

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

**SENIOR PROCESS OPERATOR:**  
**WATER TREATMENT**  
**(INFRASTRUCTURE SERVICES)**  
**HARTENBOS**  
**PERMANENT APPOINTMENT**

**APPLICANTS RESIDING WITHIN THE MOSSEL BAY MUNICIPAL BOUNDARIES MAY  
RECEIVE PREFERENCE**

**ONLY HARD COPY APPLICATIONS WILL BE ACCEPTED**

**REQUIREMENTS**

(Relevant proof / documentation and relevant completed application form must accompany application. No late submissions will be accepted)

- Grade 12 (NQF 4)
- Valid Code B driver's license (manual vehicle)
- Proficient in at least 2 of the 3 official languages of the Western Cape
- Required to work outside normal working hours during emergencies and planned overtime
- Physically fit and able bodied
- Minimum of 1- 2 years' relevant experience

**PREFERRED REQUIREMENTS**

- Grade 12 (NQF Level 4) with Mathematics and Science

**COMPETENCIES REQUIRED**

**Core Professional Competencies:**

- Able to work independently
- Able to prioritise work tasks and execute them effectively
- Able to compare basic information

**Functional Competencies:**

- Ensures that all details of tasks are completed
- Able to identify basic issues pertaining to process technology and equipment
- Is aware of factors that may negatively impact the completion of a job

**Public Service Orientation:**

- Able to understand basic verbal instructions from supervisors and colleagues
- Shows commitment to excellence and quality
- Works well with others

**Personal Competencies:**

- Driven to meet deadlines
- Accepts criticism about performance while maintaining work standards
- Willingness to learn and acquire knowledge

## **KEY PERFORMANCE AREAS**

- Ensure that optimum operating functionality is maintained at plant
- Ensure process outcomes comply with standards and prescribed functions
- Communicate with immediate superior on plant condition, performance and outcomes
- Clean operating units and attend to the disposal of waste by clearing and unblocking inlets, outlets, valves, filters and connections
- Trim/mow lawn and shrubs, and remove overgrown vegetation using hand-held tools and petrol-driven mowers/trimmers
- Provide support at worksites in order to ensure that uninterrupted workflow patterns are maintained, and tasks are completed within timeframes
- Interaction with colleagues, supervisor and other sections to assist, advise and convey information
- Assists with loading and offloading of chemicals
- Informal reporting

## **SALARY SCALE:**

**All-inclusive total package of ± R194 981.93 – R237 337.62 per annum. Benefits eg. medical aid scheme, pension fund, group life scheme, 13<sup>th</sup> cheque included.**

**BASIC SALARY: R124 462.44 – R156 993.96 per annum (T4)**

**CLOSING DATE: 15 DECEMBER 2023**

**(No applications received after 13h00 will be accepted)**

## **GENERAL:**

- Application forms are available on the Municipal website ([www.mosselbay.gov.za](http://www.mosselbay.gov.za)) or electronically available from the contact persons mentioned hereunder.
- **Applications in writing 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. 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](mailto: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 will lead to immediate disqualification.
- Original certified copies (not older than 6 months) of proof of qualifications and other required documentation must accompany the CV and application form.
- Candidates who qualify for pre-screening may be subjected and required to undergo a theoretical and/or practical test, including a driving skills test.
- Candidates qualifying for pre-screening (practical assessments) who applied electronically must provide the **original** certified copies of qualifications and other required documentation on or before the date of the practical test.
- Further details are obtainable from Ms N De Wet or Ms F Mpondo 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, for the advancement of previously disadvantaged and disabled persons, and therefore encourage 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.**

**MR. C PUREN  
MUNICIPAL MANAGER**

**MOSSELBAAI MUNISIPALITEIT**  
Mosselbaai Munisipaliteit, 'n werkgewer verbind tot gelyke indiensneming nooi  
persone om vir die ondergemelde vakature aansoek te doen

**SENIOR PROSESOPERATEUR:**  
**WATERBEHANDELING**  
**(INFRASTRUKTUUR DIENSTE)**  
**HARTENBOS**  
**PERMANENTE AANSTELLING**

**AANSOEKERS WOONAGTIG BINNE DIE MOSSELBAAI MUNISIPALE GRENSE MAG  
VOORKEUR ONTVANG**

**SLEGS HARDE KOPIE AANSOEKE SAL AANVAAR WORD**

**VEREISTES**

(Verwante bewys / dokumentasie en verwante voltooide aansoekvorm moet aansoek vergesel. Geen  
laat indienings sal aanvaar word nie)

