

MOSSEL BAY MUNICIPALITY

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

BUILDING PLAN EXAMINER **(PLANNING & ECONOMIC DEVELOPMENT)**

MOSSEL BAY

PERMANENT APPOINTMENT

(APPLICANTS RESIDING WITHIN THE WESTERN CAPE SHALL BE CONSIDERED FOR THE SHORTLIST OF CANDIDATES)

REQUIREMENTS

(Relevant proof / documentation must accompany application)

- Relevant 3-year tertiary qualification (minimum NQF Level 6) in the building environment (e.g. Architecture or Building)
- Valid Code B driver's license
- Proof of own vehicle or proof of access to a private vehicle for inspections/duties to accompany application
- Two (2) year's Building Control experience (in local government) or similar architectural experience
- Proficient in at least two (2) of the three (3) official languages of the Western Cape
- Computer literate (MS Office applications)
- Proof of clean criminal record and eligible to register as a Peace Officer (Law Enforcement Officer)
- Good knowledge of the National Building Regulations
- Willing to work after-hours, should the need arise
- Physically fit and healthy

COMPETENCIES REQUIRED

Core Professional Competencies:

- Reads and understands basic documents and able to follow written and verbal instructions
- Effective oral and written communication as appropriate to specific audiences
- Logical problem-solving approach.

Functional Competencies:

- Able to assess and scrutinize building development applications and ensure that submissions are complete
- Able to check and assess fee calculations
- Able to advise public on shortcomings of a building plan submission
- Able to plan activities within timeframes
- Able to use technology and understand how to operate relevant systems
- Able to establish and maintain productive relationships with people within and outside the municipality

Personal Competencies:

- Able to stay calm and focussed under pressure

KEY PERFORMANCE AREAS

- Scrutinize building plan applications to ensure compliance with the National Building Regulations
- Inspect properties for which building plan applications have been received and check the accuracy of the information contained therein
- Inspect building sites and operations and check for compliance with relevant legislation

- Report illegal building operations and/or structures
- Advise, assist, educate and liaise with developers, architectural professionals, engineers and the general public with regards to the requirements of the National Building Regulations and other relevant legislation, as well as the submission of building plans
- Handle complaints telephonically, in person, via e-mail or other correspondence
- Building Plan and general administration related to the function

SALARY SCALE: All-inclusive total package of ± R373 289.07 - R474 621.45 per annum. Benefits eg medical aid scheme, pension fund, group life scheme, 13th cheque included.

BASIC SALARY: R263 189.04 - R341 620.32 (T10)

CLOSING DATE: 3 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 nooi
persone om vir die ondergemelde vakature aansoek te doen

BOUPLANNASIENER
(BEPLANNING & EKONOMIESE ONTWIKKELING)

MOSELBAAI
PERMANENTE AANSTELLING

**(AANSOEKERS WOONAGTIG BINNE DIE WESKAAP SAL VIR DIE KORTLYS VAN KANDIDATE OORWEEG
WORD**

VEREISTES

(Verwante bewys / dokumentasie moet aansoek vergesel)

- Verwante 3-jaar tersiëre kwalifikasie (minimum NKR Vlak 6) in die bou-omgewing (bv. Argitektuur of Konstruksie)
- Geldige Kode B bestuurderslisensie
- Bewys van eie voertuig of bewys van toegang tot 'n private voertuig vir inspeksies/pligte moet aansoek vergesel
- Twee (2) jaar Boubeheer ondervinding (in Plaaslike Regering) of soortgelyke argitektoniese ondervinding.
- Vlot in ten minste twee (2) van die drie (3) amptelike tale van die Wes-Kaap

- Rekenaargeletterd (MS Office toepassings)
- Bewys van skoon kriminele rekord en kwalifiseer om te registreer as 'n Vredesbeampte (Wetstoepassingsbeampte)
- Goeie kennis van Nasionale Bouregulasies
- Bereid om na-ure te werk, indien nodig
- Fisies fiks en gesond

VEREISTE BEVOEGDHEDE

Kern Professionele Bevoegdhe:

- Lees en verstaan basiese dokumente en in staat om geskrewe en mondelinge instruksies te volg
- Effektiewe mondelinge en geskrewe kommunikasie soos gepas vir spesifieke gehore
- Logiese probleem-oplossings benadering.

