

## MOSEL BAY MUNICIPALITY

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

# **ASSISTANT BUILDING INSPECTOR**

## **MOSEL BAY**

### **PERMANENT APPOINTMENT**

**(APPLICANTS RESIDING WITHIN THE WESTERN CAPE WILL RECEIVE PREFERENCE)**

## **REQUIREMENTS**

(Relevant proof / documentation must accompany application)

- National Diploma in the Building Environment or equivalent NQF Level 6 Qualification
- Minimum of 3 to 5 years' building industry experience
- Computer literate (MS Office applications)
- Code B driver's license
- Proficient in at least 2 of the 3 official languages of the Western Cape
- **Proof of access to a private vehicle for inspections/duties**
- **Proof of clean criminal record** (eligible to register as a Peace Officer)
- Knowledge of the National Building Regulations and Building Standards Act
- A technical and operational understanding of Building Control functions
- Knowledge of laws, regulations and policies relating to Land Use Management and the Building Control function
- Physically fit and able-bodied
- Able to work in inclement weather conditions
- Required to work overtime or attend meetings after normal office hours when required

## **PREFERRED REQUIREMENTS**

- Qualified Peace Officer

## **COMPETENCIES REQUIRED**

### **Core Professional Competencies:**

- Understands local government policies & legislation and has an in-depth knowledge of the Municipality's policies & procedures
- Gathers information from a range of sources & analyses data to identify problems/issues in order to make effective decisions
- Plans and executes tasks in order of priority/urgency

### **Functional Competencies:**

- Initiates self-directed activity
- Controls critical incidents using standard operating procedures & exercises judgement in stressful situations
- Identifies & takes action to deal with issues/needs within the community
- Identifies inconsistencies in information / checks information to ensure that it is correct
- Finds new ways of solving problems & assesses risk when making decisions
- Handles objections by acknowledging issues and suggesting alternatives
- Able to identify and deal with ethical issues and conflicts of interest

### **Public Service Orientation:**

- Relates to people at all levels of the organisation
- Accurately captures others' ideas, expectation & concerns
- Clearly communicates needs, instructions & reasons regarding decisions
- Manages group discussions & ensures a common understanding
- Produces well-structured reports & written summaries

- Professional interaction with the general public & stakeholders

### **Personal Competencies:**

- Shows enthusiasm to take on new projects
- Reliable in a crisis with the ability to remain calm & think clearly
- Responds to challenges rationally & avoids inappropriate emotion
- Copes effectively with change & is open to new ideas and ways of doing things
- Understands own strengths & weaknesses & takes action to close knowledge/skills gaps
- Able to share information openly whilst respecting the principle of confidentiality

### **Leadership Competencies:**

- Able to work in a multi-disciplinary team
- Shares knowledge & information with peers

### **KEY PERFORMANCE AREAS**

- Inspect building sites and operations to ensure compliance with legislation and offer assistance to owners, contractors and professionals
- Perform preliminary, foundation, drainage, gully and other relevant inspections
- Report illegal building operations to immediate Superior
- Issue contravention notices and open court files for legal action
- Report on the state of municipal infrastructure, machinery and equipment to immediate Superior during routine inspections
- Conduct routine inspections on all non-approved building plans and issue notices for illegal building work
- Investigate and solve enquiries and complaints
- Building control administration and reports
- Liaise with, inform and educate various stakeholders on municipal requirements, building regulations and relevant legislation

**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:** R233 752.44 – R303 424.80 per annum (T9)

**CLOSING DATE:** **14 OCTOBER 2022**  
(No applications received after 13:00 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**

**ASSISTENT BOUINSPEKTEUR**

**MOSELBAAI**

**PERMANENTE AANSTELLING**

**(AANSOEKERS WOONAGTIG BINNE DIE WES-KAAP SAL VOORKEUR GENIET)**

**VEREISTES**

(Verwante bewys / dokumentasie moet aansoek vergesel)

