

MOSSEL BAY MUNICIPALITY

Mossel Bay Municipality, an employer committed to equal employment, invites persons to apply for the undermentioned 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 MOSSEL BAY MUNICIPAL BOUNDARIES SHALL
RECEIVE PREFERENCE

In the event of any discrepancy arising from translation, the English version of the advertisement shall prevail.

ONLY HARDCOPY APPLICATIONS WILL BE ACCEPTED

- A SEPARATE APPLICATION FORM MUST BE COMPLETED FOR EACH POST.
- Clearly indicate on the application form for which post you are applying.
- Application forms are available on the municipal website (www.mosselbay.gov.za) or at the Mossel Bay Municipality HR department (Old Power Station Building, Santos Beach, Mossel Bay).
- **Only hardcopy applications will be accepted** (electronic applications will not be considered).
- **Hardcopy applications to be placed in the relevant application boxes** placed at the following municipal offices: Herbertsdale / Friemersheim / Great Brak River / Hartenbos / Mossel Bay (HR Building).

SECRETARY **REQUIREMENTS**

- Grade 12 (NQF Level 4)
- Computer literate (MS Office applications)
- 2 to 5 years' relevant experience
- Fluent in at least 2 of the 3 official languages of the Western Cape
- Good organisational and interpersonal skills
- Ability to work independently and with confidential information
- Good typing skills
- Relevant NQF 5 qualifications will be an advantage

COMPETENCIES

- Identifies problems in processes
- Demonstrates effective oral and written communication skills
- Professional in interaction with general public and stakeholders
- Sets out work in a well-planned and organised manner

CALL CENTRE CLERK

REQUIREMENTS

- Grade 12 (NQF Level 4)
- Minimum of 0 to 2 years' relevant experience
- Computer literate (MS Office applications)
- Proficient in at least 2 of the 3 official languages of the Western Cape
- Required to work afterhours and night shifts as per roster
- Proficiency in a 3rd language will be an advantage
- Call Centre or Customer Care experience will be an advantage

COMPETENCIES

- Confirms/clarifies understanding of instructions
- Checks work for errors/omissions before submission
- Interacts with various stakeholders
- Answers basic questions politely and helpfully
- Follows procedures as prescribed in policies/standard operating procedures

LIBRARY AID

(Mossel Bay, Hartenbos, Greenhaven, Ellen van Rensburg, Friemersheim, Herbertsdale, Ruiterbos, Toekoms, Sonskynvallei, Brandwag, Buisplaas, D'Almeida, KwaNonqaba)

REQUIREMENTS

- Grade 12
- 0 to 2 years 'relevant experience
- Computer literate (MS Office applications)
- Ability to carry ±20 kg (books)
- Good communication and interpersonal skills
- Experience in a similar environment will be an advantage

COMPETENCIES

- Solves problems of a basic nature
- Demonstrates effective oral and written communication
- Communicates effectively with colleagues and clients

LIBRARY ASSISTANT

(Mossel Bay, Hartenbos, Greenhaven, Ellen van Rensburg, Friemersheim, Herbertsdale, Ruiterbos, Toekoms, Sonskynvallei, Brandwag, Buisplaas, D'Almeida, Kwanongaba)

REQUIREMENTS

- Grade 12 (NQF Level 4)
- Computer literate (MS Office applications)
- 0 to 1 year experiential knowledge of public libraries
- Ability to carry ±20 kg (books)
- Good communication and interpersonal skills

COMPETENCIES

- Able to use the Dewey/Slims system and alphabet correctly
- Displays an active interest in reading and a general knowledge of various subjects
- Demonstrates effective oral and written communication

SWITCHBOARD OPERATOR

REQUIREMENTS

- Grade 12 (NQF level 4)
- 0 to 2 years' experience
- Computer literate (MS Office applications)
- Proficient in at least 2 of the 3 official languages of the Western Cape
- Good communication and people skills
- Ability to work under pressure

- Call centre or Customer Care experience will be an advantage
- Proficiency in a 3rd language will be an advantage

COMPETENCIES

- Solves problems of a basic nature
- Demonstrates effective oral and written communication
- Communicates effectively with colleagues and clients

CASHIER (FINANCIAL SERVICES)

REQUIREMENTS

- Grade 12 with Accountancy or Mathematics as a subject (NQF Level 4)
- Computer literate (MS Office applications)
- 2 to 5 years' relevant experience
- Proficient in at least 2 of the 3 official languages of the Western Cape
- Good communication and interpersonal skills

COMPETENCIES

- Identifies problems in processes
- Demonstrates effective oral and written communication
- Professional in interaction with general public and stakeholders
- Sets out work in a well-planned and organised manner

CLERK (FINANCIAL SERVICES)