Funksionele Bevoegdhe:

- In staat om bou ontwikkelingsaansoeke te assessee en te bestudeer om te verseker dat aansoeke volledig is
- In staat om fooi berekeninge na te gaan
- In staat om die publiek te adviseer oor tekortkominge van bouplan aansoeke
- In staat om aktiwiteite binne tydraamwerke te beplan
- In staat om tegnologies te gebruik en verstaan hoe om met verwante stelsels te werk
- In staat om produktiewe verhoudings met mense binne en buite die Munisipaliteit daar te stel en te onderhou

Persoonlike Bevoegdhe:

- In staat om onder druk kalm en gefokus te bly

SLEUTEL PRESTASIE AREAS

- Bestudeer bouplan-aansoeke om voldoening aan die Nasionale Bouregulasies te verseker
- Inspeksie van eiendomme waarvoor bouplan-aansoeke ontvang is en nagaan van die akkuraatheid van die inligting daarin vervat
- Inspeksie van boupersone en bedrywighede om voldoening aan toepaslike wetgewing te kontroleer
- Rapporteer onwettige bou-aktiwiteite en/of strukture
- Adviseer, verleen bystand, opleiding en skakel met ontwikkelaars, argitektoniese vakkundiges, professionele persone, ingenieurs en die algemene publiek met betrekking tot die vereistes van die Nasionale Bouregulasies en ander toepaslike wetgewing, sowel as die indiening van bouplanne
- Hanteer klagtes telefonies, persoonlik, per e-pos of ander korrespondensie
- Bouplan en algemene administrasie wat verband hou met die funksie

SALARISSKAAL: Alles-insluitende totale pakket van ± R373 289.07 - R474 621.45 per jaar. Voordele bv. mediesefondsskema, pensioenfonds, groeplewensskema, 13de tjem ingesluit.

BASIESE SALARIS: R263 189.04 - R341 620.32 (T10)

SLUITINGSDATUM: 3 FEBRUARIE 2023

(Geen aansoeke sal na 13h00 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 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

UMHLOLI WEZICWANGCISO ZOKWAKHA (UCWANGCISO NOPHUHLISO LOQQQOSHO)

E-MOSSELBHAYI INGQESHO ESISIGXINA

**ABENZI-ZICELO ABAHLALA PHAKATHI KWEMIDA YASE NTSHONA-KAPA BAYAKUQWLASELWA KULUHLU
OLUFUTSHANE**

IIMFUNO / OKULINDELEKILEYO

(Ubungqina obufanelekileyo / amaxwebhu afanelekileyo kufuneka ahambe nesicelo sakho)

- Isiqu semfundo ephakamileyo yeminyaka emithathu (3) (ubuncinane uNQF iNqanaba 6) kumsebenzi obandakanya izakhiwo (umz.Ubuchweli okanye Ulwakhiwo)
- limpepha-mvume zokuqhuba zeNqanaba B
- Ubungqina besithuthi esisesakho okanye ukwazi ukufikelela kwisithuthi sabucala ukwenzeni uhlobo / imisebenzi , kufuneka buhambe nesicelo sakho
- Amava afikelela kwiminyaka emibini (2) kumsebenzi woLawulo Lwezakhiwo (kurhulumente wasemakhaya okanye amava angqamene nocwangciso lokwakha
- Ugqibelelo kwiilwimi ezimbini (2) kwezintathu ezisesikweni eNtshona-Kapa.
- Ulwazi ngeKhompyutha (linkqubo zika MS Office)
- Ubungqina bokuba akuzange ufunyanwe unetyala lolwaphulo-mthetho kwaye ube ufanelekile ukubhalisa njengeGosa Loxolo (iGosa Lonyanzeliso-Mthetho).
- Ulwazi olugqibeleleyo ngeMigaqo Yezakhiwo yeSizwe
- Ube uzimisele ukusebenza emva kweeyure zomsebenzi, xa kuyimfuneko.
- Ube womelele ngokwasemzimbeni kwaye ube sempilweni entle

UBUCHULE BOGQIBELELO OBUYIMFUNKO

Ugqibelelo oluphambili:

- Ukufunda nokuqonda amaxwebhu asisiseko kwaye ukwazi ukulandela imiyalelo ngengetho kunye nebhaliweyo
- Ukwenza unxibelelwano ngengetho nangembalelwano ngokufanelekileyo nangokuchanekileyo kuninzi lwabantu
- Ubuganga bokukwazi ukusombulula iimbambano.

