

MOSSEL BAY MUNICIPALITY

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

SENIOR CLERK: DEALERS & ENQUIRIES **TRAFFIC AND LAW ENFORCEMENT** **(COMMUNITY SAFETY)**

MOSSEL BAY

PERMANENT APPOINTMENT

APPLICANTS RESIDING WITHIN THE MOSSEL BAY MUNICIPAL BOUNDARIES SHALL
RECEIVE PREFERENCE

ONLY HARDCOPY APPLICATIONS WILL 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 Level 4)
- Minimum of 2 to 5 years' relevant experience
- Proficient in at least 2 of the 3 official languages of the Western Cape
- Computer literate (MS Office applications)

COMPETENCIES REQUIRED

• Written communication • Oral communication • Attention to detail • Influencing • Ethics and professionalism • Organisational awareness • Problem solving • Planning and organising • Business processes • Use of technology • Data processing and analysis • Interpersonal relationships • Service delivery orientation • Client orientation • Action orientation • Resilience • Change readiness • Cognitive ability • Learning orientation

KEY PERFORMANCE AREAS

- Check documents before registration and licensing
- Issue registration of vehicles, renewal of vehicle licenses, bulk/dealer transactions, and temporary/special permits
- Perform NATIS administration and enquiries
- Daily cash-up and balancing of NATIS terminals and cash registers
- Handle queries of clients through correspondence/telephonically
- Diplomatic interaction with various stakeholders

SALARY SCALE:

All-inclusive total package of ±R291 818.87 – R364 297.56 per annum. Benefits eg medical aid scheme, pension fund, group life scheme, 13th cheque included.

BASIC SALARY:

R187 574.28 – R243 479.52 per annum (T6)

CLOSING DATE:

14 AUGUST 2026

(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**

SENIOR KLERK: HANDELAARS & NAVRAE
VERKEER EN WETSTOEPASSING
(GEMEENSKAPSVEILIGHEID)
MOSELBAAI

PERMANENTE AANSTELLING

AANSOEKERS WOONAGTIG IN DIE MOSELBAAI MUNISIPALE GRENSE SAL

AANSOEKERS WOONAGTIG VOORKEUR GENIET

SLEGS HARDEKOPIE AANSOEKE SAL AANVAAR WORD

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 Vlak 4)
- Minimum 2 tot 5 jaar verwante ondervinding
- Vlot in ten minste 2 van die 3 amptelike tale van die Wes-Kaap
- Rekenaargeletterd (MS Office toepassings)

VEREISTE BEVOEGDHEDE

- Skriftelike kommunikasie • Mondelinge kommunikasie • Aandag aan detail
- Beïnvloeding • Etiek en professionalisme • Organisatoriese bewustheid
- Probleemoplossing • Beplanning en organiseren • Besigheidsprosesse • Gebruik van tegnologie • Dataprozessering en analise • Interpersoonlike verhoudings
- Diensleweringsoriëntering • Kliënt-oriëntering • Aksie-oriëntering • Veerkragtigheid
- Veranderingsgereedheid • Kognitiewe vermoë • Leer-oriëntering

SLEUTEL PRESTASIEAREAS

- Gaan dokumente na voor registrasie en lisensiëring
- Uitreik van voertuigregistrasies, hernuwing van voertuiglisensies, grootmaat/handelaartransaksies en tydelike/spesiale permitte
- Voer NATIS administrasie en navrae uit
- Daaglikse opkas en balansering van NATIS terminale en kontantregisters
- Hanteer navrae van kliënte deur korrespondensie/telefonies
- Diplomatieuse interaksie met verskeie belanghebbendes

SALARISSKAAL:

Alles-insluitende totale pakket van ±R291 818.87 – R364 297.56 per jaar. Voordele bv. mediesefondsskema, pensioenfonds, groeplewensskema, 13^{de} tjem ingesluit.

BASIESE SALARIS:

R187 574.28 – R243 479.52 per jaar (T6)

SLUITINGSDATUM:

14 AUGUSTUS 2026

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

ALGEMEEN:

- Aansoekvorms is beskikbaar op die Munisipale webtuiste (www.mosselbay.gov.za) of elektronies beskikbaar vanaf die kontakpersone hieronder vermeld.
- **Voltooide aansoeke op die amptelike aansoekvorm en vergesel deur 'n omvattende CV**, wat as vertroulik beskou sal word, mag per hand afgelewer word aan die Mosselbaai Munisipaliteit se MH Afdeling (Ou Kragstasiegebou, Santos Strand, Mosselbaai).
- **Vir interne geadverteerde en/of plaaslike poste (binne die grense van die Mosselbaai Munisipaliteit), sal slegs hardekopie aansoeke en soos as sulks aangedui in die advertensie, aanvaar word. In die geval dat dit nie spesifiseer dat slegs hardekopie aansoeke aanvaar sal word nie, kan 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 volledig voltooi moet wees. Versuim om die volledige voltooide aansoekvorm en/of gesertifiseerde afskrifte en ander vereiste dokumentasie aan te heg, tot onmiddellike diskwalifikasie sal 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 voorafkeuring kwalifiseer (praktiese assesserings) mag daaraan onderworpe wees om 'n teoretiese en/of 'n praktiese toets, insluitend 'n bestuursvaardigheidstoets te ondergaan.
- Kandidate wie vir voorafkeuring kwalifiseer mag versoek word om die **oorspronklike** gesertifiseerde afskrifte van kwalifikasies en ander dokumentasie te voorsien.
- Suksesvolle aansoekers mag van vereis word om 'n basislyn/ingangs mediese evaluasie te ondergaan om vas te stel welke hy/sy geskik is vir diens en in dié geval sal die indiensneming onderworpe wees aan verklaarde geskiktheid.
- Verdere besonderhede is verkrygbaar by Me N de Wet, Me F Mpondo/Me C Daniels 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 en moedig persone van 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 WASEMOSSEL BHAYI
UMasipala waseMosSEL Bhayi, njengomqeshi ozibopheleleyo kwingqesho ngokulingana
umema abantu ukuba benze izicelo zesi sithuba silandelayo