REQUIREMENTS

- Grade 12 with Accountancy as a subject (NQF Level 4)
- Computer literate (MS Office applications)
- 2 to 5 years' relevant experience
- Proficient in at least 2 of the 3 official languages of the Western Cape
- Good communication and interpersonal skills

COMPETENCIES

- Identifies problems in processes
- Demonstrates effective oral and written communication
- Professional in interaction with general public and stakeholders
- Sets out work in a well-planned and organised manner

CLERK (ASSET MANAGEMENT)

REQUIREMENTS

- Grade 12 with Accountancy as a subject (NQF Level 4)
- Computer literate (MS Office applications)
- 0 to 2 years' relevant experience
- Proficient in at least 2 of the 3 official languages of the Western Cape
- Valid Code B driver's license (manual vehicle)

COMPETENCIES

- Solves problems of a basic nature
- Demonstrates effective oral and written communication
- Communicates effectively with colleagues and clients
- Enters data into specific applications
- Plans tasks on a daily basis according to a set schedule

INFORMATION & COMMUNICATIONS TECHNOLOGY (ICT)

ASSISTANT

REQUIREMENTS

- Grade 12 (NQF Level 4)
- Excellent computer literacy skills in Windows 11 and MS Office applications

- 2 to 5 years' relevant experience preferably as IT Technician and in desktop support
- Fluent in at least 2 of the 3 official languages of the Western Cape
- Good organisational and interpersonal skills
- Ability to work independently and with confidential information
- Good typing skills
- Relevant NQF 5 qualification will be an advantage

COMPETENCIES

- Identifies problems in processes
- Demonstrates effective oral and written communication
- Professional in interaction with general public and stakeholders
- Sets out work in a well-planned and organised manner

CLERK (FACILITIES)

REQUIREMENTS

- Grade 12
- Computer literate (MS Office applications)
- 2 to 5 years' relevant experience
- Proficient in at least 2 of the 3 official languages of the Western Cape
- Valid Code B driver's license (manual vehicle)

COMPETENCIES

- Demonstrates effective oral and written communication
- Identifies problems in processes
- Plans tasks on a daily basis according to a set schedule
- Understands client's issues and seeks information about future and current requirements

REMUNERATION: R3 297,73 per month during training period

CLOSING DATE: 11 SEPTEMBER 2026

(No applications received after 13h00 will be accepted)

GENERAL:

- Application forms are available on the Municipal website (www.mosselbay.gov.za) or electronically available from the contact persons mentioned hereunder.
- **Applications completed on the official application form and accompanied by a comprehensive CV**, which will be regarded as confidential, may be hand-delivered to the Mossel Bay Municipality HR department (Old Power Station Building, Santos Beach, Mossel Bay).
- **For posts advertised internally and/or locally (within the boundaries of the Mossel Bay Municipality), only hardcopy applications will be accepted and indicated as such on the advertisement. In the event that the advert does not specify that only hardcopy applications will be accepted, electronic applications accompanied by the official application form and a comprehensive CV (preferably as one combined PDF document) 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.**
- Note that the relevant official application form must be completed in full. Failure to submit such completed application form and/or attach certified copies and other required documentation may lead to immediate disqualification.
- Certified copies (not older than 6 months) of Identity Document/Card, proof of qualifications and other required documentation must accompany the CV and application form.
- Candidates who qualify for pre-screening (practical assessments) may be subjected and required to undergo a theoretical and/or practical test, including a driving skills test.
- Candidates qualifying for pre-screening may be requested to provide the **original** certified copies of qualifications and other documentation.
- Successful applicants may be required to undergo a baseline/entry medical evaluation to determine whether he/she is fit for duty, and in such instance the employment will be subject to him/her being declared fit for such duty.
- Further details are obtainable from Ms N De Wet/Ms F Mpondo/Ms C Daniels at telephone number (044) - 6065000.
- If applicants are not contacted within 3 months 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 as amended for the advancement of previously disadvantaged and disabled persons, and therefore encourages persons from these groups to apply.**
- ***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.***

MOSSELBAAI MUNISIPALITEIT

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

Aansoeke word ingewag van toepaslik 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 MUNISIPALE GRENSE VAN MOSSELBAAI SAL VOORKEUR GENIET)

In die geval waar enige teenstrydigheid ten opsigte van vertaling voorkom, sal die Engelse weergawe van die advertensie geld.

