

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

SENIOR PROCESS OPERATOR
MECHANICAL SERVICES & FLEET MANAGEMENT
INFRASTRUCTURE SERVICES
HARTENBOS
SANDHOOGTE
PERMANENT APPOINTMENT

APPLICANTS RESIDING WITHIN THE MOSSEL BAY MUNICIPAL BOUNDARIES SHALL
RECEIVE PREFERENCE

ONLY HARDCOPY APPLICATIONS WILL BE ACCEPTED

Hardcopy application forms must be placed in the relevant application boxes
placed at the following municipal offices: Herbertsdale / Friemersheim / Great
Brak River / Hartenbos / Mossel Bay

Only applications on the official application form shall be accepted.

*In the event of any discrepancy arising from translation, the English version of the
advertisement shall prevail.*

ESSENTIAL REQUIREMENTS

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

- Grade 12 (NQF 4)
- Valid Code B driver's license
- Proficient in at least 2 of the 3 official languages of the Western Cape
- Required to work outside normal working hours during emergencies and planned overtime
- Physically fit and able bodied
- Minimum of 1- 2 years' relevant experience

PREFERRED REQUIREMENTS

- Grade 12 (NQF Level 4) with mathematics and science

COMPETENCIES REQUIRED

Oral communication • Learning orientation • Interpersonal relationships • Service delivery
orientation • Action orientation • Resilience • Task accountability • Impact and influence
• Team orientation • Use of Equipment • Action and outcome

KEY PERFORMANCE AREAS

- Ensure process outcomes comply with standards and prescribed functions
- Ensure that optimum operating functionality is maintained at plant
- Communicate with immediate superior on plant condition, performance and outcomes
- Clean operating units and attend to the disposal of waste by clearing and unblocking inlets, outlets, valves, filters and connections
- Trim/mow lawn and shrubs, and remove overgrown vegetation using hand-held tools and petrol-driven mowers/trimmers
- Provide support at worksites in order to ensure that uninterrupted workflow patterns are maintained, and tasks are completed within timeframes
- Interaction with colleagues and supervisor to assist and to convey information
- Assists with loading and offloading of chemicals

SALARY SCALE:

All-inclusive total package of ±R236 664.88 – R286 082.17 per annum. Benefits eg medical aid scheme, pension fund, life scheme, 13th cheque included.

BASIC SALARY:

R145 212.96– R183 168.12 per annum (T4)

CLOSING DATE:

11 SEPTEMBER2026

(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 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 and indicated as such on the advertisement. In the event that the advert does not specify that 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. 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 may lead to immediate disqualification.
- Certified copies (not older than 6 months) of Identity Document/Card, proof of qualifications and other required documentation must accompany the CV and application form.
- Candidates who qualify for pre-screening (practical assessments) may be subjected and required to undergo a theoretical and/or practical test, including a driving skills test.
- Candidates qualifying for pre-screening may be requested to provide the **original** certified copies of qualifications and other documentation.
- Successful applicants may be required to undergo a baseline/entry medical evaluation to determine whether he/she is fit for duty, and in such instance the employment will be subject to him/her being declared fit for such duty.
- 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 as amended for the advancement of previously disadvantaged and disabled persons, and therefore encourages 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 gelyke indiensneming nooi persone
om vir die ondergemelde vakature aansoek te doen

SENIOR PROSESOPERATEUR
MEGANIESE DIENSTE & VLOOTBESTUUR
INFRASTRUKTUURDIENSTE

HARTENBOS
SANDHOOGTE

AANSOEKERS WOONAGTIG BINNE DIE MOSSELBAAI MUNISIPALE GRENSE SAL
VOORKEUR GENIET

SLEGS HARDEKOPIE AANSOEKE SAL AANVAAR WORD
Hardekopie aansoekvorms moet in die relevante aansoekhouers by die volgende
munisipale kantore geplaas word: Herbertsdale / Friemersheim / Groot Brakrivier /
Hartenbos / Mosselbaai

*In die geval waar enige teenstrydigheid ten opsigte van vertaling voorkom, sal die Engelse weergawe van die
advertensie geld.*

NOODSAAKLIKE VEREISTES

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

- Graad 12 (NKR 4)
- Geldige Kode B Bestuurderslisensie
- Vlot in ten minste 2 van die 3 amptelike tale van die Wes-Kaap
- Vereiste om buite normale werksure gedurende noodgevalle en beplande oortyd te werk
- Fisies fiks en liggaamlik geskik
- Minimum 1- 2 jaar verwante ondervinding

VOORKEURVEREISTES

- Graad 12 (NKR Vlak 4) met wiskunde en wetenskap

VEREISTE BEVOEGDHEDE

Mondelinge kommunikasie • Leer-oriëntasie • Interpersoonlike verhoudings
• Dienslewering-oriëntasie • Aksie-oriëntasie • Veerkragtigheid • Taak verantwoordbaarheid
• Impak en Invloed • Span-oriëntasie • Gebruik van toerusting • Aksie en uitkoms

