

MOSSEL BAY MUNICIPALITY

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

SENIOR MANAGER: TOWN & REGIONAL PLANNING **(PLANNING & ECONOMIC DEVELOPMENT)**

MOSSEL BAY **PERMANENT APPOINTMENT**

ESSENTIAL REQUIREMENTS

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

- Relevant tertiary qualification (minimum NQF Level 7) in Urban Design / Town Planning / other relevant equivalent qualification
- Minimum of 8 years' relevant experience including managerial experience
- Registration as a professional Town Planner in accordance with the Planning Professions Act, 32 of 2002
- 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
- Computer literate (MS Office applications)
- Completed Minimum Competency Level training or willingness to complete the training within 18 months
- Knowledge of geographical systems, performance management and institutional governance systems
- Required to work overtime and/or attend meetings after normal working hours

PREFERRED REQUIREMENTS

- Master's Degree (NQF Level 9) in Urban Design / Town Planning / other relevant equivalent qualification

COMPETENCIES REQUIRED

- Monitoring and control • Negotiation • Planning and organizing • Spatial Planning • Urban design • Land use management • Information management • Research, information analysis and policy • Knowledge management • Public consultation • Socio-economic/Socio-political awareness • Policy conceptualisation • Interpersonal relationships • Communication • Service delivery orientation • Client orientation and customer focus • Action orientation • Resilience • Change readiness • Learning orientation • Problem solving • Accountability and ethical conduct • Impact and influence • Direction setting • Team orientation • Coaching and mentoring

KEY PERFORMANCE AREAS

- Coordinate activities and procedures associated with direct supervision and monitoring of personnel, service and the status/general condition of the Town and Regional Planning Division
- Present conceptual frameworks of current/future interventions necessary to achieve standards of service delivery
- Assess the adequacy of current systems (Land Use Management, Geographic Information and Performance Management) and formulate initiatives and interventions
- Develop relevant strategies/action plans and ensure the implementation thereof
- Represent the division/municipality in local, district, provincial and public meetings
- Compile reports on relevant activities as required by statutory or internal reporting requirements

- Ensure that a climate conducive to promoting and sustaining motivational and performance levels of staff is cultivated and maintained
- Receive and address enquiries and complaints of public
- Attend court hearings and act as witness
- Compare billing amounts for consumers
- Assist the Director with the compilation of the annual budget
- Manage and control the utilisation of funds
- Coordinate spatial planning, land use management and development in the municipal area
- Ensure the effective management and co-ordination of the drafting of a Spatial Development Framework for the municipal area

SALARY SCALE: All-inclusive total package of ± R1 010 872,84 – R1 255 859,29 per annum. Benefits eg medical aid scheme, pension fund, group life scheme, 13th cheque included.

BASIC SALARY: R636 184,32 – R825 803,88 per annum (T16)

CLOSING DATE: 19 APRIL 2024
(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 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 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 gelykheidsindiensneming nooi persone om vir die ondergemelde vakature aansoek te doen

SENIOR BESTUURDER: STAD & STREEKSBEPLANNING **(BEPLANNING & EKONOMIESE ONTWIKKELING)**

MOSELBAAI **PERMANENTE AANSTELLING**

NOODSAAKLIKE VEREISTES

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

- Verwante tersiêre kwalifikasie (minimum NKR Vlak 7) in Stedelike Ontwerp / Stadsbeplanning / ander verwante gelykstaande kwalifikasie
- Minimum van 8 jaar verwante ondervinding insluitend bestuursondervinding
- Registrasie as 'n professionele Stadsbeplanner in ooreenstemming met die Wet op Beplanningsberoepe, 32 van 2002
- 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
- Rekenaargeletterd (MS Office toepassings)
- Voltooide Minimum Bevoegdheidsvlakopleiding of bereidwilligheid om die opleiding binne 18 maande te voltooi
- Kennis van geografiese stelsels, prestasiebestuur en institusionele bestuurstelsels
- Vereiste om oortyd te werk en/of vergaderings by te woon na normale werksure

VOORKEUR VEREISTES

- Meestersgraad (NKR Vlak 9) in Stedelike Ontwerp / Stadsbeplanning / ander verwante gelykstaande kwalifikasie

VEREISTE BEVOEGDHEDE

- Monitor en beheer • Onderhandeling • Beplanning en organisering • Ruimtelike Beplanning • Stedelike ontwerp • Grondgebruiksbestuur • Inligtingsbestuur • Navorsing, inligtingsanalise en beleid • Kennisbestuur • Openbare konsultasie • Sosio-ekonomiese/Sosio-politieke bewustheid • Beleidskonseptualisering • Interpersoonlike verhoudings • Kommunikasie • Dienslewering-orientasie • Kliënt-orientasie en Kliëntefokus • Aksie-orientasie • Veerkragtigheid • Veranderingsgereedheid • Leer-orientasie • Probleemoplossing • Verantwoordbaarheid en etiese gedrag • Impak en beïnvloeding • Rigtingstelling • Span-orientasie • Opleiding en mentorskap

