

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

SPECIAL WORKMAN: FACILITIES, HALLS & ABLUTION
BLOCKS
HORTICULTURE & RECREATION
(COMMUNITY SERVICES)
MOSEL BAY
PERMANENT APPOINTMENT
(APPLICANTS RESIDING WITHIN THE BOUNDARIES OF MOSEL BAY SHALL BE
CONSIDERED FOR SHORTLIST OF CANDIDATES)

REQUIREMENTS

(Relevant proof / documentation must accompany application)

- Grade 11 (NQF Level 3)
- Minimum of 2 to 3 years' relevant experience
- Valid Code EB driver's license
- Proficient in at least 2 of the 3 official languages of the Western Cape
- Physically fit and able-bodied with the ability to lift and carry weights of ± 25 kg
- Ability to stand bad odours and work in all weather conditions
- Willing to work overtime as and when required

PREFERRED REQUIREMENTS

- Grade 12 (NQF Level 4)
- Qualified Artisan (Trade Certificate in Carpentry)

COMPETENCIES REQUIRED

Core Professional Competencies:

- Monitors and controls activities by maintaining a log of work, production or maintenance
- Identifies various alternative options and selects most appropriate solutions
- Organises, prioritises and schedules tasks for efficiency
- Develops contingency plans for potential problems
- Checks for work errors and initiates action to correct quality problems

Functional Competencies:

- Reports or corrects unsafe working conditions
- Understand the technical components of the job and has a sound understanding of specific trade principles
- Understands the use and application of the full range of appropriate tools and equipment

Public Service Orientation:

- Corrects service delivery problems promptly without being defensive
- Relates to people at all levels of the organisation
- Encourages and considers inputs of others
- Responds to questions with complete and accurate answers
- Takes personal responsibility for providing excellent service

Personal Competencies:

- Willing to take on new challenges
- Pushes self and motivates others for results
- Stays calm and focused under pressure
- Learns from experience and does not repeat mistakes

Leadership Competencies:

- Sets out work for others in a well-planned and organised manner
- Motivates subordinates to accomplish tasks
- Participates actively as a team member
- Provides guidance and support where necessary

KEY PERFORMANCE AREAS

- Repairs defects and/or renovates interior/exterior surfaces, fixtures and fittings
- Transports personnel/material and monitors the offloading of equipment
- Inspects storing and stacking of machinery, equipment, tools and materials to ensure safety and good housekeeping
- Inspects machinery and equipment to identify defects for reparation
- Establishes material and resources necessary against specific work orders
- Provides guidelines and instructions to personnel with respect to the preparation of work sites
- Identifies training needs for subordinate(s) and provides "on-the-job" training
- Responsible for the municipal moveable and immovable assets of the section
- Oral and written reporting to the Superintendent
- Completes internal documentation (e.g. time sheets, log sheets, progress and productivity field reports) and related forms
- Diplomatic interaction with various stakeholders

SALARY SCALE:

All-inclusive total package of ± R271 224.96 – R342 490.79 per annum. Benefits eg medical aid scheme, pension fund, group life scheme, 13th cheque included.

BASIC SALARY:

R184 409.16 – R239 351.16 per annum (T7)

CLOSING DATE:

23 DECEMBER 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**. 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**

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

SESIALE WERKSMAN: FASILITEITE, SALE & ABLUSIE
BLOKKE
TUINBOUKUNDE & ONTSPANNING
(GEMEENSKAPSDIENSTE)
MOSSELBAAI
PERMANENTE AANSTELLING
(AANSOEKERS WOONAGTIG BINNE DIE GRENSE VAN MOSSELBAAI SAL VOORKEUR
GENIET)

VEREISTES

(Verwante bewys / dokumentasie moet aansoek vergesel)

- Graad 11 (NKR Vlak 3)
- Minimum 2 tot 3 jaar verwante ondervinding
- Geldige Kode EB Bestuurderslisensie
- Vlot in ten minste 2 van die 3 amptelike tale van die Wes-Kaap
- Fisies fiks en ligaamlik bekwaam met die vermoë om gewigte van ± 25 kg op te lig en te dra
- Vermoë om slegte reuke te verdra en in alle weerstoestande te werk
- Bereid om oortyd te werk soos en wanneer vereis word

VOORKEUR VEREISTES

- Graad 12 (NKR Vlak 4)
- Gekwalifiseerde Ambagsman (Ambagsertifikaat in Skryfwerk)

VEREISTE BEVOEGDHEDE

Kern Professionele Bevoegdhe:

- Monitor en beheer aktiwiteite deur 'n lys by te hou van werk, produksie of instandhouding
- Identifiseer verskeie alternatiewe opsies en kies mees toepaslike oplossings
- Organiseer, prioritiseer en skeduleer take vir doeltreffendheid
- Ontwikkel gebeurlikheidsplanne vir potensiële probleme
- Gaan werk na vir foute en inisieer aksie om kwaliteitsprobleme reg te stel

