

MOSSEL BAY MUNICIPALITY

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

INTERNSHIP PROGRAMME: CIVIL ENGINEERING (ROADS, TRANSPORT & STORMWATER) INFRASTRUCTURE SERVICES

APPLICANTS RESIDING WITHIN THE MOSSEL BAY MUNICIPAL BOUNDARIES SHALL RECEIVE PREFERENCE

ONLY HARDCOPY APPLICATIONS WILL BE ACCEPTED

Mossel Bay Municipality is offering opportunities to unemployed South African graduates from Higher Education institutions who have completed a three- (3) year Degree or National Diploma in Civil Engineering or related field and who are seeking work experience related to the field of study completed.

REQUIREMENTS

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

- National Diploma or Degree (minimum NQF Level 6 Qualification) in Civil Engineering or related field (**must be in possession of completed qualification at date of application**)
- **Must be in possession of a valid Code B driver's license (manual vehicle)**
- Fluent in at least two (2) of the three (3) official languages of the Western Cape
- Computer literate (MS Office applications)
- Applicants must have met the academic requirements for the advertised field of study/discipline and should not previously have been employed as an Intern in the Public Sector
- Must be willing to work overtime
- Must be willing to work with labour intensive construction workers/teams (LIC/EPWP)
- Must be willing to work on-site on civil construction sites, in all weather conditions
- Required to perform construction monitoring, supervision, data gathering and verification
- Required to coordinate work priorities, workers and teams
- Preference will be given to applicants submitting proof of own transportation (motor vehicle / motorbike) and willingness to use his/her own transport for site visits (Intern will be reimbursed for kilometers travelled for official purposes)

DURATION: Contractual appointment: Twelve (12) months with the option to extend the period for a further twelve (12) to twenty-four (24) months, up to a maximum of three (3) years in total.

STIPEND: R8 327.10 per month

CLOSING DATE: 17 NOVEMBER 2023
(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 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. 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 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.*

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

INTERNSKAPPROGRAM: SIVIELE INGENIEURSWESE (PAAIE, VERVOER & STORMWATER) INFRASTRUKTUURDIENSTE

(AANSOEKERS WOONAGTIG BINNE DIE GRENSE VAN MOSSELBAAI MAG VOORKEUR GENIET)
SLEGS HARDEKOPIE AANSOEKE SAL AANVAAR WORD

Mosselbaai Munisipaliteit bied geleenthede aan werklose Suid Afrikaanse gegradueerdes van Hoër Opleidingsinstutisies wie 'n drie- (3) jaar Graad of Nasionale Diploma in Siviele Ingenieurswese voltooi het en wie werksondervinding verwant aan die voltooide studieveld verlang.

VEREISTES

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

- Nasionale Diploma of Graad (minimum NQF Vlak 6 Kwalifikasie) in Siviele Ingenieurswese of verwante veld (**moet in besit wees van voltooide kwalifikasie ten tyde van aansoek wees**)
- **Moet in besit van 'n geldige Kode B Bestuurderslisensie wees (handrat voertuig)**
- Vlot in ten minste twee (2) van die drie (3) amptelike tale van die Wes-Kaap
- Rekenaargeletterd (MS Office toepassings)
- Aansoekers moet die akademiese vereistes vir die geadverteerde veld van studie/dissipline behaal het en nie voorheen as 'n Intern in die diens van die Publieke sektor as Intern in diens gewees het nie
- Moet bereid wees om oortyd te werk.
- Moet bereid wees om met arbeidsintensiewe konstruksiewerkers/spanne (LIC/EPWP) te werk
- Moet bereid wees om op perseel by siviele konstruksiepersele, in alle weerstoestande te werk
- Word verwag om konstruksie monitering, toesig, datavaslegging en verifikasie uit te voer
- Word verwag om werksprioriteite, werkers en spanne te koördineer
- Voorkeur sal gegee word aan aansoekers wat bewys van eie vervoer indien (motorvoertuig / motorfiets) en bereidwilligheid om sy/haar eie vervoer vir perseelbesoeke te gebruik (Intern sal vergoed word vir kilometers gereis vir amptelike doeleindes)

DUUR: Kontraktuele aanstelling: Twaalf (12) maande met die opsie om die tydperk vir 'n verdere twaalf (12) tot vier-en twintig (24) maande, tot en met 'n maksimum van drie (3) jaar in totaal te verleng.

STIPEND: R8 327.10 per maand

SLUITINGSDATUM: 17 NOVEMBER 2023
(Geen aansoeke ontvang na 13h00 sal aanvaar word nie)

ALGEMEEN:

ALGEMEEN:

- Aansoekvorme is beskikbaar op die Munisipale web-tuiste (www.mosselbay.gov.za) of elektronies beskikbaar van die kontakpersone hieronder genoem.

