

MOSSEL BAY MUNICIPALITY

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

GENERAL WORKER / GENERAL ASSISTANT: CLEANING & GARDENING SERVICES

PLACE OF WORK:

MOSSEL BAY
GREAT BRAK RIVER
HARTENBOS

PERMANENT APPOINTMENT

APPLICANTS RESIDING WITHIN THE MOSSEL BAY MUNICIPAL BOUNDARIES SHALL RECEIVE PREFERENCE

- ✓ A SEPARATE APPLICATION FORM MUST BE COMPLETED FOR EACH POST AND /OR AREA (PLACE OF WORK).
- ✓ General Worker/General Assistant application forms are available at all the Mossel Bay Municipal offices and on the Mossel Bay Municipality's website.
- ✓ **Only hardcopy applications will be accepted** (electronic applications will not be considered).
- ✓ **Hardcopy applications must be placed in the relevant application boxes** placed at the following municipal offices: Herbertsdale / Kwanonqaba / Friemersheim / Great Brak River / Hartenbos / Mossel Bay (HR Building-Santos Beach).

APPLICATIONS ONLY VALID FOR 6 MONTHS

REQUIREMENTS

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

- Grade 3 (AET Level 1)
- Physically strong and healthy to perform hard labour
- Able to work with a pick, spade and other hand equipment
- Able to load and carry weights of up to 25kg
- 0 – 1 Year experience as a general worker/labourer

PREFERRED REQUIREMENTS

- Grade 5 (AET Level 2)
- More than 1 year experience as a general worker/labourer
- Proficient in at least 2 of the 3 official languages of the Western Cape

COMPETENCIES REQUIRED

Workplace safety • Task accountability • Quality orientation • Oral communication • Service delivery orientation • Interpersonal relationships • Communication • Action orientation
• Resilience • Accountability and ethical conduct • Learning orientation • Impact and influence
• Team orientation

CERTIFIED COPIES OF THE FOLLOWING DOCUMENTS MUST BE ATTACHED TO THE APPLICATION FORM

- Identity document
- Proof of academic (school) qualification
- Proof of residential address (municipal account / affidavit)

SALARY SCALE:

All-inclusive total package of ± R221 388,34 – R252 193,49 per annum. Benefits eg medical aid scheme, pension fund, group life scheme, 13th cheque included.

BASIC SALARY:

R135 398,64 – R159 058,68 per annum (T3)

CLOSING DATE:

19 AUGUST 2025

(No applications received after 13h00 will be accepted)

GENERAL:

- Application forms are available on the Municipal website (www.mosselbay.gov.za) or at Mossel Bay Municipal offices
- **Applications completed on the official application form and accompanied by a comprehensive CV**, which will be regarded as confidential, must be hand-delivered to the offices mentioned above.
- 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.
- Successful applicants may be required to undergo a baseline/entry medical evaluation to determine whether he/she is fit for duty, and in such instance the employment will be subject to him/her being declared fit for such duty.
- 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**

MOSSELBAAI MUNISIPALITEIT

Mosselbaai Munisipaliteit, 'n werkgewer verbind tot gelyke indiensneming nooi persone om vir die ondergemelde vakature aansoek te doen

ALGEMENE WERKER / ALGEMENE ASSISTENT: SKOONMAAK & TUINDIENSTE

WERKSPLEK:

MOSSELBAAI
GROOT-BRAKRIVIER
HARTENBOS

PERMANENTE AANSTELLING

AANSOEKERS WOONAGTIG IN DIE MOSSELBAAI MUNISIPALE GRENSE SAL VOORKEUR ONTVANG

- ✓ 'n APARTE AANSOEKVORM MOET VIR ELKE POS EN /OF AREA (WERKSPLEK) VOLTOOI WORD.
- ✓ Algemene Werker/Algemene Assistent aansoekvorms is beskikbaar by al die Mosselbaai Munisipale kantore en op die Mosselbaai Munisipaliteit se webtuiste.
- ✓ **Slegs hardekopie aansoeke sal aanvaar word** (elektroniese aansoeke sal nie oorweeg word nie).
- ✓ **Hardekopie aansoeke moet in die verwante aansoekhouders** by die volgende munisipale kantore geplaas word: Herbertsdale / Kwanongaba / Friemersheim / Groot Brakrivier / Hartenbos / Mosselbaai (MH Gebou-Santosstrand).

