

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

SENIOR BUILDING PLANS EXAMINER
BUILDING CONTROL
(PLANNING & ECONOMIC DEVELOPMENT)

MOSSEL BAY
PERMANENT APPOINTMENT

(APPLICANTS RESIDING WITHIN THE WESTERN CAPE WILL RECEIVE PREFERENCE)

REQUIREMENTS

(Relevant proof / documentation must accompany application)

- Relevant 3-year tertiary qualification (minimum NQF Level 6) in the building environment (e.g. Architecture or Building)
- Minimum of 2 to 5 years' relevant experience
- Computer literate (MS Office applications)
- Valid Code B driving licence
- Proof of clean criminal record and eligible to register as a Peace Officer
- Proof of own vehicle or proof of access to a private vehicle for inspections/duties to accompany application
- Proficient in at least two (2) of the three (3) official languages of the Western Cape
- Willing to work after-hours, should the need arise
- Physically fit and healthy with the ability to work in all weather conditions
- Good knowledge of the National Building Regulations, applicable legislation and policies

PREFERRED REQUIREMENTS

- 3 Years' building control experience in local government

COMPETENCIES REQUIRED

Core Professional Competencies:

- Able to follow complex instructions and able to respond to complex types of communications
- Demonstrates logical, consequential thinking with the ability to break down complex problems into manageable parts

Functional Competencies:

- Assesses and scrutinizes building development applications and ensures that submissions are complete
- Interfaces with members of the public on the status of building application submissions
- Checks all elements on the Building Plan Tracker System for compliance and application
- Advises applicants on technical requirements of the relevant legislation

Public Service Orientation:

- Relates to people at all levels of the organization
- Accurately captures others' expectations, ideas and concerns
- Organises and presents own perspective in a logical manner
- Uses terminology appropriate to the audience and structures written documents in a logical framework
- Maintains clear communication with clients regarding mutual expectations and monitors client satisfaction
- Corrects problems promptly, taking personal responsibility for providing excellent service

Personal Competencies:

- Shows enthusiasm to take on new projects and challenges
- Accepts criticism about performance while maintaining work standards
- Continues to improve despite setbacks or constraints
- Shares information openly whilst respecting the principle of confidentiality
- Looks beyond the obvious and does not stop at the first solution
- Demonstrates objectivity, thoroughness, insightfulness and probing behaviours when approaching problems

Leadership Competencies:

- Able to inspire a positive attitude in others and can influence others effectively
- Able to work in a multi-disciplinary team and shares information
- Able to understand the underlying causes of non- or poor performance and provides appropriate support
- Sets challenging tasks that stretches individuals' abilities and self-confidence

KEY PERFORMANCE AREAS

- Coordinate activities and procedures associated with the direct supervision and monitoring of personnel
- Scrutinize building plan applications to ensure compliance with the National Building Regulations
- Inspect properties for which building plan applications have been received and check accuracy of the information contained therein
- Report illegal building operations and/or structures to supervisors
- Report on the state of Municipal infrastructure, services, fittings and/or equipment noted during routine inspections
- Provide advisory services and assistance to various stakeholders
- Handle administrative functions telephonically, in person, via e-mail or other correspondence
- Building plan and general administration related to the function

SALARY SCALE:

All-inclusive total package of ± R434 693.24 – R554 318.64 per annum. Benefits eg medical aid scheme, pension fund, group life scheme, 13th cheque included.

BASIC SALARY:

R310 715.88 – R403 305.96 per annum (T11)

CLOSING DATE:

19 AUGUST 2022

(No applications received after 13:00 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**

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

SENIOR BOUPLANNASIENER
BOUBEHEER
(BEPLANNING & EKONOMIESE ONTWIKKELING)

MOSELBAAI
PERMANENTE AANSTELLING
(AANSOEKERS WOONAGTIG BINNE DIE WES-KAAP SAL VOORKEUR GENIET)

VEREISTES

(Verwante bewys / dokumentasie moet aansoek vergesel)

