

## **MOSSEL BAY MUNICIPALITY**

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

# **ASSISTANT COMMUNITY DEVELOPMENT COORDINATOR: SPORT & RECREATION DEVELOPMENT (COMMUNITY SERVICES)**

## **MOSSEL BAY**

### **PERMANENT APPOINTMENT**

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

## **REQUIREMENTS**

(Relevant proof / documentation must accompany application)

- Relevant 3-year tertiary qualification (minimum NQF Level 6)
- Minimum of 1 to 3 years' relevant experience
- Computer Literate (MS Office applications)
- Valid Code B driving license (manual vehicle)
- Proficient in at least 2 of the 3 official languages of the Western Cape
- Able to perform manual operations and to pick up heavy items
- Required to work overtime or attend meetings after normal office hours when required

## **COMPETENCIES REQUIRED**

### **Core Professional Competencies:**

- Applies guidelines and processes to solve problems
- Has basic knowledge about the municipality and youth development projects & programmes
- Accurately and carefully follows established processes and procedures
- Keeps track of small details and ensures that all projects are accomplished
- Organises, prioritises and schedules tasks to be performed efficiently and within budget

### **Functional Competencies:**

- Supportive of initiatives and cooperates willingly in the execution of tasks

### **Public Service Orientation:**

- Displays consideration and responds well to others
- Listens effectively and responds appropriately
- Demonstrates effective oral and written communication
- Responds to questions with accurate and complete answers
- Delivers messages in a manner that gains support, commitment and agreement
- Displays commitment to service excellence and keeps to deadlines
- Displays customer focus and responds to needs timeously

### **Personal Competencies:**

- Grasps new challenges with enthusiasm and shows initiative
- Stays calm and focused under pressure
- Handles criticism constructively
- Deals effectively with change, embraces opportunities and appears optimistic
- Shares information and knowledge with others
- Takes responsibility for own actions and demonstrates logical problem-solving

## **KEY PERFORMANCE AREAS**

- Assist with applications and processes associated with the coordination, planning and development of sustainable sport activities and programs in the Municipal area
- Guide and facilitate community support for program activities, execution of procedural and administrative requirements
- Create awareness and encourage community participation in sport activities
- Contribute to the development of a high profile for sport development within the Municipal area through effective interaction and publicity of sports opportunities
- Coordinate and implement designated sport programs and activities in accordance with the aims and objectives of local and provincial/national strategic objectives
- Organise, reserve and prepare facilities for public sport functions and events
- Promote participation and awareness of sport development initiatives and programmes in communities
- Administrative recordkeeping and reporting
- Assist with the dissemination of information on the immediate and shorter-term objectives and current developments, problems and constraints
- Formal and informal reporting
- Diplomatic interaction with various stakeholders

**SALARY SCALE:** All-inclusive total package of ± R335 257.30– R425 273.25 per annum. Benefits eg medical aid scheme, pension fund, group life scheme, 13<sup>th</sup> cheque included.

**BASIC SALARY:** R 233 752.44 – R 303 424.80 per annum (T9)

**CLOSING DATE:** **2 DECEMBER 2022**  
(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 J Ruiters 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

**ASSISTANT**  
**GEMEENSKAPSONTWIKKELINGSKOÖRDINEERDER:SPORT**  
**& ONTSPANNINGSONTWIKKELING**  
**(GEMEENSKAPSDIENSTE)**

**MOSELBAAI**

**PERMANENTE AANSTELLING**

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

**VEREISTES**

(Verwante bewys / dokumentasie moet aansoek vergesel)

- Verwante 3-jaar tersiêre kwalifikasie (minimum NKR Vlak 6)
- Minimum 1 tot 3 jaar verwante ondervinding
- Rekenaargeletterd (MS Office toepassings)
- Geldige Kode B bestuurderslisensie (handrat voertuig)
- Vlot in ten minste 2 van die 3 amptelike tale van die Wes-Kaap
- In staat om handwerk uit te voer en swaar items op te tel
- Vereiste om oortyd te werk of vergaderings na normale kantoorure by te woon wanneer vereis word

**VEREISTE BEVOEGDHEDE**

**Kern Professionele Bevoegdheede :**

- Toepas en prosesseer riglyne om probleme op te los
- Het basiese kennis van die munisipaliteit en sosiale jeugontwikkelingsprojekte & programme
- Volg gevestigde prosesse en prosedures akkuraat en versigtig
- Hou tred van klein besonderhede en verseker dat alle projekte voltooi word
- Organiseer, prioritiseer en skeduleer take wat uitgevoer moet word doeltreffend en binne begroting

**Funksionele Bevoegdheede:**

- Ondersteun inisiatiewe en werk gewillig saam in die uitvoering van take

**Publiekediens Oriëntasie:**

- Toon inagneming en reageer goed teenoor ander
- Luister effektief en reageer toepaslik
- Demonstreer effektiewe mondelinge en geskrewe kommunikasie
- Reageer op vrae met akkurate en volledige antwoorde
- Lewer boodskappe op 'n manier wat ondersteuning, toewyding en instemming verkry
- Toon toegewydheid aan diensuitstekendheid en hou by spertye
- Toon kliëntefokus en reageer betyds op behoeftes

