

MOSSEL BAY MUNICIPALITY

**Mossel Bay Municipality, an employer committed to equal employment,
invites persons to apply for the under mentioned vacancies.**

Applications are invited from suitably qualified and experienced persons to be trained in various sections of the Municipality and to be placed on a list for relief personnel when needed.

RELIEF PERSONNEL **(CONTRACTUAL APPOINTMENTS)**

(APPLICANTS RESIDING WITHIN THE BOUNDARIES OF MOSSEL BAY SHALL BE GIVEN PREFERENCE)

**Please indicate clearly on the Application Form for which post you are applying.
If applying for more than one post, a separate application must be submitted for each post.**

BUILDING INSPECTOR

REQUIREMENTS

(Relevant proof / documentation must accompany application)

- Relevant 3-year tertiary qualification (minimum NQF Level 6) in the building environment
- Valid Code B driver's license
- Proof of own vehicle or proof of access to a private vehicle for inspections/duties to accompany application
- Minimum of 3 to 5 years' Municipal Building Control experience
- Proficient in at least 2 of the 3 official languages of the Western Cape
- Computer literate (MS Office applications)
- Proof of clean criminal record
- Good knowledge of the National Building Regulations
- Willing to work after-hours, should the need arise
- Physically fit and healthy

COMPETENCIES

- Identifies and takes action to deal with issues and needs of different groups within the community
- Assesses and takes account of risk when making decisions
- Identifies inconsistencies in information
- Shows confidence in engagement with internal and external stakeholders

KEY PERFORMANCE AREAS

- Perform building, drainage and other relevant inspections
- Correspond with public, contractors and professionals regarding building-related matters
- Investigate and solve enquiries and complaints
- Issue notices for contraventions of the National Building Regulations
- Take corrective action to stop illegal building operations

BUILDING PLANS EXAMINER

REQUIREMENTS

(Relevant proof / documentation must accompany application)

- Relevant 3-year tertiary qualification (minimum NQF Level 6) in the building environment
- Valid Code B driver's license
- Proof of own vehicle or proof of access to a private vehicle for inspections/duties to accompany application

- Minimum of 2 year's Building Control experience (in local government) or similar architectural experience
- Proficient in at least 2 of the 3 official languages of the Western Cape
- Computer literate (MS Office applications)
- Proof of clean criminal
- Good knowledge of the National Building Regulations
- Willing to work after-hours, should the need arise
- Physically fit and healthy

COMPETENCIES

- Effective oral and written communication as appropriate to specific audiences
- Able to assess and scrutinize building development applications and ensure that submissions are complete
- Able to stay calm and focussed under pressure
- Able to advise public on shortcomings of a building plan submission

KEY PERFORMANCE AREAS

- Scrutinize building plan applications to ensure compliance with the National Building Regulations
- Inspect properties for which building plan applications have been received and check the accuracy of the information contained therein
- Inspect building sites and operations and check for compliance with relevant legislation
- Report illegal building operations and/or structures
- Handle complaints telephonically, in person, via e-mail or other correspondence
- Building Plan and general administration related to the function

**REMUNERATION: R2 681.68 per month during training period
R21 932.42 (T10) per month on appointment as relief**

CLOSING DATE: 17 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 interviews.
- 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 vakatures aansoek te doen

Aansoeke word ingewag van toepaslike gekwalifiseerde en ervare persone om in verskeie afdelings van die Munisipaliteit opgelei en op 'n lys geplaas te word vir aflospersoneel wanneer benodig word.

AFLOSPERSONEEL **(KONTRAKTUELE AANSTELLINGS)**

(AANSOEKERS WOONAGTIG BINNE DIE GRENSE VAN MOSSELBAAI SAL VOORKEUR GENIET)

Dui asseblief duidelik op die Aansoekvorm aan vir watter pos u aansoek doen. Indien aansoek vir meer as een pos gedoen word, moet 'n aparte aansoek vir elke epos ingedien word.

BOUINSPEKTEUR

VEREISTES

(Verwante bewys / dokumentasie moet aansoek vergesel)

- Verwante 3-jaar tersiêre kwalifikasie (minimum NQF Vlak 6) in die bou omgewing
- Geldige Kode B Bestuurderslisensie
- Bewys van eie voertuig of bewys van toegang tot 'n private voertuig vir inspeksies/pligte moet aansoek vergesel
- Minimum 3 tot 5 jaar Munisipale Boubeheer ondervinding
- Vlot in ten minste 2 van die 3 amptelike tale van die Wes-Kaap
- Rekenaargeletterd (MS Office toepassings)
- Bewys van skoon kriminele rekord
- Goeie kennis van die Nasionale Bouregulasies
- Bereid om na-ure te werk, indien nodig
- Fisies fiks en gesond