Funksionele Bevoegdhe:

- Rapporteer of regstel van onveilige werksomstandighede
- Verstaan die tegniese komponente van die werk en het 'n sterk begrip van spesifieke vakbeginsels
- Verstaan die gebruik en toepassing van die volle reeks van toepaslike gereedskap en toerusting

Publiekediens Oriëntasie:

- Spoedige regstelling van diensleweringprobleme sonder om verdedigend op te tree
- Skep verhoudings met mense op alle vlakke van die organisasie
- Moedig aan en oorweeg ander se insette
- Reageer op vrae met volledige en akkurate antwoorde
- Neem persoonlike verantwoordelikheid vir die voorsiening van uitstekende diens

Persoonlike Bevoegdhe:

- Bereid om nuwe uitdagings aan te neem
- Druk self en motiveer ander vir resultate
- Bly kalm en gefokus onder druk
- Leer uit ondervinding en herhaal nie foute nie

Leierskap Bevoegdhe:

- Sit werk uit vir ander in goed beplande en georganiseerde manier
- Motiveer ondergeskiktes om take te voltooi
- Neem aktief deel as 'n spanlid
- Gee leiding en ondersteuning waar nodig

SLEUTEL PRESTASIE AREAS

- Herstel foute en/of opknapping van binne/buite oppervlaktes, toebehore en hegstukke
- Vervoer personeel/materiaal en monitor die aflaai van toerusting
- Inspekteer stoor en stapel van masjinerie, toerusting, gereedskap en materiaal om veiligheid en goeie huishouding te verseker
- Inspekteer masjinerie en toerusting om foute vir herstel te identifiseer
- Stel materiaal en hulpbronne benodig vir spesifieke werksbestellings vas
- Voorsien riglyne en instruksies aan personeel met betrekking tot die voorbereiding van werkspersele
- Identifiseer opleidingsbehoefte vir ondergeskiktes en voorsien "in-die-werk" opleiding
- Verantwoordelik vir die munisipale roerende en nie-roerende bates van die afdeling
- Mondelinge en geskrewe verslagdoening aan die Superintendent
- Voltooi interne dokumentasie (bv. tydstate, ritstate, vorderingsverslae en produktiwiteitsveldverslae) en verwante vorms
- Diplomatieuse interaksie met verskeie belanghebbendes

SALARISSKAAL:

Alles-insluitende totale pakket van ± R271 224.96 – R342 490.79 per jaar. Voordele bv. mediesefondsskema, pensioenfonds, groeplewensskema, 13de tjem ingesluit.

BASIESE SALARIS:

R184 409.16 – R239 351.16 per jaar (T7)

SLUITINGSDATUM:

23 DESEMBER 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.** 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 kopië van bewys van kwalifikasies moet die CV en aansoekvorm vergesel.
- Kortlyskandidate wie elektronies aansoek gedoen het moet die **oorspronklike** gesertifiseerde kopië 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 WASEMOSEL BHAYI

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

UMQESHA OSEBENZA NGOKUKHETHEKILEYO: AMAZIKO, AMAHOLO KUNYE NEENDAWO ZOKUHLAMBA

EZOLIMO NOLONWABO

(IINKONZO ZOLUNTU)

E-MOSSEL BHAYI

INGQESHO ESISIGXINA

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

IIMFUNO / OKULINDELEKILEYO

(Ubungqina obufanelekileyo / amaxwebhu afanelekileyo kufuneka ahambe nesicelo sakho)

- IBanga le-11 (Isiqu seMfundo yoMgangatho NQF iSigaba 3)
- Ubuncinane amava eminyaka emibini (2) ukuya kwemithathu (3) kumsebenzi ongqamene nesi sithuba
- Iimpepha-mvume zokuqhuba zeNqanaba EB
- Ube womelele ngokwasemzimbeni ungakhubazeki kwaye ube uyakwazi ukuphakamisa nokuthwala ubunzima obumalunga ne 25khilogrami
- Ube uyakwazi ukumelana namavumba amabi kwaye usebenze phantsi kwazo zonke iimeko zezulu
- Ube uzimisele ukusebenza ixesha elongezelelweyo xa kuyimfuneko

IIMFUNO EZIKHETHEKILEYO

- IBanga le-12 (isiqu semfundo yomgangatho NQF iSigaba 4)
- Ube uyiNcutshe eGqibeleleyo (isiQinisekiso soGqibelelo sokuChwela)

UBUCHULE/UGQIBELELO OLUYIMFUNO

Ubuchule obuphambili kugqibelelo lomsebenzi:

- Ukuphonononga nokulawula imisebenzi ngokugcina uxwebhu loluhlu lwemisebenzi, imveliso nolungiso
- Ukuchonga ezinye iindlela nokukhetha izisombululo ezifanelekileyo
- Ukuququzelela, ukuhlengahlengisa nokumisela uluhlu lwemisebenzi
- Ukumisela izicwangciso zokulungiselela okungekehli
- Ukujonga iimpazamo zomsebenzi ze umisele intshukumo yokulungisa iingxaki zomgangatho womsebenzi

