

MOSSEL BAY MUNICIPALITY

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

SENIOR HUMAN SETTLEMENTS LIAISON OFFICER:
INTEGRATED HUMAN SETTLEMENTS
(PLANNING & ECONOMIC DEVELOPMENT)

MOSSEL BAY

PERMANENT APPOINTMENT

APPLICANTS RESIDING WITHIN THE BOUNARIES OF MOSSEL BAY SHALL BE CONSIDERED
FOR THE SHORTLIST OF CANDIDATES

REQUIREMENTS

(Relevant proof / documentation must accompany application)

- Relevant 3-year tertiary qualification (NQF Level 6) in Public Administration or related field
- Minimum of 2 to 5 years' relevant experience in the Government Subsidy Housing Development environment
- Valid Code B driver's license (manual vehicle)
- Computer literate (MS Office applications)
- Proficient in at least 2 of the 3 official languages of the Western Cape
- Required to work overtime or attend meetings after normal office hours when required
- Good human relations, communication and conflict resolutions skills

COMPETENCIES REQUIRED

Core Professional Competencies:

- Able to operate within functional area without direct supervision
- Adapts communication content and style according to audience
- Understands community needs and is aware of environmental concerns
- Ensures that all communication is clear and unambiguous

Functional Competencies:

- Sets high performance standards for self and others
- Complies with budgetary requirements

Public Service Orientation:

- Professional in interaction with general public and stakeholders
- Accurately captures others' expectations, ideas and concerns
- Encourages and considers inputs of others

Personal Competencies:

- Willing to take on new challenges
- Shares information openly whilst respecting the principle of confidentiality
- Demonstrates an ability to read a situation and adapt to changing circumstances

Leadership Competencies:

- Provides a clear sense of purpose
- Recognizes the need for and provides individuals with guidance on how to handle new/difficult situations

KEY PERFORMANCE AREAS

- Coordinates the funding and administration of housing projects and basic services to informal settlements
- Facilitates housing development projects, provisioning of emergency housing after evictions and natural disasters, and the prevention of illegal occupation of land
- Coordinates activities and procedures associated with the supervision and monitoring of personnel
- Ensures that functional requirements related to community liaison are planned, aligned, and programmed to support objectives
- Liaises with relevant internal and external role players on community matters
- Promotes participation and awareness of housing initiatives and developmental programmes in communities
- Checks and circulates housing committee agendas, reports, correspondence and minutes
- Verifies information recorded on procedural forms
- Collaborates with external departments/agencies on specific issues pertaining to the implementation of upliftment and developmental plans/programmes

SALARY SCALE:

All-inclusive total package of ±R434 693.24 – R554 318.64 per annum. Benefits eg medical aid scheme, pension fund, group life scheme, 13th cheque included.

BASIC SALARY: R310 715.88 – R403 305.96 per annum (T11)

CLOSING DATE: 30 JUNE 2023

(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 F Mpondo 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**

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

SENIOR MENSLIKE NEDERSETTINGS SKAKELBEAMPTE:
GEÏNTEGREERDE MENSLIKE NEDERSETTINGS
(BEPLANNING & EKONOMIESE ONTWIKKELING)

MOSELBAAI

PERMANENTE AANSTELLING

AANSOEKERS WOONAGTIG BINNE DIE GRENSE VAN MOSELBAAI SAL VIR DIE KORTLYS VAN
KANDIDATE OORWEEG WORD

VEREISTES

(Verwante bewys / dokumentasie moet aansoek vergesel)

- Verwante 3-jaar tersiêre kwalifikasie (NKR Level 6) in Publieke Administrasie of verwante veld
- Minimum 2 tot 5 jaar verwante ondervinding in die Regering Subsidie Behuisingsontwikkeling omgewing
- Geldige Kode B Bestuurderslisensie (handrat voertuig)
- Rekenaargeletterd (MS Office toepassings)
- Vlot in ten minste 2 van die 3 amptelike tale van die Wes-Kaap
- Vereiste om oortyd te werk of vergaderings bywoon na normale kantoorure wanneer vereis word
- Goeie menslike verhoudings, kommunikasie en konflik hanteringsvaardighede

VEREISTE BEVOEGDHEDE

Kern Professionele Bevoegdheide:

- In staat om binne funksionele area sonder direkte toesig te werk
- Pas kommunikasieinhoud en styl aan volgens gehoor
- Verstaan gemeenskapsbehoefte en is bewus van omgewingsbepommernisse
- Verseker dat alle kommunikasie duidelik en ondubbelsinnig is