Ugqibelelo emsebenzini:

- Ube uyakwazi ukuvavanya kwanokuhlalela izicelo zophuhliso lwezakhiwo nokuqinisekisa ukuba okungenisiweyo kuphelele.
- Ube uyakwazi ukuqwalasela nokuvavanya ubalo lwezimali ezibizwayo
- Ube uyakwazi ukucebisa uluntu kwiimpazamo ezikwizicwangciso zokwakha xa zingeniswa
- Ube uyakwazi ukucwangcisa imisebenzi phakathi kwesithuba esimiselweyo
- Ube uyakwazi ukusebenzisa ubuchwepheshe kwanokuqonda indlela yokusebenzisa iinkqubo ezichaphazelekayo
- Ube uyakwazi ukumisela nokugcina ubudlelwane obunemveliso kunye nabantu ngaphakathi nangaphandle kuMasipala.

Ugqibelelo-buqu:

- Ube uyakwazi ukuthoba umoya kwaye unike ingqwalasela phantsi kweemeko zoxinezelelo

IINDIMA EZIPHAMBILI ZOMSEBENZI

- Ukuphicotha izicwangciso zokwakha ukuqinisekisa ukuthotyelwa kweMigaqo yeZakhiwo yeSizwe
- Ukuhlola iindawo ezithe kwangeniswa izicwangciso zokwakha ngakuzo ze uqinisekise ukuchaneka kweengcombolo eziqulathwe kwisicwangciso esingenisisweyo.
- Ukuhlola iindawo ekwakhiwa kuzo ze uqinisekise ukuthotyelwa komthetho ochaphazelekayo.
- Ukwenza ingxelo ngolwakhiwo olungekho mthethweni okanye izakhiwo ezimiswe ngokungekho mthethweni.
- Ukuncedisa, ukucebisa, ukufundisa nokuthethana nabakhi, iingcali zezakhiwo, iinjini kunye noluntu gabalala malunga neemfuno zeMigaqo yeSizwe yeZakhiwo kunye neminye imithetho echaphazelekayo, kwakunye nokungeniswa kwezicwangciso zokwakha.
- Ukuqwalasela izikhalazo ezenziwa ngomnxeba, ezenziwa ngumntu ubuqu, ezenziwa nge-imeyile okanye nayiphina enye imbalelwano.
- Ulawulo lwezicwangciso zokwakha.
- IsiCwangciso Sokwakha kunye nemisebenzi gabalala yolawulo.

UMLINGANISELO WOMVUZU:

Umgodlo uwonke omalunga ± R373 289.07 - R474 621.45 ngonyaka (T10).Izibonelelo ezinjengoncedo lonyango, ingxowa-mali yepenshini,i-inshorensi yomqeshi, iBhonasi nayo ibandakanyiwe.

UMVUZU OSISISEKO: R263 189.04 - R341 620.32 (T10) ngonyaka

UMHLA WOKUVALA: 3 FEBRUARY 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 nezikhatswayi-CV egqibeleleyo,neyakuthatyathwa njengeyimfihlo,kufuneka zingeniswe ku:The Senior Manager(Human Resources),P.O. Box 25,Mossel Bay,6500.

- Kungenjalo, izingcingilingo ezenziwe ngobuchwepheshe nezikhathshwa 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 zeziqinisekiso zemfundo neziqinisekisiweyo njengeziyinyaniso kufuneka zihambe neCV yakho kunye nefomu yesicelo
- Abagqatswa abafakwe kuluhlu olufutshane nabazenze ngobuchwepheshe izingcingilingo zabo kufuneka baveze iikopi zoqobo eziqinisekisiweyo zeziqinisekiso zemfundo kwakunye namanye amaxwebhu ayimfuneko ngomhla okanye phambi komhla wokuvavanyelwa umsebezi. Ngesizathu sengqesho ngokulingana nceda uphawule uhlanga, ubuni kunye nokhubazeko kwifomu yesicelo somsebenzi. Iingombolo ezithe vetshe ungazifumana kuNkszn N De Wet okanye uNkszn C Daniëls 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 iifomu zoMthetho weNgqesho ngokulingana, Nombolo 55 ka 1998, ngenjongo yokuxhamlisa abo bebakade behlelekile ngaphambili kunye nabakhubazekileyo.

MNU C PUREN UMPHATHI KAMASIPALA