

MOSSEL BAY MUNICIPALITY

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

ASSISTANT BUILDING INSPECTOR **(PLANNING AND ECONOMIC DEVELOPMENT)**

(APPLICANTS RESIDING WITHIN THE BOUNDARIES OF THE WESTERN CAPE WILL RECEIVE PREFERENCE)

REQUIREMENTS

(Relevant proof / documentation must accompany application)

- National Diploma in the Building Environment or equivalent NQF Level 6 Qualification
- Valid Code B driver's license
- Proof of access to a private vehicle for inspections/duties
- Computer literate (MS Office applications)
- Proficient in at least 2 of the 3 official languages of the Western Cape
- Sound interpersonal skills with the ability to stay calm in high stress situations
- Able to take initiative, act independently and to be accurate
- Knowledge of applicable legislations, regulations and policies
- Able to work in inclement weather conditions
- Must be physically fit and able-bodied
- Required to work overtime or attend meetings after normal office hours when required
- Proof of clean criminal record
- Eligible to register as a Peace Officer
- One (1) year relevant experience

PREFERRED REQUIREMENTS

- Qualified Peace Officer

KEY PERFORMANCE AREAS

- Inspect building sites and operations to ensure compliance with legislation and offer assistance to owners, contractors and professionals
- Perform preliminary, foundation, drainage, gully and other relevant inspections
- Report illegal building operations to immediate Superior
- Issue contravention notices and open court files for legal action
- Report on the state of municipal infrastructure, machinery and equipment to immediate Superior during routine inspections
- Conduct routine inspections on all non-approved building plans and issue notices for illegal building work
- Investigate and solve enquiries and complaints
- Building control administration and reports
- Liaise with inform and educate various stakeholders on municipal requirements, building regulations and relevant legislation

SALARY SCALE: R222 833.64 – R289 251.48 per annum (T9)

CLOSING DATE: 11 FEBRUARY 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. 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
- **Electronic applications may be e-mailed to admin@mosselbay.gov.za.** Successfully 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 Bouwer 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
ACTING MUNICIPAL MANAGER

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

ASSISTENT BOUINSPEKTEUR

(BEPLANNING EN EKONOMIESE ONTWIKKELING)

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

VEREISTES

(Verwante bewys / dokumentasie moet aansoek vergesel)

- Nasionale Diploma in die Bou-Omgewing of gelykstaande NKR Vlak 6 Kwalifikasie
- Geldige Kode B Bestuurderslisensie
- Bewys van toegang tot 'n private voertuig vir inspeksies/pligte
- Rekenaargeletterd (MS Office toepassings)
- Vlot in ten minste 2 van die 3 amptelike tale van die Wes-Kaap
- Sterk interpersoonlike vaardighede met die vermoë om kalm te bly in hoë stressituasies
- In staat om inisiatief te neem, onafhanklik op te tree en akkuraat te wees
- Kennis van toepaslike wetgewing, regulasies en beleide
- In staat om in gure weerstoestande te werk
- Moet fisies fiks en liggaamlik bekwaam wees
- Vereiste om oortyd te werk of vergaderings na normale kantoorure wanneer vereis word, by te woon
- Bewys van skoon kriminele rekord
- Geskik om as 'n Vredesbeampte te registreer
- Een (1) jaar verwante ondervinding

VOORKEURVEREISTES

- Gekwalifiseerde Vredesbeampte

SLEUTEL PRESTASIE AREAS

- Inspekteur bouversele en werksaamhede om voldoening aan wetgewing te verseker en bystand te verleen aan eienaars, kontrakteurs en professionele persone
- Voer voorlopige, fondasie, dreinerings, slote en ander verwante inspeksies uit
- Rapporteer onwettige bouwerksaamhede aan onmiddellike Hoof
- Reik oortredingskennisgewings uit en open hoflêers vir regsaksie
- Rapporteer oor die toestand van munisipale infrastruktuur, masjinerie en toerusting aan

- onmiddellike Hoof gedurende roetine inspeksies
- Voer roetine inspeksies uit op alle nie-goedgekeurde bouplanne en reik kennisgewings uit vir onwettige bouwerk
- Onderzoek en los navrae en klagtes op
- Boubesheeradministrasie en verslae
- Skakel met en inlig en opvoed van verskeie belanghebbendes op oor munisipale vereistes, bouregulasies en verwante wetgewing

SALARISSKAAL: R222 833.64 – R289 251.48 per jaar (T9)

SLUITINGSDATUM: 11 FEBRUARIE 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. 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 van die kontakpersone hieronder genoem. Oorspronklike gesertifiseerde kopië van bewys van kwalifikasies moet die CV vergesel.
- **Elektroniese aansoekvorms kan gestuur word aan (admin@mosselbay.gov.za).**
- Vir gelykheidsdoeleindes, dui asseblief u ras, geslag en gestremdheidstatus aan.
- Verdere besonderhede is verkrygbaar by Me N Bouwer 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.

