

MOSSEL BAY MUNICIPALITY

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

SENIOR ADMINISTRATIVE OFFICER: PROJECT & PLANNING **(INFORMATION & COMMUNICATION TECHNOLOGY)** **CORPORATE SERVICES** **PERMANENT APPOINTMENT**

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

REQUIREMENTS

(Relevant proof / documentation must accompany application)

- Grade 12 (NQF Level 4)
- 1-year Project Management certificate or equivalent (NQF Level 5)
- 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

- Advanced Diploma or equivalent NQF Level 7 qualification in Project Management
- 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
- Identifies and executes preferred solutions & accepts consequences & accountability
- Contributes to shaping the Directorate's goals/priorities & policies/procedures
- Demonstrates knowledge of relevant municipal legislation
- 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 to implementation
- Analyses complex data through the creation of spreadsheets/databases

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 with time & budget allocations
- Promotes change as an opportunity & acts as role model in change
- Deals effectively with ambiguity & uncertainty
- Remains abreast of changes in industry

Leadership Competencies:

- Fosters a strong sense of team belonging
- Has strong subject matter knowledge
- Good at establishing clear direction

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: 10 FEBRUARY 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 C Daniëls 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: PROJEK & BEPLANNING (INLIGTING & KOMMUNIKASIE-TEGNOLOGIE)

KORPORATIEWE DIENSTE

PERMANENTE AANSTELLING

**AANSOEKERS WOONAGTIG BINNE DIE GRENSE VAN DIE WES-KAAP SAL VIR DIE
KORTLYS VAN KANDIDATE OORWEEG WORD**

VEREISTES

(Verwante bewys / dokumentasie moet aansoek vergesel)

- Graad 12 (NKR Vlak 4)
- 1-jaar Projekbestuursertifikaat of gelykstaande (NQF Vlak 5)
- 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 kantoorure by te woon wanneer vereis word

VOORKEURVEREISTES

- Gevorderde Diploma of gelykstaande NKR Vlak 7 kwalifikasie in Projekbestuur
- Minimum 3 jaar verwante toesighouding ondervinding in 'n IT omgewing
- Addisionele Nasionale Diploma (NQF Vlak 6) in Inligtingstechnologie

VEREISTE BEVOEGDHEDE

Kern Professionele Bevoegdheede:

- Berei hoë kwaliteit verslae voor vir besluitneming binne die Munisipaliteit
- Demonstreer effektiewe mondelingse voorleggingsvaardighede vir ingewikkelde en sensitiewe onderwerpe
- 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 take vir self en ander
- Bereik klient & belanghebendes se verwagtings op projekte deurlopend
- In staat om gevorderde kenmerke van MS Office pakkette te gebruik & in staat om 'n reeks van data te prosesseer
- Optimaliseer die gebruik van tegnologie vir doeltreffende werksaamhede binne die kantoor
- Monitor projekte/programme en gaan na teen standarde/regulasies

Funksionele Bevoegdheede:

- Adviseer op prosedures nodig vir die gladde verloop van 'n projek insluitend dokument beheer tegnieke en stelsels
- Verstaan prosesse van projek konseptualisasie tot implementering
- Analiseer ingewikkelde data deur die skep van sigblaaie/databasisse te maak

Publiekediens Oriëntasie:

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

Persoonlike Bevoegdhede:

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

Leierskap Bevoegdhede:

- Koester 'n sterk sin van spangebondenheid
- Het sterk kennis van vak
- Goed met vestiging van duidelike rigting

SLEUTEL PRESTASIEAREAS

- Bestuur alle inligtingstegnologieprojekte vir die Munisipaliteit
- Koördineer inligtingsvloei met betrekking tot projekte
- Skep, formaat en wysig kommunikasies en korrespondensie
- Dokumenteer, analiseer en rapporteer op uitgawes
- Ontwikkel strategië en implementeer oplossings om projekwingsgewendheid en produktiwiteit te verhoog
- Bestuur IT toepassings deur die Munisipaliteit
- Beplan en koördineer virtualiseringspogings
- 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 bestuur rakende aanbevelings, beleide en beplanning met betrekking tot die funksie

SALARISSKAAL:

Alles-insluitende totale pakket van ± R507 188.11 – R648 417.99 per jaar. Voordele bv. mediese fondsskema, pensioenfonds, groeplewensskema, 13^{de} tjeë ingesluit.

