

## **MOSSEL BAY MUNICIPALITY**

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

# **MANAGER:** **MECHANICAL SERVICES & FLEET MANAGEMENT** **(INFRASTRUCTURE SERVICES)** **MOSSEL BAY** **PERMANENT APPOINTMENT**

## **ESSENTIAL REQUIREMENTS**

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

- Relevant BEng/BSc (Eng) or equivalent NQF Level 7 qualification in Mechanical or Civil Engineering
- Eligible to register as Pr Eng., Pr Cert.Eng., or Pr Tech.Eng.
- Minimum of 8 years' relevant post-qualifying experience of which at least 5 years should be at management level
- Computer literate (MS Office applications)
- Knowledge of vehicle fleet management, purification plants and telemetry systems
- Valid Code B driver's license
- **Proof of own vehicle or proof of access to a private vehicle to conduct duties**
- Proficient in at least 2 of the 3 official languages of the Western Cape
- Completed Minimum Competency Level training or willingness to complete the training within 18 months
- Required to work overtime and/or attend meetings after normal working hours

## **PREFERRED REQUIREMENT**

- A minimum of 5 years' post-graduate project management as well as asset management and maintenance experience

## **COMPETENCIES REQUIRED**

• Planning • Organisational awareness • Attention to detail • Design • Project management • Construction • Interpersonal relationships • Communication • Service delivery orientation • Action and outcome orientation • Resilience • Change readiness • Cognitive ability • Learning orientation • Accountability and ethical conduct • Team orientation • Direction setting • Coaching and mentoring

## **KEY PERFORMANCE AREAS**

- Coordinate activities and procedures associated with the direct supervision and monitoring of personnel, services and status/general condition of the sub-directorate
- Identify and define the immediate, short- and long-term objectives/plans associated with mechanical installations, telemetry systems, desalination and reverse osmosis plants, and vehicle operations/maintenance
- Define/adjust the key performance indicators, job design and role boundaries of personnel
- Monitor the adequacy of current training interventions supporting personnel development
- Implement policies and procedures to control/regulate workplace conflict and apply corrective measures
- Assist with compilation of annual budget and ensure optimal budget control
- Monitor performance of contractors against agreed terms and conditions
- Monitor the adequacy of procedures and compliance with departmental guidelines with

- respect to mechanical breakdowns, telemetry, water and sewer wastage and vehicle utilization
- Direct and control the professional, technical and operational outcomes associated with mechanical installations
  - Ensure administrative sequences dictating reporting requirements and approval procedures are complied with
  - Tend to queries by addressing the public and/or internal stakeholders

**SALARY SCALE:** All-inclusive total package of ±R902 145,07 – R1 119 753,38 per annum. Benefits eg medical aid scheme, pension fund, group life scheme, 13<sup>th</sup> cheque included.

**BASIC SALARY:** R565 030,80 – R733 459,68 per annum (T15)

**CLOSING DATE:** 10 MAY 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**

**BESTUURDER:**  
**MEGANIESE DIENSTE & VLOOTBESTUUR**  
**(INFRASTRUKTUURDIENSTE)**  
**MOSELBAAI**  
**PERMANENTE AANSTELLING**

**NOODSAAKLIKE VEREISTES**

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

- Relevante BIng/BSc (Ing) of gelykstaande NKR Vlak 7 kwalifikasie in Meganiese of Siviele Ingenieurswese
- Kwalifiseer om te registreer as Pr Ing., Pr Sert.Ing., of Pr Teg.Ing.
- Minimum van 8 jaar verwante na-kwalifiseringsondervinding waarvan ten minstens 5 jaar op bestuursvlak moet wees
- Rekenaargeletterd (MS Office toepassings)
- Kennis van voertuigvlootbestuur, suiweringsaanlegte en telemetriestelsels
- Geldige Kode B bestuurderslisensie
- **Bewys van eie voertuig of bewys van toegang tot 'n privaat voertuig om pligte uit te voer**
- Vlot in ten minste 2 van die 3 amptelike tale van die Wes-Kaap
- Voltooide Minimum Bevoegdheidsvlakopleiding of bereidwilligheid om die opleiding binne 18 maande te voltooi
- Vereiste om oortyd te werk en/of vergaderings by te woon na normale werksure

**VOORKEURVEREISTE**

- 'n Minimum van 5 jaar nagraadse projekbestuur asook batebestuur en instandhoudingsondervinding

