

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

**TYPIST:**  
**ADMINISTRATIVE SUPPORT SERVICES**  
**(CORPORATE SERVICES)**

**MOSSEL BAY**

**PERMANENT APPOINTMENT**

**APPLICANTS RESIDING WITHIN THE MOSSEL BAY MUNICIPAL BOUNDARIES MAY**  
**RECEIVE PREFERENCE**

**ONLY HARDCOPY APPLICATIONS WILL BE ACCEPTED**

**REQUIREMENTS**

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

- Grade 12 (NQF Level 4)
- Computer literacy (MS Office applications)
- Proficient in at least two (2) of the three (3) official languages of the Western Cape
- Minimum of 0-2 years' experience in an administrative environment which include typing duties
- Good time management, communication and typing skills

**PREFERRED REQUIREMENTS**

- Relevant NQF Level 5 Qualification
- 1 year experience in an administrative environment which includes typing duties
- Proficient in Collaborator

**COMPETENCIES REQUIRED**

Written communication • Attention to detail • Planning and organising • Interpersonal relationships • Use of technology • Service delivery orientation • Team orientation • Action orientation • Resilience • Change readiness • Cognitive ability • Learning orientation • Impact and influence

**KEY PERFORMANCE AREAS**

- Compile and type Council/ Committee's meeting agendas and minutes
- General typing of relevant staff as designated by manager
- Typing of letters, memorandums, reports, contracts, lease agreements, confidential information, and notices
- Maintain word processing standards
- Diplomatic interaction with various stakeholders
- Informal reporting to supervisor on daily meetings, telephone calls and memorandums received

**SALARY SCALE:** All-inclusive total package of ±R211 111.39 – R263 083.89 per annum. Benefits eg medical aid scheme, pension fund, group life scheme, 13<sup>th</sup> cheque included.

**BASIC SALARY:** R136 850.76– R176 768.52 per annum (T5)

**CLOSING DATE:** 20 SEPTEMBER 2024

(No applications received after 13h00 will be accepted)

## **GENERAL:**

- 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.
- **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.** 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](mailto:admin@mosselbay.gov.za) **in the event that the advert does not specify that only hardcopy applications will be accepted.** 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/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, for the advancement of previously disadvantaged and disabled persons, and therefore encourage 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

**MOSELBAAI MUNISIPALITEIT**  
**Mosselbaai Munisipaliteit, 'n werkgewer verbind tot gelyke indiensneming nooi persone om vir die ondergemelde vakature aansoek te doen**

**TIKSTER**  
**ADMINISTRATIEWE ONDERSTEUNINGSDIENSTE**  
**(KORPORATIEWE DIENSTE)**

**MOSELBAAI**  
**PERMANENTE AANSTELLING**  
**AANSOEKERS WOONAGTIG BINNE DIE MOSELBAAI MUNISIPALE GRENSE MAG**  
**VOORKEUR GENIET**  
**SLEGS HARDEKOPIE AANSOEKE SAL AANVAAR WORD**

**VEREISTES**

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

- Graad 12 (NKR Vlak 4)
- Rekenaargeletterd (MS Office toepassings)
- Vlot in ten minste twee (2) van die drie (3) amptelike tale van die Wes-Kaap
- Minimum van 0-2 jaar ondervinding in 'n administratiewe omgewing wat tikwerk insluit
- Goeie tydsbestuur, kommunikasie en tikvaardighede

**VOORKEURVEREISTES**

- Relevante NKR Vlak 5 Kwalifikasie
- 1 Jaar ondervinding in 'n administratiewe omgewing wat tikwerk insluit
- Vlot in Collaborator

**VEREISTE BEVOEGDHEDE**

Geskrewe kommunikasie • Aandag aan detail • Beplanning en organisering • Interpersoonlike verhoudings • Gebruik van tegnologie • Diensleweringssoriëntasie • Spanoriëntasie • Aksieoriëntasie • Veerkragtigheid • Veranderingsgereedheid • Kognitiewe vermoë • Leeroriëntasie • Impak en Invloed

