

MOSSEL BAY MUNICIPALITY

Mossel Bay Municipality, an employer committed to equal employment,
invites persons to apply for the under mentioned vacancies.

Applications are invited from suitably qualified and experienced persons to be trained in various sections of the Municipality and to be placed on a list for relief personnel when needed.

RELIEF PERSONNEL **(CONTRACTUAL APPOINTMENTS)**

**APPLICANTS RESIDING WITHIN THE MOSSEL BAY MUNICIPAL BOUNDARIES SHALL
RECEIVE PREFERENCE**

ONLY HAND-DELIVERED APPLICATIONS WILL BE ACCEPTED

**Please indicate clearly on the application form for which post you are applying.
If applying for more than one post, a separate application must be submitted for each
post.**

BUILDING INSPECTOR

REQUIREMENTS

(Relevant proof / documentation must accompany application)

- Relevant 3-year tertiary qualification (minimum NQF Level 6) in the building environment
- Valid Code B driver's license
- Proof of own vehicle or proof of access to a private vehicle for inspections/duties to accompany application
- Minimum of 1 to 3 years' building industry experience
- Proficient in at least 2 of the 3 official languages of the Western Cape
- Computer literate (MS Office applications)
- **Proof of clean criminal record** (not older than 6 months) or application thereof to accompany application
- Good knowledge of the National Building Regulations
- Willing to work after-hours, should the need arise
- Physically fit and healthy

COMPETENCIES

- Identifies and takes action to deal with issues and needs of different groups within the community
- Assesses and takes account of risk when making decisions
- Identifies inconsistencies in information
- Shows confidence in engagement with internal and external stakeholders

KEY PERFORMANCE AREAS

- Perform building, drainage and other relevant inspections
- Correspond with public, contractors and professionals regarding building-related matters
- Investigate and solve enquiries and complaints
- Issue notices for contraventions of the National Building Regulations
- Take corrective action to stop illegal building operations

BUILDING PLANS EXAMINER

REQUIREMENTS

(Relevant proof / documentation must accompany application)

- Relevant 3-year tertiary qualification (minimum NQF Level 6) in the building environment

- Valid Code B driver's license
- Proof of own vehicle or proof of access to a private vehicle for inspections/duties to accompany application
- Minimum of 1 to 3 years' experience in building control or a similar architectural environment
- Proficient in at least 2 of the 3 official languages of the Western Cape
- Computer literate (MS Office applications)
- **Proof of clean criminal record** (not older than 6 months) or application thereof to accompany application
- Good knowledge of the National Building Regulations
- Willing to work after-hours, should the need arise
- Physically fit and healthy

COMPETENCIES

- Effective oral and written communication as appropriate to specific audiences
- Able to assess and scrutinize building development applications and ensure that submissions are complete
- Able to stay calm and focussed under pressure
- Able to advise public on shortcomings of a building plan submission

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
- Handle complaints telephonically, in person, via e-mail or other correspondence
- Building Plan and general administration related to the function

**REMUNERATION: R2 826.49 per month during training period
R23 116.77 (T10) per month on appointment as relief**

CLOSING DATE: 28 JULY 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 hand-delivered 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.
- ***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 gelykheidsindiensneming
nooi persone om vir die ondergemelde vakature aansoek te doen**

**Aansoeke word ingewag vir toepaslik gekwalifiseerde en ervare persone om in verskeie
afdelings van die Munisipaliteit opgelei te word en wanneer nodig op 'n lys van
aflospersoneel geplaas te word.**

AFLOSPERSONEEL **(KONTRAKTUELE AANSTELLINGS)**

**(AANSOEKERS WOONAGTIG BINNE DIE GRENSE VAN MOSSELBAAI SAL VIR DIE KORTLYS VAN KANDIDATE OORWEEG
WORD)**

**Dui asseblief duidelik op die Aansoekvorm aan vir watter pos u aansoek doen.
Indien vir meer as een pos aansoek gedoen word, moet 'n aparte aansoek vir elke pos
ingedien word.**

