

MOSSEL BAY MUNICIPALITY

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

SENIOR ADMINISTRATIVE OFFICER: PROJECTS & PLANNING **(INFORMATION & COMMUNICATIONS TECHNOLOGY)**

CORPORATE SERVICES

MOSSEL BAY

(APPLICANTS RESIDING WITHIN THE BOUNDARIES OF THE WESTERN CAPE WILL RECEIVE PREFERENCE)

REQUIREMENTS

(Relevant proof / documentation must accompany application)

- Advanced Diploma or equivalent NQF Level 7 qualification in Project Management
- Minimum of 5 to 8 years' relevant experience
- Computer literate (MS Office applications)
- Valid Code B driver's license
- Proficient in at least two (2) of the three (3) official languages of the Western Cape
- Required to work overtime or attend meetings after normal office hours when required

PREFERRED REQUIREMENTS

- Minimum of 3 years' relevant supervisory experience in an IT environment
- Additional National Diploma (NQF Level 6) in Information Technology

COMPETENCIES REQUIRED

Core Professional Competencies:

- Prepares high quality reports for decision-making within the Municipality
- Demonstrates effective oral presentation skills for complex and sensitive topics/issues
- Identifies and executes preferred solutions & accepts consequences & accountability
- Contributes to shaping the Directorate's goals/priorities & policies/procedures
- Demonstrates knowledge of relevant municipal legislation
- Regularly plans tasks for self and others
- Consistently meets client & stakeholder expectations on projects
- Able to use advanced features of MS Office packages & able to process a range of data
- Optimizes the use of technology for efficient operations within office
- Monitors projects/programmes and checks against standards/regulations

Functional Competencies:

- Advises on procedures necessary for the smooth running of a project including document control techniques and systems
- Understands processes from project conceptualization through to implementation/operationalisation
- Analyses complex data through the creation of spreadsheets/databases & concludes analyses in order to make meaningful decisions

Public Service Orientation:

- Convinces others of ideas without suppressing their views
- Wins concessions without damaging relationships
- Captures complex issues clearly & concisely
- Understands & articulates community needs
- Manages community expectations with financial, technical and capacity constraints

Personal Competencies:

- Successfully completes projects within time & budget allocations
- Promotes change as an opportunity & acts as role model in mobilising team towards change
- Deals effectively with ambiguity & uncertainty
- Remains abreast of changes in industry

Leadership Competencies:

- Fosters a strong sense of team belonging
- Involves & empowers team in setting & achieving goals
- Has strong subject matter & guides individuals on how to handle new/difficult situations
- Good at establishing clear direction & sense of purpose

KEY PERFORMANCE AREAS

- Manage all information technology projects for the Municipality
- Coordinate information flow regarding projects
- Create, format and edit communications and correspondence
- Document, analyse and report on expenditures
- Develop strategies and implement solutions to increase project profitability and productivity
- Manage IT applications across the Municipality
- Plan and coordinate virtualization efforts
- Assist with daily backup tasks and train users in new applications
- Assist in administering operating system requirements in different IT environments and job sites
- Liaise with users of systems and with management regarding recommendations, policies and planning pertaining to the function

SALARY SCALE:

All-inclusive total package of ± R507 188.11 – R648 417.99 per annum. Benefits eg medical aid scheme, pension fund, group life scheme, 13th cheque included.

BASIC SALARY:

R366 826.92 – R476 138.88 per annum (T12)

CLOSING DATE:

12 AUGUST 2022

(No applications received after 13h00 will be accepted)

GENERAL:

- Shortlisted candidates may be subjected and required to undergo a theoretical and/or practical test, including a driving skills test.
- ***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.***
- **Applications in writing on the official application form and accompanied by a comprehensive CV**, which will be regarded as confidential, must be directed to: The Senior Manager Human Resources, P O Box 25, Mossel Bay, 6500. Alternatively, **electronic applications accompanied by the official application form and a comprehensive CV 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.**
- Application forms are available on the Municipal website (www.mosselbay.gov.za) or electronically available from the contact persons mentioned hereunder.
- Original certified copies of proof of qualifications and other required documentation must accompany the CV and application form.
- Shortlisted candidates who applied electronically must provide the **original** certified copies of qualifications and other required documentation on or before the date of the practical test.
- For equity purposes please indicate your race, gender and disability status on the application form.
- Further details are obtainable from Ms N De Wet or Ms J Ruiters at telephone number (044) - 6065000.
- If applicants are not contacted within 40 days 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.

