

MOSSEL BAY MUNICIPALITY

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

**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.**

ONLY HARDCOPY APPLICATIONS WILL BE ACCEPTED

SECRETARY **REQUIREMENTS**

- Grade 12
- Computer literate (MS Office applications)
- 2 to 5 years' relevant experience
- Fluent in at least 2 of the 3 official languages of the Western Cape
- Good organisational and interpersonal skills
- Ability to work independently and with confidential information
- Good typing skills
- Relevant NQF 5 qualification will be an advantage

COMPETENCIES

- Identifies problems in processes
- Demonstrates effective oral and written communication
- Professional in interaction with general public and stakeholders
- Sets out work in a well-planned and organised manner

CALL CENTRE CLERK **REQUIREMENTS**

- Grade 12 (NQF Level 4)
- Minimum of 0 to 2 years' relevant experience
- Computer literate (MS Office applications)
- Proficient in at least 2 of the 3 official languages of the Western Cape
- Required to work afterhours and night shifts as per roster

PREFERRED REQUIREMENTS

- Proficiency in Collaborator System

COMPETENCIES

- Confirms/clarifies understanding of instructions
- Checks work for errors/omissions before submission
- Interacts with various stakeholders
- Answers basic questions politely and helpfully
- Follows procedures as prescribed in policies/standard operating procedures

LIBRARY AID *(Mossel Bay, Hartenbos, Greenhaven, Ellen van Rensburg, Friemersheim, Herbertsdale, Ruiterbos Primary, Toekoms, Sonskynvallei, Brandwag, Buisplaas, Thusong, D'Almeida, Ruiterbos Denneprag, KwaNongaba)*

REQUIREMENTS

- Grade 12
- 0 to 2 years 'relevant experience
- Computer literate (MS Office applications)
- Ability to carry ±20 kg (books)
- Good communication and interpersonal skills
- Experience in a similar environment will be an advantage

COMPETENCIES

- Solves problems of a basic nature
- Demonstrates effective oral and written communication
- Communicates effectively with colleagues and clients

LIBRARY ASSISTANT *(Mossel Bay, Hartenbos, Greenhaven, Ellen van Rensburg, Friemersheim, Herbertsdale, Ruiterbos Primary, Toekoms, Sonskynvallei, Brandwag, Buisplaas, Thusong, D'Almeida, Ruiterbos Denneprag, Kwanongaba)*

REQUIREMENTS

- Grade 12
- Computer literate (MS Office applications)
- 0 to 1 year experiential knowledge of public libraries
- Ability to carry ±20 kg (books)
- Good communication and interpersonal skills

COMPETENCIES

- Able to use the Dewey Decimal system and alphabet correctly
- Displays an active interest in reading and a general knowledge of various subjects
- Demonstrates effective oral and written communication

SWITCHBOARD OPERATOR

REQUIREMENTS

- Grade 12
- 0 to 2 years' experience
- Computer literate (MS Office applications)
- Proficient in at least 2 of the 3 official languages of the Western Cape
- Good communication and people skills
- Ability to work under pressure
- Call centre or Customer Care experience will be an advantage
- Proficiency in a 3rd language will be an advantage

COMPETENCIES

- Solves problems of a basic nature
- Demonstrates effective oral and written communication
- Communicates effectively with colleagues and clients

CASHIER (FINANCIAL SERVICES)

REQUIREMENTS

- Grade 12 with Accountancy or Mathematics as a subject
- Computer literate (MS Office applications)
- 2 to 5 years' relevant experience
- Proficient in at least 2 of the 3 official languages of the Western Cape
- Good communication and interpersonal skills

COMPETENCIES

- Identifies problems in processes
- Demonstrates effective oral and written communication
- Professional in interaction with general public and stakeholders
- Sets out work in a well-planned and organised manner

CLERK (FINANCIAL SERVICES)

REQUIREMENTS

- Grade 12 with Accountancy as a subject
- Computer literate (MS Office applications)
- 2 to 5 years' relevant experience
- Proficient in at least 2 of the 3 official languages of the Western Cape
- Good communication and interpersonal skills

