

MOSSEL BAY MUNICIPALITY

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

LEARNER BY-LAW ENFORCEMENT OFFICER **TRAFFIC & LAW ENFORCEMENT** **(COMMUNITY SAFETY)**

MOSSEL BAY

CONTRACTUAL APPOINTMENT

APPLICANTS RESIDING WITHIN THE MOSSEL BAY MUNICIPAL BOUNDARIES SHALL
RECEIVE PREFERENCE

ONLY HARDCOPY APPLICATIONS WILL BE ACCEPTED

In the event of any discrepancy arising from translation, the English version of the advertisement shall prevail.

ESSENTIAL REQUIREMENTS

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

- Grade 12 (NQF Level 4)
- Proof of clean criminal record not older than 6 months (proof of application for record may be considered during pre-screening)
- Medical certificate as proof that applicant may do strenuous work to accompany application
- Physically fit and able-bodied
- Proficient in at least two of the three official languages of the Western Cape
- Required to work in all weather conditions
- Required to undergo the following physical and/or theoretical training:
 - Peace Officer Certificate
 - Crowd Control Management
 - First Aid and Hazmat
 - Self Defence
 - Conflict Management
 - Related training associated with Law Enforcement or First Responder functions
- Must be willing to work shifts, irregular hours and overtime

PREFERRED REQUIREMENTS

- Valid Code B driver's license
- Peace Officer training certificate

KEY PERFORMANCE AREAS

Successful candidates will receive training to equip them with skills and knowledge to master the following key performance areas related to law enforcement:

- Enforce and administer general and Municipal by-laws
- Resolve complaints and enforce municipal by-laws regarding public nuisances, keeping of animals, public amenities, streets, informal traders and traffic related offences
- Administer the impoundment of abandoned vehicles
- Conduct illegal land invasion monitoring and enforcement
- Oversee and provide protection during demolishing of unlawful structures
- Monitor and control unlawful occupancy of derelict / dilapidated buildings
- Assist with joint law enforcement operations to ensure community safety
- Perform temporary access control and security duties when required
- Perform specific safety activities associated with monitoring municipal premises and surroundings

- Issuing of summons and notices for infringements
- Diplomatic interaction with other employees and the public regarding advice and warnings of possible dangers
- Perform First Responder duties and functions on Crowd Management situations
- Formal and informal reporting

DURATION:

Contractual appointment: Six (6) months with the option to extend for a further eighteen (18) months, totalling joint period of twenty-four (24) months. Successful candidates will be subjected to continuous assessment and performance evaluation processes.

BASIC SALARY: **R59 249.76 per annum**

CLOSING DATE: **7 AUGUST 2026**
(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 and indicated as such on the advertisement. In the event that the advert does not specify that 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. 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 may lead to immediate disqualification.
- Certified copies (not older than 6 months) of Identity Document/Card, proof of qualifications and other required documentation must accompany the CV and application form.
- Candidates who qualify for pre-screening (practical assessments) may be subjected and required to undergo a theoretical and/or practical test, including a driving skills test.
- Candidates qualifying for pre-screening may be requested to provide the **original** certified copies of qualifications and other documentation.
- 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 as amended for the advancement of previously disadvantaged and disabled persons, and therefore encourages 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

LEERLING VERORDENINGTOEPASSINGSBEAMPTTE **VERKEER & WETSTOEPASSING** **(GEMEENSKAPSVEILIGHEID)**

MOSSELBAAI

KONTRAKTUELE AANSTELLING

AANSOEKERS WOONAGTIG IN DIE MOSSELBAAI MUNISIPALE GRENSE SAL

VOORKEUR GENIET

SLEGS HARDEKOPIE AANSOEKE SAL AANVAAR WORD

In die geval waar enige teenstrydigheid ten opsigte van vertaling voorkom, sal die Engelse weergawe van die advertensie geld.