Ubuchule bomsebenzi:

- Ukwenza ingxelo kwanokulungisa iimeko ezingakhuselekanga emsebenzini
- Ukuziqonda iindima zobuchwepheshe emsebenzini kwanolwazi olunzulu ngemithetho-siseko ethile
- Ukuyiqonda indlela yokusebenzisa uludwe lwezixhobo zokusebenza

Uqhelwaniso nenkonzo kaRhulumente:

- Ukulungisa iingxaki zokuhanjiswa kweenkonzo ngokukhawuleza ngaphandle kokhuselo
- Ukunxibelelana kunye nabo bonke abantu engqeshweni
- Ukukhuthaza kwanokuqwalasela izingeniso zabanye
- Ukuphendula imibuzo ngeempendulo ezipheleleyo nezichanekileyo
- Ukuthabathela kuwe uxanduva lokunikezela iinkonzo ngokufezekileyo

Ubuchule bogqibelelo lwakho-ubuqu:

- Ukuzimisela ekuthabatheni nokuqubisana nemingeni emitsha
- Ukuzityhala wena ubuqu kwanokukhuthaza abanye
- Ukuhlala uthobekile kwaye unika ingqwalasela phantsi kweemeko ezinoxinezelelo
- Ukufunda kumava angaphambili ukuze ungaphindi wenze iimpazamo

Ubuchule bokukhokela:

- Ukudwelisa imisebenzi yabanye ngendlela ecwangcisiweyo
- Ukukhuthaza abo baphantsi kwakho ukuba bayigqibe imisebenzi yabo.
- Ukuthabatha inxaxheba ngokwenza nanjengalungu leqela lakho
- Ukunika umkhomba-ndlela kwanenkxaso apho kuyimfuneko khona

IINDIMA EZIPHAMBILI ZOMSEBENZI

- Ukulungisa iziphene/ukwenza ngokutsha imiphakathi/imiphandle, nezifakelelo
- Ukuhambisa abasebenzi/izinto kwanokuqwalasela ukothulwa kwezixhobo
- Ukuhlola ukugcinwa nokupakishwa koomatshini, izixhobo kunye nezinto zokusebenza ukuqinisekisa ukhuseleko lwazo
- Ukuhlola oomatshini kunye nezixhobo ngenjongo yokujonga iziphene ezifuna ukulungiswa
- Ukuqinisekisa izinto kunye nemithombo eyimfuneko ngakwii-odolo zemisebenzi
- Ukubonelela ngomkhomba-ndlela kunye nemiyalelo kubasebenzi malunga nokulungiselela iindawo ekuzakusetyenzwa kuzo
- Ukuchonga iimfuno zoqeqesho kubasebenzi abangezantsi kuwe ze unikezele uqeqesho olungqamene nomsebenzi
- Ukuba noxanduva lwezinto zikamasipala ezihambayo nezingahambiyo kwicandelo lakho
- Ukuqulunqa iingxelo zentetho kunye nezibhaliweyo eziya kwiNtsumpa
- Ukugcwalisa amaxwebhu angaphakathi emisebenzi (umz.amaxwebhu exesha, awomsebenzi, ingxelo ngenkqubela yomsebenzi kunye nemveliso) kunye neefomu ezingqamene nalo msebenzi
- Ukuqhagamshelana ngobuchule kunye nabo bachaphazelekayo.

UMLINGANISELO WOMVUZU:

Umgodlo uwonke omalunga ne R271 224.96 – R342 490.79 ngonyaka. Izibonelelo ezifana Noncedo Lonyango, Umhlala-phantsi, i-Inshorensi yoMqeshi, Intlawulo ye-13 i(Bhonasi) zibandakanyiwe apha

UMVUZU OSISISEKO:

R184 409.16 – R239 351.16 ngonyaka(T7)

UMHLA WOKUVALA:

23 DISEMBA 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 uthethe waqhagamshelana nabantu abachazwe apha ngezantsi apha ngezantsi.
- likopi zeziqinisekiso zeziqumkathi zemfundo neziqinisekisiweyo njengeziyinyaniso kufuneka zihambe neCV yakho kunye nefomu yesicelo
- Abagqatswa abafakwe kuluhlu olufutshane nabazenze ngobuchwepheshe izicelo zabo kufuneka baveze ikopi **zoqobo** eziqinisekisiweyo zeziqumkathi zemfundo kwakunye namanye amaxwebhu ayimfuneko ngomhla okanye phambi komhla wokuvavanyelwa umsebebzi.
- Ngesizathu sengqesho ngokulingana nceda uphawule uhlanga, ubuni kunye nokhubazeko kwifomu yesicelo somsebenzi.
- Iingombolo 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.

**MNU C PUREN
UMPHATHI KAMASIPALA**