COMPETENCIES

- Identifies problems in processes
- Demonstrates effective oral and written communication
- Professional in interaction with general public and stakeholders
- Sets out work in a well-planned and organised manner

INFORMATION & COMMUNICATIONS TECHNOLOGY (ICT)

ASSISTANT

REQUIREMENTS

- Grade 12
- Excellent computer literacy skills in Windows 11 and MS Office applications
- 2 to 5 years' relevant experience preferably as IT Technician and in desktop support
- Fluent in at least 2 of the 3 official languages of the Western Cape
- Good organisational and interpersonal skills
- Ability to work independently and with confidential information
- Good typing skills
- Relevant NQF 5 qualification will be an advantage

COMPETENCIES

- Identifies problems in processes
- Demonstrates effective oral and written communication
- Professional in interaction with general public and stakeholders
- Sets out work in a well-planned and organised manner

REMUNERATION: R2 826.49 per month during training period

CLOSING DATE: 6 OCTOBER 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 hard copy 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 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 gelykheidsindiensneming nooi persone om vir die ondergemelde vakatures aansoek te doen

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

AFLOSPERSONEEL **(KONTRAKTUELE AANSTELLINGS)**

(AANSOEKERS WOONAGTIG BINNE DIE MUNISIPALE GRENSE VAN MOSSELBAAI MAG VOORKEUR GENIET)

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

SLEGS HARDEKOPIE AANSOEKE SAL AANVAAR WORD

SEKRETARESSE

VEREISTES

- Graad 12
- Rekenaargeletterd (MS Office toepassings)
- 2 tot 5 jaar toepaslike ondervinding
- Vlot in ten minste 2 van die 3 amptelike tale van die Wes-Kaap
- Goeie organisatoriese en interpersoonlike vaardighede
- Vermoë om onafhanklik en met vertroulike inligting te werk
- Goeie tikvaardighede
- Verwante NKR 5 kwalifikasie sal 'n voordeel wees

BEVOEGDHEDE

- Identifiseer probleme in prosesse
- Demonstreer effektiewe mondelinge en geskrewe kommunikasie
- Professioneel in interaksie met algemene publiek en belanghebbendes
- Sit werk uiteen op n goed-bepaalde en georganiseerde wyse

INBELSENTRUM KLERK

VEREISTES

- Graad 12 (NKR Vlak 4)
- Minimum of 0 tot 2 jaar verwante ondervinding
- Rekenaargeletterd (MS Office toepassings)
- Vlot in ten minste 2 van die 3 amptelike tale van die Wes-Kaap
- Vereiste om na-ure en nagskifte soos per rooster te werk

VOORKEURVEREISTES

- Vaardig met Collaborator Stelsel

VEREISTE BEVOEGDHEDE

- Bevestig/verduidelik begrip van instruksies
- Gaan werk na vir foute/weglatings voor indiening
- Interaksie met verskeie belanghebbendes
- Beantwoord basiese vrae vriendelik en hulpvaardig
- Volg prosedures soos voorgeskryf in beleide/standaard operasionele prosedures

BIBLIOTEEKHULP *(Mosselbaai, Hartenbos, Greenhaven, Ellen van Rensburg, Friemersheim, Herbertsdale, Ruiterbos Laerskool, Toekoms, Sonskynvallei, Brandwag, Buisplaas, Thusong, D'Almeida, Ruiterbos Denneprag, KwaNonqaba)*

VEREISTES

- Graad 12
- 0 tot 2 jaar verwante ondervinding
- Rekenaargeletterd (MS Office toepassings)
- Vermoë om ±20 kg te dra (boeke)
- Goeie kommunikasie en interpersoonlike vaardighede
- Ondervinding in 'n soortgelyke omgewing sal 'n voordeel wees

BEVOEGDHEDE

- Los basiese probleme op
- Demonstreer effektiewe mondelinge en geskrewe kommunikasie
- Kommunikeer effektief met kollegas en kliënte