**MR. C PUREN
MUNICIPAL MANAGER**

MOSSELBAAI MUNISIPALITEIT

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

SENIOR ADMINISTRATIEWE BEAMPTTE: PROJEKTE & BEPLANNING **(INLIGTING & KOMMUNIKASIE-TEGNOLOGIE)**

KORPORATIEWE DIENSTE

MOSSELBAAI

(AANSOEKERS WOONAGTIG BINNE DIE GRENSE VAN DIE WES-KAAP SAL VOORKEUR GENIET)

VEREISTES

(Verwante bewys /dokumentasie moet aansoek vergesel)

- Gevorderde Diploma of gelykstaande NKR Vlak 7 kwalifikasie in Projekbestuur
- Minimum 5 tot 8 jaar verwante ondervinding
- Rekenaargeletterd (MS Office toepassings)
- Geldige Kode B Bestuurderslisensie
- Vlot in ten minste twee (2) van die drie (3) amptelike tale van die Wes-Kaap
- Vereiste om oortyd te werk of vergaderings na normale kantoor ure wanneer van vereis word, by te woon

VOORKEUR VEREISTES

- Minimum 3 jaar verwante toesighoudende ondervinding in 'n IT omgewing
- Addisionele Nasionale Diploma (NKR Vlak 6) in Inligtingstechnologie

VEREISTE BEVOEGDHEDE

Kern Professionele Vaardighede:

- Berei hoë kwaliteit verslae voor vir besluitneming binne die Munisipaliteit
- Demonstreer effektiewe mondelingse voorleggingsvaardighede vir komplekse en sensitiewe onderwerpe/kwessies
- Identifiseer en voer voorkeur oplossings uit & aanvaar nagevolge & aanspreeklikheid
- Dra by tot vorming van die Direktooraat se doelwitte/prioriteite & beleide/prosedures
- Demonstreer kennis van verwante munisipale wetgewing
- Beplan gereeld take vir self en ander
- Behaal konsekwent kliënt & belang hebbendes se verwagtings op projekte
- In staat om gevorderde kenmerke van MS Office pakkette te gebruik & in staat om 'n reeks data te proses
- Optimeer die gebruik van tegnologie vir doeltreffende werksaamhede binne die kantoor
- Monitor projekte/programme en nagaan teenoor standaarde/regulasies

Funksionele Bevoegdheid:

- Adviseer op prosedures nodig vir die gladde verloop van 'n projek insluitend dokument beheer tegnieke en stelsels
- Verstaan prosesse van projek konseptualisasie deur implementering/operasionalisering
- Analiseer komplekse data deur die skep van sigblaaie/databasisse & sluit analise af om betekenisvolle besluite te maak

Publieke diens Oriëntasie:

- Oortuig ander van idees sonder die onderdrukking van hul mening
- Wen toegewings sonder skade aan verhoudings
- Vaslegging van kompleksie kwessies duidelik
- Verstaan & artikuleer gemeenskapsbehoeftes
- Bestuur gemeenskapsverwagtinge met finansiële, tegniese en kapasiteitsbeperkings

Persoonlike Bevoegdhede:

- Voltooi projekte suksesvol met tyd & begrotingstoekenings
- Bevorder verandering as 'n geleentheid & tree op as 'n rolmodel met mobilisering van die span in rigtingsverandering
- Effektiewe hantering van dubbelsinnigheid & onsekerheid
- Bly op hoogte van veranderinge in die industrie

Leierskap Bevoegdhede:

- Koester 'n sterk sin van span samesyn
- Betrek & bemagtig span in vasstelling & bereiking van doelwitte
- Het sterk onderwerpsbelang & lei individue oor hoe om nuwe/moeilike situasies te hanteer
- Goed met vestiging van duidelike rigting & sin van doel