- **Skriftelike aansoeke 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 aansoeke aanvaar word. **Elektroniese aansoeke 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. 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 voltooië 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 Diensbillikheid, 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 BESTUURDER

UMASIPALA WASE MOSSEL BHAYI
UMasipala wase Mossel Bhayi, njengomqeshi ozibopheleleyo kwingqesho
ngokulinganayo, umema abantu ukuba bezne izicelo zesi sithuba sengazantsi

INKQUBO YOKUQEQESHELWA UMSEBENZI: UBUNJINELI
BOKWAKHA
(EZINDLELENI, EZOTHUTHO KUNYE NEZIKHUKHULA)
IINKONZO ZEZISEKO

(ABENZI-ZICELO ABAHLALA PHAKATHI KWEMIDA YASE MOSSEL BHAYI BAYA KUQWALASELWA
KULUHLU OLUFUTSHANE LWABAGQATSWA)

IZICELO EZINGENISWE NGESANDLA KUPHELA EZIYA KWAMKELWA

UMasipala wase Mossel Bhayi ubonelela ngamathuba kwabo bangaqeshwanga banezidanga zemfundo eMzantsi Afrika abazifumene kumaZiko eMfundo ePhakamileyo nabagqibe iziDanga zeminyaka emithathu (3) okanye iDiploma yeSizwe (NQF Umgangatho 6 okanye ngaphezulu), abafuna amava omsebenzi angqamene namanqanaba emfundo abayigqibileyo.

IIMFUNO / OKULINDELEKEILEYO

(Ifomu yesicelo kunye nobungqina obufanelekileyo / amaxwebhu kufuneka ahambe nesicelo sakho. Izicelo ezingeniswe emva komhla wokuvala aziyi kwamkelwa)

- IDiploma yeSizwe okanye isiDanga (ubuncinane uNQF iSigaba 6 somgangatho wemfundo) kubuNjineli Bokwakha okanye ibakala lemfundo elingana neli bakala (kufuneka ube unesiqu semfundo esigqityiweyo ngexesha lokwenziwa kwesicelo)
- Kufuneka ube neempepha-mvume zokuqhuba zeNqanaba B (kwisithuthi esitshintshwayo)
- Ube ugqibelele kwiilwimi ezimbini (2) kwezintathu (3) ezisesikweni eNtshona-Kapa
- Ube unolwazi ngeNgqondo-Mtshini i(Khompyutha)[linkqubo zika MS Office]
- Abenzi-zicelo kufuneka imfundo yabo ingqamane ngokupheleleyo nokulindeleke kwisithuba esipapashiweyo kwaye umenzi-sicelo abe akazange waqeshwa njengomqeqeshwa kwiCandelo likaRhulumente
- Ube uzimisele ukusebenza ixesha elongezelelweyo
- Ube uzimisele ukusebenza nabaqeshwa/amaqela asebenza umsebenzi wokwakha (LIC/EPWP)
- Ube uzimisele ukusebenza kwindawo ekwakhiwa kuyo, naphantsi kwazo zonke iimeko zezulu
- Ukuqaphela umsebenzi wokwakha, ukuphatha, nokuqokelela iingcombolo kwanokuziqinisekisa
- Ukulungelelanisa uluhlu lwemisebenzi, abasebenzi kunye namaqela emsebenzini
- Ingqwalasela ekhethekileyo iyakunikwa abenzi-zicelo abangenise ubungqina bezithuthi ezizezabo (inqwelo-mafutha / isithuthuthu) kwaye abe uzimisele ukusebenzisa isithuthu sakhe ukuhambela iindawo zomsebenzi (Umqeqeshwa uyakubuyekizwa ngeekhilomitha azihambileyo ekwenzeni imisebenzi esesikweni)

IXESHA LENGQESHO : Ingqesho yexeshana: linyanga ezilishumi elinesibini (12) phantsi kokuba lingandiswa eli xesha isithuba sezinye inyanga ezili-12 ukuya kwezingama-24, ukuya kufikelela kwiminyaka emithathu (3) iyonke.

ISIBONELELO SENTLAWULO: R8 327.10 ngenyanga

UMHLA WOKUVALA:

17 NOVEMBHA 2023

(Izicelo ezifunyenwe 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 eziyakwamkwelwa.** Izicelo ezenziwe ngoBuchwepheshe ezikhathshwa yifomu esesikweni kunye neCV (ngokukhethekileyo zibe luxwebhu olunye oluyi PDF) zingathunyelwa nge-imeyile apha: 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 ngentetho 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 zeziqumfundo kunye namanye amaxwebhu ayimfuneko, kufuneka zonke ezi zingeniswe phambi komhla wovavanyo lokwenza ngezandla.
- Iingcombolo ezithe vetshe ziyafumaneka ku Nkskz N De Wet okanye uNKSZ F Mpondo 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 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