BIBLIOTEEKASSISTENT *(Mosselbaai, Hartenbos, Greenhaven, Ellen van Rensburg, Friemersheim, Herbertsdale, Ruiterbos Laerskool, Toekoms, Sonskynvallei, Brandwag, Buisplaas, Thusong, D'Almeida, Ruiterbos Denneprag, Kwanonqaba)*

VEREISTES

- Graad 12
- Rekenaargeletterd (MS Office toepassings)
- 0 tot 1 jaar ondervindingskennis van openbare biblioteke
- Vermoë om gewig van ±20 kg te dra (boeke)
- Goeie kommunikasie en interpersoonlike vaardighede

BEVOEGDHEDE

- Vermoë om die Dewey Desimale stelsel en alfabet korrek te gebruik
- Toon 'n aktiewe belang in lees en 'n algemene kennis van verskeie onderwerpe
- Demonstreer effektiewe mondelinge en geskrewe kommunikasie

SKAKELBORDOPERATEUR

VEREISTES

- Graad 12
- 0 tot 2 jaar ondervinding
- Rekenaargeletterd (MS Office toepassings)
- Vlot in ten minste 2 van die 3 amptelike tale van die Wes-Kaap
- Goeie kommunikasie en menseverhouding vaardighede
- Vermoë om onder druk te werk
- Inbelsentrum of Kliëntediens ondervinding sal 'n voordeel wees
- Vlot in 'n 3^{de} taal sal 'n voordeel wees

BEVOEGDHEDE

- Los basiese probleme aard op
- Demonstreer effektiewe mondelinge en geskrewe kommunikasie

- Kommunikeer effektief met kollegas en kliënte

KASSIERE (FINANSIËLE DIENSTE)

VEREISTES

- Graad 12 met Rekeningkunde of Wiskunde as 'n vak
- Rekenaargeletterd (MS Office toepassings)
- 2 tot 5 jaar verwante ondervinding
- Vlot in ten minste 2 van die 3 amptelike tale van die Wes-Kaap
- Goeie kommunikasie en interpersoonlike vaardighede

BEVOEGDHEDE

- Identifiseer probleme in prosesse
- Demonstreer effektiewe mondelikse en geskrewe kommunikasie
- Professioneel tydens interaksie met algemene publiek en belanghebbendes
- Sit werk uiteen op 'n goed beplande en georganiseerde wyse

KLERK (FINANSIËLE DIENSTE)

VEREISTES

- Graad 12 met Rekeningkunde as 'n vak
- Rekenaargeletterd (MS Office toepassings)
- 2 tot 5 jaar verwante ondervinding
- Vlot in ten minste 2 van die 3 amptelike tale van die Wes-Kaap
- Goeie kommunikasie en interpersoonlike vaardighede

BEVOEGDHEDE

- Identifiseer probleme in prosesse
- Demonstreer effektiewe mondelinge en geskrewe kommunikasie
- Professioneel tydens interaksie met algemene publiek en belanghebbendes
- Sit werk uiteen op 'n goed beplande en georganiseerde wyse

INLIGTING & KOMMUNIKASIE TEGNOLOGIE (IKT) ASSISTENT

VEREISTES

- Graad 12
- Uitstekende rekenaargeletterdheidsvaardigheid in Windows 11 en MS Office toepassings
- 2 tot 5 jaar verwante ondervinding verkieslik as IT Tegnikus en in tafel rekenaar ondersteuning
- Vlot in ten minste 2 van die 3 amptelike tale van die Wes-Kaap
- Goeie organisatoriese en interpersoonlike vaardighede
- Vermoë om onafhanklik en met vertroulike inligting te werk
- Goeie tikvaardighede
- Verwante NKR 5 kwalifikasie sal 'n voordeel wees

BEVOEGDHEDE

- Identifiseer probleme in prosesse
- Demonstreer effektiewe mondelinge en geskrewe kommunikasie
- Professioneel tydens interaksie met algemene publiek en belanghebbendes
- Sit werk uiteen op 'n goedbeplande en georganiseerde wyse

VERGOEDING: R2 826.49 per maand gedurende opleidingstydperk

SLUITINGSDATUM: 6 OKTOBER 2023

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

ALGEMEEN:

- Aansoekvorms is beskikbaar op die Munisipale web-tuiste (www.mosselbay.gov.za) of elektronies van die kontakpersone hieronder genoem.
- **Skriftelike aansoeke op die amptelike aansoekvorm tesame met 'n omvattende CV** wat as vertroulik beskou sal word, mag per hand afgelewer word by die Mosselbaai Munisipaliteit MH Departement, (Ou Kragstasiegebou, Santos Strand, Mosselbaai). **Vir interne en/of plaaslik (binne die grense van die Mosselbaai Munisipaliteit), geadverteerde poste slegs hardekopie aansoeke aanvaar word.** Elektroniese aansoeke vergesel deur die amptelike aansoekvorm en 'n omvattende CV (verkeislik as een gekombineerde PDF dokument) mag 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.**
- Neem kennis dat die verwante amptelike aansoekvorm volledig voltooi moet word. Versuim om die volledige voltooide aansoekvorm en/of gesertifiseerde afskrifte en ander vereiste dokumentasie aan te heg sal tot onmiddellike diskwalifikasie lei.
- Oorspronklike gesertifiseerde kopië (nie ouer as 6 maande) of bewys van kwalifikasies en ander vereiste dokumentasie moet die CV en aansoekvorm vergesel.
- Kandidate wie vir vooraf-keuring kwalifiseer mag onderworpe wees aan en ;van vereis word om 'n teoretiese en/of praktiese toets, insluitend 'n bestuursvaardigheidstoets te ondergaan.
- Kandidate wie vir vooraf-keuring kwalifiseer (praktiese assessering) en 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 verkrygbaar by Me N de Wet of Me F Mpondo 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 daarvan persone van hierdie groepe aan om aansoek te doen.**
- ***Nieteenstaande enige verteenwoordiging tot die teendeel, sal geen indiensnemingskontrak tot uitvoering kom alvorens 'n 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 KAMASIPALA WASE MOSSEL BHAYI BAYA KUQWALASELWA KUQALA)

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

KUYAKWAMKELWA IIKOPI EZINGENISWE NGESANDLA NEZIYINYANI KUPHELA

UNOBHALA: **IIMFUNO**

- Ibanga le-12 (NQF iNqanaba 4)
- Ulwazi ngeKhompyutha (linkqubo zika MS Office)
- Amava eminyaka emi-2 ukuya kwemi-5 kumsebenzi ongqamene nesi sithuba
- Ube ugqibelele kwiilwimi ezimbini (2) kwezintathu (3) ezisesikweni eNtshona-Kapa
- Izakhono ezigqibeleleyo zoququzelelo kunye nezoqhagamshelwano noluntu
- Ube uyakwazi ukusebenza wedwa ngokuzimeleyo ngaphandle kokulandelelwa kwaye ube usebenza ngezinto eziyimfihlo
- Izakhono ezigqibeleleyo zokuchwetheza
- Isiqu semfundo esichaphazelekayo sika NQF 5 siyakukuthethelela

UGQIBELELO/UBUCHULE:

- Ukuchonga iingxaki kwiinqkubo
- Ukubonakalisa unxibelelwano olugqibeleleyo ngentetho nangokubhaliweyo
- Ukunxibelelana kwanokuqhagamshelana ngembeko kunye noluntu gabalala kunye nabo bachaphazelekayo
- Ukucwangcisa umsebenzi ngendlela eqiqileyo kwanehlahlelweyo

UNOBHALA WEZIKO LOMNxeba **IIMFUNO**

- Ibanga le-12 (NQF iNqanaba 4)
- Ubuncinane amava onyaka omnye (0) ukuya kwemibini (2) kumsebenzi ongqamene nesi sikhundla.
- Ulwazi ngeKhompyutha (linkqubo zika MS Office)
- Ube ugqibelele kwiilwimi ezimbini (2) kwezintathu (3) ezisesikweni eNtshona-Kapa
-

