

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

SENIOR ADMINISTRATOR: FINANCIAL ASSET
MANAGEMENT
MOSSEL BAY

APPLICANTS RESIDING WITHIN THE WESTERN CAPE SHALL BE CONSIDERED FOR
THE SHORTLIST OF CANDIDATES

REQUIREMENTS

- Relevant post-matric qualification, preferably a Certificate/Diploma/B-degree in Property Asset Management/Finance/Property Valuation (minimum NQF Level 5)
- Code B driver's license (manual vehicle)
- Computer skills (MS Office applications)
- Proficient in at least 2 of the 3 official languages of the Western Cape
- Minimum of 5 to 8 year's relevant experience

PREFERRED REQUIREMENTS

- NQF Level 6 Qualification (Financial Management and Administration) or technical equivalent

COMPETENCIES REQUIRED

Core Professional Competencies:

- Demonstrates an awareness of the issues impacting service delivery
- Thoroughly explores issues and uses initiative
- Demonstrates logical, analytical reasoning and conceptual understanding

Functional Competencies:

- Manages resources to achieve project objectives
- Identifies and acts on irregular expenditure and other losses
- Able to analyse complex data through the creation of spreadsheets & databases

Public Service Orientation:

- Professional in interaction with various stakeholders
- Clearly communicates needs & instructions

Personal Competencies:

- Shows enthusiasm to take on new projects
- Driven to meet deadlines and responds constructively to adverse situations

KEY PERFORMANCE AREAS

- Coordinate the implementation of functional procedures, systems and controls associated with the key performance areas and result indicators of the functionality
- Control immovable assets according to specific accounting procedures associated with acquisition and disposal
- Ensure the processing of expenditure transactions are completed accurately in accordance with accounting procedures and practices
- Perform specific sequences associated with maintaining electronically-based information/data and files/records
- Attend to specific administrative recording and reporting requirements
- Identify and attend to queries and complaints

- Schedule and/ or attend meetings
- Ensure proper reporting procedures are executed and keep role-players informed
- Interact with various institutions / persons to ensure the execution of the post's responsibilities

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: 11 APRIL 2023

(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 F Mpondo 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 ADMINISTRATEUR: FINANSIËLE BATEBESTUUR

MOSSELBAAI

AANSOEKERS WOONAGTIG IN DIE WES-KAAP SAL VIR DIE KORTLYS VAN KANDIDATE OORWEEG WORD

VEREISTES

- Verwante na-matriek kwalifikasie, verkieslik 'n Sertifikaat/Diploma/B-Graad in Eiendomsbestuur/Finansies/Eiendomswaardasie (minimum NQF Vlak 5)
- Kode B Bestuurderslisensie (handratvoertuig)
- Rekenaarvaardig (MS Office toepassings)
- Vlot in ten minste 2 van die 3 amptelike tale van die Wes-Kaap
- Minimum 5 tot 8 jaar verwante ondervinding

VOORKEURVEREISTES

- NKR Vlak 6 Kwalifikasie (Finansiëlebestuur en Administrasie) of tegniese ekwivalent

VEREISTE BEVOEGDHEDE

Kern Professionele Bevoegdhe:

- Demonstreer 'n bewustheid van aangeleenthede wat dienslewering impakteer
- Verken kwessies deeglik en gebruik inisiatief
- Demonstreer logiese, analitiese redenering en konseptuele begrip

Funksionele Bevoegdhe:

- Bestuur hulpbronne om projek doelwitte te bereik
- Identifiseer en reageer op ongereelde uitgawes en ander verliese
- In staat om ingewikkelde data deur die skep van sigblaai & databasisse te analiseer

Publiekediens Oriëntasie:

- Professioneel in interaksie met verskeie belanghebbendes
- Kommunikeer behoeftes & instruksies duidelik

Persoonlike Bevoegdhe:

- Toon entoesiasme om nuwe projekte aan te pak
- Gedrewe om sperte te haal en reageer konstruktief op nadelige situasies

SLEUTEL PRESTASIE AREAS

- Koördineer die implementering van funksionele prosedures, stelsels en kontroles geassosieer met die sleutel prestasie areas en resultaat aanwysers van die funksionaliteit
- Beheer onroerende bates volgens spesifieke boekhoudingsprosedures geassosieer met verkryging en wegdoening
- Verseker dat die prosessering van uitgawetransaksies volkome akkuraat is volgens boekhoudingsprosedures en praktyke
- Voer spesifieke volgordes geassosieer met instandhouding van elektronies-gebaseerde inligting/data en lêers/rekords uit
- Skenk aandag aan spesifieke administratiewe registrasie en verslagdoeningsvereistes
- Identifiseer en skenk aandag aan navrae en klagtes
- Skeduleer en/ of woon vergaderings by
- Verseker dat behoorlike verslagdoeningsprosedures uitgevoer word en hou rolspelers ingelig
- Interaksie met verskeie instansies / persone om die uitvoer van die pos se verantwoordelikhede te verseker

SALARISSKAAL:

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

BASIESE SALARIS: R310 715.88 – R403 305.96 per jaar (T11)

SLUITINGSDATUM: 11 APRIL 2023

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

ALGEMEEN:

- Kortlys kandidate 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 epos gerig 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 beskikbaar van die kontakpersone hieronder genoem. Oorspronklike gesertifiseerde kopie van bewys van kwalifikasies moet die CV en aansoekvorm vergesel.
- Kortlys kandidate wie elektronies aansoek gedoen het moet die **oorspronklike** gesertifiseerde afskrifte 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 F Mpondo 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