Funksionele Bevoegdheide:

- Stel hoë prestasiestandaarde vir self en ander
- Voldoen aan begrotingsvereistes

Publiekediens Oriëntasie:

- Professioneel in interaksie met algemene publiek en belanghebbendes
- Vang ander se verwagtinge, idees en bepommernisse akkuraat vas
- Aanmoedig en oorweeg ander se insette

Persoonlike Bevoegdheide:

- Bereid om nuwe uitdagings aan te neem
- Deel inligting openlik terwyl die beginsel van vertroulikheid gerespekteer word
- Demonstreer 'n vermoë om 'n situasie te lees en by veranderende omstandighede aan te pas

Leierskap Bevoegdheide:

- Verskaf n duidelike sin van doel
- Erken die behoefte aan, en voorsien individue met leiding oor hoe om nuwe/moeilike situasies te hanteer

SLEUTEL PRESTASIEAREAS

- Koördineer die befondsing en administrasie van behuisingsprojekte en basiese dienste aan informele nedersettings
- Fasiliteer behuisingsontwikkelingsprojekte, voorsiening van noodbehuising na uitsettings en natuurlike rampe en die voorkoming van onwettige besetting van grond
- Koördineer aktiwiteite en prosedures geassosieer met die toesig en monitor van personeel
- Verseker dat funksionele vereistes wat verband hou met gemeenskapskakeling beplan, belyn, en geprogrammeer word om-doelwitte te ondersteun
- Skakel met relevante interne en eksterne rolspelers oor gemeenskapsake
- Bevorder deelname en bewustheid van behuisingsinisiatiewe en ontwikkelingsprogramme in gemeenskappe
- Nagaan en sirkuleer behuisingskomitee agendas, verslae, korrespondensie en notule
- Verifieer inligtingvaslëgging op prosedurele vorms
- Samewerking met eksterne departemente/agentskappe oor spesifieke kwessies met betrekking tot die implementering van opheffing en ontwikkelingsplanne/programme

SALARISKAAL:

Alles-insluitende totale pakket van ±R434 693.24 – R554 318.64 per jaar. Voordele bv. mediesefondsskema, pensioenfonds, groeplewensskema, 13^{de} tjeek ingesluit.

BASIESE SALARIS: R310 715.88 – R403 305.96 per jaar (T11)

SLUITINGS DATUM: 30 JUNIE 2023

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

ALGEMEEN:

- Kortlyskandidate 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.
- Kortlyskandidate 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 F Mpondo 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
MUNISIPALE BESTUURDER**

UMASIPALA WASEMOSEL BHAYI

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

IGOSA ELIPHEZULU LOQHAGAMSHELWANO **KUZINZISO/KUHLALISO LOLUNTU:** **UHLALISO LOLUNTU OLUDITYANISIWEYO** **(UPHUHLISO LOCWANGCISO KUNYE NOQOQOSHO)**

EMOSSEL BHAYI **INGQESHO ESISIGXINA**

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

IIMFUNO / OKULINDELEKILEYO

(Ubungqina obufanelekileyo / amaxwebhu afanelekileyo kufuneka ahambe nesicelo sakho)

- Isiqu seMfundo Ephakamileyo seminyaka emithathu (3) (iNqanaba lika NQF 6) kuLawulo lukaRhulumente okanye umsebenzi okwinqanaba elifanayo
- Ubuncinane iminyaka emibini (2) ukuya kwemihlanu (5) amava angqamene nomsebenzi wenkxaso yoPhuhliso lwezindlu zikaRhulumente
- Iimpepha-mvume zokuqhuba zeNqanaba B(kwisithuthi esitshintshwa igiya)
- Ulwazi ngeNgqondo-mtshini i(Khompyutha) linkqubo zika – MS Office}
- Ube ugqibelele kwiilwimi ezimbini (2) kwezintathu (3) ezisesikweni eNtshona-Kapa
- Kulindeleke ukuba usebenze ixesha elongezeleweyo kwaye uhambele kwiindawo ezineentlanganiso emva kweeyure zomsebenzi xa kuyimfuneko
- Izakhono ezigqibeleleyo zobudlelwane babasebebzi, ezonxibelelwano kunye nezokusombulula iimbambano

OKULINDELEKE UKUBA UKWAZI UKUKWENZA

Ugqibelelo lobuganga-phambili lolwazi:

- Ube uyakwazi ukusebenza phakathi kwindawo yomsebenzi ngaphandle kokulandelelwa
- Ukulungelelanisa iziqulatho zonxibelelwano kwakunye nesimo ngokungqamene noninzi lwabantu
- Ube uyaziqonda iimfuno zoluntu kwakunye nolwazi ngeenkxalabo zendalo
- Ukuqinisekisa ukuba lonke unxibelelwano lucacile kwaye aluntsonkothanga

Ugqibelelo ngokungqamene nomsebenzi:

- Ukumisela imigangatho ephezulu yomsebenzi wakho ubuqu kwakunye nakwabanye
- Ukuzithobela iimfuno zohlahlo-lwabiwo-mali

Uqhelwaniso neNkonzo kaRhulumente:

- Ukunxibelelana ngembeko noluntu kwakunye nabo bachaphazelekayo
- Ukuzamkela ngendlela echanekileyo iingcinga zabanye, iimbono kwakunye neenkxalabo zabo
- Ukukhuthaza kwanokunika ingqwalasela kwigalelo labanye.

Ubuchule obulindelekileyo emntwini-buqu:

- Ube uzimisele ukuqubisana nemingeni emitsha
- Ukwabelana ngolwazi ngendlela engafihlisiyo ekubeni uzihloniphile iinqobo zemfihlo
- Ukubonakalisa ubuganga bokuyifunda imeko ze uziqhelanise neemeko eziguqukayo.

Ugqibelelo lokukhokela:

- Ukunikezela injkongo ecacileyo
- Ukuyiqonda imfuneko yokubonelela abanye ngesikhokelo kwindlela yokwenza/yokuqubisana neemeko ezintsha/ezinzima.

IINDIMA EZIPHAMBILI ZOMSEBENZI

- Ukuququzelela ukubonelelwa ngezimali kwanolawulo lweeprojekthi zezindlu kwakunye neenkonzo ezisisiseko kwiindawo ezingamatyotyombe
- Ukuququzelela uphuhliso lweeprojekthi zezindlu, ukubonelelwa kwamathuba akhawulezileyo ezindlu emva kokududulwa kwabantu kwakunye nangenxa yeentlekele zendalo, kwanokuthintelwa kokuthatyathwa kwemihlaba ngokungekho mthethweni
- Ukulungelelanisa imisebenzi kwakunye neenkqubo ezingqamene nokulawulwa kwabasebenzi
- Ukuqinisekisa ukuba iimfuno zemisebenzi ezingqamene noqhagamshelwano noluntu, ziyacwangciswa, zilungelelaniswe ze zifakwe kwinkqubo ngenjongo yenkxaso
- Ukuqhagamshelana nabo bachaphazelekayo ngaphakathi nangaphandle malunga nemibandela yoluntu
- Ukukhuthaza ukuthatyathwa kwenxaxheba kwakunye namaphulo okwazisa ngamaphulo okuqalelwa kweenkqubo zezindlu kwaneenkqubo zophuhliso loluntu
- Ukujonga kwanokuhambisa ii-ajenda zeekomiti zezindlu, iingxelo, imbalelwano kwakunye nemizuzu
- Ukuqinisekisa ulwazi/iingcombolo ezishicilelwe kwiifomu zenkqubo
- Ukiusebenzisana namacandelo angaphandle/ii-arhente malunga nemicimbi ethile ebandakanya ukufezekiswa kophuhliso lwezicwangciso/iinkqubo.

UMLINGANISELO WOMVUZU:

Umgodlo uwonke omalunga ne ±R434 693.24 – R554 318.64 ngonyaka.

Izibonelelo ezinjengoNcedo Lonyango, ingxowa yomhlala-phantsi, i-inshorensi yomqeshi, intlawulo yeBhonasi zibandakanyiwe apha.

UMVUZU OSISISEKO: R310 715.88 – R403 305.96 ngonyaka (T11)

UMHLA WOKUVALA: 30 JUNI 2023

(Izicelo ezifunyenwe emva kwentsimbi ye 13h00 aziyi kwamkelwa)

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.
- Iifomu zezicelo ziyafumaneka kwikhasi lothungelwano likaMasipala (www.mosselbay.gov.za) **okanye** ungazithunyelwa nge-imeyile xa uthe 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 F Mpondo 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.

MNU C PUREN

UMPHATHI KAMASIPALA