**Persoonlike Bevoegdheede:**

- Gryp nuwe uitdagings met entoesiasme aan en toon inisiatief
- Bly kalm en gefokus onder druk
- Hanteer kritiek konstruktief
- Hanteer verandering effektief, gryp geleentheid aan en demonstreer optimisme
- Deel inligting en kennis met ander

- Neem verantwoordelikheid vir eie aksies en demonstreer logiese probleem-oplossing

## **SLEUTEL PRESTASIE AREAS**

- Verleen bystand met aansoeke en prosesse geassosieerd met die koördinasie, beplanning en ontwikkeling van volhoubare sport aktiwiteite en programme in die Munisipale area
- Lei en fasiliteer gemeenskapsondersteuning vir program aktiwiteite, uitvoer van prosedurêle en administratiewe vereistes
- Skep bewustheid en moedig gemeenskapsdeelname in sport aktiwiteite aan
- Dra by tot die ontwikkeling van 'n hoë profiel vir sportontwikkeling binne die Munisipale area deur effektiewe interaksie en publisiteit van sportgeleenthede
- Koördineer en implementeer aangewese sportprogramme en aktiwiteite in oorleg met die doelwitte en objektiewe van plaaslike en provinsiale/nasionale strategiese objektiewe
- Organiseer, bespreek en berei fasiliteite voor vir publieke sportfunksies en geleenthede
- Bevorder deelname en bewusmaking van sportontwikkelingsinisiatiewes en programme in gemeenskappe
- Administratiewe rekordhouding en verslaggewing
- Bystand met die verspreiding van inligting op die onmiddellike en korter-termyn doelwitte en huidige ontwikkelings, probleme en beperkinge
- Formele en informele verslaggewing
- Diplomatieuse interaksie met verskeie belanghebbendes

### **SALARISSKAAL:**

**Alles-insluitende totale pakket van ± R335 257.30– R425 273.25 per jaar. Voordele bv. mediesefondsskema, pensioenfonds, groeplewensskema, 13de tjem ingesluit.**

### **BASIESE SALARIS:**

**R 233 752.44 – R 303 424.80 per jaar (T9)**

### **SLUITING DATUM:**

**2 DESEMBER 2022**

**(Geen aansoeke ontvang na 13h00 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 kopië van bewys van kwalifikasies moet die CV en aansoekvorm vergesel.
- Kortlyskandidate wie elektronies aansoek gedoen het moet die **oorspronklike** gesertifiseerde kopië 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 J Ruiters 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 waseMossel Bhayi, njengomqeshi ozibopheleleyo kwingqesho ngokulingana umema abantu ukuba benze izicelo zesi sithuba silandelayo**

**UMNCEDISI WOMLUNGELELANISI WOPHUHLISO LOLUNTU**  
**UPHUHLISO LWEMIDLALO NOLONWABO**

**(IINKONZO ZOLUNTU )**

**E-MOSSEL BHAYI**

**INGQESHO ESISIGXINA**

**(ABENZI-ZICELO ABAHLALA PHAKATHI KWEMIDA YASE MOSSEL BHAYI BAYA KUQWALASELWA KUQALA)**

**IIMFUNO / OKULINDELEKILEYO**

(Ubungqina obufanelekileyo / amaxwebhu afanelekileyo kufuneka ahambe nesicelo sakho)

- Isiqu seMfundo Ephakamileyo Yeminyaka emi-3 (ubuncinane NQF iSigaba 6)
- Ubuncinane amava onyaka omnye (1) ukuya kwemithathu (3) angqamene nesi sithuba somsebenzi
- Ulwazi ngeKhompyutha (Iinkqubo zika MS Office)
- Iimpepha-mvume zokuqhuba zeNqanaba B (kwisithuthi esitshintshwayo)
- Ulwazi olugqibeleleyo kwiilwimi ezimbini (2) kwezintathu (3) ezisesikweni eNtshona-Kapa
- Ube uyakwazi ukwenza imisebenzi yezandla kwanokuphakamisa izinto ezinzima
- Kulindeleke ukuba usebenze ixesha elongezelelweyo okanye uye kwiintlanganiso emva kweeyure zesiqhelo zomsebenzi xa kuyimfuneko

**UBUCHULE / UGQIBELELO OLUYIMFUNOKO**

**Ugqibelelo Oluphambili lomsebenzi:**

- Ukusebenzisa izikhokelo kunye neenkqubo ekusombululeni iingxaki
- Ube unolwazi olusisiseko ngomasipala kunye neeprojekthi zophuhliso lolutsha kunye neenkqubo
- Ukulandela ngokuchanekileyo nangobunono iinkqubo ezimiseliweyo
- Ukugcina ulwazi lweengcombolo ezincinane kwanokuqinisekisa ukuba zonke iiprojekthi ziyaqukunjelwa
- Ukuququzelela, ukubeka ngokulandelelana kwanokumisela imisebenzi ekufuneka yenziwe ngokufezekileyo nangokungqamene nemali eyabelwe loo projekthi.

