

MOSSEL BAY MUNICIPALITY

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

PRINCIPAL PROCESS OPERATOR: WATER & SANITATION **(INFRASTRUCTURE SERVICES)**

MOSSEL BAY / GREAT BRAK RIVER / HARTENBOS

PERMANENT APPOINTMENT

(APPLICANTS RESIDING WITHIN THE BOUNDARIES OF MOSSEL BAY WILL RECEIVE PREFERENCE)

REQUIREMENTS

(Relevant proof / documentation must accompany application)

- Grade 12 (NQF Level 4)
- Valid Code B driver's license (manual vehicle)
- Ability to speak and understand English or Afrikaans
- Required to work outside normal working hours during emergencies and planned overtime
- Physically fit and able-bodied
- Minimum of 2 to 3 years' relevant experience

PREFERRED REQUIREMENTS

- Grade 12 with Mathematics and Science

COMPETENCIES REQUIRED

Core Professional Competencies:

- Effective planning and managing of tasks assigned within set timeframes
- The capacity to listen attentively, grasp issues, present information in a clear manner and respond appropriately to verbal and written communication
- Able to identify problems and generate potential solutions
- Effective decision-making skills to ensure execution of tasks according to plan
- Able to identify and deal with ethical issues and conflict of interest

Functional Competencies:

- Able to utilise technology/equipment in the workplace
- Ensures high quality output
- Shows a satisfactory level of technical skills, knowledge and experience relevant to the role
- Promotes Occupational Health and Safety principles

Public Service Orientation:

- Engages effectively with the general public
- Maintains productive relationships with people
- Explores and implements new ways of delivering services

Personal Competencies:

- Displays high work ethics in achieving challenging goals
- Able to respond constructively to pressure and stress
- Engages in new ideas and ways of doing things
- Demonstrates logical consequential thinking and problem solving
- Willingness to learn and acquire knowledge

KEY PERFORMANCE AREAS

- Ensure that optimum operating functionality is maintained
- Ensure process outcomes comply with standards and prescribed specifications
- Communicate with immediate supervisor on plant condition, performance and outcomes
- Execute approved measures to address deviations or disruption processes
- Clean operating units and attend to the disposal of waste
- Pick up litter and/or sweep walkways and common areas
- Trim/mow lawn and shrubs, and remove overgrown vegetation using hand-held tools and petrol-driven mowers/trimmers
- Provide support at worksites in order to ensure that uninterrupted workflow patterns are maintained and tasks are completed within timeframes
- Informal reporting
- Interaction with colleagues, supervisor and other sections

SALARY SCALE: All-inclusive total package of ± R200 175.71 – R249 485.59 per annum. Benefits eg medical aid scheme, pension fund, group life scheme, 13th cheque included.

BASIC SALARY: R129 839.40 – R167 712.12 per annum (T5)

CLOSING DATE: **09 SEPTEMBER 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

HOOF PROSESOPERATEUR: WATER & SANITASIE **(INFRASTRUKTUUR DIENSTE)**

MOSELBAAI / GROOT-BRAKRIVIER / HARTENBOS

PERMANENTE AANSTELLING

(AANSOEKERS WOONAGTIG BINNE DIE GRENSE VAN MOSELBAAI SAL VOORKEUR
GENIET)

VEREISTES

(Verwante bewys / dokumentasie moet aansoek vergesel)

- Graad 12 (NKR Vlak 4)
- Geldige Kode B Bestuurderslisensie (handrat voertuig)
- Vermoë om Afrikaans of Engels te praat en te verstaan
- Vereiste om buite normale werksure gedurende noodgevalle en beplande oortyd te werk

- Fisies fiks en liggaamlik bekwaam
- Minimum 2 tot 3 jaar verwante ondervinding

VOORKEUR VEREISTES

- Graad 12 met Wiskunde en Wetenskap

VEREISTE BEVOEGDHEDE

Kern Professionele Bevoegdhe:

- Beplan en bestuur toegekende take effektief binne vasgestelde tydsraamwerke
- Die vermoë om aandagtig te luister, kwessies te begryp, inligting aan te bied op 'n duidelike wyse en toepaslik te reageer op mondelingse en geskrewe kommunikasie
- In staat om probleme te identifiseer en potensiele oplossings te genereer
- Effektiewe besluitnemingsvaardighede om uitvoering van take volgens plan te verseker
- In staat om etiese kwessies en konflik van belange te identifiseer

Funksionele Bevoegdhe:

- In staat om tegnologie/toerusting in die werksplek te gebruik
- Verseker hoë kwaliteit uitset
- Toon 'n bevredigende vlak van tegniese vaardighede, kennis en ondervinding verwant aan die rol
- Bevorder Beroepsgesondheid en Veiligheid beginsels

Publiekediens Oriëntasie:

- Raak effektief betrokke by die algemene publiek
- Behou produktiewe verhoudings met mense
- Verken en implementeer nuwe maniere van dienslewering

Persoonlike Bevoegdhe:

- Toon hoë werksetiek in bereiking van doelwitte
- In staat om konstruktief te reageer op druk en stres
- Raak betrokke in nuwe idees en maniere om dinge te doen
- Demonstreer logiese konsekwente denke en probleemoplossing
- Bereidwilligheid om te leer en kennis te bekom

SLEUTEL PRESTASIE AREAS

- Verseker dat optimale werksfunktionaliteit behou word
- Verseker proses uitkomst voldoen aan standarde en voorgeskrewe spesifikasies
- Kommunikeer met onmiddellike toesighouer oor aanlegtoestand, prestasie en uitkomst
- Voer goedgekeurde maatreëls uit om afwykings of onderbrekingsprosesse aan te spreek
- Skoonmaak van operasionele eenhede en skenk aandag aan die wegdoening van afval
- Tel rommel op en/of vee voetpaadjies en gemeenskaplike areas
- Sny grasperke en struik, verwyder oorgroeide plantegroei met gebruik van handgereedskap en petrolaangedrewe grassnyers en randsnyers
- Voorsien ondersteuning by werkspersele om te verseker dat ononderbroke werksvloei patrone behou word en take binne tydraamwerke voltooi word
- Informele verslagdoening
- Interaksie met kollegas, toesighouer en ander afdelings

SALARISSKAAL:

Alles-insluitende totale pakket van ± R200 175.71 – R249 485.59 per jaar. Voordele bv. mediesefondsskema, pensioenfonds, groeplewensskema, 13de tjek ingesluit.

BASIESE SALARIS:

R129 839.40 – R167 712.12 per jaar (T5)

SLUITINGSDATUM:**09 SEPTEMBER 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.

MNR. C PUREN
MUNISIPALE BESTUURDER

UMASIPALA WASE MOSSEL BHAYI

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

UMSEBENZI OYINTLOKO KWINKQUBO: AMANZI NOGUTYULO**(IINKONZO ZEZISEKO)****E-MOSSEL BHAYI / E-GROOT BRAKA / E-HARTENBOS****INGQESHO ESISIGXINA**

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

IIMFUNO/OKULINDELEKILEYO

(Ubungqina obufanelekileyo / amaxwebhu afanelekileyo kufuneka ahambe nesicelo sakho)

- Ibanga le-12 (NQF iSigaba 4)
- Iimpepha-mvume zokuqhuba zeNqanaba B (kwisithuthi esitshintshwayo)
- Ube uyakwazi ukuthetha nokuluqonda (nokuluva) ulwimi lwesiNgesi nolwesiBhulu
- Kulindeleke ukuba usebenze ixesha elingaphaya kweeyure zesiqhelo zomsebenzi ngexesha lonxunguphalo kwakunye nexesha elicwangcisiweyo elongezelelweyo
- Ube womelele ngokwasemzimbeni kwaye ungakhubazeki
- Ubuncinane amava eminyaka emibini (2) ukuya kwemithathu (3) kumsebenzi ongamene nesi sikhundla

IIMFUNO EZIKHETHEKILEYO

- Ibanga le-12 kunye nesifundo seZibalo kunye neNzululwazi.

UBUCHULE OBUYIMFUNO**Ubuchule obungqamene nolwazi lomsebenzi:**

- Ucwangciso kunye nolawulo olufezekileyo lwemisebenzi emiselwe amaxesha athile
- Ube uyakwazi ukumamela ngenyameko, ukuyiqonda imicimbi, ukunikezela ulwazi ngendlela ecacileyo kwanokuphendula ngokufanelekileyo kunxibelelwano ngentetho nangendlela ebhaliweyo
- Ube uyakwazi ukuchonga iingxaki ze uqulunqe nezisombululo
- Izakhono zokuthabatha izigqibo ezifanelekileyo ekuqinisekiseni ukwenziwa kwemisebenzi ngokwesicwangciso
- Ube uyakwazi ukuchonga kwanokuqubisana nemibandela yokuziphatha kwanokungqubana kwemidla

