

## MOSEL BAY MUNICIPALITY

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

# **INTERNSHIP PROGRAMME: INTEGRATED HUMAN SETTLEMENTS**

**(APPLICANTS RESIDING WITHIN THE BOUNDARIES OF MOSEL BAY WILL RECEIVE PREFERENCE)**

Mossel Bay Municipality is offering opportunities to unemployed South African graduates from Higher Education institutions who have completed a three- (3) year Degree or National Diploma (NQF Level 6 or above), and who are seeking work experience related to the field of study that they have completed.

### **REQUIREMENTS**

(Application form and relevant proof / documentation must accompany application. No late applications will be accepted)

- National Diploma or Degree in Public Administration or Human Settlements (must be in possession of completed qualification on NQF Level 6 or higher at date of application)
- Fluent in at least two (2) of the official languages of the Western Cape
- Computer literate (MS Office applications)
- Applicants must have met the academic requirements for the advertised field of study/discipline and should not previously have been employed as an Intern in the Public Sector
- Must be willing to work overtime

### **DURATION:**

Contractual appointment: Twelve (12) months with the option to extend the period for a further twelve (12) to twenty-four (24) months, up to a maximum of three (3) years in total.

### **STIPEND:**

**R7 531.43 per month**

### **CLOSING DATE:**

**25 MARCH 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 (<http://www.mosselbay.gov.za/careers-index>) 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

# **INTERNSKAPPROGRAM:GEÏNTEGREERDE MENSlike NEDERSETTINGS**

**(AANSOEKERS WOONAGTIG BINNE DIE GRENSE VAN MOSELBAAI SAL VOORKEUR GENIET)**

Mosselbaai Munisipaliteit bied geleentehede aan werklose Suid Afrikaanse gegradueerdes van Hoër Opleidingsinstansies wie 'n drie- (3) jaar Graad of Nasionale Diploma voltooi het en wie werksondervinding verwant aan die studieveld wat hul voltooi het, verlang.

## **VEREISTES**

(Aansoekvorm en verwante bewys / dokumentasie moet aansoek vergesel. Geen laat aansoeke sal aanvaar word nie)

- Nasionale Diploma of Graad in Publieke Administrasie of Menslike Nedersetting (moet in besit wees van 'n voltooide kwalifikasie op NKR Vlak 6 of hoër op datum van aansoek)
- Vlot in ten minste twee (2) van die amptelike tale van die Wes-Kaap
- Rekenaargeletterd (MS Office toepassings)
- Aansoekers moet die akademiese vereistes vir die geadverteerde veld van studie/dissipline behaal het en nie voorheen as 'n Intern in die Publieke Sektor in diens gewees het nie
- Moet bereid wees om oortyd te werk.

**DURASIE:** Kontraktuele aanstelling: Twaalf (12) maande met die opsie om die tydperk vir 'n verdere twaalf (12) tot vier-en-twintig (24) maande te verleng, tot 'n maksimum van drie (3) jaar in totaal.

**STIPEND:** R7 531.43 per maand

**SLUITINGSDATUM:** 25 MAART 2022

**(Geen aansoek ontvang na 13h00 sal aanvaar word nie)**

## **ALGEMEEN:**

- Kortlys kandidate 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 (<http://www.mosselbay.gov.za/careers-index>) of van die kontakpersone hieronder genoem.
- Oorspronklike gesertifiseerde kopie van bewys van kwalifikasies moet die CV vergesel.
- Kortlys kandidate wie elektronies aansoek gedoen het moet die **oorspronklike** gesertifiseerde afskrifte van kwalifikasies en ander vereiste dokumentasie op of voor die datum van die praktiese toets voorsien.
- Vir gelykheidsdoeleindes, dui asseblief u ras, geslag en gestremde status 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.

**UMASIPALA WASE MOSSEL BHAYI**  
**UMasipala wase Mossel Bhayi, njengomqeshi ozibopheleleyo kwingqesho ngokulinganayo, umema abantu ukuba benze izicelo zesi sithuba singezantsi**

**INKQUBO YOKUQEQESHELWA UMSEBENZI: UKUZINZISWA KOLUNTU**

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

UMasipala wase Mossel Bhayi ubonelela ngamathuba kwabo bangaqeshwanga banezidanga zemfundo eMzantsi Afrika abazifumene kumaZiko-Mfundo eMfundo ePhakamileyo nabagqibe iziDanga zeminyaka emithathu (3) okanye iDiploma yeSizwe (NQF Umgangatho 6 okanye ngaphezulu), abafuna amava omsebenzi angqamene namanqanaba emfundo abayigqibileyo.

**IIMFUNO / OKULINDELEKEILEYO**

(Ifomu yesicelo kunye nobungqina obufanelekileyo / amaxwebhu kufuneka ahambe nesicelo sakho. Izicelo ezingeniswe emva kwexesha aziyi kwamkelwa)

- IDiploma yeSizwe okanye isiDanga kuLawulo lukaRhulumente okanye kuZinzizo / Ukuhlaliswa koLuntu (kufuneka abe unobungqina bemfundo egqityiweyo kwiNqanaba 6 okanye ngaphezulu ngomhla wokwenza isicelo)
- Ube ugqibelele kwiilwimi ezimbini (2) ezisesikweni eNtshona-Kapa
- Ube unolwazi ngeNgqondo-Mtshini i(Khompuyutha)
- Izicelo kufuneka zibe zingqamene ngokupheleleyo nokulindeleke kwisithuba esipapashiweyo kwaye umenzi-sicelo abe akazange waqeshwa njengomqeqeshwa kwiCandelo likaRhulumente
- Kufuneka ube uzimisele ukusebenza ixesha elongezelelweyo

**IXESHA LENGQESHO :**

Ingqesho yexeshana: linyanga ezilishumi elinesibini (12) phantsi kokuba lingandiswa eli xesha isithuba sezinye inyanga ezili-12 ukuya kwezingama-24, ukuya kufikelela kwiminyaka emithathu (3) iyonke.

**ISIBONELELO SENTLAWULO:** R7 531.43 ngenyanga

**UMHLA WOKUVALA:** 25 MATSHI 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.**
- Ifomu zezicelo ziyafumaneka kwikhasi lothungelwano likaMasipala (<http://www.mosselbay.gov.za/careers-index>) okanye ungazithunyelwa nge-imeyile xa uthethe waqhagamshelana nabantu abachazwe apha ngezantsi apha ngezantsi. Iikopi zeziqinisekiso zeziqu zemfundo neziqinisekisiweyo njengeziyinyaniso kufuneka zihambe neCV yakho kunye nefomu yesicelo
- Abagqatswa abafakwe kuluhlu olufutshane nabazenze ngobuchwepheshe izicelo zabo kufuneka baveze iikopi **zoqobo** eziqinisekisiweyo zeziqu zemfundo kwakunye namanye amaxwebhu ayimfuneko ngomhla okanye phambi komhla wokuvavanyelwa umsebebzi.
- Ngesizathu sengqesho ngokulingana nceda uphawule uhlanga, ubuni kunye nokhubazeko kwifomu yesicelo somsebenzi.

lingcombolo ezithe vetshe ungazifumana kuNkszn 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**  
**IBAMBELA - MPHATHI KAMASIPALA**