AANSOEKE SLEGS VIR 6 MAANDE GELDIG

VEREISTES

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

- Graad 3 (AET Vlak 1)
- Fisies sterk en gesond om harde arbeid te verrig
- In staat om met 'n pik, graaf en ander handtoerusting te werk
- In staat om gewig van tot 25kg te laai en te dra
- 0 – 1 Jaar ondervinding as 'n algemene werker/arbeider

VOORKEURVEREISTES

- Graad 5 (AET Vlak 2)
- Meer as 1 jaar ondervinding as 'n algemene werker/arbeider
- Vlot in ten minste 2 van die 3 amptelike tale van die Wes-Kaap

VEREISTE BEVOEGDHEDE

Werkplekveiligheid • Taak verantwoordbaarheid • Kwaliteitsoriëntasie • Mondelinge kommunikasie • Interpersoonlike verhoudings • Kommunikasie • Aksie oriëntasie • Veerkragtigheid • Verantwoordbaarheid en etiese gedrag • Leer oriëntasie • Impak en beïnvloeding • Span oriëntasie

GESERTIFISEERDE AFSKRIFTE VAN DIE VOLGENDE DOKUMENTE MOET BY DIE AANSOEKVORM AANGEHEG WORD

- Identiteitsdokument
- Bewys van akademiese (skool) kwalifikasie
- Bewys van residensiële adres (munisipale rekening / beëdigde verklaring)

SALARISSKAAL: Alles-insluitende totale pakket van ± R221 388,34 – R252 193,49 per jaar. Voordele bv. mediese fondsskema, pensioenfonds, groep lewensskema, 13^{de} tjem ingesluit.

BASIESE SALARIS: R135 398,64 – R159 058,68 per jaar (T3)

SLUITINGSDATUM: 19 AUGUSTUS 2025
(Aansoeke ontvang na 13h00 sal nie aanvaar word nie)

ALGEMEEN:

- Aansoekvorms is beskikbaar op die Munisipale web-tuiste (www.mosselbay.gov.za) of by Mosselbaai Munisipale kantore.
- **Aansoeke voltooi op die amptelike aansoekvorm tesame met 'n omvattende CV** wat as vertroulik beskou sal word, moet per hand afgelewer word by die kantore soos hierbo genoem.
- 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 sal tot onmiddellike diskwalifikasie 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 aan en vereis word om 'n teoretiese toets en/of praktiese toets te ondergaan.**
- Suksesvolle kandidate mag vereis word om 'n basislyn/ingangs mediese evaluasie te ondergaan om vas te stel of hy/sy geskik is vir diens en sal indiensneming onderworpe wees daaraan om fiks verklaar te wees vir die diens.
- 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 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 WASEMOSEL BHAYI

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

UMQESHWA OSEBENZA GABALALA UMNCEDISI GABALALA UKUCOCWA & NEENKONZO ZOKUGCINA IZITIYA

INDAWAWO YOKUSEBENZA:

E-MOSSEL BHAYI

E-GROOT BRAKA

E-HARTENBOS

INGQESHO ESISIGXINA

ABENZI-ZICELO ABAHLALA PHAKATHI KWEMIDA KAMASIPALA WASE MOSEL BHAYI BAYA KUQWALASELWA UQALA

- ✓ IFOMU EYODWA KUFUNeka IGCWALISWE KWISICELO NGASINYE SESITHUBA SOMSEBENZI KUNYE/OKANYE INDAWO YOMSEBENZI (APHO UKHOYO UMSEBENZI)
- ✓ Iifomu zaBaqeshwa Gabalala / zaBancedisi Gabalala ziyafumaneka kuzo zonke ii-ofisi zikaMasipala wase Mossel Bhayi nakwikhasi likaMasipala wase Mossel Bhayi
- ✓ **Kuphela zizicelo ezingeniswe ngesandla** eziyakwamkelwa (izicelo ezenziwe ngobuchwepheshe aziyi kuqwalaselwa)
- ✓ **Izicelo ezingeniswa ngesandla kufuneka zifakwe kwiibhokisi ezichaphazelekayo** kwezi ofisi zilandelayo zikamasipala: eHerbertsdale / KwaNonqaba / eFriemersheim / eGroot Braka / eHartenbos / eMossel Bhayi (kwisakhiwo sakwa HR) .

IZICELO ZISENOKUHLALA IINYANGA EZI-6 KUPHELA

IIMFUNO / OKULINDELEKILEYO

(Ubungqina obufanelekileyo / amaxwebhu afanelekileyo kunye nefomu echaphazelekayo yokwenza isicelo kufuneka zihambe nesicelo sakho.