**SLEUTEL PRESTASIEAREAS**

- Saamstel en tik van Raad/ Komitee vergaderingsagendas en notules
- Algemene tikwerk van relevant personeel soos deur die bestuurder aangewys
- Tik van briewe, memorandums, verslae, kontrakte, huurooreenkomste, vertroulike inligting en kennisgewings
- Volhou van woordverwerkingstandaarde
- Diplomatieuse interaksie met verskeie belanghebbendes
- Informele verslagdoening aan toesighouer oor daaglikse vergaderings, telefoonoproepe en memorandums ontvang

**SALARISSKAAL:**

Alles-insluitende totale pakket van ±R211 111.39 – R263 083.89 per jaar. Voordele bv. mediese fondsskema, pensioenfonds, groeplewensskema, 13<sup>de</sup> tjek ingesluit.

**BASIESE SALARIS:** R136 850.76– R176 768.52 per jaar (T5)

**SLUITINGSDATUM:** 20 SEPTEMBER 2024

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

## **ALGEMEEN:**

- Aansoekvorms is beskikbaar op die Munisipale web-tuiste ([www.mosselbay.gov.za](http://www.mosselbay.gov.za)) of elektronies van die kontakpersone hieronder genoem.
- **Voltooide aansoeke op die amptelike aansoekvorm vergesel deur 'n omvattende CV** wat as vertroulik beskou sal word, kan per hand afgelewer word aan die Mosselbaai Munisipaliteit MH Afdeling (Ou Kragstasiegebou, Santos Strand, Mosselbaai). **Vir interne geadverteerde en/of plaaslike poste (binne die grense van die Mosselbaai Munisipaliteit), sal slegs per hand afgelewerde aansoeke aanvaar word.** Elektroniese aansoeke vergesel deur die amptelike aansoekvorm en 'n omvattende CV (verkieklik as een gekombineerde PDF dokument) kan per e-pos gestuur word aan [admin@mosselbay.gov.za](mailto:admin@mosselbay.gov.za) in die geval dat die advertensie nie spesifiseer dat slegs hardekopie aansoeke aanvaar word nie. 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.
- Oorspronklike gesertifiseerde afskrifte (nie ouer as 6 maande nie) van 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 toets en/of praktiese toets, insluitend 'n bestuursvaardigheidstoets te ondergaan.
- Kandidate wat vir voorafkeuring kwalifiseer (praktiese assesserings) wie elektronies aansoek gedoen het, moet die **oorspronklike** gesertifiseerde afskrifte van kwalifikasies en ander vereiste dokumentasie voor of op die datum van die praktiese toets voorsien.
- 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 Gelyke Indiensneming, 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 WASE MOSSEL BHAYI**  
**INKQUBO YOKUNGENA KWIZITHUBA EZIVULEKILEYO**  
UMasipala wase Mossel Bhayi, umqeshi ozibopheleleyo kwingqesho ngokulinganayo,  
umema abantu ukuba benze isicelo sesi sithuba sivulekileyo sichazwe apha ngezantsi

**UMCHWETHEZI**  
**IINKONZO ZENKXASO ELULAWULWENI**  
**(IINKONZO EZIDITYANISIWEYO ZOSHISHINO)**

**E-MOSSEL BHAYI**  
**INGQESHO ESISIGXINA**

**ABENZI-ZICELO ABAHLALA PHAKATHI KWEMIDA KAMASIPALA WASE MOSSEL BHAYI**  
**BAYA KUQWALASELWA KUQALA**  
**KUYAKWAMKELWA KUPHELA IZICELO EZINGENISWE NGESANDLA**

**IIMFUNO / OKULINDELEKILEYO**

(Ubungqina obufanelekileyo / amaxwebhu afanelekileyo kunye nefomu egcwalisiweyo yokwenza isicelo kufuneka zihambe nesicelo sakho. Izicelo ezingeniswe emva kwexesha aziyi kwamkelwa)