- Verwante 3-jaar tersiêre kwalifikasie (minimum NKR Vlak 6) in die bou-omgewing (bv. Argitektuur of Konstruksie)
- Minimum 2 tot 5 jaar verwante ondervinding
- Rekenaargeletterd (MS Office toepassings)
- Geldige Kode B Bestuurderslisensie
- Bewys van skoon kriminele rekord en kwalifiseer om as 'n Wetstoepassingsbeampte te Registreer
- Bewys van eie voertuig of bewys van toegang tot 'n privaat voertuig vir inspeksies/pligte om aansoek te vergesel
- Vlot in ten minste twee (2) van die drie (3) amptelike tale van die Wes-Kaap
- Bereid om na-ure te werk, indien nodig
- Fisies fiks en gesond met die vermoë om in alle weerstoesande te werk
- Goeie kennis van die Nasionale Bouregulasies, toepaslike wetgewing en beleide

VOORKEUR VEREISTES

- 3 Jaar boubesker ondervinding in plaaslike regering

VEREISTE BEVOEGDHEDE

Kern Professionele Bevoegdhe:

- In staat om komplekse instruksies te volg en op komplekse tipes van kommunikasies te reageer
- Demonstreer logiese, konsekwente denke met die vermoë om komplekse probleme in hanteerbare dele af te breek

Funksionele Bevoegdhe:

- Assesseer en ondersoek bouontwikkelingsaansoeke en verseker dat voorleggings volledig is
- Skakel met lede van die publiek op die status van bouaansoekvoorleggings
- Gaan alle elemente na op die Bouplan Opsporingstelsel vir voldoening en toepassing
- Adviseer aansoekers op tegniese vereistes van die verwante wetgewing

Publieke Diens Oriëntasie:

- Het 'n verwantskap met mense op alle vlakke van die organisasie
- Vang ander se verwagtinge, idees en bekommernisse akkuraat vas
- Organiseer en herlei eie perspektief in 'n logiese wyse
- Gebruik terminologie toepaslik vir die gehoor en struktueer geskrewe dokumente in 'n logiese raamwerk

- Behou duidelike kommunikasie met kliënte rakende wedersydse verwagtinge en monitor kliënt tevredenheid
- Korrigeer probleme spoedig, neem persoonlike verantwoordelikheid vir uitstekende dienslewering

Persoonlike Bevoegdhede:

- Toon entoesiasme om nuwe projekte en uitdagings aan te neem
- Aanvaar kritiek oor prestasie terwyl werkstandaarde behou word
- Hou aan om te verbeter ten spyte van terugslae of beperkinge
- Deel inligting openlik met respek vir die beginsel van konfidensialiteit
- Kyk verby die opsigtelike en stop nie by die eerste oplossing nie
- Demonstreer objektiwiteit, deeglikheid, insiggewendheid en ondersoekende gedrag wanneer probleme genader word

Leierskap Bevoegdhede:

- In staat om 'n positiewe houding in ander te inspireer en kan ander effektief beïnvloed
- In staat om in 'n multi-dissiplinêre span te werk en deel inligting
- In staat om die onderliggende oorsake van nie- of swak prestasie te verstaan en om die toepaslike ondersteuning te voorsien
- Stel uitdagende take wat individue se vermoëns en selfvertroue strek

SLEUTEL PRESTASIE AREAS

- Koördineer aktiwiteite en prosedures geassosieerd met die direkte toesighouding en monitor van personeel
- Onderzoek bouplanaansoeke om voldoening aan die Nasionale Bouregulasies te verseker
- Inspekteer eiendomme waarvoor bouplanaansoeke ontvang is en gaan akkuraatheid van die inligting daarin na
- Rapporteer onwettige bouaktiwiteite en/of strukture aan toesighouers
- Rapporteer die toestand van Munisipale infrastruktuur, dienste, hegstukke en/of toerusting opgemerk gedurende roetine inspeksies
- Voorsien advies, dienste en bystand aan verskeie belanghebbendes
- Hanteer administratiewe funksies telefonies, persoonlik, per epos of ander korrespondensie
- Bouplan en algemene administrasie verwant aan die funksie

SALARISSKAAL:

Alles-insluitende totale pakket van ± R434 693.24 – R554 318.64 per jaar. Voordele bv. mediesefondsskema, pensioenfonds, groeplewensskema, 13de tjek ingesluit.

BASIESE SALARIS:

R310 715.88 – R403 305.96 per jaar (T11)

SLUITINGSDATUM:

19 AUGUSTUS 2022

(Geen aansoeke ontvang na 13:00 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 aanvraker 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 aanvraker 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 op die aansoekvorm.
- 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.