SLEGS HARDEKOPIE AANSOEKE SAL AANVAAR WORD

- 'n APARTE AANSOEKVORM MOET VIR ELKE POS VOLTOOI WORD
- Dui duidelik op die aansoekvorm aan vir watter pos u aansoek doen
- Aansoekvorms is beskikbaar op die munisipale webtuiste (www.mosselbay.gov.za) of by die Mosselbaai Munisipaliteit se Menslike Hulpbronne- afdeling ((Ou Kragstasie-gebou, Santosstrand, Mosselbaai).
- **Slegs hardekopie-aansoeke sal aanvaar word** (elektroniese aansoeke sal nie oorweeg word nie)
- **Hardekopie-aansoeke moet in die verwante aansoekhouers** by die volgende munisipale kantore geplaas word: Herbertsdale / Friemersheim / Groot Brakrivier / Hartenbos / Mosselbaai (MH Gebou).

SEKRETARESSE

VEREISTES

- Graad 12 (NKR Vlak 4)
- Rekenaargeletterd (MS Office toepassings)
- 2 tot 5 jaar toepaslike ondervinding
- Vlot in ten minste 2 van die 3 amptelike tale van die Wes-Kaap
- Goeie organisatoriese en interpersoonlike vaardighede
- Vermoë om onafhanklik en met vertroulike inligting te werk
- Goeie tikvaardighede
- Verwante NKR 5 kwalifikasie sal 'n voordeel wees

BEVOEGDHEDE

- Identifiseer probleme in prosesse
- Demonstreer effektiewe mondelinge en geskrewe kommunikasievaardighede
- Professioneel in interaksie met algemene publiek en belanghebbendes
- Sit werk uiteen op n goed-beplande en georganiseerde wyse

INBELSENTRUM KLERK

VEREISTES

- Graad 12 (NKR Vlak 4)
- Minimum van 0 tot 2 jaar verwante ondervinding
- Rekenaargeletterd (MS Office toepassings)
- Vlot in ten minste 2 van die 3 amptelike tale van die Wes-Kaap
- Vereiste om na-ure en nagskifte soos per rooster te werk
- Vlot in 'n 3^{de} taal sal 'n voordeel wees
- Inbelsentrum of Kliëntediens ondervinding sal 'n voordeel wees

BEVOEGDHEDE

- Bevestig/verduidelik begrip van instruksies
- Gaan werk na vir foute/weglatings voor indiening
- Interaksie met verskeie belanghebbendes
- Beantwoord basiese vrae vriendelik en hulpvaardig
- Volg prosedures soos voorgeskryf in beleide/standaard operasionele prosedures

BIBLIOTEEKHULP (*Mosselbaai, Hartenbos, Greenhaven, Ellen van Rensburg, Friemersheim, Herbertsdale, Ruiterbos, Toekoms, Sonskynvallei, Brandwag, Buisplaas, Thusong, D'Almeida, KwaNongqaba*)

VEREISTES

- Graad 12 (NKR Vlak 4)
- 0 tot 2 jaar verwante ondervinding
- Rekenaargeletterd (MS Office toepassings)
- Vermoë om ±20 kg te dra (boeke)
- Goeie kommunikasie en interpersoonlike vaardighede
- Ondervinding in 'n soortgelyke omgewing sal 'n voordeel wees

BEVOEGDHEDE

- Los basiese probleme op
- Demonstreer effektiewe mondelinge en geskrewe kommunikasie
- Kommunikeer effektief met kollegas en kliënte

BIBLIOTEEKASSISTENT (*Mosselbaai, Hartenbos, Greenhaven, Ellen van Rensburg, Friemersheim, Herbertsdale, Ruiterbos, Toekoms, Sonskynvallei, Brandwag, Buisplaas, Thusong, D'Almeida, Kwanongqaba*)

VEREISTES

- Graad 12 (NKR Vlak 4)
- Rekenaargeletterd (MS Office toepassings)
- 0 tot 1 jaar ondervindingskennis van openbare biblioteke
- Vermoë om gewig van ±20 kg te dra (boeke)
- Goeie kommunikasie en interpersoonlike vaardighede

BEVOEGDHEDE

- Vermoë om die Dewey/Slims stelsel en alfabet korrek te gebruik
- Toon 'n aktiewe belangstelling in lees en 'n algemene kennis van verskeie onderwerpe
- Demonstreer effektiewe mondelinge en geskrewe kommunikasie

SKAKELBORDOPERATEUR

VEREISTES

- Graad 12 (NKR Vlak 4)
- 0 tot 2 jaar ondervinding
- Rekenaargeletterd (MS Office toepassings)
- Vlot in ten minste 2 van die 3 amptelike tale van die Wes-Kaap
- Goeie kommunikasie en menseverhouding vaardighede
- Vermoë om onder druk te werk
- Inbelsentrum of Kliëntediens ondervinding sal 'n voordeel wees
- Vlot in 'n 3^{de} taal sal 'n voordeel wees

BEVOEGDHEDE

- Los basiese probleme aard op
- Demonstreer effektiewe mondelinge en geskrewe kommunikasie
- Kommunikeer effektief met kollegas en kliënte