- Graad 12 (NKR 4)
- Geldige Kode B Bestuurderslisensie (handrat voertuig)
- Vlot in ten minste 2 van die 3 amptelike tale van die Wes-Kaap
- Vereiste om buite normale werksure gedurende noodgevalle en beplande oortyd te werk
- Fisies fiks en liggaamlik geskik
- Minimum 1- 2 jaar verwante ondervinding

**VOORKEUR VEREISTES**

- Graad 12 (NKR Vlakt 4) met Wiskunde en Wetenskap

**VEREISTE BEVOEGDHEDE**

**Kern Professionele Bevoegdhe:**

- In staat om onafhanklik te werk
- In staat om werkstake te prioritiseer en effektief uit te voer
- In staat om basiese inligting op te stel

**Funksionele Bevoegdhe:**

- Verseker dat alle besonderhede van take voltooi is
- In staat om basiese kwessies met betrekking tot prosestechnologie en toerusting te identifiseer
- Is bewus van faktore wat die voltooiing van 'n taak negatief mag impakteer

**Publiekediens Oriëntasie:**

- In staat om basiese mondeling instruksies van toesighouers en kollegas te verstaan
- Toon verbintenis tot uitstekendheid en kwaliteit
- Werk goed saam met ander

**Persoonlike Bevoegdhe:**

- Gedrewe om spertye te haal
- Aanvaar kritiek oor prestasie terwyl werkstandaarde behou word by aanleg
- Bereidwilligheid om te leer en kennis te bekom

## **SLEUTEL PRESTASIE AREAS**

- Verseker dat optimale werk funksionaliteit behou word
- Verseker prosesuitkomst voldoen aan standaard en voorgeskrewe funksies
- Kommunikeer met onmiddellike hoof oor aanlegtoestande, prestasie en uitkomst
- Skoonmaak van operasionele eenhede en skenk aandag aan die wegdoening van afval deur skoonmaak en oopmaak van inlate, uitlate, kleppe, filters en konneksies
- Sny grasperke en struik en verwyder oorgroei plantegroei met gebruik van handgereedskap en petrol-aangedrewe grassnyers/randsnyers
- Voorsien ondersteuning by werkspersele om te verseker dat ononderbroke werksvloeioptrone behou word en take binne tydrame voltooi word
- Interaksie met kollegas, toesighouer en ander afdelings om bystand te verleen, te adviseer en inligting oor te dra
- Verleen bystand met laai en aflaai van chemikalië
- Informele verslagdoening

## **SALARISKAAL:**

**Alles-insluitende totale pakket van ±R194 981.93 – R237 337.62 per jaar. Voordele bv. mediesefondsskema pensioenfonds, groeplewensskema, 13<sup>de</sup> tjem ingesluit.**

**BASIESE SALARIS: R124 462.44 – R156 993.96 per jaar (T4)**

**SLUITINGSDATUM: 15 DESEMBER 2023**

**(Geen aansoek ontvang na 13h00 sal aanvaar word nie)**

## **ALGEMEEN:**

- Aansoekvorms is beskikbaar op die Munisipale web-tuiste ([www.mosselbay.gov.za](http://www.mosselbay.gov.za)) of elektronies beskikbaar van die kontakpersone hieronder genoem.
- **Skriftelike aansoek op die amptelike aansoekvorm tesame met 'n omvattende CV** wat as vertroulik beskou sal word, kan per hand afgelewer word by die Mosselbaai Munisipaliteit MH afdeling (Ou Kragstasiegebou, Santos Strand, Mosselbaai). Vir poste wat intern en/of plaaslik geadverteer word (binne die grense van die Mosselbaai Munisipaliteit), sal slegs hardekopie aansoek aanvaar word. **Elektroniese aansoek vergesel deur die amptelike aansoekvorm en 'n omvattende CV (Verkieslik as een gekombineerde PDF dokument) kan per e-pos gestuur word aan [admin@mosselbay.gov.za](mailto:admin@mosselbay.gov.za).** Hierdie voorwaardes is verpligtend en **versuim om te voldoen sal outomaties tot die diskwalifikasie van die aansoeker lei.**
- Neem kennis dat die verwante amptelike aansoekvorm ten volle voltooi moet wees. Versuim om die voltooide aansoekvorm en/of kopië en ander vereiste dokumentasie aan te heg, tot onmiddellike diskwalifikasie sal lei.
- Oorspronklike gesertifiseerde kopië (nie ouer as 6 maande nie) of bewys van kwalifikasies en ander vereiste dokumentasie moet die CV en aansoekvorm vergesel.
- Kandidate wie vir voorafkeuring kwalifiseer mag onderworpe wees en van vereis word om 'n teoretiese en/of praktiese toets, insluitend 'n bestuursvaardigheidstoets te ondergaan.
- Kortlyskandidate wie vir vooraf-keuring kwalifiseer (praktiese assessering) 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.
- Verdere besonderhede is verkrygbaar by Me N De Wet of Me F Mpondo 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 Gelyke Indiensneming, Nr. 55 van 1998, vir die bevordering van voorheen benadeelde en gestremde persone en bemoedig dus persone van hierdie groepe 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 BESTURDER