- Nasionale Diploma in die Bou Omgewing of gelykstaande NKR Vlak 6 Kwalifikasie
- Minimum 3 tot 5 jaar bouindustrie ondervinding
- Rekenaargeletterd (MS Office toepassings)
- Kode B Bestuurderslisensie
- Vlot in ten minste 2 van die 3 amptelike tale van die Wes-Kaap
- **Bewys van toegang tot 'n private voertuig vir inspeksies/pligte**
- **Bewys van skoon kriminele rekord** (kwalifiseer om as 'n Vredesbeampte te registreer)
- Kennis van die Nasionale Bouregulasies en Boustandaardewet
- 'n Tegnieuse en operasionele begrip van Boubeheerfunksies
- Kennis van wette, regulasies en beleide verband aan Grondgebruikbestuur en die Boubeheerfunksie
- Fisies fiks en liggaamlik geskik
- In staat om in slegte weerstoestande te werk
- Vereiste om oortyd te werk of vergaderings na normale kantoor ure te werk wanneer van vereis word

**VOORKEURVEREISTES**

- Gekwalifiseerde Vredesbeampte

**VEREISTE BEVOEGDHEDE**

**Kern Professionele Bevoegdheede:**

- Verstaan plaaslike regeringsbeleide & wetgewing en het in-diepte kennis van die Munisipaliteit se beleide & prosedures
- Versamel inligting van 'n reeks bronne & analiseer data om probleme/kwessies te identifiseer om effektiewe besluite te maak
- Beplan en voer take uit volgens prioriteit/dringendheid

**Funksionele Bevoegdheede:**

- Inisieer self-gerigte aktiwiteite
- Beheer kritiese insidente deur gebruik van standaard operasionele prosedures & oefen oordeel in stresvolle situasies uit
- Identifiseer & neem aksie om kwessies/behoefte binne die gemeenskap te hanteer
- Identifiseer inkonsekwentheid in inligting/gaan inligting na om te verseker dat dit korrek is
- Vind nuwe wyse vir probleemoplossing & assesser risiko wanneer besluite gemaak word
- Hanteer besware deur kwessies te erken en alternatiewe voor te stel
- In staat om etiese kwessies en konflik van belange te identifiseer en te hanteer

**Publieke diens Oriëntasie:**

- Skep verwantskap by mense op alle vlakke van die organisasie
- Akkurate vaslegging van ander se idees, verwagtinge & bekommernisse

- Kommunikeer behoeftes, instruksies & redes rakende besluite duidelik
- Bestuur groepbesprekings & verseker 'n algemene begrip
- Produseer goed-gestruktureerde verslae & geskrewe oplossings
- Professionele interaksie met die algemene publiek & belanghebbendes

### **Persoonlike Bevoegdhede:**

- Toon entoesiasme om nuwe projekte aan te pak
- Betroubaar in 'n krisis met die vermoë om kalm te bly en helder te dink
- Reageer rasioneel op uitdagings en vermy onvanpaste emosie
- Hanteer verandering effektiewelik en is oop vir nuwe idees en wyse van uitvoering
- Verstaan eie sterk en swakpunte en neem aksie om kennis/vaardighede -gapings te vul
- In staat om inligting openlik te deel met respek vir die beginsel van vertroulikheid

### **Leierskap Bevoegdhede:**

- In staat om in 'n multi-dissiplinêre span te werk
- Deel kennis en inligting met portuurgroepe

### **SLEUTEL PRESTASIEAREAS**

- Inspekteer boupersele en werksaamhede om voldoening aan wetgewing te verseker en bystand te verleen aan eienaars, kontrakteurs en professionele persone
- Voer voorlopige, fondasie, dreinerings, slote en ander verwante inspeksies uit
- Rapporteer onwettige bouwerksaamhede aan onmiddellike toesighouer
- Reik oortredingskennisgewings uit en open hoflêers vir regsaksie
- Rapporteer oor die toestand van munisipale infrastruktuur, masjinerie en toerusting aan onmiddellike toesighouer gedurende roetine inspeksies
- Voer roetine inspeksies op alle nie-goedgekeurde bouplanne uit en reik kennisgewings uit vir onwettige bouwerk.
- Onderzoek en los navrae en klagtes op
- Boubeheer administrasie en verslae
- Skakel met, inlig en opvoed van verskeie belanghebbendes op oor munisipale vereistes, bouregulasies en verwante wetgewing

### **SALARISSKAAL:**

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

### **BASIESE SALARIS:**

**R233 752.44 – R303 424.80 per jaar (T9)**

### **SLUITINGSDATUM:**

**14 OKTOBER 2022**

**(Geen aansoeke ontvang na 13:00 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 kopie van bewys van kwalifikasies moet die CV en aansoekvorm vergesel.
- Kortlyskandidate wie elektronies aansoek gedoen het moet die **oorspronklike** gesertifiseerde kopie 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.

