

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

ASSISTANT OCCUPATIONAL HEALTH AND SAFETY

OFFICER

(CORPORATE SERVICES)

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)

- Three (3)-year tertiary qualification (NQF Level 6) in relevant field
- Minimum of 0 to 2 years' relevant experience
- Computer literate (MS Office applications)
- Valid Code B driver's license (manual vehicle)
- Proficient in at least 2 of the 3 official languages of the Western Cape
- Required to work afterhours as needed from time to time

PREFERRED REQUIREMENTS

- SAMTRAC certificate
- Minimum of 2 years' experience in an Occupational Health and Safety Environment

COMPETENCIES REQUIRED

Core Professional Competencies:

- Applies sector policies and legislation in undertaking tasks
- Accurately captures details of meetings/proceedings for formal record
- Organises, prioritises and schedules tasks to be performed within budget, efficient time and resources
- Ensures professional interaction and communication with clients

Functional Competencies:

- Analyses existing information and is able to translate data into meaningful information
- Understands the link between people, systems, practices and policies
- Supports OHS Practitioner in execution of health and safety policies

Public Service Orientation:

- Able to establish rapport and gets on well with others
- Communicates effectively with colleagues and clients
- Keeps commitments and promises in undertaking tasks and meeting deadlines

Personal Competencies:

- Understands conflict resolution methodology and processes
- Conducts self in accordance with organisational values
- Undertakes roles and responsibilities in a sincere and honest manner
- Demonstrates logical problem-solving approaches and provides rationale for proposed solutions

Leadership Competencies:

- Gives direction to team in meeting objectives and deadlines
- Shares knowledge and information with peers and subordinates
- Encourages 'on-the-job' training and the acquisition of new skills

KEY PERFORMANCE AREAS

- Provide support to immediate supervisor in respect of administrative / clerical tasks
- Report all injuries on duty to the Compensation Commissioner
- Consult, advise and interact with other employees and officials of State Departments
- Develop action plans to support the delivery of safety targets
- Perform spot checks to ensure that all First Aid boxes are fully equipped at all times
- Perform inspections of workplaces to ensure that statutory signage is in place
- Ensure that risk assessments are conducted as required by the OHS Act and Regulations
- Ensure compliance of contractors with OHS Act and Regulations
- Examine causes of incidents in conjunction with incident investigators and the OHS Officer
- Proactive reporting, toolbox talk meetings, monthly meetings and reporting
- Train, involve and motivate employees in terms of OHS standards

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: 27 OCTOBER 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 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 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 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

ASSISTENT-BEROEPSGESONDHEID EN
VEILIGHEIDSBEAMPT
(KORPORATIEWE DIENSTE)

MOSSELBAAI
PERMANENTE AANSTELLING

AANSOEKERS WOONAGTIG BINNE DIE WES-KAAP MAG VOORKEUR GENIET

VEREISTES

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

- Drie (3)-jaar tersiêre kwalifikasie (NKR Vlak 6) in relevante veld
- Minimum 0 tot 2 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
- Vereiste om na-ure te werk soos nodig van tyd tot tyd

VOORKEURVEREISTES

- SAMTRAC Sertifikaat
- Minimum 2 jaar ondervinding in 'n Beroepsgesondheid en Veiligheidsomgewing (BGV)

VEREISTE BEVOEGDHEDE

Kern Professionele Bevoegdhe:

- Pas sektorbeleide en wetgewing toe in die uitvoering van take
- Vang detail van vergaderings/verrigtinge akkuraat vas vir formele rekord
- Organiseer, prioritiseer en skeduleer take wat uitgevoer moet word binne begroting, voldoende tyd en hulpbronne
- Verseker professionele interaksie en kommunikasie met kliënte

Funksionele Bevoegdhe:

- Analiseer bestaande inligting en in staat om data na betekenisvolle inligting te herlei
- Verstaan die skakel tussen mense, stelsels, praktyke en beleide
- Ondersteun BGV Praktisyn in die uitvoering van gesondheid en Veiligheidsbeleide

Publiekediens Orientasie:

- In staat om verhoudings te vestig en kom goed oor die weg met ander
- Kommunikeer effektief met kollegas en kliënte
- Hou by ooreenkoms en beloftes in onderneming van take en vergaderingspertye

Persoonlike Bevoegdhe:

- Verstaan konflik oplossing metodologie en prosesse
- Tree op in oorleg met organisatoriese waardes
- Onderneem rolle en verantwoordelikhede op 'n opregte en eerlike wyse
- Demonstreer logiese probleemoplossingsbenadering en voorsien rasionaal vir voorgestelde oplossings

Leierskap Bevoegdhe:

- Gee rigting aan span in behaling van doelwitte en spertye
- Deel kennis en inligting met portuurgroepe en ondergeskiktes
- Moedig 'in-die-werk' opleiding en die verkryging van nuwe vaardighede aan