UNOBHALA WEZIKO LEMINXEBA

- Ulwazi olugqibeleleyo kwiNkqubo yeCollaborator

UGQIBELELO/UBUCHULE:

- Ukuqinisekisa/ukucacisa ukuqondakala kwemiyalelo
- Ukujonga iimpazamo/izinto ezisilelayo kumsebenzi wakho phambi kokuba uwungenise
- Ukuqhagamshelana nabo bachaphazelekayo ngokwahlukeneyo
- Ukuphendula imibuzo esisiseko ngendlela eqiqileyo kwanenoncedo
- Ukulandela iinkqubo ngohlobo ekumiselwe ngayo kwimigaqo-nkqubo/iinkqubo emazilandelwe emsebenzini

INKXASO KWITHALA LEENCWADI (*eMossel Bhayi, eHartenbos, eGreenhaven, Ellen van rensburg, eFriemersheim, eHerbertsdale, eRuiterbos Primary, eToekomsrus, eSonskynvallei, eBrandwag, eBuisplaas, eThusong, eD'Almeida, eRuiterbos Denneprag, KwaNonqaba*)

IIMFUNO

- Ukusombulula iingxaki ezisisiseko ngokwesimo sazo
- Ukubonakalisa unxibelelwano olugqibeleleyo ngentetho nangendlela ebhaliweyo
- Ukunxibelelana ngembeko kunye noogxa bakho kunye nabathengi

UMNCEDISI KWITHALA LEENCWADI (*eMossel Bhayi, eHartenbos, eGreenhaven, Ellen van rensburg, eFriemersheim, eHerbertsdale, eRuiterbos Primary, eToekomsrus, eSonskynvallei, eBrandwag, eBuisplaas, eThusong, eD'Almeida, eRuiterbos Denneprag, KwaNonqaba*)

IIMFUNO

- Ibanga le-12 (NQF iNqanaba 4)
- Ulwazi ngeKhompuyutha (iinkqubo zika MS Office)
- Amava aqala kwi-0 ukuya kunyaka omnye (1) olwazi ngamathala eencwadi kawonke-wonke
- Ube uyakwazi ukuphatha ubunzima obumalunga ne 20kg (iincwadi)
- Izakhono ezigqibeleleyo zonxibelelwano ngentetho nangendlela ebhaliweyo.

UGQIBELELO/UBUCHULE

- Ube uyakwazi ukusebenzisa inkqubo ye Dewey Decimal kunye ne-alfabhethi ngendlela echanekileyo
- Ukubonakalisa umdla ekufundeni kwanolwazi gabalala ngezifundo ezahlukeneyo
- Ukubonakalisa unxibelelwano olugqibeleleyo ngentetho nangendlela ebhaliweyo

UMSEBENZI OWAMKELA IMINXEBA

IIMFUNO

- Ibanga le-12 (NQF iNqanaba 4)
- Amava aqala kwi-0 ukuya kwiminyaka emi-2
- Ulwazi ngeKhompyutha (linkqubo zika MS Office)
- Ulwazi olugqibeleleyo kwiilwimi ezimbini (2) kwezintathu (3) ezisesikweni eNtshona-Kapa
- Izakhono ezigqibeleleyo zonxibelelwano kunye nezoluntu
- Ube uyakwazi ukusebenza phantsi koxinzelelo
- Amava kwiziko leminxeba kunye noNonophelo loluntu ayakukuthethelela
- Ulwazi olugqibeleleyo ubuncinane kulwimi lwesithathu kuya kukuthethelela

UGQIBELELO EMSEBENZINI

- Ukusombulula iingxaki ezisisiseko ngokwesimo sazo
- Ukubonakalisa unxibelelwano olugqibeleleyo ngentetho nangendlela ebhaliweyo
- Ukunxibelelana ngembeko kunye noogxa bakho kunye nabathengi

UMAMKELI-ZIMALI (IINKONZO ZEZIMALI)