KASSIERE (FINANSIËLE DIENSTE)

VEREISTES

- Graad 12 met Rekeningkunde of Wiskunde as 'n vak (NKR Vlak 4)
- Rekenaargeletterd (MS Office toepassings)
- 2 tot 5 jaar verwante ondervinding
- Vlot in ten minste 2 van die 3 amptelike tale van die Wes-Kaap
- Goeie kommunikasie en interpersoonlike vaardighede

BEVOEGDHEDE

- Identifiseer probleme in prosesse
- Demonstreer effektiewe mondelinge en geskrewe kommunikasie
- Professioneel tydens interaksie met algemene publiek en belanghebbendes
- Sit werk uiteen op 'n goed beplande en georganiseerde wyse

KLERK (FINANSIËLE DIENSTE)

VEREISTES

- Graad 12 met Rekeningkunde as 'n vak (NKR Vlak 4)
- Rekenaargeletterd (MS Office toepassings)
- 2 tot 5 jaar verwante ondervinding
- Vlot in ten minste 2 van die 3 amptelike tale van die Wes-Kaap
- Goeie kommunikasie en interpersoonlike vaardighede

BEVOEGDHEDE

- Identifiseer probleme in prosesse
- Demonstreer effektiewe mondelinge en geskrewe kommunikasie
- Professioneel tydens interaksie met algemene publiek en belanghebbendes
- Sit werk uiteen op 'n goed beplande en georganiseerde wyse

KLERK (BATEBESTUUR)

VEREISTES

- Graad 12 met Rekeningkunde as 'n vak (NKR Vlak 4)
- Rekenaargeletterd (MS Office toepassings)
- 0 tot 2 jaar verwante ondervinding
- Vlot in ten minste 2 van die 3 amptelike tale van die Wes-Kaap
- Geldige Kode B Bestuurderslisensie (handrat voertuig)

BEVOEGDHEDE

- Los probleme van basiese aard op
- Demonstreer effektiewe mondelinge en geskrewe kommunikasie
- Kommunikeer effektief met kollegas en kliënte
- Datavaslegging op spesifieke toepassings
- Beplan take op 'n daaglikse basis volgens 'n vasgestelde skedule

INLIGTING & KOMMUNIKASIE TEGNOLOGIE (IKT) ASSISTENT

VEREISTES

- Graad 12 (NKR Vlak 4)
- Uitstekende rekenaargeletterdheidsvaardigheid in Windows 11 en MS Office toepassings
- 2 tot 5 jaar verwante ondervinding verkieslik as IT Tegnikus en in tafelrekenaar ondersteuning
- Vlot in ten minste 2 van die 3 amptelike tale van die Wes-Kaap
- Goeie organisatoriese en interpersoonlike vaardighede
- Vermoë om onafhanklik en met vertroulike inligting te werk
- Goeie tikvaardighede
- Verwante NKR 5 kwalifikasie sal 'n voordeel wees

BEVOEGDHEDE

- Identifiseer probleme in prosesse
- Demonstreer effektiewe mondelinge en geskrewe kommunikasie
- Professioneel tydens interaksie met algemene publiek en belanghebbendes
- Sit werk uiteen op 'n goed beplande en georganiseerde wyse

KLERK (FASILITEITE)

VEREISTES

- Graad 12 (NKR Vlak 4)
- Rekenaargeletterd (MS Office toepassings)
- 2 tot 5 jaar verwante ondervinding
- Vlot in ten minste 2 van die 3 amptelike tale van die Wes-Kaap
- Geldige Kode B Bestuurderslisensie (handrat voertuig)

BEVOEGDHEDE

- Demonstreer effektiewe mondelingse en geskrewe kommunikasie
- Identifiseer probleme in prosesse
- Beplan take op 'n daaglikse basis volgens 'n vasgestelde skedkule
- Verstaan kliëntekwessies en soek inligting oor toekomstige en huidige vereistes

VERGOEDING:

R3 297,73 per maand gedurende opleidingstydperk

SLUITINGSDATUM: **.11 SEPTEMBER 2026**

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

ALGEMEEN:

- Aansoekvorms is beskikbaar op die Munisipale webtuiste (www.mosselbay.gov.za) of elektronies beskikbaar vanaf die kontakpersone hieronder vermeld.
- **Voltooide aansoeke op die amptelike aansoekvorm en vergesel deur 'n omvattende CV**, wat as vertroulik beskou sal word, mag per hand afgelewer word aan die Mosselbaai Munisipaliteit se MH Afdeling (Ou Kragstasiegebou, Santos Strand, Mosselbaai).
- **Vir interne geadverteerde en/of plaaslike poste (binne die grense van die Mosselbaai Munisipaliteit), sal slegs hardekopie aansoeke en soos as sulks aangedui in die advertensie, aanvaar word. In die geval dat dit nie spesifiseer dat slegs hardekopie aansoeke aanvaar sal word nie, kan elektroniese aansoeke vergesel deur die amptelike aansoekvorm en 'n omvattende CV (verkieslik as een gekombineerde PDF dokument) 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.**
- Neem kennis dat die verwante amptelike aansoekvorm volledig voltooi moet wees. Versuim om die volledige voltooide aansoekvorm en/of gesertifiseerde afskrifte en ander vereiste dokumentasie aan te heg, tot onmiddellike diskwalifikasie sal lei.
- Gesertifiseerde afskrifte (nie ouer as 6 maande nie) van Identiteitsdokument/Kaart, bewys van kwalifikasies en ander vereiste dokumentasie moet die CV en aansoekvorm vergesel.
- Kandidate wat vir voorafkeuring kwalifiseer (praktiese assesserings) mag daaraan onderworpe wees om 'n teoretiese en/of 'n praktiese toets, insluitend 'n bestuursvaardigheidstoets te ondergaan.
- Kandidate wie vir voorafkeuring kwalifiseer mag versoek word om die **oorspronklike** gesertifiseerde afskrifte van kwalifikasies en ander dokumentasie te voorsien.
- Suksesvolle aansoekers mag van vereis word om 'n basislyn/ingangs mediese evaluasie te ondergaan om vas te stel welke hy/sy geskik is vir diens en in dié geval sal die indiensneming onderworpe wees aan verklaarde geskiktheid.
- Verdere besonderhede is verkrygbaar by Me N de Wet, Me F Mpondo/Me C Daniels by telefoonnommer (044) - 6065000.
- Indien aansoekers nie binne 3 maande 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 en moedig persone van hierdie groepe aan om aansoek te doen.**
- **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**

**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 abaneziqu ezifanelekileyo zemfundo kwakunye namava ukuba baqeqeshwe kumacandelo awohlukeneyo kaMasipala ze bafakwe kuluhlu lwabantu bokubambela xa kuyimfuneko.

ABASEBENZI BOKUBAMBELA **(IINGQESHO ZEXESHANA)**

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

Kwimeko apho kukho khona ukungangqinelani kwinguqulelo yolwimi, inguqulelo yesiNgesi yiyo eyakudlala indima ephambili.

KUYAKWAMKELWA IIKOPI EZINGENISWE NGESANDLA NEZIYINYANI KUPHELA

- ISICELO NGASINYE KUFUNeka SIGCWALISELWE IFOMU YESICELO EYODWA ESECALENI.
- Phawula ngokucacileyo kwifomu yesicelo ukuba wenza isicelo sesiphi isithuba.
- Ifomu zesicelo ziyafumaneka kwiwebhusayithi kasodolophu (www.mosselbay.gov.za) okanye kwiSebe lezeNtlalontle kwaMasipala waseMossel Bay (kwisakhiwo esidala soMbane, eSantos Beach, eMossel Bay).
- **Kuyakwamkelwa kuphela izicelo ezingeniswe ngesandla** (izicelo ezingeniswe ngobuchwepheshe aziyi kwamkelwa).
- **Izicelo ezingeniswa ngesandla kufuneka zifakwe kwiibhokisi** ezichaphazelekayo zezicelo kwezi ofisi zikamasipala zilandelayo:
eHerbertsdale / eFriemersheim / eGroot Braka / eHartenbos / eMossel Bhayi (kwisakhiwo sakwa HR).

UNOBHALA: **IIMFUNO**

- Ibanga le-12 (NQF iNqanaba 4)
- Ulwazi ngeKhompyutha (linkqubo zika MS Office)
- Amava eminyaka emi-2 ukuya kwemi-5 kumsebenzi ongqamene nesi sithuba
- Ube ugqibelele kwiilwimi ezimbini (2) kwezintathu (3) ezisesikweni eNtshona-Kapa
- Izakhono ezigqibeleleyo zoququzelelo kunye nezoqhagamshelwano noluntu
- Ube uyakwazi ukusebenza wedwa ngokuzimeleyo ngaphandle kokulandelelwa kwaye ube usebenza ngezinto eziyimfihlo
- Izakhono ezigqibeleleyo zokuchwetheza
- Isiqu semfundo esichaphazelekayo sika NQF 5 siyakukuthethelela

UGQIBELELO/UBUCHULE:

- Ukuchonga iingxaki kwiinqkubo
- Ukubonakalisa unxibelelwano olugqibeleleyo ngentetho nangokubhaliweyo
- Ukunxibelelana kwanokuqhagamshelana ngembeko kunye noluntu gabalala kunye nabo bachaphazelekayo
- Ukucwangcisa umsebenzi ngendlela eqiqileyo kwanehlahlelweyo

