

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

**SUPERVISOR: FRIEMERSHEIM**  
**ROADS, TRANSPORT AND STORMWATER**  
**(INFRASTRUCTURE SERVICES)**

**FRIEMERSHEIM**  
**PERMANENT APPOINTMENT**

**APPLICANTS RESIDING WITHIN THE BOUNDARIES OF MOSSEL BAY SHALL BE**  
**CONSIDERED FOR THE SHORTLIST OF CANDIDATES**

**REQUIREMENTS**

(Relevant proof / documentation must accompany application)

- Grade 9 (NQF Level 1)
- Minimum of 1 to 2 years' relevant experience
- Valid Code EB driver's license with PrDP (manual vehicle)
- Required to work outside normal working hours during planned emergencies and overtime
- Required to be on standby and to work in all weather conditions
- Physically fit and able-bodied with the ability to load and carry weights of  $\pm 20$ kg

**PREFERRED REQUIREMENTS**

- Grade 12 (NQF Level 4)
- Valid Code EC1 driver's license with PrDP
- 5 Years' relevant experience

**COMPETENCIES REQUIRED**

**Core Professional Competencies:**

- Understands potential impact of problems to own working environment
- Determines root causes of problems and evaluates whether solutions address causes
- Plans tasks on a daily basis according to a set schedule
- Identifies resource requirements for specific tasks
- Is aware of issues impacting on service delivery

**Functional Competencies:**

- Ensures the efficient utilization of people, materials, machines and equipment to achieve the end result within set parameters
- Appears supportive of initiatives and co-operates willingly in the execution of tasks/duties
- Organises the team and develops a workplan
- Able to use resources optimally and prioritise tasks
- Checks quality of work against pre-determined specifications
- Displays knowledge of all related safety/security regulations and enforces safety procedures
- Understands basic operational requirements and is able to feed this into the budgeting process

**Public Service Orientation:**

- Communicates effectively and acknowledges contributions of others
- Committed to excellence and keeps commitments/promises

### **Personal Competencies:**

- Shows enthusiasm to take on new projects
- Accepts criticism about performance while maintaining work standards
- Continues to attempt to improve despite setbacks/constraints
- Conducts self in accordance with organisational values and takes responsibility for own actions

### **Leadership Competencies:**

- Gives direction to teams in meeting objectives and deadlines
- Defines roles and responsibilities of team members and clearly communicates expectations
- Settles disputes quickly and effectively
- Shares knowledge and information with peers and subordinates
- Encourages 'on-the-job' training and the acquisition of new skills
- Able to manage a team and work effectively as a team member
- Creates strong morale/team spirit

### **KEY PERFORMANCE AREAS**

- Perform handyman tasks associated with the repair/installation of tarred roads, parking areas, sidewalks, stormwater pipes, manholes, drains, furrows, etc.
- Open stormwater manholes using pickaxe and/or spades
- Scuffle gravel stormwater furrows and remove weeds, bushes or any other obstructions
- Perform specific tasks associated with the operation of tractors during road and stormwater drainage maintenance activities
- Complete internal transactional documentation (eg. log sheets and progress reports)
- Receive instructions from immediate supervisor and/or communicate with storeman to establish details of tasks
- Inspect safety devices, controls, lubricant levels, etc. on vehicles/heavy plants and report defects
- Transport personnel, material and equipment to/from specific locations
- Provide guidelines and specific instructions to personnel with respect to preparation of worksites
- Control the utilisation of materials and discharge/offload required quantities of materials for repair/reconstruction work
- Informal and formal reporting
- Diplomatic interaction with various stakeholders

**SALARY SCALE:** All-inclusive total package of ± R271 224.96 – R342 490.79 per annum. Benefits eg medical aid scheme, pension fund, group life scheme, 13<sup>th</sup> cheque included.

**BASIC SALARY:** R184 409.16 – R239 351.16 per annum (T7)

**CLOSING DATE:** 3 FEBRUARY 2023

(No applications received after 13:00 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 C Daniëls 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

**TOESIGHOUER: FRIEMERSHEIM**  
**PAAIE, VERVOER EN STORMWATER**  
**(INFRASTRUKTUUR DIENSTE)**

**FRIEMERSHEIM**  
**PERMANENTE AANSTELLING**

**AANSOEKERS WOONAGTIG BINNE DIE GRENSE VAN MOSELBAAI SAL VIR DIE**  
**KORTLYS VAN KANDIDATE OORWEEG WORD**

**VEREISTES**

(Verwante bewys / dokumentasie moet aansoek vergesel)