UMLAWULI OYINTLOKO: ULAWULO LWEZINTO ZEMALI

EMOSSEL BHAYI

(ABENZI-ZICELO ABAHLALA ENTSHONA-KAPA BAYA KUQWALASELWA KULUHLU OLUFUTSHANE LWABAGQATSWA)

IIMFUNO / OKULINDELEKILEYO

- Imfundo engaphaya kweyeBanga le-12 (iMatriki), ngokukhethekileyo isiQinisekiso/iDiploma/isiDanga kuLawulo lweZinto/Izimali/UMiselo-Maxabiso lweMihlaba (Ubuncinane uNQF iSigaba 5)
- Iimpepha-mvume zokuqhuba zeNqanaba B (isithuthi esitshintshwayo)
- Izakhono zeKhompyutha (iInkqubo zika MS Office)
- Ulwazi olugqibeleleyo kwiilwimi ezimbini (2) kwezintathu (3) ezisesikweni eNtshona-Kapa
- Ubuncinane amava eminyaka emi-5 ukuya kwesi-8 kumsebenzi ongqamene nesi sithuba.

IIMFUNO EZIKHETHEKILEYO

- Isiqu semfundo yeSigaba sika NQF 6 (kuLawulo Lwezimali kunye noLawulo) okanye okulinganayo noku ngobuchwepheshe.

IZIGABA ZOGQIBELELO EZIYIMFUNO

Ugqibelelo Oluyimfuneko ephambili:

- Ukubonakalisa ulwazi nengqiqo ngemibandela enempembelelo ekuhanjiseni kweenkonzo
- Ukuyiqwalasela ngobunono imibandela ze uthabathe iziqalelo
- Ukubonakalisa ingqiqo yolandelelwano, ingqiqo ekuhlalutyeni kwanokuqonda okusisiseko.

Ugqibelelo emsebenzini :

- Ukulawula imithombo khon'ukuze kuzaliseke iinjongo zeprojekthi
- Ukutyumba ze uthabathe intshukumo kwinkcitho egwenxa kwakunye nangakwezinye iilahleko
- Ube uyakwazi ukuhlalutya iingcombolo ezintsonkothileyo ngokusebenzisa uludwe lwamaxwebhu kwakunye noovimba.

Uqhelwaniso nenkonzo kaRhulumente:

- Ukubonakalisa intakazelelo ekuqubisaneni neeprojekthi ezintsha
- Ube uzimisele ukufikelela kwiminqamla-juqu emiselweyo kwaye uphendule ngendlela eyakhayo kwiimeko ezigwenxa.

IINDIMA EZIPHAMBILI ZOMSEBENZI

- Ukulungelelanisa ukufezekiswa nokusetyenziswa kweenkqubo zomsebenzi, iinkqubo kunye nolawulo olungqamene nemimandla yomsebenzi eyintloko kwakunye nokubonakalisa iziphumo zomsebenzi
- Ukulawula izinto ezingahambiyo ngokungqamene neenkqubo ezimiselweyo zokubala kunye nokuthenga kunye nokulahlwa.
- Ukuqinisekisa ukuba iinkqubo zokufezekiswa kwenkcitho zigqityezelwa ngokupheleleyo nangokuchanekileyo ngokungqamene neenkqubo zokubala nemisebenzi
- Ukwenza imisebenzi ethile engqamene ngokugcinwa kweengcombolo zobuchwepheshe/iinkcukacha-manani/iingcombolo ezigcinwayo
- Ukunika ingqwalasela kwimisebenzi ethile yoshicilelo kunye neemfuno zokwenziwa kwengxelo.
- Ukutyumba kwanokuqwalasela izikhalazo kunye nemibuzo.
- Ukumisela kwanokuya kwiintlanganiso.
- Ukuqinisekisa ukuba iinkqubo ezifanelekileyo zokwenza ingxelo ziyalandelwa kwaye bonke abachaphazelekayo bayaziswa
- Ukuqhakamshelana namaziko ohlukeneyo/ abantu abohlukeneyo ukuqinisekisa ufezekiso lweemfuno noxanduva lwesithuba somsebenzi

UMLINGANISELO WOMVUZO:

Umgodlo uwonke omalunga ne ±R434 693.24 – R554 318.64 ngonyaka

Izibonelelo ezinjengoNcedo Lonyango, ingxowa yomhlala-phantsi, i-inshorensi yomqeshi, intlawulo yeBhonasi zibandakanyiwe apha

UMVUZO OSISISEKO: R310 715.88 – R403 305.96 ngonyaka (T11)

UMHLA WOKUVALA: 11 APRELI 2023

(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.**
- Iifomu zezicelo ziyafumaneka kwikhasi lothungelwano likaMasipala (www.mosselbay.gov.za) **okanye** ungazithunyelwa nge-imeyile xa uthe waqhagamshelana nabantu abachazwe apha ngezantsi apha ngezantsi.
- Iikopi zeqinisekiso zeziqu zemfundo neziqinisekisiweyo njengeziyinyaniso kufuneka zihambe neCV yakho kunye nefomu yesicelo

- Abagqatswa abafakwe kuluhlu olufutshane nabazenze ngobuchwepheshe izicelo zabo kufuneka baveze iikopi **zoqobo** eziqinisekisiweyo zeziqo zemfundo kwakunye namanye amaxwebhu ayimfuneko ngomhla okanye phambi komhla wokuvavanyelwa umsebebenzi.
- Ngesizathu sengqesho ngokulingana nceda uphawule uhlanga,ubuni kunye nokhubazeko kwifomu yesicelo somsebenzi.
- Iingcombolo ezithe vetshe ungazifumana kuNkszn N De Wet okanye uNkszn F Mpondo 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