UNOBHALA WEZIKO LOMNXEBA

IIMFUNO

- Ibanga le-12 (NQF iNqanaba 4)
- Ubuncinane amava onyaka omnye (0) ukuya kwemibini (2) kumsebenzi ongqamene nesi sikhundla.
- Ulwazi ngeKhompyutha (inkqubo zika MS Office)
- Ube ugqibelele kwiilwimi ezimbini (2) kwezintathu (3) ezisesikweni eNtshona-Kapa
- Kulindleke ukuba usebenze emva kweeyure zomsebenzi kwaye usebenze nasebusuku
- Ulwazi olugqibeleleyo ubuncinane kulwimi lwesithathu kuya kukuthethelela
- Amava kwiziko leminxeba kunye noNonophelo loluntu ayakukuthethelela

UGQIBELELO/UBUCHULE:

- Ukuqinisekisa/ukucacisa ukuqondakala kwemiyalelo
- Ukujonga iimpazamo/izinto ezisilelayo kumsebenzi wakho phambi kokuba uwungenise
- Ukuqhagamshelana nabo bachaphazelekayo ngokwahlukeneyo
- Ukuphendula imibuzo esisiseko ngendlela eqiqileyo kwanenoncedo
- Ukulandela iinkqubo ngohlobo ekumiselwe ngayo kwimigaqo-nkqubo/iinkqubo emazilandelwe emsebenzini

INKXASO KWITHALA LEENCWADI

(eMossel Bhayi, eHartenbos, eGreenhaven, Ellen van rensburg, eFriemersheim, eHerbertsdale, eRuiterbos, eToekomsrus, eSonskynvallei, eBrandwag, eBuisplaas, eD'Almeida, KwaNonqaba)

IIMFUNO

- Ukusombulula iingxaki ezisisiseko ngokwesimo sazo
- Ukubonakalisa unxibelelwano olugqibeleleyo ngentetho nangendlela ebhaliweyo
- Ukunxibelelana ngembeko kunye noogxa bakho kunye nabathengi

UMNCEDISI KWITHALA LEENCWADI

(eMossel Bhayi, eHartenbos, eGreenhaven, Ellen van rensburg, eFriemersheim, eHerbertsdale, eRuiterbos, eToekomsrus, eSonskynvallei, eBrandwag, eBuisplaas, eD'Almeida, KwaNonqaba)

IIMFUNO

- Ibanga le-12 (NQF iNqanaba 4)
- Ulwazi ngeKhompyutha (inkqubo zika MS Office)
- Amava aqala kwi-0 ukuya kunyaka omnye (1) olwazi ngamathala eencwadi kawonke-wonke
- Ube uyakwazi ukuphatha ubunzima obumalunga ne 20kg (iincwadi)
- Izakhono ezigqibeleleyo zonxibelelwano ngentetho nangendlela ebhaliweyo

UGQIBELELO/UBUCHULE

- Ube uyakwazi ukusebenzisa inkqubo ye Dewey/Slims kunye ne-alfabhethi ngendlela echanekileyo
- Ukubonakalisa umdla ekufundeni kwanolwazi gabalala ngezifundo ezahlukeneyo
- Ukubonakalisa unxibelelwano olugqibeleleyo ngentetho nangendlela ebhaliweyo

UMSEBENZI OWAMKELA IMINXEBA

IIMFUNO

- Ibanga le-12 (NQF iNqanaba 4)
- Amava aqala kwi-0 ukuya kwiminyaka emi-2
- Ulwazi ngeKhompyutha (linkqubo zika MS Office)
- Ulwazi olugqibeleleyo kwiilwimi ezimbini (2) kwezintathu (3) ezisesikweni eNtshona-Kapa
- Izakhono ezigqibeleleyo zonxibelelwano kunye nezoluntu
- Ube uyakwazi ukusebenza phantsi koxinzelelo
- Amava kwiziko leminxeba kunye noNonophelo loluntu ayakukuthethelela
- Ulwazi olugqibeleleyo ubuncinane kulwimi lwesithathu kuya kukuthethelela

UGQIBELELO EMSEBENZINI

- Ukusombulula iingxaki ezisisiseko ngokwesimo sazo
- Ukubonakalisa unxibelelwano olugqibeleleyo ngentetho nangendlela ebhaliweyo
- Ukunxibelelana ngembeko kunye noogxa bakho kunye nabathengi

UMAMKELI-ZIMALI (IINKONZO ZEZIMALI)

IIMFUNO

- Ibanga le-12 kunye nesifundo sobalo-zimali okanye isifundoseZibalo (NQF iNqanaba 4)
- Ulwazi ngeKhompyutha (linkqubo zika MS Office)
- Amava eminyaka emi-2 ukuya kwemi-5 kumsebenzi ofana nalo
- Ulwazi olugqibeleleyo kwiilwimi ezimbini (2) kwezintathu (3) ezisesikweni eNtshona-Kapa
- Izakhono ezigqibeleleyo zonxibelelwano kunye nezoqhagamshelwano noluntu