- Graad 9 (NKR Vlak 1)
- Minimum 1 tot 2 jaar verwante ondervinding
- Geldige Kode EB bestuurderslisensie met PrDP (handrat voertuig)
- Vereiste om buite normale werksure gedurende beplande noodgevalle en oortyd te werk
- Vereiste om op bystand te wees en in alle weerstoestande te werk
- Fisies fiks en ligaamlik bekwaam met die vermoë om gewigte van  $\pm 20$ kg te laai en te dra

**VOORKEUR VEREISTES**

- Graad 12 (NKR Vlak 4)
- Geldige Kode EC1 bestuurderslisensie met PrDP
- 5 Jaar verwante ondervinding

**VEREISTE BEVOEGDHEDE**

**Kern Professionele Bevoegdheede:**

- Verstaan potensiële impak van probleme in eie werksomstandighede
- Stel kernoorsake van probleme vas en evalueer of oplossings oorsake aanspreek
- Beplan take op 'n daaglikse basis volgens 'n vasgestelde skedule
- Identifiseer hulpbron-vereistes vir spesifieke take
- Is bewus van kwessies wat dienslewering beïnvloed

**Funksionele Bevoegdheede:**

- Verseker die doeltreffende gebruik van mense, materiaal, masjiene en toerusting om die eindresultaat binne gestelde parameters te bereik
- Ondersteun inisiatiewe en werk gewillig saam in die uitvoer van take/pligte
- Organiseer die span en ontwikkel 'n werksplan
- In staat om hulpbronne optimaal te gebruik en prioritiseer take
- Gaan kwaliteit van werk na teen vooraf-vasgestelde spesifikasies
- Toon kennis van alle verwante veiligheid/sekureiteitsregulasies en dwing veiligheidsprosedures af
- Verstaan basiese operasionele vereistes en is in staat om dit in die begrotingsproses te voer

### **Publiekediens Oriëntasie:**

- Kommunikeer effektief en erken ander se bydraes
- Verbind tot uitstekendheid en behou verbintnisse/beloftes

### **Persoonlike Bevoegdhe:**

- Toon entoesiasme om nuwe projekte op te neem
- Aanvaar kritiek op prestasie terwyl werkstandaarde behou word
- Gaan voort met pogings om te verbeter ten spyte van terugslae/beperkings
- Beeld self uit in ooreenstemming met organisatoriese waardes en neem verantwoordelikheid vir eie aksies

### **Leierskap Bevoegdhe:**

- Gee rigting aan spanne om doelwitte en spertye te behaal
- Definieer rolle en verantwoordelikhede van spanlede en kommunikeer verwagtinge duidelik
- Handel dispute vinnig en effektief af
- Deel kennis en inligting met portuurgroepe en ondergeskiktes
- Moedig 'in-die-werk' opleiding en die verkryging van nuwe vaardighede aan
- In staat om 'n span te bestuur en werk effektief as 'n spanlid
- Skep sterk morele/spangees

### **SLEUTEL PRESTASIEAREAS**

- Uitvoer van nutsman take geassosieerd met die herstel/installasie van geteerde paaie , parkeer areas, sypaadjies, stormwater pype, mangate, dreine, vore, ens.
- Oopmaak van stormwater mangate met gebruik van pik en/of grawe
- Skoffel gruis uit stormwatervore en verwyder onkruid, bossies of enige ander obstruksies
- Voer spesifieke take uit geassosieerd met die gebruik van trekkers gedurende pad en stormwater dreineringsinstandhoudingsaktiwiteite
- Voltooi interne transaksionele dokumentasie (bv. ritstate en vorderingsverslae)
- Ontvang instruksies van onmiddellike toesighouer en/of kommunikeer met stoorman om besonderhede van take vas te stel
- Inspekteer veiligheidstoestelle, kontroles, smeervlakke, ens. op voertuie/swaar aanlegte en rapporteer foute
- Vervoer personeel, materiaal en toerusting na/van spesifieke persele
- Voorsien riglyne en spesifieke instruksies aan personeel betreffende die voorbereiding van werkspersele
- Kontroleer die gebruik van materiaal en uitlaat/aflaai van vereiste hoeveelhede van materiaal vir herstel/rekonstruksie werk
- Formele en informele verslagdoening
- Diplomatieuse interaksie met verskeie belanghebbendes

**SALARISSKAAL:** Alles-insluitende totale pakket van ± R271 224.96 – R342 490.79 per jaar. Voordele bv. mediese fondsskema, pensioenfonds, groeplewensskema, 13de tjem ingesluit.