MNR. C PUREN
MUNISIPALE BESTUURDER

UMASIPALA WASEMOSEL BHAYI

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

UMVAVANYI OPHEZULU WEZICWANGCISO ZOKWAKHA

ULAWULO LWEZAKHIWO

(UCWANGCISO NOPHUHLISO LOQOQOSHO)

E-MOSSELBHAYI

INGQESHO ESISIGXINA

(ABENZI-ZICELO ABAHLALA ENTSHONA-KAPA BAYAKUQWALASELWA KUQALA)

IIMFUNO / OKULINDELEKILEYO

(Ubungqina obufanelekileyo / amaxwebhu afanelekileyo kufuneka ahambe nesicelo sakho)

- Isiqu esichaphazelekayo seMfundo ePhakamileyo yeminyaka emithathu (3) (ubuncinane uNQF iNqanaba 6) kumsebenzi obandakanya izakhiwo (umz. Ukuyila/Ukuzoba okanye Ulwakhiwo)
- Ubuncinane amava eminyaka emi-2 ukuya kwemi-5 achaphazeleka kulo msebenzi
- Ulwazi lweNgqondo-mtshini (iKhompyutha) [linkqubo zika MS Office]
- Iimpepha-mvume zokuqhuba zeNqanaba B
- Ubungqina bokuba akuzange ufunyaniswe unetyala lolwaphulo-mthetho kwaye ungakwazi ukubhaliswa njengeGosa Loxolo
- Ubungqina besithuthi esisesakho okanye ubungqina bokufikelela kwisithuthi sabucala ekwenzeni uhlobo / imisebenzi , kufuneka buhambe nesicelo sakho
- Ube ugqibelele kwiilwimi ezimbini (2) kwezintathu (3) ezisesikweni eNtshona-Kapa
- Ube uzimisele ukusebenza emva kweeyure zomsebenzi, xa kunokubakho imfuneko
- Ube womelele ngokwasemzimbeni kwaye ube sempilweni entle kwaye ube ungakwazi ukusebenza phantsi kwazo zonke iimeko zezulu
- Ulwazi olugqibeleleyo lweMigaqo Yesizwe Yezakhiwo, umthetho ochaphazelekayo kunye nemigaqo-nkqubo.

IIMFUNO EZIKHETHEKILEYO

- Amava eminyaka emi-3 kulawulo lwezakhiwo kurhulumente wasemakhaya.

UBUCHULE BOGQIBELELO OBUYIMFUNO:

Ugqibelelo oluphambili:

- Ube uyakwazi ukulandela imiyalelo enzima kwaye ukwazi ukuphendula kwiintlobo zonxibelelwano olunzima
- Ukubonakalisa ingqiqo ecwangcisekileyo, elandelelanayo kwanokukwazi ukuhlahlela iingxaki ezinzima zibe ngamasuntswana alawulekayo.

Ugqibelelo emsebenzini:

- Ukuvavanya nokuhlolisisa izicelo zophuhliso lwezakhiwo kwanokuqinisekisa ukuba oko kungenisiweyo kugqibelele
- Ukujongana namalungu oluntu malunga nesimo sokungeniswa kwezicelo zezakhiwo

- Ukujonga zonke izinto ezikwiNkqubo yokulanda umkhondo wesiCwangciso sokwakha malunga nokuzalisekisa kwazo okulindelekileyo kunye nesicelo
- Ukucebisa abenzi-zicelo ngeemfuno zobuchwepheshe kumthetho ochaphazelekayo.

Uqhelwaniso neNkonzo kaRhulumente

- Ukuba nobudlelwane nabantu kuwo onke amabakala emsebenzini
- Ukushicilela ngokuchanekileyo oko kulindelwe ngabanye, iimbono zabo kunye neenkxalabo
- Ukuququzelela kwanokunikezela olwakho uluvo ngendlela elungiselelweyo
- Ukusebenzisa isigama ngendlela efanelekileyo kuninzi lwabantu kwanokumisela uxwebhu olubhaliweyo ngendlela ekwisimo esifanelekileyo/esilungiselelweyo
- Ukugcina unxibelelwano olucacileyo kunye nabathengi malunga nokulindeleke kuwo omabini amacala kwanokubeka iliso kulwaneliseko lwabathengi
- Ukuzilungisa kwangoko iingxaki, uthabathela kuwe uxanduva lokunikezela inkonzo egqibeleleyo