Izicelo ezingeniswe emva kwexesha aziyi kwamkelwa)

- IBanga lesi-3 (AET Isigaba 1)
- Ube womelele ngokwasemzimbeni kwaye ube sempilweni, ukwazi ukwenza umsebenzi onzima
- Ube uyakwazi ukusebenza ngepeki, umhlakulo kunye nezinye izixhobo zesandla
- Ube uyakwazi ukukhwelisa nokuthwala ubunzima obufikelela kwi 25kg
- Amava onyaka 0 – 1 omsebenzi njengomqeshwa osebenza gabalala

IIMFUNO EZIKHETHEKILEYO

- Ibanga le-5 (AET iSigaba 2)
- Amava angaphezu konyaka omnye (1) njengomqeshwa osebenza gabalala
- Ube ugqibelele kwiilwimi ezimbini (2) kwezintathu (3) ezisesikweni eNtshona-Kapa

UBUCHULE/UGQIBELELO OLUYIMFUNO

Ukulawula umsebenzi - Ukhuseleko emsebenzini - Ukuthabatha uxanduva ngomsebenzi owenzayo - Uqhelwaniso nomgangatho womsebenzi - Unxibelelwano ngentetho - Uqhelwaniso nokuhanjiswa kweenkonzo -Ubudlelwane kunye nabanye abantu engqeshweni - Unxibelelwano -Uqhelwaniso neentshukumo zomsebenzi -Ukomelela/ Ukungalukuhleki - Ukuthabatha uxanduva kwanesimilo esifanelekileyo -Ukuqhelana nomsebenzi zomsebenzi - Uxinzelelo kunye nempembelelo Ukuqhelana neqela lomsebenzi.

**IIKOPI EZIQINISEKISIWEYO ZALA MAXWEBHU ALANDELAYO KUFUNEKA
ZINCANYATHISELWE KWIFOMU YOKWENZA ISICELO**

- Isazisi (ID)
- Ubungqina bemfundo onayo(eyesikolo)
- Ubungqina bedilesi yendawo ohlala kuyo (incwadi yetyala likamasipala/ingxelo efungelweyo)

UMLINGANISELO WOMVUZO:

Umgodlo uwonke omalunga ne ±R221 388.34 – R252 193.49 ngonyaka.

Izibonelelo ezifana Noncedo lonyango, Umhlala-phantsi, i-Inshorensi yoMqeshi, Intlawulo ye-13 i(Bhonasi) zibandakanyiwe apha

UMVUZO OSISISEKO: R135 398.64 – R159 058.68 ngonyaka(T3)

UMHLA WOKUVALA: 19 AUGUST 2025

(Izicelo ezifunyenwe emva kwentsimbi ye 13h00 aziyi kwamkelwa)

GABALALA:

- lifomu zokwenza isicelo ziyafumaneka kwikhasi lothungelwano likaMasipala apha (www.mosselbay.gov.za) okanye kwii-ofisi zikaMasipala wase Mossel Bhayi
- **Izicelo ezenziwe ngendlela ebhaliweyo kwifomu esesikweni nekhatshwa yiCV**, neyakuthatyathwa njengeyimfihlo, zingangeniswa ngesandla kwezi ofisi zichazwe apha ngentla
- Qwalasela ukuba le fomu isesikweni kufuneka igcwaliswe ngokupheleleyo. Ukungangenisi le fomu ichaziweyo okanye ungancamathiseli iikopi eziqinisekisiweyo kunye namaxwebhu ayimfuneko, kuya kukhokelela ekukhatyweni kwesicelo sakho.
- Iikopi zoqobo eziqinisekisiweyo (ezingadlulanga kwiinyanga ezi-6 ziqinisekisiwe) okanye ubungqina beziqo zemfundo kunye namanye amaxwebhu ayimfuneko kufuneka zihambe ne CV kunye nefomu yokwenza isicelo.
- Abagqatswa abafanelekileyo ukuba bafakwe phantsi kwenkqubo yokuhlolwa basenokulindeleka ukuba benze uvavanyo ngentetho okanye uvavanyo olwenziwa ngezandla,
- **Abagqatswa abathe baphumelela kusenokulindeleka ukuba benziwe uvavanyo lwempilo olusisiseko ukufumanisa ukuba ingaba bakulungele ukusebenza kusinina, kwaye kuloo meko ukuqeshwa kuyakuxhomeka kuye ukuba ingaba uwufanele loo msebenzi kusinina.**
- **Iingcombolo ezithe vetshe ziyafumaneka ku Nkskz N De Wet okanye uNkskz F Mpondo / Nkskz 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, ngako oko ke,abantu abaphantsi kwisimo esinjalo bayakhuthazwa ukuba benze izicelo.**
- **Nangona kungakho nalo naluphina ummelo, akukho sivumelwano sengqesho siyakusebenza phambi kokuba isinikezelo esibhaliweyo nesivela kumasipala, sibe samkelwe, ngumenzi-sicelo.**

**MNU C PUREN
UMPHATHI KAMASIPALA**