SLEUTEL PRESTASIE AREAS

- Bestuur alle inligtingstegnologieprojekte vir die Munisipaliteit
- Koördineer inligtingsvloei met betrekking tot projekte
- Skep, formateer en wysig kommunikasies en korrespondensie
- Dokumenteer, analiseer en rapporteer op uitgawes
- Ontwikkel strategieë en implementeer oplossings om projekwingsgewendheid en produktiwiteit te verhoog
- Bestuur IT toepassings binne die Munisipaliteit
- Beplan en koördineer virtualisasie pogings
- Assisteer met ondersteuningstake en lei gebruikers op in nuwe toepassings
- Assisteer deur administrasie van operasionele stelselvereistes in verskillende IT omgewings en werkspersele
- Skakel met gebruikers van stelsels en met bestuur met betrekking tot aanbevelings, beleide en beplanning betreffend die funksie

SALARISSKAAL:

Alles-insluitende totale pakket van ± R507 188.11 – R648 417.99 per jaar. Voordele bv. mediesefondsskema, pensioenfonds, grouplewensskema, 13de tjek ingesluit.

BASIESE SALARIS:

R366 826.92 – R476 138.88 per jaar (T12)

SLUITINGSDATUM:

12 AUGUSTUS 2022

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

ALGEMEEN:

- Kortlyskandidate mag onderwerp word en van vereis word om 'n teoretiese en/of praktiese toets, insluitend 'n bestuursvaardigheidstoets te ondergaan.
- **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.**
- **Skriftelike aansoeke op die amptelike aansoekvorm tesame met 'n omvattende CV** wat as vertroulik beskou sal word, moet gerig word aan: Die Senior Bestuurder: Menslike Hulpbronne, Posbus 25, Mosselbaai 6500. **Alternatiewelik kan elektroniese aansoeke vergesel deur die amptelike aansoekvorm en 'n omvattende CV 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.**
- Aansoekvorms is beskikbaar op die Munisipale web-tuiste (www.mosselbay.gov.za) of elektronies van die kontakpersone hieronder genoem.
- Oorspronklike gesertifiseerde kopie van bewys van kwalifikasies moet die CV en aansoekvorm vergesel.
- Kortlyskandidate wie elektronies aansoek gedoen het moet die **oorspronklike** gesertifiseerde kopie van kwalifikasies en ander vereiste dokumentasie op of voor die datum van die praktiese toets voorsien.
- Vir gelykheidsdoeleindes, dui asseblief u ras, geslag en gestremdheidstatus aan.
- Verdere besonderhede is verkrygbaar by Me N de Wet of Me J Ruiters by telefoonnommer (044) - 6065000.
- Indien aansoekers nie binne 40 dae 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.

UMASIPALA WASEMOSEL BHAYI

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

IGOSA ELIPHEZULU LOLAWULO: IIPROJEKTHI KUNYE NOCWANGCISO

(UBUCHWEPHESHE BOLWAZI KUNYE NONXIBELELWANO

IINKONZO EZIDITYANISIWEYO ZOSHISHINO)

EMOSSEL BHAYI

(ABENZI-ZICELO ABAHLALA PHAKATHI KWEMIDA YASE ENTSHONA-KAPA BAYA KUQWALSELWA KUQALA)

IIMFUNO / OKULINDELEKILEYO

(Ubungqina obufanelekileyo / amaxwebhu afanelekileyo kufuneka ahambe nesicelo sakho)

- IDiploma ethe Xhaxhe okanye isiqu semfundo elingana no NQF iSigaba 7 kuLawulo lweProjekthi
- Ubuncinane amava eminyaka emi-5 ukuya kwesi-8 angqamene nesi sithuba somsebenzi
- Ulwazi ngeKhompyutha (Iinkqubo zika MS Office)
- Iimpepha-mvume zokuqhuba zeNqanaba B
- Ulwazi olugqibeleleyo kwiilwimi ezimbini (2) kwezintathu (3) ezisesikweni eNtshona-Kapa
- Kulindeleke ukuba usebenze ixesha elongezelelweyo okanye uye kwiintlanganiso emva kweeyure zesiqhelo zomsebenzi xa kuyimfuneko

IIMFUNO EZIKHETHEKILEYO

- Ubuncinane amava eminyaka emi-3 kwinqanaba lokuphatha kumsebenzi ongqamene noLwazi loBuchwepheshe i(IT)
- IDiploma Yesizwe Eyongezelelweyo (NQF iNqanaba 6) kuLwazi ngoBuchwepheshe