**BASIESE SALARIS:** R184 409.16 – R239 351.16 per annum (T7)

**SLUITINGSDATUM:** 3 FEBRUARIE 2023

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

### **ALGEMEEN:**

- Kortlyskandidate 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 elektroniese aansoeke vergesel deur die amptelike aansoekvorm en 'n omvattende CV per e-pos 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 elektronies 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 kopie van kwalifikasies en ander vereiste dokumentasie op of voor 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 C Daniëls 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 WASEMOSEL BHAYI**

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

### **UMPHATHI : E-FRIEMERSHEIM EZENDLELA, EZOTHUTHO KUNYE NEZIKHUKHULA**

#### **(IINKONZO ZEZISEKO)**

#### **E-FRIEMERSHEIM INGQESHO ESISIGXINA**

#### **(ABENZI-ZICELO ABAHLALA PHAKATHI KWEMIDA YASE MOSEL BHAYI BAYA KUQWALASELWA KULUHLU OLUFUTSHANE LABAGQATSWA**

#### **IIMFUNO / OKULINDELEKILEYO**

(Ubungqina obufanelekileyo / amaxwebhu afanelekileyo kufuneka ahambe nesicelo sakho)

- IBanga le-9 (Isiqu seMfundo yoMgangatho NQF iSigaba 1)
- Ubuncinane amava onyaka omnye (1) ukuya kwemibini (2) kumsebenzi ongqamene nesi sithuba
- limpepha-mvume zokuqhuba zeNqanaba EB kunye ne PrDP (kwisithuthi esitshintshwa igiya)
- Kulindeleke ukuba usebenze iiyure ezingaphaya kwezo zisesikweni ngexesha elicwangcisiweyo lonxunguphalo kunye nexesha elongezelelweyo
- Kulindeleke ukuba usoloko ulindele ukubizwa naninina emsebenzini kwaye usebenze phantsi kwazo zonke iimeko zezulu
- Ube womelele ngokwasemzimbeni kwaye ungakhubazeki futhi ube ungakwazi ukuphakamisa nokuthwala ubunzima obumalunga ne 20 khilogrami.

#### **IIMFUNO EZIKHETHEKILEYO**

- Ibanganga le-12 (isiqu semfundo yomgangatho NQF iSigaba 4)
- limpepha-mvume zokuqhuba zeSigaba EC1 kunye ne PrDP
- Amava eminyaka emihlanu (5) kumsebenzi ongqamene nesisithuba somsebenzi.

#### **UBUCHULE/UGQIBELELO OLUYIMFUNO**

#### **Ubuchule obuphambili kugqibelelo lomsebenzi:**

- Ukuyiqonda impembelelo engakhona yeengxaki kwindawo engqamene nomsebenzi ongokwakhona

- Ukumisela ngokufumanisa oyena nobangela weengxaki kwaye wenze uvanayo lokuba ingaba izisombululo ziyayilungisa loo ngxaki kusinina
- Ukucwangcisa imisebenzi yemihla ngemihla ngokungqamene nesihlomelo esimiselweyo semisebenzi
- Ukuchonga iimfuno zemithombo ekwenzeni imisebenzi ethile
- Ube unolwazi ngemibandela enempebelelo ekuhanjiseni kweenkonzo.

#### **Ubuchule bomsebenzi:**

- Ukuqinisekisa ukusetyenziswa ngokupheleleyo kwabantu, izinto zokusebenza, oomatshini kunye nezixhobo ekufezekiseni iziphumo phakathi kwexesha elimiselweyo
- Ukuzixhasa izimvo eziziziqalo kwanokusebenzisana ngomoya omhle xa kusenziwa imisebenzi
- Ukuququzelela iqela lomsebenzi kwanokuvelisa isicwangciso somsebenzi
- Ube uyakwazi ukusebenzisa imithombo ngokupheleleyo kwaye uyihlengahlengise imisebenzi ngokokungxamiseka kwayo
- Ukujonga umgangatho womsebenzi ngokwezimiselo zangaphambili
- Ukubonakalisa ulwazi ngokungqamene nemigaqo yokhuseleko kwanokunyanzelisa iinkqubo zokhuseleko
- Ube uyazazi iimfuno ezisisiseko zomsebenzi kwaye ukufake oko kwinkqubo yohlahlo-lwabiwo-mali.

#### **Uqhelwaniso nenkonzo kaRhulumente:**

- Ukunxibelelana ngokufezekileyo kwaye ulinike ingqwalasela igalelo labanye
- Ube uzinikele kugqibelelo kwaye uzicine izibophelelo nezithembiso

#### **Ubuchule boggibelelo lwakho-ubugu:**

- Ukubonakalisa intakazelelo ekuqubisaneni neeprojekthi ezintsha
- Ukwamkela ukugxekwa ngomsebenzi ekubeni ugcine umgangatho womsebenzi
- Ukuqhubeka uzama ukuphucula nangona kukho izithintelo/uxinezelelo
- Ukuziphatha ngendlela engqamene nexabiso lengqesho kwaye uthabathe uxanduva ngeentshukumo zakho.