NOODSAAKLIKE VEREISTES

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

- Graad 12 (NKR Vlak 4)
- Bewys van skoon kriminele rekord nie ouer as 6 maande nie (bewys van aansoek vir rekord mag gedurende vooraf-keuring oorweeg word)
- Mediese sertifikaat as bewys dat aansoeker strawwe werk mag verrig, moet aansoek vergesel
- Fisies fiks en liggaamlik geskik
- Vlot in ten minste twee van die drie amptelike tale van die Wes-Kaap
- Vereiste om in alle weerstoestande te werk
- Vereiste om die volgende fisiese en/of teoretiese opleiding te ondergaan:
 - Vredesbeampte Sertifikaat
 - Skarebeheerbestuur
 - Eerstehulp en Hazmat
 - Selfverdediging
 - Konflikbestuur
 - Relevante opleiding geassosieerd met Wetstoepassing of Eerste Respondeerder funksies
- Moet gewillig wees om skofte, ongereelde ure en oortyd te werk

VOORKEURVEREISTES

- Geldige Kode B Bestuurderslisensie
- Vredesbeampte opleiding sertifikaat

SLEUTEL PRESTASIEAREAS

Suksesvolle kandidate sal opleiding ontvang om hulle met vaardighede en kennis te bemagtig ten einde die volgende sleutel prestasieareas relevant aan wetstoepassing te bemeester:

- Afdwing en administreer algemene en Munisipale Verordeninge
- Oplos van klagtes en afdwing van munisipale verordeninge met betrekking tot openbare oorlaste, aanhou van diere, openbare fasiliteite, strate, informele handelaars en verkeersverwante oortredings
- Administreer die skut van verlate voertuie
- Doen onwettige grondbesettingsmonitering en toepassing
- Toesig oor en voorsien beskerming gedurende sloping van onwettige strukture
- Monitor en beheer onwettige bewoning van verlate / vervalde geboue
- Verleen bystand met gesamentlike wetstoepassingsoperasies om

- gemeenskapsveiligheid te verseker
- Verrig tydelike toegangsbeheer en sekuriteitspligte wanneer nodig
- Verrig spesifieke veiligheidsaktiwiteite geassosieerd met die monitor van munisipale persele en omgewing
- Uitreiking van dagvaardings en kennisgewings vir oortredings
- Diplomatieuse interaksie met ander werknemers en die publiek rakende advies en waarskuwing oor moontlike gevare
- Verrig pligte en funksies as Eerste Respondeerder tydens Skarebeheer situasies
- Formele en informele verslagdoening

DUUR:

Kontraktuele aanstelling: Ses (6) maande met die opsie om vir 'n verdere agtien (18) maande te verleng, totale gesamentlike tydperk van vier-en-twintig (24) maande. Suksesvolle kandidate sal deur middel van deurlopende assesserings en prestasie evalueringsprosesse geëvalueer word

BASIESE SALARIS:

R59 249.76 per jaar

SLUITINGSDATUM:

7 AUGUSTUS 2026

(Aansoeke ontvang na 13h00 sal nie aanvaar word nie)

ALGEMEEN:

- Aansoekvorms is beskikbaar op die Munisipale webtuiste (www.mosselbay.gov.za) of elektronies beskikbaar vanaf die kontakpersone hieronder vermeld.
- **Voltooide aansoeke op die amptelike aansoekvorm en vergesel deur 'n omvattende CV**, wat as vertroulik beskou sal word, mag per hand afgelewer word aan die Mosselbaai Munisipaliteit se MH Afdeling (Ou Kragstasiegebou, Santos Strand, Mosselbaai.
- **Vir interne geadverteerde en/of plaaslike poste (binne die grense van die Mosselbaai Munisipaliteit), sal slegs hardekopie aansoeke en soos as sulks aangedui in die advertensie, aanvaar word. In die geval dat dit nie spesifiseer dat slegs hardekopie aansoeke aanvaar sal word nie, kan elektroniese aansoeke vergesel deur die amptelike aansoekvorm en 'n omvattende CV (verkieslik as een gekombineerde PDF dokument) 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 wees. Versuim om die volledige voltooide aansoekvorm en/of gesertifiseerde afskrifte en ander vereiste dokumentasie aan te heg, tot onmiddellike diskwalifikasie sal lei.
- Gesertifiseerde afskrifte (nie ouer as 6 maande nie) van Identiteitsdokument/Kaart, bewys van kwalifikasies en ander vereiste dokumentasie moet die CV en aansoekvorm vergesel.
- Kandidate wat vir voorafkeuring kwalifiseer (praktiese assesserings) mag daaraan onderworpe wees om 'n teoretiese en/of 'n praktiese toets, insluitend 'n bestuursvaardigheidstoets te ondergaan.
- Kandidate wie vir voorafkeuring kwalifiseer mag versoek word om die **oorspronklike** gesertifiseerde afskrifte van kwalifikasies en ander dokumentasie te voorsien.
- Suksesvolle aansoekers mag van vereis word om 'n basislyn/ingangs mediese evaluasie te ondergaan om vas te stel welke hy/sy geskik is vir diens en in dié geval sal die indiensneming onderworpe wees aan verklaarde geskiktheid.
- 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 Diensbillikheid, 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 WASEMOSSEL BHAYI
UMasipala waseMosssel Bhayi, njengomqeshi ozibopheleleyo kwingqesho
ngokulinganayo, umema abantu ukuba benze izicelo zesi sithuba silandelayo