Ugqibelelo-buqu:

- Ukubonakalisa umdla ekuthabatheni nasekuqubisaneni neeprojekthi ezintsha kunye nemingeni
- Ukukwamkela ukugxekwa ngomsebenzi wakho ekubeni wena ugcine imigangatho yomsebenzi
- Ukuqhubeka njalo usenza ukuphucula nangona kukho izinto ezibuyisela umva kunye nemiqobo
- Ukwabelana ngolwazi ngendlela evulekileyo ekubeni uwuhlonipha umgaqo wemfihlo
- Ukujonga ngaphaya koko kucacileyo kwaye ungemi kwisisombululo sokuqala
- Ukubonakalisa ukunyaniseka, ubunono ekwenzeni izinto, ukuqonda kwanokuphanda izimilo xa uqubisene neengxaki

Ugqibelelo lokukhokela:

- Ukukhuthaza isimo sengqondo esifanelekileyo kwabanye kwanokukwazi ukwenza impembelelo ngokufezekileyo kwabanye
- Ube uyakwazi ukusebenza phakathi kweqela lemisebenzi eyahlukeneyo kwanokwabelana ngolwazi
- Ube uyakwazi ukuwuqonda unobangela ophambili womsebenzi osemgangathweni ophantsi kwanokunikezela inkxaso efanelekileyo
- Ukumisela imisebenzi ecela umngeni neyalula ubuganga babanye abasebenzi kwanokuzithemba.

IINDIMA EZIPHAMBILI ZOMSEBENZI

- Ukulungelelanisa imisebenzi kunye neenkqubo ezingqamene nolawulo oluthe ngqo kwanokubeka iliso kubasebenzi
- Ukuhlolisisa izicelo zezicwangciso zokwakha ukuqinisekisa ukuba iMigaqo yeSizwe Yezakhiwo iyathotyelwa
- Ukuhlola iindawo ezingeniselwe izicelo zezicwangciso zokwakha kwanokujonga ukuchaneka kweengcombolo eziqulathwe kuzo
- Ukwenza ingxelo kubaphathi malunga nemisebenzi yokwakha engekho mthethweni kunye/okanye nezakhiwo
- Ukwenza ingxelo ngesimo seziseko zikaMasipala, iinkonzo, ufakelo kunye nezixhobo ezithe zafunyaniswa ngexesha lohlolo lwesiqhelo
- Ukunikezela iinkonzo zengcebiso kunye nenkxaso kwabo babandakanyekayo ngokwahlukeneyo
- Ukuqwalasela nokwenza imisebenzi yolawulo ngomnxeba, Ubuqu, nge-imeyile okanye ngenye indlela yembalelwano
- Ukwenza umsebenzi ongqamene nesicwangciso sokwakha kunye nolawulo gabalala olungqamene nalo msebenzi.

UMLINGANISELO WOMVUZU:

Umgodlo uwonke omalunga ne R434 693.24 – R554 318.64 ngonyaka. Izibonelelo ezinjengoncedo lonyango, ingxowa-mali yepenshini,i-inshorensi yomqeshi, iBhonasi nayo ibandakanyiwe.

UMVUZU OSISISEKO:

R310 715.88 – R403 305.96 ngonyaka(T11)

UMHLA WOKUVALA:

19 AGASTI 2022

(Izicelo ezifunyenwe emva kwentsimbi ye 13:00 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.**
- Iifomu zezicelo ziyafumaneka kwikhasi lothungelwano likaMasipala (www.mosselbay.gov.za) okanye ungazithunyelwa nge-imeyile xa utha waqhagamshelana nabantu abachazwe apha ngezantsi apha ngezantsi.
- Iikopi zeziqinisekiso zeziqumfundo neziqinisekisiweyo njengeziyinyaniso kufuneka zihambe neCV yakho kunye nefomu yesicelo
- Abagqatswa abafakwe kuluhlu olufutshane nabazenze ngobuchwepheshe izicelo zabo kufuneka baveze iikopi **zoqobo** eziqinisekisiweyo zeziqumfundo kwakunye namanye amaxwebhu ayimfuneko ngomhla okanye phambi komhla wokuvavanyelwa umsebebzi.
- Ngesizathu sengqesho ngokulingana nceda uphawule uhlanga,ubuni kunye nokhubazeko kwifomu yesicelo somsebenzi.
- Iingcombolo 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**