

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

BUILDING INSPECTOR:
BUILDING DEVELOPMENT
(PLANNING & ECONOMIC DEVELOPMENT)

MOSSEL BAY

PERMANENT APPOINTMENT

APPLICANTS RESIDING WITHIN THE WESTERN CAPE MAY RECEIVE PREFERENCE

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 3 to 5 years' building industry experience
- Computer literate (MS Office applications)
- Valid Code B driving licence
- **Proof of clean criminal record (not to be 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

- Qualified Peace Officer
- Minimum of 3 years' building contractual experience in Local Government

COMPETENCIES REQUIRED

Functional Competencies:

- Exercises judgement in stressful conditions
- Considers the views and motives of everyone involved when drawing conclusions
- Sets clear negotiating aims and outcomes
- Identifies and evaluates risks involved in alternative courses of action

Functional Competencies:

- Understands issues impacting on service delivery
- Identifies inconsistencies in information
- Executes tasks in order of priority and urgency

Public Service Orientation:

- Shows confidence and professionalism in engagement with internal and external stakeholders
- Encourages and considers inputs of others
- Produces well-structured reports and written summaries

Personal Competencies:

- Shows enthusiasm to take on new projects and driven to meet deadlines
- Responds to challenges rationally, avoiding inappropriate emotion
- Shares information openly whilst respecting the principle of confidentiality

Leadership Competencies:

- Able to work in a multi-disciplinary team
- Able to inspire a positive attitude in others

KEY PERFORMANCE AREAS

- Monitor compliance with regulations and specifications in terms of the National Building Regulations, SANS Codes of Practice and the Municipal By-Law relating to Outdoor Advertising
- Perform building, drainage and all relevant inspections
- Report illegal building operations to immediate supervisor
- Issue contravention notices and open court files for legal action
- Conduct ad-hoc inspections on Municipal buildings and property
- Issue Completion and Occupation certificates on building activities that comply with the National Building Regulations
- Process the repayment of building deposits once Occupation Certificate has been issued
- Attend to enquiries and complaints from the public
- Correspond with the public, contractors and professionals regarding building-related matters
- Issue fines for contraventions of the National Building Regulations
- Perform follow-up inspections to ensure adherence to notices

SALARY SCALE:

All-inclusive total package of ±R393 458.04 – R500 262.36 per annum. Benefits eg medical aid scheme, pension fund, group life scheme, 13th cheque included.

BASIC SALARY: R277 401.24 – R360 067.80 per annum (T10)

CLOSING DATE: 18 AUGUST 2023

(No applications received after 13h00 will be accepted)

GENERAL:

- Application forms are available on the Municipal website (www.mosselbay.gov.za) or electronically available from the contact persons mentioned hereunder.
- **Applications in writing 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 hard copy 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. 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 or Ms F Mpondo 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.
- ***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

BOUINSPEKTEUR:
BOU-ONTWIKKELING
(BEPLANNING & EKONOMIESE ONTWIKKELING)
MOSSELBAAI
PERMANENTE AANSTELLING
AANSOEKERS WOONAGTIG BINNE DIE WES-KAAP MAG VOORKEUR ONTVANG

VEREISTES

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

- Verwante Nasionale Diploma (NKR Vlak 6) soos gestipuleer in die Nasionale bouregulasies
- Minimum 3 tot 5 jaar bouindustrie ondervinding
- Rekenaargeletterd (MS Office toepassings)
- Geldige Kode B Bestuurderslisensie
- **Bewys van skoon kriminele rekord (nie ouer as 6 maande)** en kwalifiseer om as 'n Wetstoepassingsbeampte te registreer
- **Bewys van eie voertuig of bewys van toegang tot 'n private voertuig vir inspeksies/pligte moet aansoek vergesel**
- Vlot in ten minste twee (2) van die drie (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

VEREISTE BEVOEGDHEDE

- Gekwalifiseerde vredesbeampte
- Minimum 3 jaar bou kontrak ondervinding in Plaaslike Regering

Funksionele Bevoegdhede

- Pas oordeel toe in stresvolle omstandighede
- Oorweeg die siening en motiewe van elke betrokke wanneer gevolgtrekkings gemaak word
- Stel duidelike onderhandelingsdoelwitte en uitkomst
- Identifiseer en evalueer risikos betrokke in alternatiewe koers van aksie

Funksionele Bevoegdhede

- Verstaan kwessies wat dienslewering impakteer
- Identifiseer teenstrydighede in inligting
- Voer take uit in orde van prioriteit en dringendheid

Publiekediens Orientasie:

- Toon selfvertroue en professionalisme in skakeling met interne en eksterne belanghebbendes
- Bemoedig en oorweeg ander se insette
- Lewer goed-gestruktureerde verslae en geskrewe opsommings

Persoonlike Bevoegdhede:

- Toon entoesiasme om nuwe projekte aan te neem en gedrewe om spertye te haal
- Reageer rasioneel op uitdagings, vermy ontoepaslike emosie
- Deel inligting openlik terwyl die beginsel van vertroulikheid gerespekteer word

Leierskap Bevoegdhede:

- In staat om in 'n multi-dissiplinêre span te werk
- In staat om 'n positiewe gesindheid in ander te inspireer

SLEUTEL PRESTASIEAREAS

- Monitor voldoening aan regulasies en spesifikasies ingevolge die Nasionale Bouregulasies, SANS Praktykkodes en die Munisipale Verordening met betrekking tot Buitelugreklame
- Verrig bou, dreinerings en alle verwante inspeksies
- Rapporteer onwettige bouaktiwiteite aan onmiddellike toesighouer
- Reik oortredingskennisgewings uit en open hoflêers vir regsaksie
- Ad-hoc inspeksies op Munisipale geboue en eiendom
- Uitreiking van Voltooing- en Okkupasiesertifikate op bou aktiwiteite wat aan die Nasionale Bouregulasies voldoen
- Prosesseer die terugbetaling van bou-depositos sodra Okkupasiesertifikate uitgereik is
- Skenk aandag aan navrae en klagtes van die publiek
- Korrespondeer met die publiek, kontrakteurs en professionele persone rakende bouverwante sake
- Reik boetes uit vir oortredings van die Nasionale Bouregulasies
- Voer opvolgingspeksies uit om nakoming van kennisgewings te verseker

SALARISSKAAL:

Alles-insluitende totale pakket van ±R393 458.04 – R500 262.36 per jaar. Voordele bv. mediesefondsskema, pensioenfonds, groeplewensskema, 13^{de} tjek ingesluit.

BASIESE SALARIS: R277 401.24 – R360 067.80 per jaar (T10)

SLUITINGSDATUM: 18 AUGUSTUS 2023

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

ALGEMEEN:

- Aansoekvorms is beskikbaar op die Munisipale web-tuiste (www.mosselbay.gov.za) of elektronies van die kontakpersone hieronder genoem..
- **Skriftelike aansoeke op die amptelike aansoekvorm tesame met '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 harde kopie aansoeke aanvaar word. Elektroniese aansoeke vergesel deur die amptelike aansoekvorm en 'n omvattende CV (verkieslik as een gekombineerde PDF dokument) per e-pos gestuur word aan admin@mosselbay.gov.za.** 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 ten volle voltooi moet word. Versuim om die voltooide aansoekvorm en/of gesertifiseerde kopië en ander vereiste dokumentasie tot onmiddellike diskwalifikasie sal lei.
- Oorspronklike gesertifiseerde kopië (nie ouer as 6 maande nie) van bewys van kwalifikasies en ander vereiste dokumentasie moet die CV en aansoekvorm vergesel.
- Kandidate wat vir voorafkeuring kwalifiseer mag onderworpe wees en van vereis word om 'n teoretiese en/of praktiese toets, insluitend 'n bestuursvaardigheidstoets te ondergaan.
- Kortlykskandidate wat vir voorafkeuring (praktiese assessering) kwalifiseer en 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
- Verdere besonderhede is verkrygbaar by Me N de Wet of Me F Mpondo 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 Diensbillikheid, Nr. 55 van 1998, vir die bevordering van voorheen benadeelde en gestremde persone.
 - **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 WASEMOSSEL BHAYI

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

UMHLOLI WEZAKHIWO **UPHUHLISO LWEZOKWAKHA** **(UCWANGCISO NOPHUHLISO LOQOQOSHO)** **E-MOSSELBHAYI** **INGQESHO ESISIGXINA**

ABENZI-ZICELO ABAHLALA ENTSHONA-KAPA BAYAKUQWALASELWA KUQALA

IIMFUNO / OKULINDELEKILEYO

(Ubungqina obufanelekileyo / amaxwebhu afanelekileyo kunye nefomu egcwalisiweyo yesicelo kufuneka ahambe nesicelo sakho
 Izicelo ezingeniswe emva kwexesha aziyi kwamkelwa)

- IDiploma yeSizwe echaphazelekayo (uNQF iNqanaba 6) njengoko kuchaziwe kwiMigaqo Yezakhiwo yeSizwe
- Ubuncinane bamava emi-3 ukuya kwemi-5 kwimveliso yokwakha
- Ulwazi lweKhompuyutha (linkqubo zika MS Office)
- Iimpepha-mvume zokuqhuba zeNqanaba B
- **Ubungqina bokuba akuzange ufunyanwe unetyala lolwaphulo-mthetho (bungabi budala kunenyanga ezintandathu) 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

- Ube uliGosa Loxolo eligqibeleleyo ngemfundo
- Ubuncinane amava eminyaka emi-3 kwizivumelwano zokwakha kwinqanaba likaRhulumente waseMakhaya

UBUCHULE BOGQIBELELO OBUYIMFUNeko:

Ugqibelelo oluphambili

- Ukusebenzisa ingqiqo kwiimeko ezinoxinzelelo
- Ukunika ingqwalasela kwizimvo neembono zabanye xa uthabatha izigqibo
- Ukumisela intetho yothethwano ecacileyo neneziphumo
- Ukuwuqonda nokuvavanya umngcipheko obandakanyeka kwezinye iindlela zeentshukumo ozithabathayo

Ugqibelelo emsebenzini

- Ukuyiqonda imibandela enempembelelo ekuhanjiseni kweenkonzo
- Ukukuqonda ukungangqinelani kolwazi
- Ukuyenza imisebenzi ngokokulandelelana kokungxamiseka kwayo

Uqhelwaniso/Ukuqhelana nenkonzo kaRhulumente

- Ukubonakalisa ukuzithemba kwanokugqibelela ekuqubisaneni nemibandela kunye nabo bachaphazelekayo ngaphakathi nangaphandle
- Ukukhuthaza kwanokuliqwalasela igalelo labanye
- Ukuveza iingxelo eziqulunqwe ngendlela efanelekileyo kwakunye nezishwankathelo ezibhaliweyo.

Ugqibelelo-buqu

- Ukubonakalisa umdla omkhulu ekuthabatheni iiprojekthi ezintsha kwanokufikelela kwiminqamla-juqu
- Ukuphendula kwimingeni gabalala ze ukuthintele ukunyuka kwezibilini zomsindo ngokungafanelekanga
- Ukwabelana ngolwazi ngendlela engafihlisiyo ekubeni uhloniphe inqobo yemfihlo.

Ugqibelelo ekukhokeleni

- Ube uyakwazi ukusebenza kwiqela elahlukeneyo ngeembono
- ube uyakwazi ukukhuthaza isimo esihle phakathi kwabanye.

IINDIMA EZIPHAMBILI ZOMSEBENZI

- Ukuqwalasela ukuthotyelwa kwemigaqo kunye nemimiselo phantsi kweMigaqo yeZakhiwo Yesizwe, Umgaqo Wokusebenza we SANS kunye noMthetho kaMasipala omalunga noPapasho Lwngaphandle
- Ukwenza uhlolo lwezakhiwo, olweedreyini kunye nalo lonke uhlolo olubandakanyeka apha
- Ukwenza ingxelo ngolwakhiwo olungekho mthethweni kumphathi wakho
- Ukukhupha izaziso zotyeshelo kwakunye nokuvula amatyala enkundla ukuze kuthatyathwe amanyathelo omthetho
- Ukwenza uhlolo kwizakhiwo zikaMasipala nakwiindawo zikamasipala
- Ukukhupha iziqinisekiso zokuQukunjelwa kwemisebenzi nezokuhlala malunga nemisebenzi yokwakha eye yahambisana nokuthotyelwa kweMigaqo Yesizwe Yokwakha
- Ukuqwalasela iintlawulo zembuyekezo zeedopozithi zokwakha emva kokukhutshwa kweSiqinisekiso Sokuhlala endaweni
- Ukuqwalasela imibuzo kunye nezikhalazo ezivela kuluntu

- Ukunxibelelana kunye noluntu, oonokontra kunye neengcali malunga nemibandela engqamene nolwakhiwo
- Ukukhupha imisila yengwe ngakwizityeshelo zeMigaqo Yezakhiwo Yesizwe
- Ukwenza uhlolo lokulandelela ukuqinisekisa ukuthotyelwa kwezaziso/izilumkiso

UMLINGANISELO WOMVUZO:

Umgodlo uwonke omalunga ne ±R393 458.04 – R500 262.36 ngonyaka.

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

UMVUZO OSISISEKO: R277 401.24 – R360 067.80 ngonyaka(T10)

UMHLA WOKUVALA: 18 AGASTI 2023

(Izicelo ezifunyenwe emva kwentsimbi ye 13h00 aziyi kwamkelwa)

GABALALA:

- lifomu zokwenza isicelo ziyafumaneka kwikhasi lothungelwano likaMasipala apha (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 eziyakwamkwelwa. Izicelo ezenziwe ngoBuchwepheshe ezikhathshwa yifomu esesikweni kunye neCV (ngokukhethekileyo zibe luxwebhu olunye oluyi PDF) zingathunyelwa nge-imeyile apha: admin@mosselbay.gov.za. 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 ziqinisekisiwe) okanye ubungqina bezique 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 zeziqu zemfundo kunye namanye amaxwebhu ayimfuneko, kufuneka zonke ezi zingeniswe phambi komhla wovavanyo lokwenza ngezandla.
- Iingcombolo ezithe vetshe ziyafumaneka ku Nkskz N De Wet okanye uNKSZ F Mpondo kule nombolo yomnxeba (044) – 6065000.
- Ukuba abenzi-zicelo abakhangela 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.*