SLEUTEL PRESTASIEAREAS

- Koördineer aktiwiteite en prosedures wat verband hou met direkte toesig en monitering van personeel, diens en die status/algemene toestand van die Stad-en Streeksbeplanningsafdeling
- Bied konseptuele raamwerke van huidige/toekomstige intervensies benodig om standarde van dienslewering te bereik
- Bepaal die geskiktheid van huidige stelsels (Grondgebruiksbestuur, Geografiese Inligting en Prestasiebestuur) en formuleer inisiatiewe en intervensies
- Ontwikkel relevante strategië/aksieplanne en verseker die implementering daarvan
- Verteenwoordig die afdeling/Munisipaliteit in plaaslike, distrik, provinsiale en openbare vergaderings

- Stel verslae op oor verwante aktiwiteite soos vereis deur statutêre of interne verslagdoeningsvereistes
- Verseker dat 'n klimaat bydraend tot bevordering en behoud van motiverende en prestasievlakke van personeel gekweek en instand gehou word
- Ontvang en adresseer navrae en klagtes van die publiek
- Woon hofverhore by en tree op as getuie
- Vergelyk faktuurbedrae vir verbruikers
- Assisteer die Direkteur met die opstel van die jaarlikse begroting
- Bestuur en beheer die gebruik van fondse
- Koördineer ruimtelike beplanning, grondgebruiksbestuur en ontwikkeling in die Munisipale area
- Verseker die effektiewe bestuur en koördinasie van die opstel van 'n Ruimtelike Ontwikkelingsraamwerk vir die munisipale area

SALARISKAAL: Alles-insluitende totale pakket van ± R1 010 872,84 – R1 255 859,29 per jaar. Voordele bv. mediesefondsskema, pensioenfonds, groeplewensskema, 13^{de} tjek ingesluit.

BASIESE SALARIS: R636 184,32 – R825 803,88 per jaar (T16)

SLUITINGSDATUM: 19 APRIL 2024
(Aansoeke ontvang na 13h00 sal nie aanvaar word nie)

ALGEMEEN:

- Aansoekvorms is beskikbaar op die Munisipale web-tuiste (www.mosselbay.gov.za) of elektronies van die kontakpersone hieronder genoem..
- **Voltoiede 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 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 voltoiede 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 OMKHULU: UCWANGCISO LWEDOLOPHU KUNYE NENGINQI (UCWANGCISO KUNYE NOPHUHLISO LOQOQOSHO)

E-MOSSEL BHAYI INGQESHO ESISIGXINA

IIMFUNO

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

- Isiqu seMfundo Ephakamileyo (NQF iSigaba 7), ekuZobeni Isimo seDolophu / uCwangciso lweDolophu / nasiphina isiqu semfundo esichaphazelekayo
- Ubuncinane amava eminyaka eyi-8 kumsebenzi ongqamene nesi sithuba
- Ube ubhalisiwe njengoMcwangciso-Dolophu ngokoMthetho weeNgcali zoCwangciso, 32 ka 2002
- limpepha-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
- Ulwazi ngengqondo-mtshini (ikhompyutha) { linkqubo zika MS Office}
- Ube ulugqibile uqeqesho lweSigaba Sokuqala soGqibelelo okanye ube uzimisele ukulugqibezela olu qeqesho kwisithuba seenyanga ezi-18
- linkqubo zendawo zolwazi, ulawulo lwentsebenzo kunye neenkqubo zolawulo lwamaziko
- Kulindeleke ukuba usebenze ixesha elongezelelweyo okanye uhambele kwiindawo ezineentlanganiso emva kweeyure zomsebenzi.

IIMFUNO EZIKHETHEKILEYO

- isiDanga see-Masters (NQF iSigaba 9) ekuzobeni Isimo seDolophu / uCwangciso lweDolophu / okanye nasiphina isiqu semfundo esichaphazelekayo