BEVOEGDHEDE

- Identifiseer en neem aksie om kwessies/ behoeftes van verskillende groepe in die gemeenskap te hanteer
- Assesseer en bereken risiko wanneer besluite gemaak word
- Identifiseer onkonsekwentheid in inligting
- Toon selfvertroue in die skakeling met interne en eksterne belanghebbendes SLS

SLEUTEL PRESTASIEAREAS

- Voer gebou, dreinerings en ander verwante inspeksies uit
- Korrespondeer met die publiek, kontrakteurs en professionele persone met betrekking tot bou verwante sake
- Ondersoek en los navrae en klagtes op
- Reik kennisgewings uit vir oortredings van die Nasionale Bouregulasies
- Neem korrektiewe aksie om onwettige bouaktiwiteite te stop

BOUPLANNASIENER

VEREISTES

(Verwante bewys / dokumentasie moet aansoek vergesel)

- Verwante 3-jaar tersiêre kwalifikasie (minimum NKR Vlak 6) in die bou-omgewing
- Geldige Kode B Bestuurderslisensie
- Bewys van eie voertuig of bewys van toegang tot 'n private voertuig vir inspeksies/pligte moet aansoek vergesel
- Minimum 2 jaar Boubeheer ondervinding (in Plaaslike Regering) of soortgelyke argitektoniese ondervinding
- Vlot in ten minste 2 van die 3 amptelike tale van die Wes-Kaap
- Rekenaargeletterd (MS Office toepassings)
- Bewys van skoon kriminele rekord
- Goeie kennis van die Nasionale Bouregulasies
- Bereid om na-ure te werk, indien nodig
- Fisies fiks en gesond

BEVOEGDHEDE

- Effektiewe mondelingse en geskrewe kommunikasie soos gepas vir spesifieke gehore
- In staat om bouontwikkelingsaansoeke te assesser en te bestuur om te verseker dat aansoeke volledig is
- In staat om kalm en gefokus te bly onder druk
- In staat om die publiek te adviseer op tekortkominge van 'n bouplan indiening

SLEUTEL PRESTASIEAREAS

- Gaan bouplan aansoeke deeglik na om voldoening aan die Nasionale Bouregulasies te verseker
- Inspekteer eiendomme waarvoor bouplan aansoeke ontvang is en gaan die akkuraatheid na van die inligting daarin vervat
- Inspekteer boupersele en aktiwiteite en gaan deeglik na vir voldoening aan verwante wetgewing
- Rapporteer onwettige bou-aktiwiteite en/of strukture
- Hanteer klagtes telefonies, persoonlik, per e-pos of ander korrespondensie
- Bouplan en algemene administrasie wat verband hou met die funksie

**VERGOEDING: R2 681.68 per maand gedurende opleidingstydperk
R21 932.42 (T10) per maand met aanstelling as aflos**

SLUITINGSDATUM: 17 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.
- ***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 kopië van bewys van kwalifikasies moet die CV en aansoekvorm vergesel.
- 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 gestremdheidstatus 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 WASE MOSSEL BHAYI

UMasipala wase Mossel Bhayi, njengomqeshi ozibopheleleyo kwingqesho ngokulinganayo, umema abantu ukuba benze izicelo zezi zithuba zingezantsi.

Kumenywa izicelo zomsebenzi kubantu abaneziqum ezifanelekileyo zemfundo kwakunye namava ukuba baqeqeshwe kumacandelo awohlukeneyo kaMasipala ze bafakwe kuluhlu lwabantu bokubambela xa kuyimfuneko.

UMHLOLI WEZAKHIWO

UMHLOLI WEZICWANGCISO ZOKWAKHA

(ABENZI-ZICELO ABAHLALA PHAKATHI KWEMIDA YASE MOSSEL BHAYI BAYA KUQWALASELWA KUQALA)

Nceda uphawule ngokucacileyo kwiFomu Yesicelo ukuba wenza isicelo sesiphi isithuba. Ukuba wenza izicelo zezithuba eziliqela, kufuneka ungenise ifomu yesicelo eyodwa kwisithuba ngasinye.

UMHLOLI WEZAKHIWO

IIMFUNO

(Ubungqina okanye amaxwebhu afanelekileyo kufuneka ahambe nesicelo sakho)

- Isiqu semfundo ephakamileyo seminyaka emithathu (ubuncinane uNQF iSigaba 6) kwinqanaba lwezakhiwo/lokwakha
- Ubungqina besithuthi esisesakho okanye obokuba ungafikelela kwisithuthi sabucala ekwenzeni uhlolo/imisebenzi, kufuneka buhambe nesicelo sakho
- Ubuncinane amava eminyaka emi-3 ukuya kwemi-5 kuLawulo Lwezakhiwo kuMasipala
- Ube ugqibelele kwiilwimi ezimbini (2) kwezintathu (3) ezisesikweni eNtshona-Kapa
- Ulwazi ngeKhompyutha (linkqubo zika MS Office)
- Ubungqina bokuba akuzange wafunyanwa unetyala lokwaphula umthetho
- Ulwazi olunzulu ngeMigaqo yeSizwe kwiZakhiwo
- Ube uzimisele ukusebenza emva kweeyure ezisesikweni, xa kunokuba yimfuneko
- Ube womelele ngokwasemzimbeni kwaye ube sempilweni entle.