UBUCHULE/UGQIBELELO OLUYIMFUNO

Ugqibelelo Oluphambili lomsebenzi:

- Ukulungisa iingxelo ezikumgangatho ophezulu zokuthatyathwa kwezigqibo phakathi kuMasipala
- Ukubonakalisa izakhono ezifezekileyo zokwenza intetho-ngxelo phantsi kwezihloko/imibandela enzima kunye nebuthathaka
- Ukuchonga nokufezekisa izisombululo ezikhethekileyo kwanokwamkela iziphumo kunye noxanduva
- Ukufaka igalelo ekubunjweni kwezijoliselo/izinto eziphambili zecandelo loLawulo kunye nemigaqo-nkqubo/iinkqubo
- Ukubonakalisa ulwazi lomthetho ochaphazelekayo kuMasipala
- Ukucwangcisa rhoqo imisebenzi yakho kunye neyabanye
- Ukusoloko uzizalisekisa iimfuno/okulindelwe ngabathengi kunye nabo bachaphazelekayo kwiiprojekthi
- Ube uyakwazi ukusebenzisa iinkqubo zala maxesha kwinkqubo ka MS Office kwaye ube uyakwazi ukusebenza ngoludwe lweengcombolo zeenkqubo
- Ukukukhuthaza ukusetyenziswa kakhulu kobuchwepheshe ekwenzeni imisebenzi ngokufezekileyo phakathi kwi-ofisi
- Ukuphonononga iiprojekthi/iinkqubo kwanokuzijonga ngokungqamene nemigangatho/nemigaqo.

Ugqibelelo/Ubuchule obungqamene nomsebenzi:

- Ukucebisa malunga neenkqubo eziyimfuneko khon'ukuze iprojekthi iqhubeke ngendlela efanelekileyo kubandakanya iinkqubo-buchule zolawulo lwamaxwebhu kunye neenkqubo
- Ukuziqonda iinkqubo ukusukela ekusekweni /ekuqalisweni kweprojekthi ukuya kutsho ekufezekisweni/ekusebenzeni kwayo
- Ukuhlalutya iingcombolo ezinzulu ngokuqulunqa uxwebhu olumbhaxa kwikhompyutha (ispredishiti)/ oovimba beengcombolo ze uluqukumbele uhlalutyo khon'ukuze kuthatyathwe izigqibo ezinentsingiselo efanelekileyo.

Uqhelwano neNkonzo kaRhulumente:

- Ukubaqinisekisa abanye ngeembono zakho/ngoluvo ngaphandle zokusengela phantsi ezabo iimbono
- Ukukwamkela okubhekiswayo ngaphandle kokuthunuka/ukonakalisa ubudlelwane
- Ukwenza imibandela enzima ngendlela ecacileyo nemfutshane
- Ukuziqonda kwanokucacelwa ziimfuno zoluntu
- Ukulawula okulindelwe luluntu malunga nezimali, ubuchwepheshe kwakunye nemiqobo yamandla ezimali.

Ubuchule/Ubuganga bakho ubugu:

- Ukuziqukumbela ngempumelelo iiprojekthi kwangexesha naphakathi kwezixa-mali ezabelwe zona
- Ukuphuhlisa utshintsho njengethuba kwaye usebenze njengomzekelo omhla ekuhlenganiseni iqela ngokungqamene notshintsho
- Ukuqubisana ngokufezekileyo nokungaqondakali kakuhle kunye nokungaqiniseki
- Ukuhlala unolwazi ngotshintsho engqeshweni/kwishishini lomsebenzi.

Ubuchule bokukhokela:

- Ukuphuhlisa isimo esiluqilima sokubandakanyeka kwiqela
- Ukubandakanya kwanokomeleza iqela ekumiseleni nasekufikeleleni kwizijoliselo
- Ube unolwazi olunzulu ngombandela ophantsi kwengxoxo kwanokunika umkhombandlela kwabanye malunga nendlela yokuqubisana neemeko ezintsha nezindala
- Ube ugqibelele ekumiseleni isikhokelo esicacileyo kwaye ube semoyeni wokuyiqonda injongo.