**VEREISTE BEVOEGDHEDE**

• Beplanning • Organisatoriese bewustheid • Aandag tot detail • Ontwerp • Projekbestuur • Konstruksie • Interpersoonlike verhoudings • Kommunikasie • Diensleweringsorientasie • Aksie en uitkomst-orientasie • Veerkragtigheid • Veranderingsgereedheid • Kognitiewe vermoë • Leer-orientasie • Verantwoordbaarheid en etiese gedrag • Span-orientasie • Rigtingstelling • Opleiding en mentorskap

**SLEUTEL PRESTASIEAREAS**

- Koördineer aktiwiteite en prosedures wat verband hou met die direkte toesig en monitering van personeel, dienste en die status/algemene toestand van die sub-direktoraat
- Identifiseer en definieer die onmiddellike, kort- en langtermyn doelwitte /planne geassosieer met meganiese installasies, telemetriestelsels, ontsoutings en tru-osmose aanlegte en voertuigbedryf/instandhouding
- Definieer/aanpassing van die sleutel prestasieaanwysers, werksontwerp en rolgrense van personeel
- Moniteer die toereikendheid van huidige opleidingsintervensies wat personeelontwikkeling ondersteun

- Implementeer beleide en prosedures om werksplek-konflik te beheer/reguleer en regstellende maatreëls toe te pas
- Bystand met opstel van jaarlikse begroting en verseker optimale begrotingsbeheer
- Moniteer prestasie van kontrakteurs teenoor ooreengekome terme en voorwaardes
- Moniteer die toereikendheid van prosedures en voldoening aan departementele riglyne met betrekking tot meganiese onklaarrakings, telemetrie, water en riolafval en voertuigverbruik
- Rig en beheer die professionele, tegniese en operasionele uitkomste geassosieer met meganiese installasies
- Verseker administratiewe volgordes wat verslaggewende vereistes en goedkeuringsprosedures bepaal, nagekom word
- Skenk aandag aan navrae om deur die publiek en/of interne belanghebbendes aan te spreek

**SALARISSKAAL:** Alles-insluitende totale pakket van ±R902 145,07- R1 119 753,38 per jaar. Voordele bv. mediesefondsskema, pensioenfonds, groeplewensskema, 13<sup>de</sup> tjem ingesluit.

**BASIESE SALARIS:** R565 030,80 – R733 459,68 per jaar (T15)

**SLUITINGSDATUM:** 10 MEI 2024

(Geen aansoeke ontvang na 13h00 sal 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 (verkieslik 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 dus 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

UMasipala wase Mossel Bhayi, njengomqeshi ozibopheleleyo kwingqesho ngokulinganayo, umema abantu ukuba benze izicelo zesi sithuba singezantsi

**UMPHATHI**  
**IINKONZO ZOKUKHANDA KUNYE NOLAWULO LODEDERHU**  
**LWEZITHUTHI**  
**(IINKONZO ZEZISEKO)**  
**E-MOSSEL BHAYI**  
**INGQESHO ESISIGXINA**

### **IIMFUNO**

(Ubungqina/amaxwebhu afanelekileyo kunye nefomu yesicelo echaphazelekayo kufuneka zihambe nesicelo sakho. Izicelo ezingeniswe emva kwexesha aziyi kwamkelwa)

- Isidanga se BEng/BSc (Eng) okanye okulingana nemfundo ekwiNqanaba lika NQF 7 ekuKhandeni okanye kubuNjineli boKwakha
- Ube ungakwazi ukubhaliselwa kwi Pr Eng; Pr Cert.Eng okanye i Pr Tech.Eng
- Ubuncinane amava eminyaka esi-8 emva kokugqibezela isiqu semfundo apho iminyaka emi-5 yayo kufuneka ibe ikwikwinqanaba lokuphatha
- Ulwazi ngengqondo-mtshini (ikhompyutha) { linkqubo zika MS Office}
- Ulwazi ngolawulo lodederhu lwezithuthi, amaziko okuhlambulula kunye neenkqubo zokubala
- Iimpepha-mvume zokuqhuba zeNqanaba B
- **Ubungqina besithuthi esisesakho okanye ubungqina bokufikelela kwisithuthi sabucala ukuze wenze imisebenzi yakho**
- Ube ugqibelele kwiilwimi ezimbini (2) kwezintathu (3) ezisesikweni eNtshona-Kapa
- Ube ulugqibile uqeqesho lweSigaba Sokuqala soGqibelelo okanye ube uzimisele ukulugqibezela olu qeqesho kwisithuba seenyanga ezili-18
- Kulindeleke ukuba usebenze ixesha elongezelelweyo okanye uhambele kwiindawo ezineentlanganiso emva kweeyure zomsebenzi.

### **IIMFUNO EZIKHETHEKILEYO**

- Amava eminyaka emi-5 kulawulo lweprojekthi owafumene emva kokugqiba imfundo yakho kwanolawulo lwezinto ezinxabiso kunye namava okukhanda/ukulungisa.