BASIESE SALARIS: R366 826.92 – R476 138.88 per jaar (T12)

SLUITINGS DATUM: 10 FEBRUARIE 2023

(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.
- **Nietestaande 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 kopië van bewys van kwalifikasies moet die CV en aansoekvorm vergesel.
- Suksesvolle kortlyskandidate wie elektronies aansoek gedoen het moet die **oorspronklike** gesertifiseerde kopië van kwalifikasies en ander vereiste dokumentasie op of voor die datum van die praktiese toets voorsien.
- Vir gelykheidsdoeleindes, dui asseblief u ras, geslag en gestremde status aan.

- Verdere besonderhede is verkrygbaar by Me N de Wet of Me C Daniëls 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 WASEMOSSEL 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

INGQESHO ESISIGXINA

(ABENZI-ZICELO ABAHLALA PHAKATHI KWEMIDA YASE ENTSHONA-KAPA BAYA **KUQWALSELWA KULUHLU OLUFUTSHANE LWABAGQATSWA)**

IIMFUNO / OKULINDELEKILEYO

(Ubungqina obufanelekileyo / amaxwebhu afanelekileyo kufuneka ahambe nesicelo sakho)

- Ibanga le-12 (NQF iSigaba 4)
- Isiqinisekiso sonyaka omnye(1) kuLawulo lweProjekthi okanye okulingana naso (NQF iSigaba 5)
- Ubuncinane amava eminyaka emi-5 ukuya kwesi-8 kumsebenzi ongqamene nalo msebenzi
- Ulwazi ngeKhompyutha (linkqubo 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

- IDiploma ethe xhaxhe okanye okulingana no NQF iSigaba 7 kuLawulo lweProjekthi
- Ubuncinane amava eminyaka emi-3 angqamene nesikhundla sokuphatha kwibakala loBuchwepheshe
- IDiploma Yesizwe Eyongezelelweyo (NQF iNqanaba 6) kuLwazi ngoBuchwepheshe

UBUCHULE/UGQIBELELO OLUYIMFUNO

Ugqibelelo Oluphambili lomsebenzi:

- Ukulungisa iingxelo ezikumgangatho ophezulu zokuthatyathwa kwezigqibo phakathi kuMasipala
- Ukubonakalisa izakhono ezifizekileyo 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 iimpawu 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.

Uqqibelelo/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 uluqumbele 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/Ubuqanga bakho ubuqu:

- Ukuziqukumbela ngempumelelo iiprojekthi kwangexesha naphakathi kwezixa-mali ezabelwe zona
- Ukuphuhlisa utshintsho njengethuba kwaye usebenze njengomzekelo omhle ekuhlanganiseni 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

- Ukulawula zonke iiprojekthi zolwazi lobuchwepheshe egameni likaMasipala
- Ukulungelelanisa ukuhanjiswa kolwazi malunga neeprojekthi
- Ukuqamba/ukuqulunqa, ukubumba/kuhlahlela kwanokulungisa unxibelelwano kunye nembalelwano
- Ukubhala phantsi, ukuhlalutya kwanokwenza ingxelo ngeenkitho
- 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 ngemihla 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 WOMVUZO:

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.

UMVUZO OSISISEKO: R366 826.92 – R476 138.88 ngonyaka (T12)

UMHLA WOKUVALA: 10 FEBHUWARI 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.**
- lifomu zezicelo ziyafumaneka kwikhasi lothungelwano likaMasipala (www.mosselbay.gov.za) **okanye** ungazithunyelwa nge-imeyile xa uthe waqhagamshelana nabantu abachazwe apha ngezantsi apha ngezantsi.
- likopi 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.
- Iingcombolo ezithe vetshe ungazifumana kuNkszn N De Wet okanye uNkszn C Daniëls 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.