UGQIBELELO EMSEBENZINI

- Ukuchonga iingxaki kwiinqkubo
- Ukubonakalisa unxibelelwano olugqibeleleyo ngentetho nangokubhaliweyo
- Ukunxibelelana kwanokuqhagamshelana ngembeko kunye noluntu gabalala kunye nabo bachaphazelekayo
- Ukucwangcisa umsebenzi ngendlela eqiqileyo kwanehlahlelweyo

UNOBHALA (IINKONZO ZEZIMALI)

IIMFUNO

- Ibanga le-12 kunye neSifundo soBalo-zimali (NQF iNqanaba 4)
- Ulwazi ngeKhompyutha (linkqubo zika MS Office)
- Amava eminyaka emi-2 ukuya kwemi-5 kumsebenzi ofana nalo
- Ulwazi olugqibeleleyo kwiilwimi ezimbini (2) kwezintathu (3) ezisesikweni eNtshona-Kapa
- Izakhono ezigqibeleleyo zonxibelelwano nezoqhagamshelwano noluntu

UGQIBELELO EMSEBENZINI

- Ukuchonga iingxaki kwiinkqubo
- Ukubonakalisa unxibelelwano olugqibeleleyo ngentetho nangokubhaliweyo
- Ukunxibelelana kwanokuqhagamshelana ngembeko kunye noluntu gabalala kunye nabo bachaphazelekayo
- Ukucwangcisa umsebenzi ngendlela eqiqileyo kwanehlahlelweyo

UNOBHALA(KWIZINTO EZINEXABISO)

IIMFUNO/OKULNDELEKILEYO:

- Ibanga le-12 elibandakanya Isifundo sokuBala iimali (NQF iNqanaba 4)
- Ulwazi ngeKhompyutha (iInkqubo zika MS Office)
- Amava aqala ku 0 ukuya kwiminyaka emi-2 kumsebenzi onjengalo
- ulwazi oluphangaleleyo kwiilwimi ezimbini (2) kwezintathu (3) ezisesikweni eNtshona-Kapa
- Impepha-mvume zokuqhuba zeSigaba B (Kwisithuthi esitshintshwayo)

UGQIBELELO/OKUFUNeka UKWAZI UKUKWENZA

- Ukusombulula iingxaki ezikwimeko esisiseko/eziqhelekileyo
- Ukubonakalisa unxibelelwano olugqibeleleyo nolufezekileyo ngentetho nangendlela ebhaliweyo
- Ukunxibelelana ngembeko kunye noogxa bakho osebenza nabo kunye nabathengi
- Ukufaka iingcombolo kwizicelo ezithile
- Ukucwangcisa imisebenzi yemihla ngemihla ngokungqamene nesihlomelo esimiselweyo semisebenzi

UMNCEDISI KUBUCHWEPHESHE BOLWAZI KUNYE NONXIBELELWANO (ICT)

IIMFUNO

- Ibanga le-12 (NQF iNqanaba 4)
- Izakhono ezigqibeleleyo kwikhompyutha kwinkqubo ka Windowa 11 kunye no MS Office
- Amava eminyaka emi-2 ukuya kwemi-5 ngokukhethekileyo kubuNgcali be IT kwakunye nenxaso kwiinkqubo zekhompyutha
- Ulwazi olugqibeleleyo kwiilwimi ezimbini (2) kwezintathu (3) ezisesikweni eNtshona-Kapa
- Izakhono ezigqibeleleyo zoququzelelo kunye nezoqhagamshelwano noluntu
- Ube uyakwazi ukusebenza uwedwa ngaphandle kokulandelelwa kwaye usebenze ngezinto eziyimfihlo
- Izakhono ezigqibeleleyo zokuchwetheza
- Isiqu semfundo esichaphazelekayo sika NQF 5 siya kukuthethelela

UNOBHALA (AMAZIKO)

IIMFUNO / OKULINDELEKILEYO

- Ibanga le-12 (NQF iNqanaba 4)
- Ulwazi ngeNgqondo-mtshini (iKhompyutha) {inkqubo zika MS Office
- Amava eminyaka emi-2 ukuya kwemi-5 kumsebenzi ongqamene nesi sithuba
- Ulwazi olugqibeleleyo kwiilwimi ezimbini (2) kwezintathu (3) ezisesikweni eNtshona-Kapa
- Impepha-mvume zokuqhuba zeSigaba B (kwisithuthi esitshintshwayo).