UGQIBELELO/UBUCHULE:

- Ukuchonga kwanokuthabatha iintshukumo ekuqubisaneni nemibandela kunye neemfuno zamaqela awohlukeneyo phakathi eluntwini
- Ukwenza uvavanyo kwanokuthabatha uxanduva lomngcipheko xa uthabatha izigqibo
- Ukukwazi ukuchonga ukungafaneleki/ukungqinelani kolwazi

- Ukubonakalisa ukuzithemba xa uqubisene nabo bachaphazelekayo ngaphakathi nangaphandle.

UMVAVANYI WEZICWANGCISO ZOKWAKHA:

IINDIMA EZIPHAMBILI ZOMSEBENZI

(Ubungqina obufanelekileyo/amaxwebhu afanelekileyo kufuneka ahambe nesicelo sakho)

- Isiqu semfundo ephakamileyo seminyaka emithathu (ubuncinane uNQF iSigaba 6) kwinqanaba lwezakhiwo/lokwakha
- Iimpepha-mvume zokuqhuba zeSigaba /iNqanaba B
- Ubungqina besithuthi esisesakho okanye obokuba ungafikelela kwisithuthi sabucala ekwenzeni uhlolo/imisebenzi, kufuneka buhambe nesicelo sakho
- Ubuncinane amava eminyaka emi-2 kuLawulo lweZakhiwo (kurhulumente wasemakhaya) okanye amava afana nocwangciso lolwakhiwo
- Ube ugqibelele kwiilwimi ezimbini (2) kwezintathu (3) ezisesikweni eNtshona-Kapa
- Ulwazi ngeKhompyutha (linkqubo zika MS Office)
- Ulwazi olunzulu ngeMigaqo yeSizwe kwiZakhiwo
- Ube uzimisele ukusebenza emva kweeyure ezisesikweni, xa kunokuba yimfuneko
- Ube womelele ngokwasemzimbeni kwaye ube sempilweni entle.

UGQIBELELO EMSEBENZINI

- Unxibelelwano olufezekileyo ngentetho nangokubhaliweyo ngokokuchaphazeleka kwelo qela labantu
- Ube uyakwazi ukuvavanya ze uphicothe izicelo zophuhliso lwezakhiwo kwanokuqinisekisa kwanokuqinisekisa ukuba konke okungenisiweyo kuphelele
- Ube uyakwazi ukuhlala usemoyeni osezantsi kwaye unike ingqwalasela xa uphantsi koxinzelelo
- Ube uyakwazi ukucebisa uluntu ngeempazamo / ngeziphene zezicelo zokwakha.

IINDIMA EZIPHAMBILI ZOMSEBENZI:

- Ukuphicotha izicelo zokwakha ngenjongo yokuqinisekisa ukuthotyelwa kweMigaqo yeSizwe yeZakhiwo
- Ukuhlola imihlaba/iindawo ezithe kwangeniswa izicelo zokwakha ngakuzo kwanokujonga ukuchaneka kweengcombolo eziqulathwe kuzo
- Ukuhlola izitandi ekuzakwakhiwa kuzo kwakunye nemisebenzi yokwakha malunga nokuthotyelwa kwemithetho echaphazelekayo
- Ukwenza ingxelo malunga nolwakhiwo olungekho mthethweni kwakunye nezakhiwo ezinjalo
- Ukuqwalasela izikhalazo ezenziwa ngomnxeba, ezenziwa ngabantu ubuqu, ezenziwa nge-imeyile okanye ngenye imbalelwano
- Imisebenzi engqamene neZicwangciso Zokwakha gabalala.

UMVUZO: R2 681.68 ngenyanga ngexesha loqeqesho.R21 932.42 (T10) ngenyanga xa uqeshwa njengebambela.

UMHLA WOKUVALA: 17 FEBHUWARI 2023

(Izicelo ezifunyenwe emva ko 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 zeziqumfundo neziqinisekisiweyo njengeziyinyaniso kufuneka zihambe neCV yakho kunye nefomu yesicelo
- Abagqatswa abafakwe kuluhlu olufutshane nabazenze ngobuchwepheshe izicelo zabo kufuneka baveze ikopi **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.
- lingcombolo 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.

MNU C PUREN

UMPHATHI KAMASIPALA