

MOSEL BAY MUNICIPALITY

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

TRAFFIC OFFICER: EXAMINER OF DRIVING LICENSES **(COMMUNITY SAFETY)**

MOSEL BAY

PERMANENT APPOINTMENT

APPLICANTS RESIDING WITHIN THE BOUNDARIES OF MOSEL BAY SHALL BE
CONSIDERED FOR THE SHORTLIST OF CANDIDATES

REQUIREMENTS

(Relevant proof / documentation must accompany application)

- Grade 12 (NQF Level 4)
- Diploma: Examiner of Licenses (Grade A)
- Valid code A and EC (manual vehicle) driving licenses
- Minimum of 2 to 5 years' relevant experience
- Computer literate (MS Office applications)
- Proficient in at least 2 of the 3 official languages of the Western Cape
- Physically fit and able-bodied
- Required to work in all weather conditions
- Required to work overtime as and when required
- Proof of clean criminal record (or application thereof) must accompany application

COMPETENCIES REQUIRED

Core Professional Competencies:

- Portrays an appropriate image to the public and other municipalities
- Assesses and takes account of risks when making decisions

Functional Competencies:

- Recognizes unusual activity and intervenes appropriately
- Controls critical incidents using standard operating procedures

Public Service Orientation:

- Maintains clear communication with clients
- Takes personal responsibility for providing excellent service quality

Personal Competencies:

- Stays calm and focused under pressure
- Demonstrates logical and consequential thinking

KEY PERFORMANCE AREAS

- Coordinates and controls the application of procedures associated with driver testing and registration/licensing
- Authorizes the conversion or renewal of driver and PrDP licenses
- Ensures safety of the public at all times when executing duties
- Completes procedural information, forms, documents and notifications
- Maintains record of applications, reports and tests
- Inspects license-testing facilities to identify defects and the need for replacement
- Provides training and keeps abreast with developments within area of expertise
- Informal and formal reporting

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, 13th cheque included.

BASIC SALARY: R233 752.44 – R303 424.80 per annum (T9)

CLOSING DATE: 10 FEBRUARY 2023

(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 C Daniëls 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 noui persone om vir die ondergemelde vakature aansoek te doen

VERKEERSBEAMPTTE: TOETSBEAMPTTE VAN BESTUURDERSLISENSIES

(GEMEENSKAPSVEILIGHEID)

MOSELBAAI

PERMANENTE AANSTELLING

**AANSOEKERS WOONAGTIG BINNE DIE GRENSE VAN MOSELBAAI SAL VIR DIE
KORTLYS VAN KANDIDATE OORWEEG WORD**

VEREISTES

(Verwante bewys / dokumentasie moet aansoek vergesel)

- Graad 12 (NKR Vlak 4)
- Diploma: Lisensietoetsbeampte (Graad A)
- Geldige Kode A en EC (handrat voertuig) Bestuurderslisensie
- Minimum 2 tot 5 jaar verwante ondervinding
- Rekenaargeletterd (MS Office toepassings)
- Vlot in ten minste 2 van die 3 amptelike tale van die Wes-Kaap
- Fisies fiks en liggaamlik bekwaam
- Vereiste om in alle weerstoestande te werk
- Vereiste om oortyd te werk soos en wanneer vereis
- Bewys van skoon kriminele rekord (of aansoek daarvan) moet aansoek vergesel

VEREISTE BEVOEGDHEDE

Kern Professionele Bevoegdhe:

- Vertoon 'n toepaslike beeld aan die publiek en ander Munisipaliteite
- Assesseer en neem risiko's in ag met besluitneming

Funksionele Bekwaamhede:

- Herken ongewone aktiwiteit en tree gepas op
- Beheer kritieke insidente deur gebruik van standaard operasionele prosedures

Publiekediens Oriëntasie:

- Behou duidelike kommunikasie met kliënte
- Neem persoonlike verantwoordelikheid om uitstekende diens te lewer

Persoonlike Bevoegdhe:

- Bly kalm en gefokus onder druk
- Demonstreer logiese en gevolglike denke

SLEUTEL PRESTASIEAREAS

- Koördineer en beheer die aanwendig van prosedures geassosieer met bestuurder toetsing en registrasie/lisensiëring
- Magtig die omskakeling of hernuwing van bestuurder- en PrDP lisensies
- Verseker te alle tye die veiligheid van die publiek wanneer pligte uitgevoer word
- Voltooi prosedurele inligtingsvorms, dokumente en kennisgewings
- Hou rekord van aansoeke, verslae en toetse
- Inspekteer lisensie toetsfasiliteite om tekorte en die behoefte vir vervanging te identifiseer
- Voorsien opleiding en bly in tred met ontwikkelings binne die area van kundigheid
- Formele en informele verslaggewing

SALARISKAAL:

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

BASIESE SALARIS: R233 752.44 – R303 424.80 per jaar (T9)

SLUITINGSDATUM: 10 FEBRUARIE 2023

(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 elektronies van die kontakpersone hieronder genoem.
- Oorspronklike gesertifiseerde kopie van bewys van kwalifikasies moet die CV en aansoekvorm vergesel.
- Suksevolle 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 gestremdheidstatus aan.
- Verdere besonderhede is verkrygbaar by Me N de Wet of Me C Daniëls 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

IGOSA LEZENDLELA: UMVAVANYI WEELAYISENISI ZOKUQHUBA **(UKHUSELEKO LOLUNTU)**

EMOSSEL BHAYI **INGQESHO ESISIGXINA**

(ABENZI-ZICELO ABAHLALA PHAKATHI KWEMIDA YASE MOSEL BHAYI BAYA
KUQWALASELWA KULUHLU OLUFUTSHANE LABAGQATSWA

IIMFUNO / OKULINDELEKILEYO

(Ubungqina obufanelekileyo / amaxwebhu afanelekileyo kufuneka ahambe nesicelo sakho)