SLEUTEL PRESTASIEAREAS

- Verleen ondersteuning aan onmiddellike toesighouer met betrekking tot administratiewe / klerikale take
- Rapporteer alle beserings aan diens aan die Ongevallekommissaris
- Konsulteer, adviseer en interaksie met ander werknemers en amptenare van staatsdepartemente
- Ontwikkel aksieplanne om die lewering van veiligheidsteikens te ondersteun
- Voer steekproewe uit om te verseker dat alle Noodhulpkassies alle tye ten volle toegerus is
- Voer inspeksies uit (by werksplekke) om te verseker dat wetlike tekens in plek is
- Verseker dat risiko-assesserings uitgevoer word soos vereis deur die BGV Wet en Regulasies
- Verseker voldoening van kontrakteurs met BGV Wet en Regulasies
- Onderzoek oorsake van insidente in samewerking met insidentondersoekers en die BGV Beampte
- Pro-aktiewe rapportering, "gereedskapkas" vergaderings, maandelikse vergaderings en rapportering
- Opleiding, betrek en motiveer werknemers ingevolge BGV standaarde

SALARISSKAAL:

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

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

SLUITINGSDATUM: 27 OKTOBER 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 beskikbaar 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 by die Mosselbaai Munisipaliteit MH afdeling (Ou Kragstasiegebou, Santos Strand, Mosselbaai). Vir poste wat intern en/of plaaslik geadverteer word (binne die grense van die Mosselbaai Munisipaliteit), **sal slegs hardekopie aansoeke aanvaar** word. **Elektroniese aansoeke vergesel deur die amptelike aansoekvorm en 'n omvattende CV (Verkieslik as een gekombineerde PDF dokument) kan per e-pos gestuur word aan admin@mosselbay.gov.za.** Hierdie voorwaardes is verpligtend en versuim om te voldoen sal outomaties tot die diskwalifikasie van die aansoeker lei.
- Neem kennis dat die verwante amptelike aansoekvorm ten volle voltooi moet wees. Versuim om die voltooië aansoekvorm en/of kopië en ander vereiste dokumentasie aan te heg, tot onmiddellike diskwalifikasie sal lei.
- Oorspronklike gesertifiseerde kopië (nie ouer as 6 maande nie) of bewys van kwalifikasies en ander vereiste dokumentasie moet die CV en aansoekvorm vergesel.
- Kandidate wie vir voorafkeuring kwalifiseer mag onderworpe wees en van vereis word om 'n teoretiese en/of praktiese toets, insluitend 'n bestuursvaardigheidstoets te ondergaan.
- Kortlyskandidate wie vir vooraf-keuring kwalifiseer (praktiese assessering) 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.
- 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 en bemoedig dus persone van hierdie groepe 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 WASEMOSEL BHAYI

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

UMNCEDIDI - IGOSA LEMPILO NOKHUSELEKO EMSEBENZINI

(IINKONZO EZIDITYANISIWEYO)

EMOSSEL BHAYI

INGQESHO ESISIGXINA

ABENZI-ZICELO ABAHLALA PHAKATHI ENTSHONA-KAPA BANGAQWALASELWA

KUQALA

IIMFUNO / OKULINDELEKILEYO

(Ubungqina obufanelekileyo / amaxwebhu afanelekileyo kunye nefomu echaphazelekayo egcwalisiweyo, kufuneka zihambe nesicelo sakho)

- Isiqu seMfundo Ephakamileyo seminyaka emithathu (3) (iNqanaba lika NQF 6), kwinqanaba elichaphazelekayo lomsebenzi
- Ubuncinane amava eminyaka 0 – 2 kumsebenzi ongqamene nesi sithuba
- Ulwazi ngeNgqondo-mtshini i(Khompyutha) { linkqubo zika – MS Office}
- Iimphepha-mvume zokuqhuba zeNqanaba B (kwisithuthi esitshintshwayo)
- Ube ugqibelele kwiilwimi ezimbini (2) kwezintathu (3) ezisesikweni eNtshona-Kapa
- Kulindeleke ukuba usebenza emva kweeyure zomsebenzi xa kuyimfuneko ngamaxesha athile

IIMFUNO EZIKHETHEKILEYO

- IsiQinmisekiso se SAMTRAC
- Ubuncinane amava eminyaka emi-2 kwinqanaba lomsebenzi ongqamene neMpilo kunye noKhuseleko eNgqeshweni

OKULINDELEKE UKUBA UKWAZI UKUKWENZA

Ugqibelelo olungangqa-phambili Lolwazi:

- Ukusebenzisa imigaqo-nkqubo yecandelo kunye nomthetho xa usenza imisebenzi
- Ukushicilela ngokuchanekileyo iingcombolo zeentlanganiso/zeenkqubo ngenjongo yokwenza ingxelo esesikweni
- Ukuququzelela kwanokuhlela uluhlu lwemisebenzi ekufuneka yenziwe kungagqithiswanga kwimali eyabelweyo, ngokwexesha elifanelekileyo kwakunye nangokwemithombo ekhoyo
- Ukuqinisekisa uqhagamshelwano olufanelekileyo nolwamkelekileyo kwanonxibelelwano kunye nabathengi/abantu osebenza ngabo