UNOBHALA OPHEZULU : ABATHENGISI KUNYE NEMIBUZO
EZENDLELA KUNYE NONYANZELISO-MTHETHO

(UKHUSELEKO LOLUNTU)

EMOSSEL BHAYI
INGQESHO ESISIGXINA

(ABENZI-ZICELO ABAHLALA PHAKATHI KWEMIDA KAMASIPALA WASE MOSSEL BHAYI
BAYAKUQWALASELWA KUQALA)

KUYAKWAMKELWA IZICELO EZINGENISWE NGESANDLA KUPHELA

*Kwimeko apho kukho khona ukungangqinelani kwenguqulelo yolwimi, inguqulelo yesiNgesi
iyakudlala indima ephambili.*

IIMFUNO / OKULINDELEKILEYO

*(Ubungqina obufanelekileyo / amaxwebhu afanelekileyo kunye nefomu echaphazelekayo yokwenza isicelo
negcwalisiweyo, kufuneka zihambe nesicelo sakho. Izicelo ezingeniswe emva komhla wokuvala aziyi kwamkelwa)*

- Ibanga le-12 (NQF iNqanaba 4)
- Ubuncinane amava eminyaka emi-2 ukuya kwemi-5 angqamene nesi sithuba somsebenzi kwibakala lika masipala
- Ube ugqibelele kwiilwimi ezimbini (2) kwezintathu (3) ezisesikweni eNtshona-Kapa
- Ulwazi ngeNgqondo-mtshini i(Khompyutha) { linkqubo zika – MS Office}

OKULINDELEKE UKUBA UKWAZI UKUKWENZA

*Unxibelelwano ngokubhaliweyo *Unxibelelwano ngentetho *Ukunika ingqwalasela epheleleyo
*Impembelelo *Isimilo nogqibelelo ngokuziphatha *Ulwazi ngesimo somsebenzi *Ukusombulula
ingxaki *Ukucwangcisa nokuququzelela *linkqubo zoshishino *Ukusebenzisa ubuchwepheshe
*Ukusebenza ngeengcombolo kwanokuzihlalutya *Ubudlelwane kunye nabantu *Ukuqhelana
nokunikezelwa kweenkonzo *Ukuqhelana nabathengi *Ukuqhelana neentshukumo zomsebenzi
*Ukungalukuhleki *Ukukulungela ukutshintsha *Ubuganga bokuqonda nokuqiqa *Uqhelwanniso
nokufunda.

IINDIMA EZIPHAMBILI ZOMSEBENZI

- Ukujonga amaxwebhu phambi kobhaliso naphambi kokukhutshwa lweelayisenisi
- Ukukhupha iziqinisekiso zokubhaliswa kwezithuthi, ukuhlaziywa kweelayisenisi
zezithuthi, iinkqubo ezibandakanya izinto ezininzi/ezabathengi / ezabathengisi
kwakunye neemvume zexeshana / iimvume ezikhethekileyo
- Ukwenza imisebenzi yolawulo lwe NATIS kunye nemibuzo engqamene nayo
- Ukuqokelela nokubala iimali ezingene ngosuku ngalunye ze uzilungelelanise
noomatshini baNATIS kunye neeregista zeemali
- Ukujongana nemibuzo yabathengi ngembalelwano nangomnxeba
- Ukunxibelelana ngobuchule obunzulu kunye nabo bonke abachaphazelekayo.

UMLINGANISELO WOMVUZO:

Umgodlo uwonke omalunga ne ±R291 818.87 – R364 297.56 ngonyaka.

Izibonelelo ezinjengoNcedo Lonyango, ingxowa yomhlala-phantsi, i-inshorensi yomqeshi,
intlawulo yeBhonasi zibandakanyiwe apha.

UMVUZO OSISISEKO:

R187 574.28 – R243 479.52 ngonyaka (T6)

UMHLA WOKUVALA:

14 AUGUST 2026

(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 nekhathiswa 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 esipapashiweyo singacacisanga khona ukuba zizicelo ezixingeniswe ngesandla kuphela eziyakwamkelwa xa kungeniswa izicelo, izicelo ezenziwe ngoBuchwepheshe ezikhatshwa yifomu esesikweni kunye neCV (ngokukhethekileyo zibe luxwebhu olunye oluyi PDF) zingathunyelwa nge-imeyili apha: admin@mosselbay.gov.za. Le miqathango isisinyanzelo kwaye ukuba uye wasilela ukuyithobela kuyakukhokelela ekukhatyweni kwesicelo somenzi-sicelo.**
- Qwalasela ukuba le fom u isesikweni kufuneka igcwaliswe ngokupheleleyo. Ukungangenisi le fom u ichaziweyo okanye ungancamathiseli iikopi eziqinisekisiweyo kunye namaxwebhu ayimfuneko, kuya kukhokelela ekukhatyweni kwesicelo sakho.
- Iikopi zoqobo eziqinisekisiweyo (ezingadlulanga kwiinyanga ezi-6 ziqinisekisiwe) 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 kwimeko enjalo kuyakuxhomekeka kuye umenzi-sicelo ukuba ingaba ukulungele ukusebenza kusinina.
- Iingombolo 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 bebhakade 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**