Ubuchule ngokungqamene nomsebenzi:

- Ube uyakwazi ukusebenzisa ubuchwepheshe/izixhobo zobuchwepheshe emsebenzini
- Ukuqinisekisa umgangatho ophezulu wemveliso
- Ukubonakalisa umgangatho ophezulu wezakhono zobuchwepheshe, ulwazi, kunye namava angqamene nendima okuyo
- Ukuphuhlisa imithetho-siseko yeMpilo kunye noKhuseleko emsebenzini

Ughelwaniso neNkonzo kaRhulumente:

- Ukunxibelelana ngemfezeko nangempumelelo kunye noluntu gabalala
- Ube uyakwazi ukugcina ubudlelwane obunemveliso kunye nabantu
- Ube uyakwazi ukuphonononga kwanokusebenzisa iindlela ezintsha zokuhanjiswa kweenkonzo

Uggibelelo wena ubugu:

- Ukubonakalisa isimo esiphezulu sokuziphatha ngokungqamene nomsebenzi ekuzalisekiseni imingeni yezijoliselo
- Ube uyakwazi ukuphendula ngendlela eyakhayo kwiimeko zonyanzelo noxinezelelo
- Ukuzibandakanya kwiimbono kunye neendlela ezintsha zokwenza izinto
- Ukubonakalisa ingqiqo eluqilima yokucinga kwanokusombulula iingxaki
- Ukuthakazelela ukufunda kwanokufumana ulwazi

IINDIMA EZIPHAMBILI ZOMSEBENZI

- Ukuqinisekisa ukuba kugcinwa iqondo eliphezulu lokwenziwa komsebenzi
- Ukuqinisekisa ukuba iziphumo zenkqubo zihambelana nezimiselo zemigangatho kunye nezimiselo ezimiselweyo
- Ukunxibelelana nomphathi wakho malunga nesimo seziko lomsebenzi, ukusebenza kunye neziphumo
- Ukusebenzisa amanyathelo agunyazisiweyo ekuqwalaseleni utyeshelo okanye uphazamiseko lweenkqubo
- Ukucoca imijelo yokusebenza kwanokuqwalasela ukulahlwa kobumdaka
- Ukuchola inkukuma kunye nokutshayela iindlelana zokuhamba kunye neendawo zesiqhelo
- Ukusika nokucheba ingca nokhula, ukususa utyani oluzikhulelayo usebenzisa izixhobo zesandla kwakunye noomatshini abasebenzisa amafutha enqwelo kunye nezixhobo zokunqumla
- Ukunikezela inkxaso kumaziko omsebenzi ngenjongo yokuqinisekisa uthintelo lophazamiseko lomsebenzi kwanokugqitywa kwemisebenzi phakathi kwesithuba esimiselweyo
- Ukwenza ingxelo engekho sesikweni
- Ukuqhagamshelana noogxa bakho, umphathi kunye namanye amacandelo.

UMLINGANISELO WOMVUZO:

Umgodlo uwonke omalunga ne R200 175.71 – R249 485.59 ngonyaka. Izibonelelo ezifana noNcedo Lonyango, i-Inshorensi yomqeshi, ingxowa-mali yomhlala-phantsi, iBhonasi, zibandakanyiwe apha.

UMVUZO OSISISEKO:

R129 839.40 – R167 712.12 ngonyaka (T5)

UMHLA WOKUVALA:

09 SEPTEMBER 2022

(Izicelo ezifunyenwe emva ko 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 uthe waqhagamshelana nabantu abachazwe apha ngezantsi apha ngezantsi.
- likopi zeziqinisekiso zeziqo zemfundo neziqinisekisiweyo njengeziyinyaniso kufuneka zihambe neCV yakho kunye nefomu yesicelo
- Abagqatswa abafakwe kuluhlu olufutshane nabazenze ngobuchwepheshe izicelo zabo kufuneka baveze iikopi **zoqobo** eziqinisekisiweyo zeziqo zemfundo kwakunye namanye amaxwebhu ayimfuneko ngomhla okanye phambi komhla wokuvavanyelwa umsebebzi.
- Ngesizathu sengqesho ngokulingana nceda uphawule uhlanga,ubuni kunye nokhubazeko kwifomu yesicelo somsebenzi.
- lingcombolo 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 behlelelekile ngaphambili kunye nabakhubazekileyo.

MNU C PUREN
UMPHATHI KAMASIPALA