UMFUNDI UNYANZELISO LWEMITHETHO KAMASIPALA
EZENDLELA KUNYE NONYANZELISO-MTHETHO
(UKHUSELEKO LOLUNTU)
E-MOSSEL BHAYI

INGQESHO YESIVUMELWANO SEXESHA ELIMISELWEYO
ABENZI-ZICELO ABAHLALA PHAKATHI KWEMIDA KAMASIPALA WASE MOSSEL BHAYI
BAYA KUQWALASELWA KUQALA

KUYAKWAMKELWA IZICELO EZINGENISWE NGESANDLA KUPHELA
Kwimeko apho kukho khona ukungangqinelani kwinguqulelo yolwimi, inguqulelo yesiNgesi iyakudlala indima ephambili kupapasho lwesithuba.

IIMFUNO / OKULINDELEKILEYO

(Ubungqina / amaxwebhu achaphazelekayo kunye nefomu echaphazelekayo yokwenza isicelo kufuneka zihambe nesicelo sakho. Izicelo ezingeniswe emva kwexesha lokuvala aziyi kwamkelwa)

- Ibanga le-12 (NQF iSigaba 4)
- Ubungqina bokuba awuzange wafunyaniswa unetyala lolwaphulo-mthetho obungekho ngaphaya kweenyanga ezi-6 ubudala (ubungqina bokuba usenzile isicelo esinjalo busenokuqwalaselwa phambi kokuphononongwa kwakho)
- IsiQinisekiso esiphuma kugqirha esichaza ukuba umenzi-sicelo angakwazi ukuyenza imisebenzi enzima, kufuneka buhambe nesicelo sakho
- Ube womelele ngokwasemzimbeni kwaye ungakhubazeki
- Ube ugqibelele kwiilwimi ezimbini (2) kwezintathu (3) ezisesikweni eNtshona-Kapa
- Kufuneka usebenze phantsi kwazo zonke iimeko zezulu
- Kufuneka wenziwe ezi mvavanyo zilandelayo zomzimba kunye/okanye uqeqesho ngentetho:
 - IsiQinisekiso seGosa Loxolo
 - Ulawulo Lwenginginya / Izihlwele Zabantu
 - Uncedo lokuqala kunye nezinto ezinobungozi
 - Ukuzikhusela
 - Ukulawula iimbambano / ukungavisisani
 - Uqeqesho olungqamene noNyanzeliso-Mthetho okanye Amanyathelo Okuqala xa uqubisane nemeko/nesehlo esithile
- Ube uzimisele ukusebenza amaxesha aguqu-guqukayo (iishifti), iiyure ezingekho sigxina kunye nexesha elongezelelweyo.

IIMFUNO EZIKHETHEKILEYO

- Iimpepha-mvume zokuqhuba zeNqanaba B
- IsiQinisekiso sokuqeqeshelwa ukuba liGosa Loxolo

IINDIMA EZIPHAMBILI ZOMSEBENZI

Abenzi-zicelo abaye baphumelela baya kufumana uqeqesho lokubaxhobisa ngezakhono kunye nolwazi ekugqweseneni kula mabakala aphantsi alandelayo angqamene nonyanzeliso-mthetho:

- Ukunyanzelisa nolawulo gabalala lwemithetho kaMasipala
- Ukusombulula izikhalazo kwanokunyanzelisa imithetho emalunga neenkathazo eluntwini, ukugcinwa kwezilwanyana, amaziko oluntu (kawonke-wonke), izitalato,

abarhwebi abangekho mthethweni (abangabhaliswanga) kwakunye nolwaphulo-mthetho olungqamene nezindlela

