

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

SUPERINTENDENT: PARKS & BEAUTIFICATION
(COMMUNITY SERVICES)

MOSSEL BAY

**APPLICANTS RESIDING WITHIN THE BOUNDARIES OF THE WESTERN CAPE WILL RECEIVE
PREFERENCE**

REQUIREMENTS

(Relevant proof / documentation must accompany application)

- National Diploma or equivalent NQF Level 6 qualification in relevant field
- Proficient in at least two (2) of the three (3) official languages of the Western Cape
- Valid Code B driver's license (manual vehicle)
- Interpersonal, supervisory, conflict-handling and negotiation skills
- Physically fit and able-bodied
- Required to work in all weather conditions and under pressure
- At least four (4) years' relevant experience

KEY PERFORMANCE AREAS

- Plan and manage activities of sub-section and ensure continuous assessment, intervention and adjustment to operational plans
- Plan, co-ordinate and monitor staff-related issues to promote and sustain performance levels
- Direct and indirect supervision of staff and contractors
- Manage and purchase materials and equipment for sub-section
- Transport machinery, equipment and persons to and from working areas
- Prepare reports and complete instructional/operational documentation
- Interact with various stakeholders by means of telephonic, written and direct correspondence
- Identify trends and make recommendations regarding beautification and development of municipal areas
- Manage beautification projects by identifying sites, project planning and maintenance of area after completion of project

SALARY SCALE: **R349 692.00 – R453 897.84 per annum (T12)**

CLOSING DATE: **27 MAY 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

SUPERINTENDENT: PARKE EN VERFRAAIING
(GEMEENSKAPSDIENSTE)
MOSSELBAAI

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

VEREISTES

(Verwante bewys / dokumentasie moet aansoek vergesel)

- Nasionale Diploma of gelykstaande NKR Vlak 6 kwalifikasie in verwante veld
- Vlot in ten minste twee (2) van die drie (3) amptelike tale van die Wes-Kaap
- Geldige Kode B Bestuurderslisensie (handrat voertuig)
- Interpersoonlike, toesighouding, konflikthantering en onderhandelingsvaardighede
- Fisies fiks en liggaamlik geskik
- Vereiste om in alle weerstoestande en onder druk te werk
- Ten minste vier (4) jaar verwante ondervinding

SLEUTEL PRESTASIEAREAS

- Beplan en bestuur aktiwiteite van sub-afdeling en verseker deurlopende assessering, intervensie en wysiging aan operasionele planne
- Beplan, koördineer en monitor personeelverwante aangeleenthede om prestasievlakke te bevorder en te volhou
- Direkte en indirekte toesig oor personeel en kontrakteurs
- Bestuur en aankoop van materiaal en toerusting van sub-afdeling
- Vervoer masjinerie, toerusting en persone na en van werksareas
- Voorbereiding van verslae en voltooi instruksionele/operasionele dokumentasie
- Interaksie met verskeie belanghebbendes deur telefoniese, skriftelike en direkte korrespondensie
- Identifiseer tendense en maak aanbevelings rakende verfraaiing en ontwikkeling van munisipale areas
- Bestuur verfraaiing projekte deur terreine te identifiseer, projekbeplanning en instandhouding van areas na voltooiing van die projek
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SALARISSKAAL:

R349 692.00 – R453 897.84 per jaar (T12)

SLUITINGSDATUM

27 MEI 2022

(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 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.

- Kortlys kandidate 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

INTSUMPA : IIPAKI KUNYE NOKUHOMBISA KAKUHLE **(IINKONZO ZOLUNTU)** **E-MOSSEL BHAYI**

(ABENZI-ZICELO ABAHLALA PHAKATHI KWIMIDA YASE NTSHONA-KAPA BAYA KUQWALASELWA KUQALA)

IIMFUNO / OKULINDELEKILEYO

(Ubungqina bamaxwebhu afanelekileyo kufuneka ahambe nesicelo sakho)

- IDiploma yeSizwe echaphazeleka kweli nqanaba okanye imfundo elingana no NQF iNqanaba 6
- Ulwazi olugqibeleleyo kwiilwimi ezimbini (2) kwezintathu (3) zase Ntshona-Kapa
- Iimpepha-mvume zokuqhuba zeNqanaba B (kwisithuthi esitshintshwayo)
- Izakhono zoghagamshelwano noluntu, ezokuphatha, ezokusombulula iimbambano kunye nezokuthetha-thethana
- Ube womelele ngokwasemzimbeni kwaye ungakhubazeki
- Kulindeleke ukuba usebenze phantsi kwazo zonke iimeko zezulu naphantsi koxinezelelo
- Ubuncinane amava eminyaka emine(4) kumsebenzi ofana nalo.

IINDIMA EZIPHAMBILI ZOMSEBENZI

- Ukucwangcisa nokulawula imisebenzi yecandelo elingezantsi kwanokuqinisekisa uvavanyo oluqhubekayo, ungenelelo kunye nolungelelwaniso lwezicwangciso zomsebenzi
- Ukucwangcisa, ukulungelelanisa kwanokuphonononga imibandela emayelana nabasebenzi ngenjongo yokuphuhlisa kwanokugcina umgangatho womsebenzi
- Ukuphatha ngokuthe ngqo nangandlela yimbi abasebenzi kunye nonookontraka
- Ukuphatha nokuthenga izinto kunye nezixhobo zecandelo
- Ukuhambisa oomatshini, izixhobo kunye nabantu ukuya nokusuka kwiindawo ekusetyenzwa kuzo
- Ukulungisa iingxelo kwanokugcwalisa amaxwebhu emiyalelo / emisebenzi
- Ukuqhagamshelana nabachaphazelekayo ngokwahlukeneyo ngomnxeba, ngokubhaliweyo nangembalelwano ethe ngqo.
- Ukuchonga iintsingiselo kunye nokwenza izindululo malunga nokuhombisa nophuhliso lwemimandla kaMasipala
- Lawula iiprojekthi zokuhombisa ngokuchonga iindawo, ukucwangciswa kweprojekthi kunye nokugcinwa kwendawo emva kokugqitywa kweprojekthi

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.
- 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.