SLEUTEL PRESTASIEAREAS

- Verseker prosesuitkomstes voldoen aan standarde en voorgeskrewe funksies
- Verseker dat optimum operasionele funksionaliteit behou word
- Kommunikeer met onmiddellike hoof oor aanleg toestande, prestasie en uitkomste
- Skoonmaak van operasionele eenhede en skenk aandag aan die wegdoening van afval deur skoonmaak en oopmaak van inlate, uitlate, kleppe, filters en koppeling
- Sny gras en struik en verwyder oorgroeiende plantegroei met gebruik van handgereedskap en petrol-aangedrewe grassnyers/randsnyers
- Verleen ondersteuning by werkspersele om te verseker dat ononderbroke werksvloei patrone behou word en take binne tydraamwerk voltooi word
- Interaksie met kollegas en toesighouer om bystand te verleen en inligting oor te dra
- Help met laai en aflaai van chemikalie

SALARISSKAAL: Alles-insluitende totale pakket van ±R236 664.88 – R286 082.17 per jaar. Voordele bv. mediesefondsskema, pensioenfonds, lewensskema, 13de tjek ingesluit.

BASIESE SALARIS: R145 212.96– R183 168.12 per jaar (T4)

SLUITINGSDATUM: 11 SEPTEMBER 2026

(Aansoeke ontvang na 13h00 sal nie aanvaar word nie)

ALGEMEEN:

- Aansoekvorms is beskikbaar op die Munisipale webwerf (www.mosselbay.gov.za) of elektronies verkrygbaar by die kontakpersone hieronder genoem.
- **Aansoeke wat op die amptelike aansoekvorm voltooi is en vergesel word van 'n omvattende CV**, wat as vertroulik beskou sal word, kan per hand afgelewer word by die Mosselbaai Munisipaliteit se MH-afdeling (Ou Kragstasiegebou, Santosstrand, Mosselbaai).
- **Vir poste wat intern en/of plaaslik (binne die grense van die Mosselbaai Munisipaliteit) geadverteer word, sal slegs hardekopie-aansoeke aanvaar word en dit sal as sodanig op die advertensie aangedui word. Indien die advertensie nie spesifiseer dat slegs hardekopie-aansoeke aanvaar sal word nie, kan elektroniese aansoeke, vergesel van die amptelike aansoekvorm en 'n omvattende CV (verkieslik as een gekombineerde PDF-dokument), per e-pos gestuur word na admin@mosselbay.gov.za. Hierdie voorwaardes is verpligtend en versuim om daaraan te voldoen sal outomaties tot diskwalifikasie van die aansoeker lei.**
- Let daarop dat die relevante amptelike aansoekvorm volledig voltooi moet word. Versuim om sodanige voltooië aansoekvorm in te dien en/of gesertifiseerde afskrifte en ander vereiste dokumentasie aan te heg, kan tot onmiddellike diskwalifikasie lei.
- Gesertifiseerde afskrifte (nie ouer as 6 maande nie) van Identiteitsdokument/-kaart, bewys van kwalifikasies en ander vereiste dokumentasie moet die CV en aansoekvorm vergesel.
- Kandidate wat vir voor-keuring (praktiese assesserings) kwalifiseer, mag onderwerp word aan 'n teoretiese en/of praktiese toets, insluitend 'n bestuursvaardigheidstoets, te ondergaan.
- Kandidate wat kwalifiseer vir voorafkeuring (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.
- Suksesvolle aansoekers mag vereis word om 'n basislyn-/toetredingsmediese evaluering te ondergaan om te bepaal of hy/sy geskik is vir diens, en in sodanige geval sal indiensneming onderhewig wees daaraan dat hy/sy geskik verklaar word vir sodanige diens.
- Verdere besonderhede is verkrygbaar by Me N De Wet/Me F Mpondo/Me C Daniels by telefoonnommer (044) 606 5000. Indien aansoekers nie binne 3 maande vanaf die sluitingsdatum gekontak word nie, kan aanvaar word dat hulle 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 daarom persone uit 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 WASE MOSSEL BHAYI

UMasipala wase Mossel Bhayi, njengomqeshi ozibopheleleyo kwingqesho ngokulinganayo, umema abantu ukuba benze izicelo zesi sithuba somsebenzi silandelayo

UMLAWULI-NKQUBO OYINTLOKO/OPHEZULU **UHLANJULULO/UKUCOCWA KWAMANZI AMDAKA**

IINKONZO ZEZISEKO

E-HARTENBOS

(ABENZI-ZICELO ABAHLALA PHAKATHI KWEMIDA KAMASIPALA WASE MOSSEL BHAYI BAYA

KUQWALASELWA KUQALA)

KUYAKWAMKELWA IZICELO EZINGENISWE NGESANDLA KUPHELA

Izicelo ezingeniswa ngesandla kufuneka zifakwe kwiibhokisi ezifanelekileyo zezicelo

**ezibekwe kwezi ofisi zikamasipala zilandelayo: eHerbertsdale / Friemersheim /Groot
Braka / Hartenbos / eMossel Bhayi**

Kwimeko apho kukho khona ukungangqinelani kwinguqulelo yolwimi, inguqulelo yesiNgesi iyakudlala indima ephambili kupapasho lwesithuba