IIMFUNO

- Ibanga le-12 kunye nesifundo sobalo-zimali okanye isifundoseZibalo
- Ulwazi ngeKhompyutha (linkqubo zika MS Office)
- Amava eminyaka emi-2 ukuya kwemi-5 kumsebenzi ofana nalo
- Ulwazi olugqibeleleyo kwiilwimi ezimbini (2) kwezintathu (3) ezisesikweni eNtshona-Kapa
- Izakhono ezigqibeleleyo zonxibelelwano kunye nezoqhagamshelwano noluntu

UGQIBELELO EMSEBENZINI

- Ukuchonga iingxaki kwiinqubo
- Ukubonakalisa unxibelelwano olugqibeleleyo ngentetho nangokubhaliweyo
- Ukunxibelelana kwanokuqhagamshelana ngembeko kunye noluntu gabalala kunye nabo bachaphazelekayo
- Ukucwangcisa umsebenzi ngendlela eqiqileyo kwanehlahlelweyo

UNOBHALA (IINKONZO ZEZIMALI)

IIMFUNO

- Ibanga le-12 kunye neSifundo soBalo-zimali
- Ulwazi ngeKhompyutha (linkqubo zika MS Office)
- Amava eminyaka emi-2 ukuya kwemi-5 kumsebenzi ofana nalo
- Ulwazi olugqibeleleyo kwiilwimi ezimbini (2) kwezintathu (3) ezisesikweni eNtshona-Kapa
- Izakhono ezigqibeleleyo zonxibelelwano nezoqhagamshelwano noluntu

UGQIBELELO EMSEBENZINI

- Ukuchonga iingxaki kwiikqubo
- Ukubonakalisa unxibelelwano olugqibeleleyo ngentetho nangokubhaliweyo
- Ukunxibelelana kwanokuqhagamshelana ngembeko kunye noluntu gabalala kunye nabo bachaphazelekayo
- Ukucwangcisa umsebenzi ngendlela eqiqileyo kwanehlahlelweyo

UMNCEDISI KUBUCHWEPHESHE BOLWAZI KUNYE NONXIBELELWANO (ICT) IIMFUNO

- Ibanga le-12 (NQF iNqanaba 4)
- Izakhono ezigqibeleleyo kwikhompyutha kwinkqubo ka Windowa 11 kunye no MS Office
- Amava eminyaka emi-2 ukuya kwemi-5 ngokukhethekileyo kubuNgcali be IT kwakunye nenxaso kwiinkqubo zekhompyutha
- Ulwazi olugqibeleleyo kwiilwimi ezimbini (2) kwezintathu (3) ezisesikweni eNtshona-Kapa
- Izakhono ezigqibeleleyo zoququzelelo kunye nezoqhagamshelwano noluntu
- Ube uyakwazi ukusebenza uwedwa ngaphandle kokulandelelwa kwaye usebenze ngezinto eziyimfihlo
- Izakhono ezigqibeleleyo zokuchwetheza
- Isiqu semfundo esichaphazelekayo sika NQF 5 siya kukuthethelela

UMVUZO: R2 826.49 ngenyanga ngexesha loqeqesho.

UMHLA WOKUVALA: 6 OKTOBHA 2023
(Izicelo ezingeniswe emva ko 13h00 aziyi kwamkelwa)

GABALALA:

- lifomu zokwenza isicelo ziyafumaneka kwikhasi lothungelwano likaMasipala apha (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 ezikhathshwa yifomu esesikweni kunye neCV (ngokukhethekileyo zibe luxwebhu olunye oluyi PDF) zingathunyelwa nge-imeyile apha: admin@mosselbay.gov.za. 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.
- Iikopi zoqobo eziqinisekisiweyo (ezingadlulanga kwiinyanga ezi-6 ziqinisekisiwe) okanye ubungqina bezique zemfundo 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 zeziqumbezimfundo kunye namanye amaxwebhu ayimfuneko, kufuneka zonke ezi zingeniswe phambi komhla wovavanyo lokwenza ngezandla.
- Iingcombolo ezithe vetshe ziyafumaneka ku Nkskz N De Wet okanye uNKSZ F Mpondo 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 ikwaye ke ngoko bqkhuthaze abantu abasuka kula maqela ukuba bafake 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