### **UGQIBELELO OLUYIMFUNO**

\*Ukucwangcisa \* Ulwazi ngeqela lengqesho \* Ukunika ingqwalasela ngokupheleleyo \* Ukubumba ngokutsha \* Ulawulo lweprojekthi \* Ulwakhiwo \* Imisebenzi kunye nolawulo \* Ubudlelwane nabantu engqeshweni \*Unxibelelwano \* Uqhelwaniso nokuhanjiswa kweenkonzo\* Uqhelwaniso kunye neentshukumo kunye neziphumo  
\* Ukumelana nobunzima \* Ukulungela iinguqu engqeshweni \*Ubuganga bengqiqo epheleleyo \*Uqhelwaniso nokufunda \* Ukuthabatha uxanduva ngokupheleleyo kwanesimilo esifanelekileyo\* Ukuqhelana neqela \* Ukumisela isikhokelo \*Ukuqeqesha kwanokufundisa.

## **IINDIMA EZIPHAMBILI ZOMSEBENZI**

- Ukulungelelanisa imisebenzi kunye neenkqubo ngokudlala indima ephambili ethe ngqo yokulawula nokujonga abasebenzi, inkonzo kunye nesimo seCandelo osebenza kulo
- Ukuchonga kwanokucacisa kwangoko izicwangciso zexesha elifutshane- , elide leenjongo ezingqamene nokufakelwa kwezokhando, iinkqubo zokubala, amaziko okukhupha ubumtyuba emanzini kunye nemisebenzi yezithuthi/ulungiso lwazo
- Ukuchaza/ukulungisa izijoliselo eziphambili, isimiselo somsebenzi kwakunye nemida ababandakanyeka kuyo abasebenzi
- Ukuqwalasela ukwanela koqeqesho olumalunga nokuxhaswa kwabaqeshwa ekuphulisweni kwabo
- Ukufezekisa imigaqo-nkqubo kunye neenkqubo zolawulo/ezokulawula iimbambano emsebenzini kwanokusebenzisa nokuthabatha amanyathelo afanelekileyo
- Ukuncedisa kuqulunqo lohlahlo-lwabiwo-mali lonyaka kwanokuqinisekisa ulawulo olufezekileyo lwemali eqingqiweyo
- Ukuqwalasela ukusebenza koonokotraka ngokungqamene nemiqathango kunye nezimiselo ezqulathwe kwizivumelwano
- Ukuqwalasela ukwanela kwenkqubo kwanokuthotyelwa kwezikhokelo zecandelo malunga nokwaphuka kwezinto ezikhandwayo, ezokubala, amanzi kunye nogutyulo kwanokustyenziswa kwezithuthi
- Ukukhokela kwanokulawula ugqibelelo nokuziphatha, ubugcisa kunye neziphumo zemisebenzi ezingqamene nofakelo
- Ukuqinisekisa iinkqubo zolawulo ezimisela iimfuno zeengxelo kunye neenkqubo zogunyaziso ukuba ziyathotyelwa kusinina
- Ukuqwalasela izikhalazo ngokuqubisana noluntu kunye nabachaphazelekayo bangaphakathi.

## **UMLINGANISELO WOMVUZU:**

Umgodlo uwonke omalunga ne ±R902 145,07.84 – R1 119 753.38 ngonyaka. Amaqithi-qithi anjengoNyango oluxhaswayo, ingxowa-mali yomhlala-phantsi, i-inshorensi yomqeshi, iBhonasi, zibandakanyiwe apha.

**UMVUZU OSISISEKO: R565 030.80 – R733 459.68 ngonyaka (T15)**

**UMHLA WOKUVALA 10 MAY 2024**

(Izicelo ezifunyenwe emva ko 13h00 aziyi kwamkelwa)

## **GABALALA:**

- Ifomu 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 ezikhatshwa yifomu esesikweni kunye neCV (ngokukhethekileyo zibe luxwebhu olunye oluyi PDF) zingathunyelwa ngeimeyile 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.

- likopi zoqobo eziqinisekisiweyo (ezingadlulanga kwiinyanga ezi-6 ziqinisekisiwe) okanye ubungqina beziqinisekisiwe 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 zeziqinisekisiwe zemfundo kunye namanye amaxwebhu ayimfuneko, kufuneka zonke ezi zingeniswe phambi komhla wovavanyo lokwenza ngezandla.
- Iingombolo ezithe vetshe ziyafumaneka ku Nkskz N De Wet okanye uNKSZ F Mpondo/ 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 behlelelekile 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