- Ibanga le-12 (NQF iNqanaba 4)
- IDiploma : Uvavanyo lweemvume zokuqhuba (isiGaba A)
- Iimpepha-mvume zokuqhuba zeNqanaba A kunye no EC (kwisithuthi esitshintshwa igiya)
- Ubuncinane amava eminyaka emi-2 ukuya kwemi-5 angqamene nesi sithuba somsebenzi
- Ulwazi ngeNgqondo-mtshini i(Khompnyutha) linkqubo zika – MS Office)
- Ube ugqibelele kwiilwimi ezimbini (2) kwezintathu (3) ezisesikweni eNtshona-Kapa
- Ube womelele ngokwasemzimbeni kwaye ungakhubazeki
- Kulindeleke ukuba usebenze phantsi kwazo zonke iimeko zezulu
- Kulindeleke ukuba usebenze ixesha elongezelelweyo xa kuyimfuneko
- Ubungqina bokuba awuzange wanerekhodi lolwaphulo-mthetho(okanye ubungqina bokusenza isicelo esinjalo) kufuneka buhambe nesicelo sakho

UKULINDELEKE UKUBA UKWAZI UKUKWENZA

Ugqibelelo olungangqa-phambili Lolwazi:

- Ukubonakalisa umfanekiso ofanelekileyo kuluntu kwakunye nakwabanye oomasipala
- Ukwenza uvavanyo kwanokuthabatha uxanduva lwemingcipheko xa usenza/uthabatha izigqibo.

Ugqibelelo ngokungqamene nomsebenzi:

- Ukukwazi ukuyiqonda intshukumo engafanelekanga ze ungenelele ngokufanelekileyo
- Ukulawula iziganeko ezinobuzaza usebenzisa iinkqubo ezisemgangathweni zokusebenza

Uqhelwaniso neNkonzo kaRhulumente:

- Ukugcina unxibelelwano olucacileyo kunye nabathengi/uluntu
- Ukuthabathela kuwe uxanduva lokunikezela inkonzo egqibeleleyo.

Ubuchule obulindelekileyo emntwini-buqu:

- Ukuhlala usemoyeni ophantsi kwaye uqwalasele ngokunzulu xa uphantsi kweemeko ezinoxinezelelo
- Ukubonakalisa ingcinga enolandeelwano lolungiselelo kunye neqiqileyo

IINDIMA EZIPHAMBILI ZOMSEBENZI

- Ukulungelelanisa kwanokulawula ukusetyenziswa kweenkqubo ezingqamene novavanyo lokuqhuba kunye nobhaliso/ukukhutshwa kweelayisenisi
- Ukugunyazisa ukuguqulwa okanye ukuhlaziywa kweelayisenisi zokuqhuba kunye nee PrDP
- Ukuqinisekisa ukhuseleko loluntu ngalo lonke ixesha xa usenza umsebenzi
- Ukugcwalisa iingcombolo ngokungqamene nenkqubo, iifomu, amaxwebhu kunye nezaziso
- Ukugcina iingcombolo zezicelo, iingxelo kunye nezovavanyo
- Ukuhlola amaziko okuvavanyelwa ukuqhuba ngenjongo yokuchonga iziphene kwanemfuneko yokulungiswa kwawo amaziko lawo
- Ukunikezela uqeqesho kwanokuhlala unolwazi olutsha lweemeko ezivelayo kwindima yomsebenzi wakho
- Ukwenza ingxelo engekho sesikweni kunye nesesikweni

UMLINGANISELO WOMVUZO:

Umgodlo uwonke omalunga ne R335 257.30 – R425 273.25 ngonyaka

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

UMVUZO OSISISEKO: R233 754.44 – R303 424.80 ngonyaka (T9)

UMHLA WOKUVALA: 10 FEBHUWARI 2023

(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 nezikhathswayi-CV egqibeleleyo, neyakhathatyathwa njengeyimfihlo, kufuneka zingeniswe ku: The Senior Manager (Human Resources), P.O. Box 25, Mossel Bay, 6500. Kungenjalo, izicelo ezenziwe ngobuchwepheshe nezikhathswa 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.**
- Iifomu zezicelo ziyafumaneka kwikhasi lothungelwano likaMasipala (www.mosselbay.gov.za) okanye ungazithunyelwa nge-imeyile xa uthethe waqhagamshelana nabantu abachazwe apha ngezantsi apha ngezantsi.
- Iikopi zeziqinisekiso zeziqu zemfundo neziquzinqinisekisiweyo njengeziyinyaniso kufuneka zihambe neCV yakho kunye nefomu yesicelo
- Abagqatswa abafakwe kuluhlu olufutshane nabazenze ngobuchwepheshe izicelo zabo kufuneka baveze iikopi **zoqobo** eziquzinqinisekisiweyo zeziqu zemfundo kwakunye namanye amaxwebhu ayimfuneko ngomhla okanye phambi komhla wokuvavanyelwa umsebenzi.
- Ngesizathu sengqesho ngokulingana nceda uphawule uhlanga, ubuni kunye nokhubazeko kwifomu yesicelo somsebenzi.
- Iingcombolo ezithe vetshe ungazifumana kuNkszn N De Wet okanye uNkszn C Daniels 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 iifundo zoMthetho weNgqesho ngokulingana, Nombolo 55 ka 1998, ngenjongo yokuxhamlisa abo bebekade behlelekile ngaphambili kunye nabakhubazekileyo.

**MNU C PUREN
UMPHATHI KAMASIPALA**