**MNR. C PUREN  
MUNISIPALE BESTUURDER**

## **UMASIPALA WASEMOSEL BHAYI**

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

### **UMNCEDISI WOMHLOLI WEZICWANGCISO ZOKWAKHA**

#### **E-MOSSELBHAYI**

#### **INGQESHO ESISIGXINA**

#### **(ABENZI-ZICELO ABAHLALA ENTSHONA-KAPA BAYAKUQWALASELWA KUQALA)**

#### **IIMFUNO / OKULINDELEKILEYO**

(Ubungqina obufanelekileyo / amaxwebhu afanelekileyo kufuneka ahambe nesicelo sakho)

- IDiploma yeSizwe kwiNqanaba leZakhiwo okanye okulingana no NQF iNqanaba 6 lesiqu semfundo
- Ubuncinane bamava emi-3 ukuya kwemi-5 kwimveliso yokwakha
- Ulwazi lweKhompyutha (linkqubo zika MS Office)
- Iimpepha-mvume zokuqhuba zeNqanaba B
- Uqqibelelo kwiilwimi ezimbini (2) kwezintathu ezisesikweni eNtshona-Kapa
- **Ubungqina bokufikelela kwisithuthi sabucala ekwenzeni uhlobo / imisebenzi**
- **Ubungqina bokuba akuzange ufunyanwe unetyala lolwaphulo-mthetho (kwaye ube ufanelekile ukubhalisa njengeGosa Loxolo)**
- Ulwazi lweMigaqo Yesizwe Yezakhiwo kwakunye noMthetho weMigangatho Yezakhiwo
- Ingqiqo yolwazi lobuchwepheshe nolokusebenza kwimisebenzi Yolawulo Lwezakhiwo
- Ulwazi lwemithetho, imigaqo kunye nemigaqo-nkqubo emayelana noLawulo lokuSetyenziswa komhlaba kwakunye nomsebenzi woLawulo Lwezakhiwo
- Ube womelele ngokwasemzimbeni kwaye ungakhubazeki
- Ube uyakwazi ukusebenza phantsi kweemeko ezingentlanga zezulu
- Kulindeleke ukuba usebenze ixesha elongezelelweyo okanye uye kwiintlanganiso emva kweeyure zomsebenzi xa kuyimfuneko.

#### **IIMFUNO EZIKHETHEKILEYO:**

- Ube uliGosa Loxolo eligqibeleleyo ngemfundo.

#### **UBUCHULE BOGQIBELELO OBUYIMFUNO:**

##### **Uqqibelelo oluphambili:**

- Ube uyayiqonda imigaqo-nkqubo karhulumente wasemakhaya kunye nemithetho kwaye ube unolwazi olunzulu lwemigaqo-nkqubo kaMasipala kunye neenkqubo
- Ukuqokelela ulwazi kwimithombo eyahlukeneyo kunye nokuhlalutya iingcombolo ekuchongeni iingxaki/imibandela khon'ukuze uthabathe izigqibo ezifanelekileyo
- Ukucwangcisa nokwenza imisebenzi ngokokulandelelana/ngokungxamiseka kwayo.

### **Ugqibelelo emsebenzini:**

- Ukwenza isiqalelo ngokwakho ubuqu
- Ukulawula iziganeko ezinzima usebenzisa iinkqubo ezisemgathweni nezimiselweyo zokusebenza kunye nokusebenzisa ingqiqo kwiimeko ezinoxinezelelo
- Ukuchonga nokuthabatha intshukumo ekuqubiseni nemibandela / iimfuno eluntwini
- Ukuchonga ukungalungelelani kolwazi / ukuqwalasela ulwazi ukuqinisekisa ukuchaneka kwalo
- Ukufumanisa iindlela ezintsha zokusombulula iingxaki kunye novavanyo lomngcipheko xa uthabatha izigqibo
- Ukuqubisana neziphikiso ngendlela yokuyamkela imibandela ze wenze iziphakamiso
- Ube uyakwazi ukuchonga kwanokuqubisana nemibandela yentlalo ngokwahlukeneyo kwakunye nokungqubana kwemidla.