SLEGS PER HAND-AFGELEWERDE AANSOEKE SAL AANVAAR WORD

BOUINSPEKTEUR

VEREISTES

(Verwante bewys / dokumentasie moet aansoek vergesel)

- Verwante 3-jaar tersiêre kwalifikasie (minimum NKR Vlak 6) in die bou omgewing
- Geldige Kode B Bestuurderslisensie
- Bewys van eie voertuig of bewys van toegang tot 'n private voertuig vir inspeksies/pligte moet aansoek vergesel
- Minimum 1 tot 3 jaar boubedryf ondervinding
- Vlot in ten minste 2 van die 3 amptelike tale van die Wes-Kaap
- Rekenaargeletterd (MS Office toepassings)
- **Bewys van skoon kriminele rekord** (nie ouer as 6 maande nie) of aansoek in afwagting van uitslae moet aansoek vergesel
- Goeie kennis van die Nasionale Bouregulasies
- Bereid om na-ure te werk, indien dit vereis word
- Fisies fiks en gesond

BEVOEGDHEDE

- Identifiseer en neem aksie om kwessies en behoeftes van verskillende groepe binne die gemeenskap te hanteer
- Assesseer en neem risiko in ag wanneer besluite gemaak word
- Identifiseer teenstrydighede in inligting
- Toon selfvertroue in die skakeling met interne en eksterne belanghebbendes

SLEUTEL PRESTASIEAREAS

- Verantwoordelik vir gebou, dreinerings en ander verwante inspeksies
- Korrespondeer met die publiek, kontrakteurs en professionele instellings insake bouverwante navrae
- Ondersoek en verantwoordelik vir navrae en klagtes
- Verantwoordelik vir uitreiking van kennisgewings vir oortredings van die Nasionale Bouregulasies
- Neem regstellende stappe om onwettige boubedrywighede te staak

BOUPLANNASIENER

VEREISTES

(Verwante bewys / dokumentasie moet aansoek vergesel)

- Verwante 3-jaar tersiêre kwalifikasie (minimum NKR Vlak 6) in die bou-omgewing
- Geldige Kode B Bestuurderslisensie
- Bewys van eie voertuig of bewys van toegang tot 'n private voertuig vir inspeksies/pligte moet aansoek vergesel
- Minimum 1 tot 3 jaar Boubeheer ondervinding of soortgelyke argitektoniese ondervinding
- Vlot in ten minste 2 van die 3 amptelike tale van die Wes-Kaap
- Rekenaargeletterd (MS Office toepassings)
- **Bewys van skoon kriminele rekord** (nie ouer as 6 maande nie) of aansoek in afwagting van uitslae moet aansoek vergesel
- Goeie kennis van die Nasionale Bouregulasies
- Bereid om na-ure te werk, indien dit vereis word
- Fisies fiks en gesond

BEVOEGDHEDE

- Effektiewe mondelingse en skriftelike kommunikasie soos van toepassing aan spesifieke kliënte
- In staat om bouontwikkelingsaansoeke deeglik te assesser en te bestudeer om te verseker dat aansoeke volledig is
- Kalm en gefokus te wees onder druk
- In staat om die publiek te adviseer oor tekortkominge van 'n bouplan wat ingedien was

SLEUTEL PRESTASIEAREAS

- Bestudeer bouplan-aansoeke om voldoening aan die Nasionale Bouregulasies te verseker
- Inspeksie van eiendomme waarvoor bouplan aansoeke ontvang is en die kontroliering van relevante inligting
- Inspeksie van boupersele en bedrywighede ten einde voldoening aan wetgewing te verseker
- Rapporteer onwettige bou-aktiwiteite en/of strukture
- Hanteer klagtes hetsy telefonies, in persoon, per e-pos of via korrespondensie
- Bouplan en algemene administrasie wat verband hou met die funksie

VERGOEDING: **R2 826.49 per maand gedurende opleidingstydperk**
R23 116.77 (T10) per maand met aanstelling as aflos