**Ugqibelelo/Ubuchule obungqamene nomsebenzi:**

- Ukuxhasa iziqalelo kwanokusebenzisana ngokusemdleni ekwenzeni imisebenzi

**Uqhelwaniso neNkonzo kaRhulumente:**

- Ukubonakalisa ingqwalasela kwanokuphendula kakuhle kwabanye
- Ukumamela ngokufezekileyo nokuphendula ngokufanelekileyo
- Ukubonakalisa unxibelelwano olufezekileyo ngentetho nangokubhaliweyo
- Ukuphendula imibuzo ngokuchanekileyo kwanokunika iimpendulo ezipheleleyo
- Ukuhambisa imiyalezo ngendlela enika inkxaso, ukuzinikela kwanesivumelwano
- Ukubonakalisa ukuzinikela kwinkonzo egqibeleleyo kwanokugcina iminqamla-juqu
- Ukubonakalisa ingqwalasela ngakubathengi kwanokunika ingqwalasela ekhawulezileyo ngakwiimfuno.

**Ubuchule/Ubungqamene bakho ubuqu:**

- Ukuyamkela ngentakazelelo imingeni emitsha kwanokubonakalisa isiqalelo ngokwakho
- Ukuhlala uzolile kwaye unike ingqwalasela xa uphantsi koxinezelelo
- Ukuqubisana nokugxekwa ngendlela eyakhayo
- Ukuqubisana ngokufezekileyo notshintsho, ukusangana namathuba kwaye ubonakale usoloko ujonge ukhangeleka unethemba
- Ukwabelana ngolwazi kunye nabanye

- Ukuthabatha uxanduva ngeentshukumo zakho kwanokubonakalisa usombululo lweengxaki ngendlela elandelelanayo nangemfezeko.

## **IINDIMA EZIPHAMBILI ZOMSEBENZI**

- Ukuncedisa kwizicelo nakwiinkqubo ezingqamene nolungelelwano, ucwangciso kunye nophuhliso lweentshukumo zemidlalo kunye neenkqubo kwingingqi kaMasipala
- Ukukhokela nokuququzelela iintshukumo zenkxaso yoluntu, ukufezekiswa kweemfuno zeenkqubo kunye nezolawulo
- Ukudala ulwazi kwanokukhuthaza ukuthatyathwa kwenxaxheba luluntu kwezemidlalo
- Ukufaka igalelo kuphuhliso lomgangatho ophezulu wophuhliso lwamathuba ezemidlalo kwingingqi kaMasipala ngokuqhagamshelana ngokufezekileyo kwanokupapasha amathuba ezemidlalo
- Ukulungelelanisa kwanokusebenzisa iinkqubo ezimiselweyo zemidlalo kunye neentshukumo ngokungqamene neenjongo kunye nezijoliselo zeenjongo zasekuhlaleni, ezephondo kunye nezesizwe
- Ukuququzelela, ukugcina kwanokulungisa iindawo zemidlalo yoluntu gabalala kunye neziganeke
- Ukukhuthaza ukuthatyathwa kwenxaxheba kwanolwazi ngophuhliso lwezemidlalo kunye neenkqubo eluntwini
- Ugcino lweengcombolo zolawulo kwakunye neengxelo
- Ukuncedisa ekuhanjiseni kolwazi olungqamene neenjongo zexesha elifutshane nelangoku kwakunye nophuhliso olukhoyo, iingxaki nezithintelo eziyimiqobo
- Ukwenza ingxelo esesikweni nengekho sesikweni
- Ukunxibelenana ngendlela yobulumko kunye nabo bachaphazelekayo ngokwahlukeneyo.

## **UMLINGANISELO WOMVUZU:**

**Umgodlo uwonke omalunga ne R335 257.30 – R425 273.25 ngonyaka. Izibonelelo ezifana Noncedo-nkxaso Yonyango, umhlala-phantsi, i-inshorensi yomqeshi, intalwulo ye-13(iBhonasi) zibandakanyiwe apha.**

## **UMVUZU OSISISEKO:**

**R233 752.44 – R303 424.80 ngonyaka (T9)**

## **UMHLA WOKUVALA:**

**2 DISEMBA 2022**

**(Izicelo ezifunyenwe emva kwentsimbi ye 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 zeziqo zemfundo neziqinisekisiweyo 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 umsebebzi.
- Ngesizathu sengqesho ngokulingana nceda uphawule uhlanga, ubuni kunye nokhubazeko kwifomu yesicelo somsebenzi.
- Iingombolo 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 behlelelekile ngaphambili kunye nabakhubazekileyo.

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