IIMFUNO/OKULINDELEKILEYO

(Ubungqina obufanelekileyo / amaxwebhu afanelekileyo akhatshwa yifomu echaphazelekayo yokwenza isicelo kufuneka zihambe nesicelo sakho. Izicelo ezingeniswe emva kwexesha lokuvala aziyi kwamkelwa)

- Ibanga le-12 (NQF iSibaga 4)
- Iimpepha-mvume zokuqhuba zeNqanaba B
- Ulwazi olugqibeleleyo kwiilwimi ezimbini (2) kwezintathu (3) ezisesikweni eNtshona-Kapa
- Kufuneka 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

- Ibanga le-12 (uNQF iSigaba 4) nesifundo seZibalo kunye neseNzululwazi

UBUCHULE / ULWAZI LOMSEBENZI OLUYIMFUNOKO

Unxibelelwano ngentetho • Uqhelwaniso nokufunda • Ubudlelwane kunye nabanye abantu
• Uqhelwaniso nokunikezelwa kweenkonzo • Uqhelwaniso neentshukumo zomsebenzi
• Ukungalukuhleki • Ukuthabatha uxanduva ngomsebenzi • Uxinzelelo kunye nempembelelo
• Uqhelwaniso neqela lomsebenzi • Ukusebenzisa izixhobo • Iintshukumo kunye neziphumo.

IINDIMA EZIPHAMBILI ZOMSEBENZI

- Ukuqinisekisa ukuba iziphumo zenkqubo zihambelana nemigangatho kwakunye nezimiselo zemisebenzi
- Ukuqinisekisa ukuba ukusebenza okugqibeleleyo kugciniwe kwiziko
- Ukunxibelelana kunye nomphathi wakho ngesimo seziko, ukusebenza kunye neziphumo
- Ukucoca izinto zokusebenza kwaye unike ingqwalasela ekulahlweni kwenkukuma ngokucoca kwanokuvula iintunja ezingenisayo, ezikhuphela ngaphandle, iivalvu, izihluzi kunye nezidibanisi
- Ukusika ngendlela yokuhombisa ingca kunye nohlaza, ze ususe uhlaza oluzikhulelayo usebenzisa izixhobo eziphathwa ngesandla kwakunye noomatshini abahamba ngepetroli
- Ukunika inkxaso kumaziko omsebenzi ngenjongo yokuqinisekisa ukungaphazamiseki kweendlela zokusebenza kwakunye nokujonga ukuba ingaba imisebenzi igqityezelwa phakathi kwesithuba sexesha elimiselweyo

- Ukunxibelelana noogxa bakho emsebenzini kunye nomphathi ekuncediseni, nasekugqithiseni ulwazi
- Ukuncedisa ekukhweliseni nasekothuleni amachiza/iikhemikhali.

UMLINGANISELO WOMVUZU:

Umgodlo uwonke omalunga ne ±R236 664.88 – R286 082.17 ngonyaka. Izibonelelo ezifana noNcedo Lonyango, i-Inshorensi yomqeshi, ingxowa-mali yomhlala-phantsi, iBhonasi, zibandakanyiwe apha.

UMVUZU OSISISEKO:

R145 212.96– R183 168.12 ngonyaka (T4)

UMHLA WOKUVALA:

11 SEPTEMBER 2026

(Izicelo ezifunyenwe emva ko 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 eziyakwamkelwa xa kuphawulwe njalo kwisipapasho. Kwiimeko apho isithuba singacacisanga khona ukuba ziikopi zoqobo kuphela eziyakwamkelwa xa kungeniswa izicelo**, izicelo ezenziwe ngoBuchwepheshe ezikhathshwa yifomu esesikweni kunye neCV (ngokukhethekileyo zibe luxwebhu olunye oluyi PDF) zingathunyelwa ngeimeyili 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 ziqinisekisiweyo) okanye ubungqina beziqu zemfundo kufuneka zihambe ne CV kunye nefomu yokwenza isicelo.
- Abagqatswa abafanelekileyo ukuba bafakwe phantsi kwenkqubo yovavanyo (uvavanyo lokwenza umsebenzi ngezandla) basenokulindeleka ukuba benze uvavanyo ngentetho okanye uvavanyo olwenziwa ngezandla, kubandakanya uvavanyo lwezakhono zokuqhuba.
- Abagqatswa abathe baphumelela ukuba benziwe basenokucelwa ukuba bangenise iikopi **zoqobo** eziqinisekisiweyo zeziqumfundo kunye namanye amaxwebhu ayimfuneko
- Abenzi-zicelo abathe baphumelela basenokucelwa ukuba benziwe uvavanyo lonyango ukuqinisekisa ukuba ingaba bakulungele na ukusebenza, ze kwiimeko enjalo kuyakuxhomekeka kuye umenzi-sicelo ukuba ingaba ukulungele ukusebenza kusinina.
- Iingcombolo ezithe vetshe ziyafumaneka ku Nkskz N De Wet okanye uNkskz F Mpondo / uNkskz C Daniels 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**