SLUITINGSDATUM: **28 JULIE 2023**

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

ALGEMEEN:

- Aansoekvorms is beskikbaar op die Munisipale webtuiste (www.mosselbay.gov.za) of elektronies beskikbaar by die kontakpersone hieronder genoem.
- **Skriftelike aansoeke op die amptelike aansoekvorm en tesame met 'n omvattende CV**, wat as konfidensieel beskou sal word, kan per hand afgelewer word aan die Mosselbaai Munisipaliteit MH Afdeling (Ou Kragstasiegebou, Santos Strand, Mosselbaai). **Vir interne geadverteerde poste en/of plaaslik (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 (ver kieslik as een gekombineerde PDF dokument) mag per e-pos gestuur word aan admin@mosselbay.gov.za. Hierdie voorwaardes is verpligtend en versuim om te voldoen sal outomaties tot diskwalifikasie van die aansoeker lei.
- Neem kennis dat die relevante amptelike aansoekvorm volledig voltooi moet word. Versuim om die volledig voltooide aansoekvorm en/of gesertifiseerde afskrifte en ander vereiste dokumentasie in te dien sal tot onmiddellike diskwalifikasie lei.
- Oorspronklike gesertifiseerde afskrifte (nie ouer as 6 maande nie) of bewys van kwalifikasies en ander vereiste dokumentasie moet die CV en aansoekvorm vergesel.
- Kandidate wie vir vooraf-keuring kwalifiseer mag onderwerp word aan en van vereis word om 'n teoretiese en/of praktiese toets, insluitend 'n bestuursvaardigheidstoets te ondergaan.
- Kandidate wat vir vooraf-keuring kwalifiseer (praktiese assessering) 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.
- Verdere besonderhede is beskikbaar van Me N De Wet of Me F Mpondo by telefoonnommer (044) - 6065000.
- Indien aansoekers nie binne 3 maande van die sluitingsdatum gekontak word nie, kan aanvaar word dat die aansoek onsuksesvol was.
- Die Mosselbaai Munisipaliteit is verbind tot die nakoming van die Wet op Diensbillikheid, No. 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 WASE MOSSEL BHAYI

UMasipala wase Mossel Bhayi, njengomqeshi ozibopheleleyo kwingqesho ngokulinganayo, umema abantu ukuba benze izicelo zezi zithuba zingezantsi.

Kumenywa izicelo zomsebenzi kubantu abaneziqu ezifanelekileyo zemfundo kwakunye namava ukuba baqeqeshwe kumacandelo awohlukeneyo kaMasipala ze bafakwe kuluhlu lwabantu bokubambela xa kuyimfuneko.

ABASEBENZI BOKUBAMBELA **(IINGQESHO ZEXESHANA)**

(ABENZI-ZICELO ABAHLALA PHAKATHI KWEMIDA YASE MOSSEL BHAYI BAYA KUQWALASELWA KULUHLU OLUFUTSHANE LWABAGOATSWA)

Nceda uphawule ngokucacileyo kwiFomu Yesicelo ukuba wenza isicelo sesiphi isithuba. Ukuba wenza izicelo zezithuba eziliqela, kufuneka ungenise ifomu yesicelo eyodwa kwisithuba ngasinye.

KUPHELA ZIZICELO EZINGENISWE NGESANDLA EZIYA KWAMKELWA

UMHLOLI WEZAKHIWO: **IIMFUNO**

(Ubungqina obufanelekileyo/amaxwebhu afanelekileyo kufuneka ahambe nesicelo sakho)

- Isiqu semfundo ephakamileyo seminyaka emithathu(3) (ubuncinane uNQF iSigaba 6) kumsebenzi wokwakha