Ugqibelelo ngokungqamene nomsebenzi:

- Ukuhlalutya ulwazi olukhoyo kwaye ube uyakwazi ukutolika iingcombolo zibe lulwazi olunentsingiselo
- Ukukuqonda ukuqhogana phakathi kwabantu, kwiinkqubo, kwimisebenzi nakwimigaqo-nkqubo

- Ukuncedisa Abasebenzi beMpilo noKhuseleko eNgqeshweni ekufezekiseni imigaqo-nkqubo yempilo nokhuseleko

Ughelwaniso neNkonzo kaRhulumente:

- Ube uyakwazi ukwenza ingxelo kwaye ube uyakwazi ukusebenzisana kakuhle kunye nabanye
- Ukunxibelelana ngembeko kunye noogxa bakho kunye nabathengi
- Ukuzigcina izibophelelo kunye nezithembiso ekwenzeni imisebenzi kwanokufikelela kwimida emiselweyo

Ubuchule boggibelelo obulindelekileyo emntwini-buqu:

- Ukuyiqonda indlela elandelwayo ekusombululeni iimbambano kwakunye neenkqubo zayo
- Ukuziphatha ngendlela elindelekileyo emsebenzini ngokungqamene nesidima somqeshi
- Ukuthabatha indima kunye noxanduva ngendlela enyanisekileyo nethembekileyo
- Ukubonakalisa indlela endilisekileyo ekusombululeni iingxaki kwaye unike nezizathu sezigqibo ozindululayo/oziphakamisayo

Uggibelelo kulawulo:

- Ukunika umkhomba-ndlela kwiinjongo zeentlanganiso kwanemida emiselweyo
- Ukwabelana ngolwazi kunye nabo bangentla kuwe kunye nabo bangaphantsi kwakho
- Ukukhuthaza uqeqesho 'lokazi ngakumbi umsebenzi' kwanokufumana izakhono ezitsha

IINDIMA EZIPHAMBILI ZOMSEBENZI

- Ukunika inkxaso kumphathi wakho malunga nemisebenzi yolawulo/yobunobhala
- Ukwenza ingxelo ngawo wonke umonzakalo kuMkomishoni weMbuyekezo
- Ukuqhamshelana ukucebisa kunye nonxibelelwano nabanye abasebenzi kunye namagosa amaSebe kaRhulumente
- Ukumilisela izicwangciso zokusebenza ekuxhaseni ukufikelela kwizijoliselo ezimiselweyo zokhuseleko
- Ukwenza imisebenzi yokuphonononga ngenjongo yokuqinisekisa ukuba iibhokisi Zoncedo Lokuqala zinento yonke eyimfuneko ngawo onke amaxesha
- Ukwenza uhlobo lweendawo zokusebenzela ukuqinisekisa ukuba iimpawu zezimiselo zomthetho zikhona
- Ukuqinisekisa ukuba uvavanyo lomngcipheko luyenziwa ngokweemfuno zoMthetho weMpilo noKhuseleko eMsebenzini kwakunye nezimiselo zeMigaqo
- Ukuqinisekisa ukuthotyelwa koMthetho weMpilo noKhuseleko eMsebenzini kwakunye nemigaqo
- Ukwenza uphando ngoonobangela beengozi ngokusebenzisana kunye nabaphandi beziganeko kwakunye neGosa leMpilo noKhuseleko eMsebenzini
- Ukwenza ingxelo ephambili, ukubamba iintlanganiso ezikhawulezileyo, iintlanganiso zenyanga kwanokwenza ingxelo
- Ukuqeqesha, ukubandakanya kwanokukhuthaza abasebenzi ngokungqamene nezimiselo zemigangatho yoMthetho weMpilo noKhuseleko eNgqeshweni

UMLINGANISELO WOMVUZU:

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

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

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

UMHLA WOKUVALA: 27 OKTOBHA 2023

(Izicelo ezifunyenwe emva kwentsimbi ye 13h00 aziyi kwamkelwa)

GABALALA:

- Iifomu 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 nekhatshwa 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 ezikhatshwa 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 zeziqumfundo 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 abakhange baqagamshele 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 behlelekile kunye nabakhubazekileyo ikhaye ke ngoko bakhuthaze abantu abasuka kula maqela ukuba bafake izicelo.**
- *Nangona kungakho nalo naluphina ummelo, akukho sivumelwano sengqesho siyakusebenza phambi kokuba isinikezelo esibhaliweyo nesivela kumasipala, sibe samkelwe, ngumenzi-sicelo.*

MNU C PUREN

UMPHATHI KAMASIPALA