**UMASIPALA WASE MOSSEL BHAYI**  
UMasipala wase Mossel Bhayi, njengomqeshi ozibopheleleyo kwingqesho ngokulinganayo,  
umema abantu ukuba benze izicelo zesi sithuba somsebenzi silandelayo

**UMLAWULI OPHEZULU WENKQUBO:**  
**UHLANJULULO LWAMANZI**  
**(IINKONZO ZEZISEKO)**  
**E-HARTENBOS**  
**INGQESHO ESISIGXINA**

**(ABENZI-ZICELO ABAHLALA PHAKATHI KWEMIDA KAMASIPALA WASE**  
**MOSSEL BHAYI BASENOKUQWALASELWA KUQALA**  
**KUPHELA ZIZICELO EZINGENISWE NGESANDLA EZIYA KWAMKELWA**

**IIMFUNO/OKULINDELEKILEYO**

(Ubungqina obufanelekileyo / amaxwebhu afanelekileyo kunye nefomu egcwalisiweyo yokwenza isicelo kufuneka ahambe nesicelo sakho)

- Ibanga le-12 (NQF iSibaga 4)
- limpepha-mvume zokuqhuba zeSigaba B (kwisithuthi esitshintshwa igiya)
- Ulwazi olugqibeleleyo kwiilwimi ezimbini (2) kwezintathu (3) ezisesikweni eNtshona-Kapa
- Kulindeleke ukuba usebenze ixesha elingaphaya kweeyure zesiqhelo zomsebenzi ngexesha lonxunguphalo kwakunye nexesha elicwangcisiweyo elongezelelweyo.
- Ube womelele ngokwasemzimbeni kwaye ungakhubazeki
- Ubuncinane amava onyaka omnye (1) ukuya kwemibini (2) kumsebenzi ongqamene nesi sikhundla.

**IIMFUNO EZIKHETHEKILEYO**

- Ibanga le-12 (NQF 4) nesifundo seZibalo kunye neNzululwazi

**UBUCHULE OBUYIMFUNO**

**Ubuchule obungqamene nolwazi lomsebenzi:**

- UBe uyakwazi ukusebenza wedwa ngaphandle kokulandelelwa
- Ube uyakwazi ukuhlenga-hlengisa imisebenzi kwaye uyenze ngokugqibeleleyo
- Ube uyakwazi ukukhuphela ulwazi olusisiseko ngokucacileyo

**Ubuchule ngokungqamene nomsebenzi:**

- Ukuqinisekisa ukub zonke iingcombolo zemisebenzi zenziwa zigqitywe
- Ube uyakwazi ukuchonga imibandela esisiseko emalunga nezixhobo zobuchwepheshe kunye nezixhobo
- Ube uyaziqonda izinto ezinokubangela impembelelo egwenxa ekuqakunjelweni komsebenzi

**Uqhelwaniso neNkonzo kaRhulumente:**

- Ube uyakwazi ukuyiqonda imiyalelo esisiseko eyenziwa ngomlomo esuka kumphathi wakho nakoogxa bakho
- Ukubonakalia ukuzinikela kugqibelelo nakumgangatho omhle womsebenzi

- Ukuba nobudlelwane obuhle kunye nabanye

### **Ugqibelelo wena ubuqu:**

- Ukuziqhuba wena uuqu khon'ukuze ufikelele kumaxesha amiselwe umsebenzi
- Ukwamkela ukugxekwa ngomsebenzi wakho ekubeni wena ugcine imigangatho efanelekileyo yomsebenzi
- Ube uzimisele ukufunda khon'ukuze ufumane ulwazi ngakumbi