UGQIBELELO OLUYIMFUNeko

- Ukubonakalisa unxibelelwano olufezekileyo ngentetho nangendlela ebhaliweyo
- Ukuwazi ukuchonga iingxaki kwiinkqubo
- Ukucwangcisa imisebenzi yemihla-ngemihla ngokungqamene nesihlomelo esimiselweyo
- Ukuyiqonda imibandela yabathengi kwanokufuna ulwazi malunga neemfuno zangoku kunye nezexesha elizayo.

UMVUZO:

R3 297,73 ngenyanga ngexesha loqeqesho

UMHLA WOKUVALA: 11 SEPTEMBER 2026

(Izicelo ezingeniswe emva ko 13h00 aziyi kwamkelwa)

GABALALA:

- lifomu zokwenza isicelo ziyafumaneka kwikhasi lothungelwano likaMasipala apha (www.mosselbay.gov.za) okanye ngendlela yobuchwepheshe kubantu boqhagamshelo abachazwe apha gezantsi.
- **Izicelo ezenziwe ngendlela ebhaliweyo kwifomu esesikweni nekhathshwa yiCV**, neyakuthatyathwa njengeyimfihlo, zingangeniswa ngesandla kwicandelo leNgqesho likaMasipala (HR) (kwisakhiwo esidala seSitishi Sombane, eSantos Beach, eMossel Bhayi).
- **Kwizicelo ezipapashwe ngaphakathi okanye kwalapha ekuhlaleni (phakathi kwemida kaMasipala wase Mossel Bhayi), kuphela zizicelo ezingeniswe ngesandla eziyakwamkelwa xa kuphawulwe njalo kwisipapasho. Kwiimeko apho isithuba singacacisanga khona ukuba ziikopi zoqobo kuphela eziyakwamkelwa xa kungeniswa izicelo, izicelo ezenziwe ngoBuchwepheshe ezikhathshwa yifomu esesikweni kunye neCV (ngokukhethekileyo zibe luxwebhu olunye oluyi PDF) zingathunyelwa nge-imeyili apha: admin@mosselbay.gov.za, Le miqathango isisinyanzelo kwaye ukuba uye wasilela ukuyithobela kuyakukhokelela ekukhatyweni kwesicelo somenzi-sicelo.**
- Qwalasela ukuba le fom u isesikweni kufuneka igcwaliswe ngokupheleleyo. Ukungangenisi le fom ichaziweyo okanye ungancamathiseli iikopi eziqinisekisiweyo kunye namaxwebhu ayimfuneko, kuya kukhokelela ekukhatyweni kwesicelo sakho.
- Iikopi zoqobo eziqinisekisiweyo (ezingadlulanga kwiinyanga ezi-6 ziqinisekisiwe) okanye ubungqina beziqu zemfundo kufuneka zihambe ne CV kunye nefomu yokwenza isicelo.
- Abenzi-zicelo abafanelekileyo ukuba bafakwe phantsi kwenkqubo yovavanyo (uvavanyo lokwenza umsebenzi ngezandla) basenokulindeleka ukuba benze uvavanyo ngentetho okanye uvavanyo olwenziwa ngezandla, kubandakanya uvavanyo lwezakhono zokuqhuba.
- Abenzi-zicelo abathe baphumelela ukuba benziwe basenokucelwa ukuba bangenise iikopi **zoqobo** eziqinisekisiweyo zeziqu zemfundo kunye namanye amaxwebhu ayimfuneko
- Abenzi-zicelo abathe baphumelela basenokucelwa ukuba benziwe uvavanyo lonyango ukuqinisekisa ukuba ingaba bakulungele na ukusebenza, ze kwimeko enjalo kuyakuxhomekeka kuye umenzi-sicelo ukuba ingaba ukulungele ukusebenza kusinina.
- Iingombolo ezithe vetshe ziyafumaneka ku Nkskz N De Wet okanye uNkskz F Mpondo / uNkskz C Daniels kule nombolo yomnxeba (044) – 6065000.
- Ukuba abenzi-zicelo abakhange baqhagamshelwe kwisithuba esiphakathi kweenyanga ezi-3 ukusukela kumhla wokuvala, bangathabatha ukuba izicelo zabo aziphumelelanga.
- **UMasipala wase Mossel Bhayi uzibophelele ekuthobeleni iimfuno zoMthetho weNgqesho Ngokulinganayo, Nombolo 55 ka 1998, ngenjongo yokuxhamlisa abo bebekade behlelelekile kunye nabakhubazekileyo.**
- **Nangona kungakho nalo naluphina ummelo, akukho sivumelwano sengqesho siyakusebenza phambi kokuba isinikezelo esibhaliweyo nesivela kumasipala, sibe samkelwe, ngumenzi-sicelo.**

MNU C PUREN

UMPHATHI KAMASIPALA