### **Uqhelwaniso/Ukuqhelana nenkonzo kaRhulumente::**

- Ukuqubisana nabantu ngendlela elinganayo kumabakala onke engqeshweni
- Ukushicilela ngokuchanekileyo iimbono zabanye, okulindelekileyo kunye neenkxalabo
- Ukunxibelelana ngokucacileyo malunga neemfuno, imiyalelo kunye nengqiqo malunga nezigqibo
- Ukulawula iingxoxo zeqela kwanokuqinisekisa ukuba kukhona ukuqondana ngokufanayo
- Ukwenza iingxelo ezihlahlelwe ngokuchanekileyo kwanezishwankathelo ezibhaliweyo
- Unxibelelwano ngokugqibeleleyo nangembeko kunye noluntu kwakunye nabanye abachaphazelekayo.

### **Ugqibelelo-buqu:**

- Ukubonakalisa umdla omkhulu ekuthabatheni iziqalelo ezitsha
- Intembeko kwisimo esitshisayo kwanobuganga bokuzibamba ukumoya omhle nophantsi kwanokucinga ngokucacileyo
- Ukuphendula kwimingeni gabalala ze ukuthintele ukunyuka kwezibilini zomsindo ngokungafanelekanga
- Ukumelana ngokufezekileyo notshintsho kwaye uvuleleke ekwamkeleni iimbono ezintsha kwaneendlela zokwenza izinto
- Ukuziqonda apho womelele khona nalapho ubuthathaka khona ze uthabathe intshukumo ekuvaleni izikhewu zolwazi / zezakhono.
- Ube uyakwazi ukwabelana ngolwazi ngokuvulelekileyo ngaxeshanye uhloniphe inqobo yemfihlo.

### **Ugqibelelo ekukhokeleni:**

- Ube uyakwazi ukusebenza kwiqela elahlukeneyo ngeembono
- Ukwabelana ngolwazi kunye neengcombolo kunye nabo bangentla kuwe.

### **IINDIMA EZIPHAMBILI ZOMSEBENZI**

- Ukuhlola iindawo ekwakhiwa kuzo kwanemisebenzi yokwakha ngenjongo yokuqinisekisa ukuthotyelwa komthetho kwaye unikezele nenkxaso kubanikazi bendawo, koonokotraka nakwabo bagqibeleleyo
- Ukwenza uhlolo lwangaphambili, kwiziseko zezakhiwo, kwiidreyini, kwimifula kunye nolunye uhlolo oluchaphazelekayo
- Ukwenza ingxelo ngolwakhiwo olungekho mthethweni kumphathi wakho
- Ukukhupha iNngxelo ngemisebenzi yokwakha engekho mthethweni ze uvule iifayile zenkundla ngenjongo zamanyathelo asemthethweni
- Ukwenza ingxelo ngesimo seziseko zikamasipala, oomatshini kunye nezixhobo kuMphathi wakho ngexesha lohlolo gabalala
- Ukwenza uhlolo gabalala kwizicwangciso zokwakha ezingagunyaziswanga ze ukhuphe izaziso ngokungqamene nomsebenzi wokwakha ongagunyaziswanga
- Ukuphanda nokusombulula imibuzo kunye nezikhalazo

- Ukwenza umsebenzi wolawulo lwezakhiwo kunye neengxelo
- Ukunxibelelana, ukwazisa kunye nokufundisa ababandakanyeka ngokwahlukeneyo mayelana neemfuno zikamasipala, imigaqo yokwakha kwakunye nemithetho echaphazelekayo.

**UMLINGANISELO WOMVUZO:** Umgodlo uwonke omalunga ne R335 257.30 – R425 273.25 ngonyaka. Izibonelelo ezinjengoncedo lonyango, ingxowa-mali yepenshini, i-inshorensi yomqeshi, iBhonasi nayo ibandakanyiwe.

**UMVUZO OSISISEKO:** R233 752.44 – R303 424.80 ngonyaka(T9)

**UMHLA WOKUVALA:** **14 OKTHOBHA 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](mailto:admin@mosselbay.gov.za) Le miqathango isisinyanzelo kwaye **ukusilela ukuyithobela kuyakukhokelela ekukhatyweni kwesicelo sakho.**

lifomu zezicelo ziyafumaneka kwikhasi lothungelwano likaMasipala

([www.mosselbay.gov.za](http://www.mosselbay.gov.za)) **okanye** ungazithunyelwa nge-imeyile xa uthethe waqhagamshelana nabantu abachazwe apha ngezantsi apha ngezantsi.

likopi 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.

lingcombolo 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 behlelekile ngaphambili kunye nabakhubazekileyo.