

MOSSEL BAY MUNICIPALITY

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

INTERNSHIP PROGRAMME: HUMAN RESOURCES MANAGEMENT (CORPORATE SERVICES)

(APPLICANTS RESIDING WITHIN THE BOUNDARIES OF MOSSEL 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 in Human Resources Management or related field and who are seeking work experience related to the field of study completed.

REQUIREMENTS

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

- National Diploma or Degree in Human Resources Management or related field (must be in possession of complete qualification at date of application)
- Must be in possession of a valid Code B driver's license (manual vehicle)
- Fluent in at least two (2) of the three (3) 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 900.47 per month

CLOSING DATE:

01 JULY 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**. 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) 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**

MOSSSELBAAI MUNISIPALITEIT
Mosselbaai Munisipaliteit, 'n werkgewer verbind tot gelykheidsindiensneming nooi
persone om vir die ondergemelde vakature aansoek te doen

INTERNSKAPPROGRAM:MENSLIKE
HULPBRONNEBESTUUR
(KORPORATIEWE DIENSTE)

(AANSOEKERS WOONAGTIG BINNE DIE GRENSE VAN MOSSSELBAAI SAL VOORKEUR GENIET)

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

VEREISTES

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

- Nasionale Diploma of Graad in Menslike Hulpbronnebestuur of verwante veld (moet in besit van 'n voltooide kwalifikasie op datum van aansoek wees).
- Moet in besit van 'n geldige Kode B Bestuurderslisensie (handrat voertuig) wees
- Vlot in ten minste twee (2) van die drie (3) amptelike tale van die Wes-Kaap
- Rekenaargeletterd (MS Office toepassings)
- Aansoekers moet die akademiese vereistes vir die geadverteerde veld van studie/dissipline voldoen 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 900.47 per maand**

SLUITINGSDATUM: **01 JULIE 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**. 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) of van die kontakpersone hieronder genoem.
- Oorspronklike gesertifiseerde kopie van bewys van kwalifikasies moet die CV vergesel.
- Kortlyskandidate 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 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.

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

INKQUBO YOKUQEQESHELWA UMSEBENZI: ULAWULO

LWEMITHOMBO YENGQESHO
(IINKONZO EZIDITYANISIWEYO)

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

UMasipala wase Mossel Bhayi ubonelela ngamathuba kumebi boMzantsi Afrika abangaqeshwanga benezidanga zemfundo abazifumene kumaZiko eMfundo ePhakamileyo nabagqibe iziDanga zeminyaka emithathu (3) okanye iDiploma yeSizwe kuLawulo lweMithombo yeNgqesho okanye okungqamene nezo zifundo abafuna amava omsebenzi angqamene namanqanaba emfundo abayigqibileyo.

IIMFUNO / OKULINDELEKEILEYO

(Ubungqina obufanelekileyo / amaxwebhu afanelekileyo kufuneka ahambe nesicelo sakho. Izicelo ezingeniswe emva kwexesha lokuvala aziyi kwamkelwa)

- IDiploma yeSizwe okanye isiDanga kuLawulo lweMithombo Yengqesho okanye iziqu zemfundo engqamene nesi sifundo (kufuneka abe unobungqina bemfundo egqityiweyo ngomhla wokwenza isicelo)
- Ube neempepha-mvume zokuqhuba isithuthi zeNqanaba B (kwisithuthi esitshintshwa igiya)
- Ube ugqibelele kwiilwimi ezimbini (2) kwezintathu (3) ezisesikweni eNtshona-Kapa
- Ube unolwazi ngeNgqondo-Mtshini i(Khompyutha) (linkqubo zika MS Office)
- Abenzi-zicelo kufuneka babe bayazizalisekisa iimfuno zemfundo elindelekileyo kwisithuba esipapashiweyo kwaye umenzi-sicelo abe akazange waqeshwa njengomqeqeshwa kwiCandelo likaRhulumente
- Kufuneka ube uzimisele ukusebenza ixesha elongezelelweyo

IXESHA LENGQESHO :

Inggqesho 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 900.47 ngenyanga

UMHLA WOKUVALA:

01 JULAYI 2022

(Izicelo ezifunyenwe emva kwentsimbi ye 13:00 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 Le miqathango isisinyanzelo kwaye ukusilela ukuyithobela kuyakukhokelela ekukhatyweni kwesicelo sakho.

- lifomu zezicelo ziyafumaneka kwikhasi lothungelwano likaMasipala (www.mosselbay.gov.za) **okanye** ungazithunyelwa nge-imeyile xa uthe waqhagamshelana nabantu abachazwe apha ngezantsi apha ngezantsi.
- Iikopi zeziqinisekiso zeziqinisekisiweyo zeziqu zemfundo neziqinisekisiweyo njengeziyinyaniso kufuneka zihambe neCV yakho kunye nefomu yesicelo
- Abagqatswa abafakwe kuluhlu olufutshane nabazenze ngobuchwepheshe izicelo zabo kufuneka baveze iikopi **zoqobo** eziqinisekisiweyo zeziqinisekisiweyo zemfundo kwakunye namanye amaxwebhu ayimfuneko ngomhla okanye phambi komhla wokuvavanyelwa umsebebzi.
- Ngesizathu sengqesho ngokulingana nceda uphawule uhlanga,ubuni kunye nokhubazeko kwifomu yesicelo somsebenzi.
- Iingcombolo 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 behlelekile ngaphambili kunye nabakhubazekileyo.

MNU C PUREN

IBAMBELA - MPHATHI KAMASIPALA