- limpepha-mvume zokuqhuba seNqanaba B
- Ubungqina besithuthi esisesakho okanye ubungqina bokufikelela kwisithuthi sabucala xa kufuneka wenze imisebenzi yokuhlola kufuneka buhambe nesicelo sakho
- Ubuncinane amava onyaka omnye (1) ukuya kwemithathu (3) kumsebenzi wokwakha
- Ube ugqibelele kwiilwimi ezimbini (2) kwezintathu (3) ezisesikweni eNtshona-Kapa
- Ulwazi ngeKhompyutha (linkqubo zika MS Office)
- **Ubungqina bokuba akuzange wafunyaniswa unetyala lolwaphulo-mthetho** (obungadlulangfa kwiinyanga ezi-6) okanye ubonakalise ukuba usenzile isicelo sobu bungqina, kufuneka buhambe nesicelo sakho
- Ulwazi oluphangaleleyo lweMigaqo Yezakhiwo yeSizwe
- Ube uzimisele ukusebenza emva kweeyure zomsebenzi, xa kungakho imfuneko
- Ube womelele ngokwasemzimbeni kwaye ube sempilweni entle.

UGQIBELELO/UBUCHULE:

- Ukuchonga kwanokuthabatha intshukumo ekuqubisaneni nemibandela kwakunye neemfuno zamaqela awohlukeneyo ekuhlaleni
- Ukwenza uvavanyo kwanokuthabatha uxanduva lomngcipheko xa uthabatha izigqibo
- Ukuchonga ukungangqinelani kweengcombolo/ulwazi
- Ukubonakalisa ukuzithemba xa uqubisene nabo bachaphazelekayo ngaphakathi nangaphandle

IINDIMA EZIPHAMBILI ZOMSEBENZI

- Ukwenza uhlolo lwezakhiwo, iidreyini kunye nolunye uhlolo oluchaphazelekayo
- Ukunxibelelana noluntu, oonokotraka kunye nabo bagqibeleleyo malunga nemibandela echaphazela ulwakhiwo
- Ukuphanda nokusombulula imibuzo kunye nezikhalazo
- Ukukhupha izilumkiso zolwaphulo lwemigaqo yeZakhiwo yeSizwe
- Ukuthabatha intshukumo yokulungisa ekuthinteleni imisebenzi yokwakha okungekho mthethweni

UMHLOLI WEZICWANGCISO ZOKWAKHA

IIMFUNO

(Ubungqina / amaxwebhu afanelekileyo kufuneka ahambe nesicelo sakho)

- Isiqu semfundo ephakamileyo seminyaka emithathu(3) (ubuncinane uNQF iSigaba 6) kumsebenzi wokwakha
- Ubungqina besithuthi esisesakho okanye ubungqina bokufikelela kwisithuthi sabucala xa kufuneka wenze imisebenzi yokuhlola kufuneka buhambe nesicelo sakho
- Ubuncinane amava onyaka omnye (1) ukuya kwemithathu (3) kumsebenzi wolawulo lwezakhiwo okanye okungqamene nomsebenzi wokucwangcisa izakhiwo
- Ube ugqibelele kwiilwimi ezimbini (2) kwezintathu (3) ezisesikweni eNtshona-Kapa
- Ulwazi lweKhompyutha (linkqubo zika MS Office)
- **Ubungqina bokuba akuzange wafunyaniswa unetyala lolwaphulo-mthetho** (obungadlulangfa kwiinyanga ezi-6) okanye ubonakalise ukuba usenzile isicelo sobu bungqina, kufuneka buhambe nesicelo sakho
- Ulwazi oluphangaleleyo lweMigaqo Yezakhiwo yeSizwe
- Ube uzimisele ukusebenza emva kweeyure zomsebenzi, xa kungakho imfuneko

- Ube womelele ngokwasemzimbeni kwaye ube sempilweni entle.

UGQIBELELO/UBUCHULE

- Unxibelelwano olufezekileyo ngentetho nangokubhaliweyo ngokwemfuneko kwisidlangalala esi soluntu sichaphazelekayo
- Ube uyakwazi ukuvavanya nokuhlalutya izicelo zophuhliso lwezakhiwo kwanokuqinisekisa ukuba konke okungenisiweyo kugqibelele
- Ube uyakwazi ukuhlala ukumoya ophantsi kwaye unike ingqwalasela xa uphantsi koxinzelelo
- Ube uyakwazi ukucebisa uluntu malunga neempazamo xa kungeniswa izicelo zokwakha.