- Ibanga le-12 (NQF iSigaba 4)
- Ulwazi ngeNgqondo-mtshini i(Khompyutha) { linkqubo zika – MS Office}
- Ulwazi oluphangaleleyo kwiilwimi ezimbini (2) kwezintathu (3) ezisesikweni eNtshona-Kapa
- Ubuncinane amava eminyaka 0 - 2 kumsebenzi ongqamene neemeko zolawulo nobandakanya ukuchwetheza (ukutayipa)
- Izakhono ezigqibeleleyo zokulibamba ixesha, ezonxibelelwano kunye nezokuchwetheza

**IIMFUNO EZIKHETHEKILEYO**

- Isiqu seMfundo esichaphazelekayo seNqanaba lika NQF 5
- Amava onyaka omnye (1) kwibakala lolawulo olubandakanya imisebenzi yokuchwetheza
- Ugqibelelo kwi Collaborator

**OKULINDELEKE UKUBA UKWAZI UKUKWENZA**

Unxibelelwano ngendlela ebhaliweyo \*Ukunika ingqwalasela ngokupheleleyo \*Uququzelelo kunye nempembelelo\*UBudlelwane obuhle kunye nabanye abantu “ Ukusebenzisa ubuchwepheshe \*Ukuqhelana nokuhanjiswa kweenkonzo \* Ukuqhelana nokusebenza neqela \*Ukuqhelana neentshukumo zomsebenzi \*UKungalukuhleki \*Ukukulungela ukutshintsha \*Ubuganga bokuqika \*Ukuqhelana nokufunda \*Uxinzelelo kunye nempembelelo.

**IINDIMA EZIPHAMBILI ZOMSEBENZI**

- Ukuqulunqa kwanokuchwetheza ii-Ajenda kunye nemizuzu yeBhunga/yeeKomiti
- Imisebenzi-gabalala yokuchwetheza evela kubaqeshwa abachaphazeleka njengamalungu agunyaziswe ngumphathi
- Ukuchwetheza imbalelwano, izaziso, iingxelo, izivumelwano, izivumelwano zokuqeshisa, iingcombolo/ulwazi oluyimfihlo, kunye nezaziso
- Ukugcina imigangatho yesigama esisetyenziswayo
- Ukuqhagamshelana/ukunxibelelana ngobuchule nangengqiqo kunye nabo babandakanyekayo ngokwahlukeneyo.
- Ukwenza ingxelo engekho sesikweni kumphathi wakho malunga neentlanganiso zemihla-ngemihla, ngomnxeba nangezaziso ezithe zafunyanwa.

## **UMLINGANISELO WOMVUZO:**

Umgodlo wombuzo uwonke omalunga

ne ±R211 111,39 – R263 083,89 ngonyaka. Izibonelelo ezingenoNcedo Lonyango, umhlalaphantsi (ipenshini), i-inshorensi yomqeshi, iBhonasi zibandakanyiwe apha.

## **UMVUZO OSISISEKO:**

**R136 850.76 - R176 768.52 ngonyaka(T5)**

## **UMHLA WOKUVALA:**

**20 SEPTEMBER 2024**

(Izicelo ezifunyenwe emva kwentsimbi ye 13h00 aziyi kwamkelwa)

## **GABALALA:**

- lifomu zokwenza isicelo ziyafumaneka kwikhasi lothungelwano likaMasipala apha ([www.mosselbay.gov.za](http://www.mosselbay.gov.za)) okanye ngendlela yobuchwepheshe kubantu boqhagamshelo abachazwe apha gezantsi.
- Izicelo ezenziwe ngendlela ebhaliweyo kwifomu esesikweni nekhathshwa 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.** Izicelo ezenziwe ngoBuchwepheshe ezikhathshwa yifomu esesikweni kunye neCV (ngokukhethekileyo zibe luxwebhu olunye oluyi PDF) zingathunyelwa nge-imeyile apha: [admin@mosselbay.gov.za](mailto:admin@mosselbay.gov.za) **kwiimeko apho isithuba singacacisanga khona ukuba ziikopi zoqobo kuphela eziyakwamkelwa xa kungeniswa izicelo**. 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 beziqinisekisiweyo 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 zeziqu zemfundo 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 Mpondo8/ uNKSZ 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 bebekade behlelekile 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