MNR. C PUREN

WAARNEMENDE MUNISIPALE BESTUURDER

UMASIPALA WASEMOSEL BHAYI

**UMasipala waseMossel Bhayi,njengomqeshi ozibopheleleyo kwingqesho ngokulingana
umema abantu ukuba benze izicelo zesi sithuba silandelayo**

IIMFUNO / OKULINDELEKILEYO

(Ubungqina obufanelekileyo / amaxwebhu abubungqina kufuneka ahambe nesicelo sakho)

- IDiploma yeSizwe kwiBakala leZakhiwo/lokwakha okanye okulingana nemfundo ka NQF Umgangatho 6
- Iimpepha-mvume zokuqhuba zeNqanaba B
- Ubungqina bokufikelela kwisithuthi sabucala kwiinjongo zokwenza imisebenzi yokuhlola
- Ulwazi ngeKhompyutha (MS Office)
- Ube ugqibelele ukuba nolwazi kwiilwimi ezimbini (2) kwezintathu (3) ezisesikweni eNtshona-Kapa
- Izakhono ezigqibeleleyo zobudlelwane noluntu kwanokungakhawulezi ukuba nomsindo kwiimeko ezinoxinzelelo
- Ube uyakwazi ukuqala into ngokwakho, usebenze uwedwa kwaye ngokuchanekileyo
- Ulwazi lweMithetho echaphazelekayo, imigaqo kunye nemigaqo-nkqubo

- Ube uyakwazi ukusebenza phantsi kweemeko ezimaxongo zezulu
- Ube womelele ngokwasemzimbeni kwaye ubesempilweni entle ungakhubazeki
- Kulindeleke ukuba usebenze ixesha elongezelelweyo okanye uye kwiintlanganiso emva kweeyure ezisesikweni zomsebenzi xa kuyimfuneko
- Ubungqina bokuba akuzange ube nerekhodi lolwaphulo-mthetho
- Ube ungakwazi ukubhalisela ukuba liGosa loxolo
- Amava onyaka omnye (1) angqamene nalo msebenzi

IIMFUNO EZIKHETHEKILEYO

- IGosa loXolo elifanelekileyo

IINDIMA EZIPHAMBILI ZOMSEBENZI

- Ukuhlola iindawo ekwakhiwayo kuzo kunye nemisebenzi ukuqinisekisa ukuthotyelwa komthetho kwaye unikezele neknxaso kubanini, oonokotraka kunye nabo bagqibeleleyo
- Ukwenza uhlolo oluphambili lwesiqalo, kwizisekelo, kwiidreyini, kwimifula kwakunye nolunye uhlolo oluchaphazelekayo
- Ukwenza ingxelo kuMphathi wakho ngokuqhutywa kokwakhiwa ngokungekho mthethweni
- Ukukhupha izaziso/izilumkiso zolwaphulo-mthetho kwanokuvula iifayile zenkundla ukuze kuthatyathwe amanyathelo oMthetho.
- Ukwenza ingxelo ngesimo samaziko kaMasipala, oomatshini kunye nezixhobo kuMphathi wakho ngexesha lokwenza kwakho uhlolo-jikelele.
- Ukwenza uhlolo jikelele kuzo zonke izicwangciso zokwakha ezingagunyaziswanga ze ukhuphe izaziso zokuthatyathwa kwamanyathelo omthetho ngakwizakhiwo ezingekho mthethweni
- Ukuphanda nokusombulula imibuzo kunye nezikhalazo.
- Imisebenzi yolawulo lwemisebenzi yokwakha.
- Ukuqhagamshelana, ukwazisa kwanokufundisa abathabathi nxaxheba malunga neemfuno zikamasipala, imigaqo yokwakha kwakunye nemithetho echaphazelekayo

UMLINGANISELO WOMVUZO: R222 833.64 – R289 251.48 ngonyaka (T9)

UMHLA WOKUVALA: 11 FEBHUWARI 2022

(Izicelo ezifunyenwe emva kwentsimbi ye 13h00 aziyi kwamkelwa)

GABALALA:

- Abagqatswa/abenzi-zicelo abathe bafakwa kuluhlu olufutshane baya kulindeleka ukuba benze uvavanyo lomsebenzi ngezandla nangomlomo. ***Nangona kungakho nalo naluphina ummelo, akukho sivumelwano sengqesho siyakusebenza phambi kokuba esi sinikezelo sibe samkelwe ngulowo sithe samkelwa isicelo sakhe.***
- Izicelo ezibhaliweyo kwifomu esesikweni nezikhatshwayi-CV egqibeleleyo, neyakuthatyathwa njengeyimfihlo, kufuneka zingeniswe ku: The Senior Manager (Human Resources), P.O. Box 25, Mossel Bay, 6500. Le miqathango isisinyanzelo kwaye ukusilela ukuyithobela kuyakukhokelela ekukhatyweni kwesicelo sakho.
- Ifomu zezicelo ziyafumaneka kwikhasi lothungelwano likaMasipala (www.mosselbay.gov.za) okanye ungazithunyelwa nge-imeyile xa uthe waqhagamshelana nomntu ochazwe apha ngezantsi.
- Iikopi zeziqinisekiso zeziqumkaso zemfundo neziqinisekisiweyo njengeziyinyaniso kufuneka zikhaphe iCV yakho.
- Izicelo ezenziwa ngobuchwepheshe zingathunyelwa nge-imeyile ku admin@mosselbay.gov.za

- Ngesizathu sengqesho ngokulingana nceda uphawule uhlanga,ubuni kunye nokhubazeko.
- Iingcombolo ezithe vetshe ungazifumana kuNkszn N Bouwer okanye uNkszn J Ruiters kule nombolo yomnxeba (044)606 5000.
- Ukuba akufumenanga mpendulo kwisicelo sakho kwisithuba seentsuku ezingama-40,ungathabatha ukuba isicelo sakho asamkelekanga.
- uMasipala waseMossel Bhayi uzibophele kwingqesho ngokulingana kwaneemfuno zoMthetho weNgqesho ngokulingana,Nombolo 55 ka 1998, ngenjongo yokuxhamlisa abo bebekade behlelelekile ngaphambili kunye nabakhubazekileyo.

MNU C PUREN

IBAMBELA - MPHATHI KAMASIPALA