- Ukulawula ukuthinjwa nokuvallelwa kwezithuthi ezilahlwe nje naphina
- Ukujonga ukuthatyathwa komhlaba ngokungekho mthethweni kwanonyanzeliso
- Ukuqwalasela kwanokubonelela ngokhuseleko ngexesha lokudilizwa kwezakhiwo ezingekho mthethweni
- Ukujonga kwanokulawula ukuhlalwa kwezakhiwo eziwohlokayo / izakhiwo ezonakeleyo/ezingamabhodlo
- Ukuncedisa kunyanzeliso-mthetho oludibeneyo ukuqinisekisa ukhuseleko loluntu
- Ukwenza imisebenzi yexeshana yolawulo lwamasango okungena kwakunye nemisebenzi yokhuseleko / yokugada xa kuyimfuneko
- Ukwenza imisebenzi ethile yokhuseleko engqamene nokujongwa kweendawo zikamasipala kunye neendawo ezingqonge umasipala
- Ukukhupha imisila yengwe (iisamani) kunye nezaziso malunga nolwaphulo-mthetho
- Ukunxibelelana kunye nabanye abaqeshwa kunye noluntu malunga nengcebiso kwakunye nezilumkiso zeengozi ezinokwenzeka
- Ukwenza imisebenzi Yomntu Ofike kuqala kwindawo yesiganeko kwakunye nemisebenzi yoLawulo Lwezihlewele (Abantu Abaninzi)
- Ukwenza ingxelo esesikweni kunye nengekho sesikweni

IXESHA LENGQESHO:

Ingqesho yesivumelwano sexesha elimiselweyo: linyanga ezi-6 phantsi kwemeko yokuba ixesha lingandiswa ukuya lwelinye ixesha elifikelela kwiinyanga ezi-18, ukuya kufikelela kwiinyanga ezingama-24 zizonke. Abenzi-zicelo abaye baphumelela baya kuba phantsi kovavanyo oluqhubekayo naphantsi kweenkqubo zokuvavanyelwa umgangatho wendlela abawenza ngayo umsebenzi lowo uchaphazelekayo.

UMVUZO OSISISEKO:

R59 249.76 ngonyaka

UMHLA WOKUVALA: 7 AUGUST 2026

(Izicelo ezifunyenwe emva kwentsimbi ye 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 xa kuphawulwe njalo kwisipapasho. Kwiimeko apho isithuba singacacisanga khona ukuba ziikopi zoqobo kuphela eziyakwamkelwa xa kungeniswa izicelo, izicelo ezenziwe ngoBuchwepheshe ezikhathshwa yifomu esesikweni kunye neCV (ngokukhethekileyo zibe luxwebhu olunye oluyi PDF) zingathunyelwa nge-imeyili 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 beziqu zemfundo kufuneka zihambe ne CV kunye nefomu yokwenza isicelo.
- Abagqatswa abafanelekileyo ukuba bafakwe phantsi kwenkqubo yovavanyo (uvavanyo lokwenza umsebenzi ngezandla) basenokulindeleka ukuba benze uvavanyo ngentetho okanye uvavanyo olwenziwa ngezandla, kubandakanya uvavanyo lwezakhono zokuqhuba.
- Abagqatswa abathe baphumelela ukuba benziwe basenokucelwa ukuba bangenise iikopi **zoqobo** eziqinisekisiweyo zeziqumbezelo kunye namanye amaxwebhu ayimfuneko

- Abenzi-zicelo abathe baphumelela basenokucelwa ukuba benziwe uvavanyo lonyango ukuqinisekisa ukuba ingaba bakulungele na ukusebenza, ze kwimeko enjalo kuyakuxhomekeka kuye umenzi-sicelo ukuba ingaba ukulungele ukusebenza kusinina.
- Iingcombolo ezithe vetshe ziyafumaneka ku Nkskz N De Wet okanye uNkskz F Mpondo / uNkskz 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.**
- *Nangona kungakho nalo naluphina ummelo, akukho sivumelwano sengqesho siyakusebenza phambi kokuba isinikezelo esibhaliweyo nesivela kumasipala, sibe samkelwe, ngumenzi-sicelo.*

MNU C PUREN
UMPHATHI KAMASIPALA