IINDIMA EZIPHAMBILI ZOMSEBENZI

- Ukulawulo zonke iiprojekthi zolwazi lobuchwepheshe egameni likaMasipala
- Ukulungelelanisa ukuhanjiswa kolwazi malunga neeprojekthi
- Ukuqamba/ukuqulunqa, ukubumba/kuhlahlela kwanokulungisa unxibelelwano kunye nembalelwano
- Ukubhala phantsi, ukuhlalutya kwanokwenza ingxelo ngeenkcitho
- Ukuphuhlisa iindlela ezilumkileyo kwanokufezekisa izisombululo ekwandiseni ingeniso yeprojekthi kunye nemveliso
- Ukulawula imisebenzi yoBuchwepheshe kuMasipala gabalala
- Ukucwangcisa kwanokulungelelanisa iinzame zonxibelelwano ngobuchwepheshe ngendlela ethe ngqo
- Ukuncedisa kwimisebenzi yemihla yonke yokomeleza kunye nokuqeqesha abasebenzisi beenkqubo kwimisebenzi emitsha yobuchwepheshe
- Ukuncedisa kulawulo lweemfuno zokusebenza kweenkqubo kwiindawo ezahlukeneyo zoBuchwepheshe kwakunye nakwiindawo ekusetyenzwa kuzo
- Ukuqhagamshelana nabasebenzisi beenkqubo kunye nolawulo malunga nezindululo, imigaqo-nkqubo kunye nocwangciso mayelana nomsebenzi.

UMLINGANISELO WOMVUZU:

Umgodlo uwonke omalunga ne R507 188.11 – R648 417.99 ngonyaka. Izibonelelo ezifana Noncedo-nkxaso Yonyango, umhlala-phantsi, i-inshorensi yomqeshi, intalwulo ye-13(iBhonasi) zibandakanyiwe apha.

UMVUZU OSISISEKO:

R366 826.92 – R476 138.88 ngonyaka (T12)

UMHLA WOKUVALA:

12 AGASTI 2022

(Izicelo ezifunyenwe emva kwentsimbi ye 13h00 aziyi kwamkelwa)

GABALALA:

- Abagqatswa/abenzi-zicelo abathe bafakwa kuluhlu olufutshane baya kulindeleka ukuba benze uvavanyo lomsebenzi ngezandla nangomlomo kubandakanya ukuvavanyelwa izakhono zokuqhuba
- ***.Nangona kungakho nalo naluphina ummelo, akukho sivumelwano sengqesho siyakusebenza phambi kokuba isinikezelo esibhaliweyo nesivela kumasipala, sibe samkelwe, ngumenzi-sicelo.***
- **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.**
- lifomu zezicelo ziyafumaneka kwikhasi lothungelwano likaMasipala (www.mosselbay.gov.za) **okanye** ungazithunyelwa nge-imeyile xa uthethe waqhagamshelana nabantu abachazwe apha ngezantsi apha ngezantsi.
- Iikopi zeziqinisekiso zeziqu zemfundo neziqinisekisiweyo njengeziyinyaniso kufuneka zihambe neCV yakho kunye nefomu yesicelo
- Abagqatswa abafakwe kuluhlu olufutshane nabazenze ngobuchwepheshe izicelo zabo kufuneka baveze iikopi **zoqobo** eziqinisekisiweyo zeziqu zemfundo kwakunye namanye amaxwebhu ayimfuneko ngomhla okanye phambi komhla wokuvavanyelwa umsebebzi.
- Ngesizathu sengqesho ngokulingana nceda uphawule uhlanga, ubuni kunye nokhubazeko kwifomu yesicelo somsebenzi.
- Iingombolo ezithe vetshe ungazifumana kuNkszn N De Wet okanye uNkszn J Ruiters kule nombolo yomnxeba (044) - 606 5000.
- Ukuba umenzi-sicelo akufumenanga mpendulo kwisicelo sakhe kwisithuba seentsuku ezingama-40, angathabatha ukuba isicelo sakhe asamkelekanga.
- uMasipala waseMossel Bhayi uzibophele ekuthobeleni iimfuno zoMthetho weNgqesho ngokulingana, Nombolo 55 ka 1998, ngenjongo yokuxhamlisa abo bebekade behlelelekile ngaphambili kunye nabakhubazekileyo.

**MNU C PUREN
UMPHATHI KAMASIPALA**