#### **Ubuchule bokukhokela:**

- Ukunika umkhomba-ndlela kumaqela ngenjongo yokuzalisekisa iinjongo/izijoliselo kunye nokufikelela kwiminqamla-juqu (amaxesha amiselweyo)
- Ukuchaza iindima zomsebenzi kunye noxanduva kwiqela lomsebenzi kwaye wenze unxibelelwano olucacileyo malunga nokulindelekileyo
- Ukusombulula iimbambano ngokukhawuleza nangokufezekileyo
- Ukwabelana ngolwazi kunye nabo bangentla kuwe kunye nabangaphantsi kuwe
- Ukukhuthaza uqeqesho 'lokuqhubeka lokufunda ngaxesha-nye usemsebenzini' kwanokufumana izakhono ezintsha
- Ube uyakwazi ukulawula/ukuphatha iqela kwanokusebenza ngokufezekileyo njengelungu leqela elo
- Ukudala umoya oluqilima wokusebenza ngokweqela elinye.

#### **IINDIMA EZIPHAMBILI ZOMSEBENZI**

- Ukwenza imisebenzi yobuchule engqamene nokulungisa/ukufakela iindlela zetela, iindawo zokupakisha, imibhobho yamanzi ezikhukhula, imihadi, iidreyini, iifolo, njalo-njalo
- Ukuvula imingxuma yezikhukhula zamanzi usebenzisa ipeki kunye nomhlakulo
- Ukukofola iifolo zegrabile emanzini ezikhukhula ze ususe ukhula, amahlahla okanye nayiphina into exingileyo
- Ukwenza imisebenzi ethile engqamene nokusebenza ngetele-tele ngexesha lokulungiswa kweendlela kunye needreyini zezikhukhula

- Ukugcwalisa amaxwebhu omsebenzi angaphakathi (umz.ukudibanisa amaxwebhu omsebenzi, awokungena emsebenzini, iingxelo ngenkqubo) kwakunye neefomu ezichaphazelekayo
- Ukwamkela imiyalelo evela kumphathi wakho kwanokunxibelelana kunye nomphathi wesitoro ekuqinisekiseni ngeengcombolo zomsebenzi
- Ukuhlola izixhobo zokhuseleko, ezolawulo, imigangatho yee-oli, njalo-njalo kwizithuthi/kwizigadla ze wenze ingxelo ngeziphene
- Ukuhambisa abasebenzi, izinto zokusebenza kunye nezixhobo ukuya nokubuya kwiindawo ezithile
- Ukunika umkhomba-ndlela nemiyalelo ethile kubasebenzi malunga nokulungisa iindawo ekuzakusetyenzwa kuzo
- Ukulawula ukusetyenziswa kwezinto kwanokukhupha/ukothula inani eliyimfuneko lezinto zokulungisa/zokwakha
- Ukwenza ingxelo engekho sesikweni kunye nesesikweni
- Ukuqhagamshelana ngendlela eqiqileyo kunye nababandakanyekayo ngokwahlukeneyo.

### **UMLINGANISELO WOMVUZO:**

**Umgodlo uwonke omalunga ne R271 224.96 – R342 490.79 ngonyaka. Izibonelelo ezifana Noncedo Lonyango, Umhlala-phantsi, i-Inshorensi yoMqeshi, Intlawulo ye-13 i(Bhonasi) zibandakanyiwe apha**

**UMVUZO OSISISEKO: R184 409.16 – R239 351.16 ngonyaka(T7)**

**UMHLA WOKUVALA: 3 FEBHUWARI 2023**

**(Izicelo ezifunyenwe emva kwentsimbi ye 13:00 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.**
- lifomu zezicelo ziyafumaneka kwikhasi lothungelwano likaMasipala ([www.mosselbay.gov.za](http://www.mosselbay.gov.za)) **okanye** ungazithunyelwa nge-imeyile xa uthe waqhagamshelana nabantu abachazwe apha ngezantsi apha ngezantsi.
- likopi zeziqinisekiso zeziqumfundo neziqinisekisiweyo njengeziyinyaniso kufuneka zihambe neCV yakho kunye nefomu yesicelo
- Abagqatswa abafakwe kuluhlu olufutshane nabazenze ngobuchwepheshe izicelo zabo kufuneka baveze iikopi **zoqobo** eziqinisekisiweyo zeziqumfundo kwakunye namanye amaxwebhu ayimfuneko ngomhla okanye phambi komhla wokuvavanyelwa umsebebzi.
- Ngesizathu sengqesho ngokulingana nceda uphawule uhlanga,ubuni kunye nokhubazeko kwifomu yesicelo somsebenzi.
- Iingcombolo ezithe vetshe ungazifumana kuNkszn N De Wet okanye uNkszn J Ruiters 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**