

MOSSEL BAY MUNICIPALITY

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

GENERAL WORKER / GENERAL ASSISTANT:
CLEANING & GARDENING SERVICES

PLACE OF WORK:

MOSSEL BAY
GREAT BRAK RIVIER / FRIEMERSHEIM
HARTENBOS
PERMANENT APPOINTMENT

A SEPARATE APPLICATION FORM MUST BE COMPLETED FOR EACH VACANCY
AND /OR TOWN (PLACE OF WORK)

Only hardcopy applications will be accepted
(Electronic applications will not be considered)

GENERAL WORKER/GENERAL ASSISTANT APPLICATION FORMS ARE AVAILABLE AT
ALL THE MOSSEL BAY MUNICIPAL OFFICES & MOSSEL BAY MUNICIPALITY'S
WEBSITE

REQUIREMENTS

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

- Grade 3 (AET Level 1)
- Physically strong and healthy to perform hard labour
- Able to work with a pick, spade and other hand equipment
- Able to load and carry weights of up to 25kg
- 0 – 1 Year experience as a general worker/labourer

PREFERRED REQUIREMENTS

- Grade 5 (AET Level 2)
- More than 1 year experience as a general worker/labourer
- Proficient in at least 2 of the 3 official languages of the Western Cape

COMPETENCIES REQUIRED

Functional Competencies:

- Performs routine work and takes basic instruction
- Performs digging, sweeping, lifting, packing, cleaning etc.
- Uses and stores tools safely
- Understands signs and follows work rosters

Public Service Orientation:

- Shows commitment to excellence and quality
- Friendly with members of the public
- Cooperates and communicates effectively

Personal Competencies:

- Displays a drive to do things better
- Accepts criticism about performance while maintaining work standards
- Demonstrates honesty, keeps commitments and behaves in a consistent manner
- Participates actively as a member of a team

CERTIFIED COPIES OF THE FOLLOWING DOCUMENTS MUST BE ATTACHED TO THE APPLICATION FORM

- Identity document
- Proof of academic (school) qualification
- Proof of residential address (municipal account / affidavit)

SALARY SCALE:

All-inclusive total package of ±R191 206,89– R218 864,11 per annum. Benefits eg medical aid scheme, pension fund, group life scheme, 13th cheque included.

BASIC SALARY: R121 563,00– R142 805,28per annum (T3)

CLOSING DATE: 13 DECEMBER 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 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

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

ALGEMENE WERKER / ALGEMENE ASSISTENT:
SKOONMAAK & TUINDIENSTE

WERKSPLEK:
MOSSELBAAI
GROOT- BRAKRIVIER / FRIEMERSHEIM
HARTENBOS
PERMANENTE AANSTELLING

'N APARTE AANSOEKVORM MOET VIR ELKE VAKATURE EN/OF DORP (WERKSPLEK)
VOLTOOI WORD

Slegs hardekopie aansoeke sal aanvaar word

(Elektroniese aansoeke sal nie oorweeg word nie)

ALGEMENE WERKER/ALGEMENE ASSISTENT AANSOEKVORMS IS BESKIKBAAR BY
AL DIE KANTORE VAN DIE MOSSELBAAI SE MUNISIPALITEIT & MOSSELBAAI
MUNISIPALITEIT SE WEBWERF

VEREISTES

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

- Graad 3 (AET Vlak 1)
- Fisies sterk en gesond om harde arbeid te verrig
- In staat om met 'n pik, graaf en ander handtoerusting te werk
- In staat om gewigte van tot 25kg te laai en te dra
- 0 – 1 Jaar ondervinding as 'n algemene werker/arbeider

VOOREURVEREISTES

- Graad 5 (AET Vlak 2)
- Meer as 1 jaar ondervinding as 'n algemene werker/arbeider
- Vlot in ten minste 2 van die 3 amptelike tale van die Wes-Kaap

VEREISTE BEVOEGDHEDE

Funksionele Bevoegdhede:

- Voer roetine werk uit en neem basiese instruksies
- Spit, vee, oplig, pak, skoonmaak ens.
- Gebruik en stoor gereedskap veilig
- Verstaan tekens en volg werkroosters

Publiekediens Orientasie:

- Toon verbintenis tot uitstekendheid en kwaliteit
- Vriendelik met lede van die publiek
- Werk saam en kommunikeer effektief

Persoonlike Bevoegdhede:

- Toon dryfkrag om dinge beter te doen
- Aanvaar kritiek oor prestasie terwyl werkstandaarde behou word
- Demonstreer eerlikheid, hou by ooreenkoms en tree op in 'n beginselvaste manier

- Neem aktief deel as lid van 'n span

GESERTIFISEERDE AFSKRIFTE VAN DIE VOLGENDE DOKUMENTE MOET AAN DIE AANSOEKVORM GEHEG WORD

- Identiteitsdokument
- Bewys van akademiese (skool) kwalifikasie
- Bewys van residensiële adres (Munisipale rekening / beëdigde verklaring)

SALARISSKAAL:

Alles-insluitende totale pakket van ±R191 206.89 – R218 864.11 per jaar. Voordele bv. mediesefondsskema, pensioenfonds, groeplewensskema, 13^{de} tjem ingesluit.

