintsha \* Ukuqhelana nokufunda \* Ukuthabaha uxanduva kunye nendlela yokuziphatha \*Ukuqhelana nokusebenza neqela \*Ukumisela isikhokelo \*Ukuqeqesha kwanokufundisa \*Uxinzelelo kunye nempembelelo.

## **IINDIMA EZIPHAMBILI ZOMSEBENZI**

- Ukulawula icandelo lezicwangciso zokwakha kwanelo lokuhlola ulwakhiwo
- Ukuqinisekisa ukuba yonke imibandela etyeshela umthetho ibhekiswa kwiCandelo lezoMthetho ukuze kuthatyathwe iintshukumo ezithe xhaxhe
- Ukulawula imbalelwano emalunga nemisebenzi yokwakha/yolwakhiwo
- Ukuvavanya umgangatho womsebenzi wabo baphantsi kwakho kwanokulawula iinkqubo zoluleko
- Ukuqinisekisa ukuba abaqeshwa bayalufumana uqeqesho phantsi komthetho wamva nje kwakunye neenkqubo
- Ukunika ingcebiso kwanokwenza izindululo ngokwezimiselo kubahloli bezakhiwo, abavavanyi bezicwangciso zokwakha, uluntu kunye nabakhi
- Ukuqulunqa iingxelo zenyanga eziya kwiZiko leeNkcukacha-Manani loMzantsi Afrika
- Ukwenza uhlolo lwexeshana kwizakhiwo zeBhunga kwakunye nakwimihlaba yeBhunga
- Ukugunyazisa ukurhoxiswa kwezicelo zezicwangciso zokwakha ze umisele amaxabiso / izixa-mali zembuyekazo.

## **UMLINGANISELO WOMVUZU:**

**Umgodlo uwonke omalunga ne ±R597 444,81 – R765 072,37 ngonyaka.**

**Izibonelelo ezinjengoncedo lonyango, ingxowa-mali yepenshini,i-inshorensi yomqeshi, iBhonasi nayo ibandakanyiwe.**

Isibonelelo senyanga nenyanga sezakhono ezinqabileyo sinokuhlulwa kubasebenzi abafanelekileyo ngokomgaqo-nkqubo ochaphazelekayo.

**UMVUZU OSISISEKO: R435 287,04 – R565 030,80 ngonyaka(T13)**

**UMHLA WOKUVALA: 27 SEPTEMBER 2024**

**(Izicelo ezifunyenwe emva kwentsimbi ye 13h00 aziyi kwamkelwa)**

## **GABALALA:**

- lifomu zokwenza isicelo ziyafumaneka kwikhasi lothungelwano likaMasipala apha ([www.mosselbay.gov.za](http://www.mosselbay.gov.za)) okanye ngendlela yobuchwepheshe kubantu boqhagamshelo abachazwe apha gezantsi.
- **Izicelo ezenziwe ngendlela ebhaliweyo kwifomu esesikweni nekhathshwa yiCV**, neyakuthatyathwa njengeyimfihlo, zingangeniswa ngesandla kwicandelo leNgqesho likaMasipala (HR) (kwisakhiwo esidala seSitishi Sombane,eSantos Beach, eMossel Bhayi).**Kwizicelo ezipapashwe ngaphakathi okanye kwalapha ekuhlaleni (phakathi kwemida kaMasipala wase Mossel Bhayi), kuphela zizicelo ezingeniswe ngesandla eziyakwamkelwa.** Izicelo ezenziwe ngoBuchwepheshe ezikhathshwa yifomu esesikweni kunye neCV (ngokukhethekileyo zibe luxwebhu olunye oluyi PDF) zingathunyelwa nge-imeyile apha: [admin@mosselbay.gov.za](mailto:admin@mosselbay.gov.za) **kwiimeko apho isithuba singacacisanga khona ukuba ziikopi zoqobo kuphela eziyakwamkelwa xa kungeniswa izicelo** .Le miqathango isisinyanzelo kwaye ukuba uye wasilela ukuyithobela kuyakukhokelela ekukhatyweni kwesicelo somenzi-sicelo.
- Qwalasela ukuba le fomu isesikweni kufuneka igcwaliswe ngokupheleleyo.Ukungangenisi le fomu ichaziweyo okanye ungancamathiseli iikopi eziqinisekisiweyo kunye namaxwebhu ayimfuneko, kuya kukhokelela ekukhatyweni kwesicelo sakho.
- Iikopi zoqobo eziqinisekisiweyo (ezingadlulanga kwiinyanga ezi-6 ziqinisekisiweyo) okanye ubungqina beziqube zemfundo kufuneka zihambe ne CV kunye nefomu yokwenza isicelo.
- Abagqatswa abafanelekileyo ukuba bafakwe phantsi kwenkqubo yovavanyo basenokulindeleka ukuba benze uvavanyo ngentetho okanye uvavanyo olwenziwa ngezandla, kubandakanya uvavanyo lwezakhono zokuqhuba.
- Abagqatswa abathe baphumelela ukuba benziwe uvavanyo (uvavanyo lwezandla) abathe benza izicelo ngobuchwepheshe kufuneka bangenise iikopi **zoqobo** eziqinisekisiweyo zeziqube zemfundo kunye namanye amaxwebhu ayimfuneko, kufuneka zonke ezi zingeniswe phambi komhla wovavanyo lokwenza ngezandla.
- Iingcumbulo ezithe vetshe ziyafumaneka ku Nkskz N De Wet okanye uNKSZ F Mpondo kule nombolo yomnxeba (044) – 6065000.
- Ukuba abenzi-zicelo abakhange baqhagamshelwe kwisithuba esiphakathi kweenyanga ezi-3 ukusukela kumhla wokuvala, bangathabatha ukuba izicelo zabo aziphumelelanga.

- **UMasipala wase Mossel Bhayi uzibophelele ekuthobeleni iimfuno zoMthetho weNgqesho Ngokulinganayo, Nombolo 55 ka 1998, ngenjongo yokuxhamlisa abo bebekade behlelelekile kunye nabakhubazekileyo.**
- ***Nangona kungakho nalo naluphina ummelo,akukho sivumelwano sengqesho siyakusebenza phambi kokuba isinikezelo esibhaliweyo nesivela kumasipala, sibe samkelwe, ngumenzi-sicelo.***

**MNU C PUREN  
UMPHATHI KAMASIPALA**