IINDIMA EZIPHAMBILI ZOMSEBENZI

- Ukuhlalutya izicwangciso zokwakha ngenjongo yokuqinisekisa ukuthotyelwa kweMigaqo yeSizwe Yokwakha
- Ukuhlola iindawo/imihlaba apho kungeniswe khona izicwangciso zokwakha ngakuzo ze ujonge ukuchaneka kweengcombolo eziqulathwe kuzo izicwangciso ezo
- Ukuhlola iziza ekwakhiwa kuzo kwanalapho kusetyenzwa khona ze uqwalasele ukuthotyelwa komthetho ochaphazelekayo
- Ukwenza ingxelo ngemisebenzi yolwakhiwo olungekho mthethweni/okanye izakhiwo ezingekho mthethweni
- Ukusombulula izikhalazo ngomnxeba, ubuqu, nge-imeyile okanye ngembalelwano
- Imisebenzi yezicwangciso zezakhiwo kwakunye naluphina ulawulo olungqamene nalo msebenzi.

UMVUZO: R2 826.49 ngenyanga ngexesha loqeqesho
R23 116.77 (T10) ngenyanga xa uye waqeshwa njengebambela

UMHLA WOKUVALA: 28 JULAYI 2023

(Izicelo ezifunyenwe emva kwentsimbi ye 13h00 aziyi kwamkelwa)

GABALALA:

- lifomu zezicelo ziyafumaneka kwikhasi lothungelwano likaMasipala (www.mosselbay.gov.za) okanye ungazithunyelwa nge-imeyile xa uthe waqhagamshelana nabantu abachazwe apha ngezantsi apha ngezantsi.
- **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.**
- Nceda uqonde ukuba iomu esesikweni yokwenza isicelo kufuneka igcwaliswe ngokupheleleyo. Ukusilela ekungeniseni ifomu leyo okanye ungancamathiseli iikopi eziqinisekisiweyo kunye namanye amaxwebhu ayimfuneko, kuyakukhokelela ekukhatyweni kwangoko kwesicelo sakho
- Iikopi zeziqinisekiso zeziqumfundo neziqinisekisiweyo njengeziyinyaniso kufuneka zihambe neCV yakho kunye nefomu yesicelo

- Abagqatswa abafakwe kuluhlu olufutshane nabazenze ngobuchwepheshe izicelo zabo kufuneka bangenise iikopi **zoqobo** eziqinisekisiweyo zeziqu zemfundo kwakunye namanye amaxwebhu ayimfuneko ngomhla okanye phambi komhla wokuvavanyelwa umsebebzi.
- Abagqatswa abafakwe kuluhlu olufutshane kusenokufuneka ukuba bona benziwe uvavanyo ngentetho kunye/okanye ngendlela ebhaliweyo, kubandakanya uvavanyo lwezakhono zokuqhuba.
- Iingcombolo ezithe vetshe ungazifumana kuNkszn de Wet okanye uNkszn F Mpondo kule nombolo yomnxeba (044) - 606 5000.
- Ukuba umenzi-sicelo akufumenanga mpendulo kwisicelo sakhe kwisithuba seentsuku ezingama-40, angathabatha ukuba isicelo sakhe asiphumelelanga.
- uMasipala waseMossel Bhayi uzibophele ekuthobeleni iimfuno zoMthetho weNgqesho ngokulingana, Nombolo 55 ka 1998, ngenjongo yokuxhamlisa abo bebekade behlelelekile ngaphambili kunye nabakhubazekileyo.
- ***Nangona kungakho nalo naluphina ummelo, akukho sivumelwano sengqesho siyakusebenza phambi kokuba isinikezelo esibhaliweyo esiya kumenzi-sicelo nesivela kuMasipala, sibe samkelwe, ngumenzi-sicelo.***

MNU C PUREN

UMPHATHI KAMASIPALA