UGQIBELELO OLUYIMFUNOKO

- *Uqaphelo nokulawula * Uthetha-thethwano * UCwangciso noququzelelo * Ucwangciso lweSithuba * Ukuzoba isimo sedolophu * uLawulo lokuSetyenziswa komhlaba * Ulawulo lolwazi * Uphando, Ulwazi/lingcombolo, uhlalutyo nomgaqo-nkqubo * Ulawulo lolwazi * Uqhagamshelwano lwaseburhulumenteni * Ulwazi ngentlalo-noqoqosho/intlalo-nopilitiko, * Ukulungelelanisa nokuhlanganisa uMgaqo-nkqubo * Ubudlelwane nabantu engqeshweni * Unxibelelwano * Uqhelwaniso nokuhanjiswa kweenkonzo * Uqhelwaniso nabathengi kwanengqwalasela ngakubathengi * Uqhelwaniso nendlela yokusebenza * Ukumelana neenzingo * Ukulungela utshintsho * Ukusombulula iingxaki * Ukuthabatha uxanduva kwanesimilo esifanelekileyo * Impembelelo * Ukumisela izikhokelo * Ukuqhelana neqela * Ukuqeqesha kwanokufundisa.

IINDIMA EZIPHAMBILI ZOMSEBENZI

- Ukulungelelanisa imisebenzi kunye neenkqubo ngokudlala indima ephambili ethe ngqo yokulawula nokujonga abasebenzi, inkonzo kunye nesimo seCandelo loCwangciso lweDolophu kunye neNgqingqi
- Ukunikezela izimo-ziqulunqo zexesha langoku / ezexesha elizayo kungenelelo oluyimfuneko khon'ukuze kufikelele kwimigangatho yokuhanjiswa kweenkonzo
- Ukwenza uvavanyo lweenkqubo ezikhoyo (uLawulo lokuSetyenziswa komhlaba, Ulwazi ngeSimo seNdalo kunye noLawulo loMsebenzi) ze uqulunqo iziqalelo kunye nongenelelo

- Ukumisela iindlela ezintsha ezichaphazelekayo / izicwangciso zomsebenzi nokuqinisekisa ukufezekiswa kwazo
- Ukumela iCandelo/umasipala kwiintlanganiso zoluntu ekuhlaleni, kwisithili, nakwiphondo
- Ukuqulunqa iingxelo ngeentshukumo ezichaphazelekayo ngohlobo ekufunwa ngalo ngokwesimiselo somthetho okanye ngokweemfuno zeengxelo zangaphakathi
- Ukuqinisekisa isimo esihle ekuphuculeni nasekumiseleni imigangatho encomekayo kwimigangatho yokusebenza kwabaqeshwa
- Ukwamkela kwanokuqwalasela imibuzo kunye nezikhalazo ezivela kuluntu
- Ukuya kumamela amatyala ezinkundleni ze ube lingqina egameni leBhunga lasekuhlaleni
- Ukuthelekisa umiselo lwamatyala abathengi
- Ukuncedisa umlawuli ekuqulunqeni uhlahlo-lwabiwo-mali lonyaka
- Ukulawula ukusetyenziswa kweemali
- Ukulungelelanisa ucwangciso lwesithuba, ukucetywa kokusetyenziswa komhlaba kwanophuhliso kwingingqi kamasipala
- Ukuqinisekisa ulawulo olufezekileyo nolulungeleleneyo ekuqulunqweni kweSimo soPhuhliso lweSithuba kwingingqi kamasipala.

UMLINGANISELO WOMVUZO: Umgodlo uwonke omalunga ne ±R1 010 872.84 – R1 255 859.29 ngonyaka. Amaqithi-qithi anjengoNyango oluxhaswayo, ingxowa-mali yomhlalaphantsi, i-inshorensi yomqeshi, iBhonasi, zibandakanyiwe apha.

UMVUZO OSISISEKO: R636 184.32 – R825 803.88 ngonyaka (T16)

UMHLA WOKUVALA 19 APRILI 2024
(Izicelo ezifunyenwe emva ko 13h00 aziyi kwamkelwa)

GABALALA:

- Iifomu 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 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.
- Iikopi zoqobo eziqinisekisiweyo (ezingadlulanga kwiinyanga ezi-6 ziqinisekisiweyo) okanye ubungqina bezique zemfundo kufuneka zihambe ne CV kunye nefomu yokwenza isicelo.
- Abagqatswa abafanelekileyo ukuba bafakwe phantsi kwenkqubo yovavanyo basenokulindeleka ukuba benze uvavanyo ngenetho 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 zeziqumbezwe zemfundo 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/C Daniels kule nombolo yomnxeba (044) – 6065000.
- Ukuba abenzi-zicelo abakhange baqhagamshelwe kwisithuba esiphakathi kweenyanga ezi-3 ukusukela kumhla wokuvula, bangathabatha ukuba izicelo zabo aziphumelelanga.
- UMasipala wase Mossel Bhayi uzibophelele ekuthobeleni iimfuno zoMthetho weNgqesho Ngokulinganayo, Nombolo 55 ka 1998, ngenjongo yokuxhamlisa abo bebekade behlelekile 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