BASIESE SALARIS: R121 563.00 – R142 803.28 per annum (T3)

SLUITINGSDATUM: 13 DESEMBER 2023

(Geen aansoeke ontvang na 13h00 sal anvaar word nie)

ALGEMEEN:

- Aansoekvorms is beskikbaar op die Munisipale web-tuiste (www.mosselbay.gov.za) of elektronies 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 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 hand afgelewerde 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 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 voltooië aansoekvorm en/of gesertifiseerde afskrifte en ander vereiste dokumentasie aan te heg tot onmiddellike diskwalifikasie sal lei.
- Oorspronklike gesertifiseerde kopieë (nie ouer as 6 maande nie) van bewys van kwalifikasies en ander vereiste dokumentasie moet die CV en aansoekvorm vergesel.
- Kortlyskandidate wie vir voorafkeuring kwalifiseer mag onderworpe wees en van vereis word om 'n teoretiese toets en/of praktiese toets te ondergaan, insluitend 'n bestuursvaardigheidstoets.
- 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 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.**
- **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

UMSEBENZI-GABALALA / UMNCEDISI-GABALALA UKUCOCWA & NEENKONZO ZOKUGCINA IZITIYA

INDAWAWO YOKUSEBENZA:

MOSSEL BHAYI

GREAT BRAK RIVIER / FRIEMERSHEIM

HARTENBOS

INGQESHO ESISIGXINA

IFOMU EYAHLUKILEYO YOKUFAKA ISICELO KUFUNEKA KUGCWALE
NGESITHUBA NGASINYE KUNYE/OKANYE IDOLOPHU (INDAWO YOSEBENZA).

Izicelo ezingeniswe-buqu kuphela eziyakwamkeleka

(Izicelo ezingeniswe nge-imeyile aziyi kwamkelwa)

IFOMU ZESICELO SOMSEBENZI GABALALA/UMNCEDISI GABALALA ZIFUMANEKA KUZO
ZONKE I-OFISI KAMASIPALA WASE-MOSSEL BHAYI OKANYE KWIKHASI LONXIBELELWANO
LIKAMASIPALA WASE-MOSSEL BHAYI.

IIMFUNO / OKULINDELEKILEYO

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

- Ibanga le-3 (AET iSigaba 1)
- Ube womelele ngokwasemzimbeni kwaye ube sempilweni entle ukwazi ukwenza imisebenzi enzima
- Ube uyakwazi ukusebenza ngepeki, umhlakulo kunye nezinye izixhobo zezandla
- Ube uyakwazi ukukhwelisa nokuthwala imithwalo enzima emalunga ne 25 khilogrami
- Amava aqala kwi 0 – unyaka omnye (1) njengomsebenzi/umncedisi-gabalala.

IIMFUNO EZIKHETHEKILEYO

- Ibanga le-5 (AET iSigaba 2)
- Amava angaphaya konyaka omnye(1) njengomsebenzi-gabalala
- Ube ugqibelele ubuncinane kwiilwimi ezimbini(2) kwezintathu (3) ezisesikweni eNtshona-Kapa

UBUCHULE / UGQIBELELO OLUYIMFUNO

Ugqibelelo Oluphambili lomsebenzi:

- Ukwenza imisebenzi gabalala kwanokuthabatha imiyalelo esisiseko
- Ukwenza umsebenzi wokomba, ukutshayela, ukuphakamisa, ukupakisha, ukucoca, ukwenza iti, njalo-njalo
- Ukusebenzisa nokugcina izixhobo ngokukhuselekileyo
- Ukuziqonda iimpawu kwanokulandela izihlomelo zomsebenzi.

Uqhelwano neNkonzo kaRhulumente:

- Ukubonakalisa ukuzinikela kugqibelelo kwanomgangatho womsebenzi
- Ukuba nobuhlobo kwanokuphendula ngendlela efanelekileyo kumalungu asekuhlaleni
- Ukusebenzisana kwanokunxibelelana ngokufezekileyo

Ubuchule/Ubuganga bakho ubuqu:

- Ukubonakalisa intakazelelo xa usenza izinto
- Ukwamkela ukugxekwa ngomsebenzi wakho ekubeni uzama ukugcina umgangatho womsebenzi
- Ukubonakalisa intembeko, ukuzibophelela kwanokuziphatha ngendlela efanayo nabanye
- Ukuthabatha inxaxheba njengelungu kwiqela lomsebenzi.

IIKOPI EZIQINISEKISIWEYO ZALA MAXWEBHU ALANDELAYO KUFUNEKA ZINCANYATHISELWE KWIFOMU YESICELO

- EyeSazisi sakho (ID)
- Ubungqina besiGaba semfundo onayo yesikolo
- Ubungqina bendawo ohlala kuyo (incwadi yetyala likaMasipala/ingxelo efungelweyo)

UMLINGANISELO WOMVUZO:

Umgodlo uwonke omalunga ne ±R191 206.89 – R207 531.28 ngonyaka. Izibonelelo ezifana Noncedo-nkxaso Yonyango, umhlala-phantsi, i-inshorensi yomqeshi, intlawulo ye-13(iBhonasi) zibandakanyiwe apha.

UMVUZO OSISISEKO: R121 563.00 – R142 805.28 ngonyaka (T3)

UMHLA WOKUVALA: 13 DECEMBER 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 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 eziyakwamkwelwa.** Izicelo ezenziwe ngoBuchwepheshe ezikhathshwa 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 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 Mpondo kule nombolo yomnxeba (044) – 6065000.
- Ukuba abenzi-zicelo abakhangela 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 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