### **IINDIMA EZIPHAMBILI ZOMSEBENZI**

- Ukuqinisekisa ukuba elona nqanaba liphezulu lokwenziwa komsebenzi liyagcinwa
- Ukuqinisekisa iziphumo zenkqubo zihambelana nemigangatho kunye nemisebenzi emiselweyo
- Ukunxibelelana nomphathi wakho malunga nesimo seziko lomsebenzi, umsebenzi kwakunye neziphumo zomsebenzi
- Ukucoca izixhobo zokusebenza kwaye uqwalasele nokulahlwa kwenkukuma ngokucoca kwanokuvula imibhobho evalekileyo, ivalvu kunye nokhula, kwaye ususe nohlaza oluzikhulelayo nolungeyomfuneko usebenzisa izixhobo eziphathwa ngezandla kwakunye nezisiki-ngca ezisebenzisa amafutha enmqwelo-mafutha (ipetroli)
- Ukunikezela inkxaso kwiindwo ekusetyenzwa kuzo ngenjongo yokuqinisekisa ukuba akukho phazamiseko xa kusenziwa umsebenzi, kwaye nemisebenzi ibe iyagqityezelwa kwisithuba sexesha elimiselweyo
- Ukunxibelelana noogxa bakho, umphathi kunye namanye amacandelo ekuncediseni, ekucebiseni nasekugqithiseni ulwazi
- Ukuncedisa ekukhwelisweni nasekothulweni kwamachiza (iikhemikhali)

### **UMLINGANISELO WOMVUZO:**

**Umgodlo uwonke omalunga ne ±R194 981.93 – R237 337.62 ngonyaka. Iziboneleo ezifana noNcedo Lonyango, i-Inshorensi yomqeshi, ingxowa-mali yomhlala-phantsi, iBhonasi, zibandakanyiwe apha.**

**UMVUZO OSISISEKO: R124 462.44 – R156 993.96 ngonyaka (T4)**

**UMHLA WOKUVALA: 15 DECEMBER 2023**

**(Izicelo ezifunyenwe emva ko 13h00 aziyi kwamkelwa)**

### **GABALALA:**

- lifomu zokwenza isicelo ziyafumaneka kwikhasi lothungelwano likaMasipala apha ([www.mosselbay.gov.za](http://www.mosselbay.gov.za)) okanye ngendlela yobuchwepheshe kubantu boqhagamshelo abachazwe apha gezantsi'
- **Izicelo ezenziwe ngendlela ebhaliweyo kwifomu esesikweni nekhatshwa yiCV**, neyakhathiyathwa 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 izicelo ezingeniswe ngesandla eziyakwamkwelwa. Izicelo ezenziwe ngoBuchwepheshe ezikhathshwa yifomu esesikweni kunye neCV (ngokukhethekileyo zibe luxwebhu olunye oluyi PDF) zingathunyelwa nge-imeyile apha: [admin@mosselbay.gov.za](mailto:admin@mosselbay.gov.za).** Le miqathango isisinyanzelo kwaye **ukuba uye wasilela ukuyithobela kuyakukhokelela ekukhatyweni kwesicelo somenzi-sicelo.**
- Qwalasela ukuba le fomu isesikweni kufuneka igcwaliswe ngokupheleleyo. Ukungangenisi le fomu ichaziweyo okanye ungancamathiseli iikopi eziqinisekisiweyo kunye namaxwebhu ayimfuneko, kuya kukhokelela ekukhatyweni kwesicelo sakho.
- Iikopi zoqobo eziqinisekisiweyo (ezingadlulanga kwiinyanga ezi-6 ziqinisekisiwe) okanye ubungqina bezique zemfundo kufuneka zihambe ne CV kunye nefomu yokwenza isicelo.
- Abagqatswa abafanelekileyo ukuba bafakwe phantsi kwenkqubo yovavanyo basenokulindeleka ukuba benze uvavanyo ngengetho okanye uvavanyo olwenziwa ngezandla, kubandakanya uvavanyo lwezakhono zokuqhuba.

- Abagqatswa abathe baphumelela ukuba benziwe uvavanyo (uvavanyo lwezandla) abathe benza izicelo ngobuchwepheshe kufuneka bangenise iikopi **zoqobo** eziqinisekisiweyo zeziqo zemfundo kunye namanye amaxwebhu ayimfuneko, kufuneka zonke ezi zingeniswe phambi komhla wovavanyo lokwenza ngezandla.
- Iingombolo ezithe vetshe ziyafumaneka ku Nkskz N De Wet okanye uNKSZ F Mpondo kule nombolo yomnxeba (044) – 6065000.
- Ukuba abenzi-zicelo abakhange baqagamshelwe 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 behlelekile kunye nabakhubazekileyo ikhaye ke ngoko bakhuthaze abantu abasuka kula maqela ukuba bafake izicelo.**
- *Nangona kungakho nalo naluphina ummelo, akukho sivumelwano sengqesho siyakusebenza phambi kokuba isinikezelo esibhaliweyo nesivela kumasipala, sibe samkelwe, ngumenzi-sicelo.*

**MNU C PUREN  
UMPHATHI KAMASIPALA**