

MOSSEL BAY MUNICIPALITY

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

ASSISTANT BUILDING INSPECTOR
BUILDING DEVELOPMENT
(PLANNING & ECONOMIC DEVELOPMENT)

MOSSEL BAY

PERMANENT APPOINTMENT

APPLICANTS RESIDING WITHIN THE WESTERN CAPE MAY RECEIVE PREFERENCE

REQUIREMENTS

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

- National Diploma in the Building Environment or equivalent NQF Level 6 Qualification
- Minimum of 3 to 5 years' building industry experience
- Computer literate (MS Office applications)
- Code B driver's license
- Proficient in at least 2 of the 3 official languages of the Western Cape
- **Proof of access to a private vehicle for inspections/duties** to accompany application
- **Proof of clean criminal record** (not older than 6 months) or application thereof to accompany application
- Knowledge of the National Building Regulations and Building Standards Act
- A technical and operational understanding of Building Control functions
- Knowledge of laws, regulations and policies relating to Land Use Management and the Building Control function
- Physically fit and able-bodied
- Able to work in inclement weather conditions
- Required to work overtime or attend meetings after normal office hours when required

PREFERRED REQUIREMENT

- Qualified Peace Officer

COMPETENCIES REQUIRED

Core Professional Competencies:

- Gathers information from a range of sources and analyses data to identify problems/issues in order to make effective decisions
- Plans and executes tasks in order of priority/urgency

Functional Competencies:

- Initiates self-directed activity
- Controls critical incidents using standard operating procedures and exercises judgement in stressful situations
- Handles objections by acknowledging issues and suggesting alternatives
- Able to identify and deal with ethical issues and conflicts of interest

Public Service Orientation:

- Relates to people at all levels of the organisation
- Accurately captures others' ideas, expectation and concerns
- Produces well-structured reports and written summaries
- Professional interaction with the general public & stakeholders

Personal Competencies:

- Shows enthusiasm to take on new projects
- Reliable in a crisis with the ability to remain calm and think clearly
- Able to share information openly whilst respecting the principle of confidentiality

Leadership Competencies:

- Able to work in a multi-disciplinary team
- Shares knowledge and information with peers

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, gulley 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: All-inclusive total package of ±R353 372.63 – R448 249.35 per annum. Benefits eg medical aid scheme, pension fund, group life scheme, 13th cheque included.

BASIC SALARY: R246 375.12 – R319 809.72 per annum (T9)

CLOSING DATE: 1 DECEMBER 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

ASSISTENT BOUINSPEKTEUR
BOU ONTWIKKELING
(BEPLANNING & EKONOMIESE ONTWIKKELING)
MOSSELBAAI
PERMANENTE AANSTELLING
AANSOEKERS WOONAGTIG BINNE DIE WES-KAAP MAG VOORKEUR ONTVANG

VEREISTES

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

- Nasionale Diploma in die Bou-Omgewing of gelykstaande NKR Vlak 6 Kwalifikasie
- Minimum 3 tot 5 jaar bou-industrie ondervinding
- Rekenaargeletterd (MS Office toepassings)
- Kode B Bestuurderslisensie
- Vlot in ten minste 2 van die 3 amptelike tale van die Wes-Kaap
- **Bewys van toegang tot 'n privaat voertuig vir inspeksies/pligte** moet aansoek vergesel
- **Bewys van skoon kriminele rekord** (nie ouer as 6 maande) of bewys van aansoek moet aansoek vergesel
- Kennis van die Nasionale Boueregulasies en Wet op Boustandaarde
- 'n Tegnieke en operasionele begrip van Boubeheerfunksies
- Kennis van wette, regulasies en beleide met betrekking tot Grondgebruikbestuur en die Boubeheerfunksie
- Fisies fiks en liggaamlik geskik
- Vermoë om in erge weerstoestande te werk
- Vereiste om oortyd te werk of vergaderings by te woon na normale kantoorure wanneer vereis word

VOORKEURVEREISTES

- Gekwalifiseerde Vredesbeampte

VEREISTE BEVOEGDHEDE

Kern Professionele Bevoegdheide:

- Versamel inligting van 'n reeks bronne en ontleed data om kwessies te identifiseer om effektiewe besluite te maak
- Beplan en voer take uit in volgorde van prioriteit/dringendheid

Funksionele Bevoegdheide:

- Inisieer self-gerigte aktiwiteit
- Beheer kritiese insidente met gebruik van standaard operasionele prosedures en oefen oordeel uit in stresvolle situasies
- Hanteer besware deur kwessies te erken en alternatiewe voor te stel
- In staat om etiese kwessies en konflik van belange te identifiseer en te hanteer

Publiekediens Oriëntasie:

- Bou verhoudings met mense op alle vlakke van die organisasie
- Vang ander se idees, verwagtinge en bekommernisse akkuraat vas

- Lewer goed gestruktueerde verslae en geskrewe opsommings
- Professionele interaksie met die algemene publiek & belanghebbendes

Persoonlike Bevoegdhede:

- Toon entoesiasme om nuwe projekte aan te pak
- Betroubaar in 'n krisis met die vermoë om kalm te bly en helder te dink
- In staat om inligting openlik te deel terwyl die beginsel van vertroulikheid gerespekteer word

Leierskap Bevoegdhede:

- In staat om in 'n multi-dissiplinêre span te wees
- Deel kennis en inligting met gelykes

SLEUTEL PRESTASIE AREAS

- Inspekteer bouversele en werksaamhede om voldoening aan wetgewing te verseker en verleen bystand aan eienaars, kontrakteurs en professionele persone
- Voer voorlopige, fondasie, dreinerings, slote en ander verwante inspeksies uit
- Rapporteer onwettige bou aktiwiteite aan onmiddellike Hoof
- Reik oortredingskennisgewings uit en open hoflêers vir regsaksie
- Rapporteer 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
- Ondersoek en los navrae en klagtes op
- Boubeheeradministrasie en verslae
- Skakel met, inlig en opvoeding van verskeie belanghebbendes oor Munisipale vereistes, bouregulasies en verwante wetgewing

SALARISKAAL:

Alles-insluitende totale pakket van ± R353 372.63 – R448 249.35 per jaar. Voordele bv. mediese fondsskema, pensioenfonds, groeplewensskema, 13^{de} tjem ingesluit.

BASIESE SALARIS: R246 375.12 – R319 809.72 per jaar (T9)

SLUITINGSDATUM: 1 DESEMBER 2023

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

ALGEMEEN:

- Aansoekvorms 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 vergesels 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 vergesels.
- 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 WASEMOSEL BHAYI

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

UMNCEDISI WOMHLOLI WEZAKHIWO UPHUHLISO LWEZOKWAKHA (UCWANGCISO NOPHUHLISO LOQOQOSHO) E-MOSSELBHAYI INGQESHO ESISIGXINA

ABENZI-ZICELO ABAHLALA ENTSHONA-KAPA BAYAKUQWALASELWA KUQALA

IIMFUNO / OKULINDELEKILEYO

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

- IDiploma yeSizwe kwiNqanaba leZakhiwo okanye okulingana no NQF iNqanaba 6 lesiqu semfundo
- Ubuncinane bamava emi-3 ukuya kwemi-5 kwimveliso yokwakha
- Ulwazi lweKhompuyutha (linkqubo zika MS Office)
- Iimpepha-mvume zokuqhuba zeNqanaba B
- Ugqibelelo kwiilwimi ezimbini (2) kwezintathu (3) ezisesikweni eNtshona-Kapa
- **Ubungqina bokufikelela kwisithuthi sabucala ekwenzeni uhlobo / imisebenzi** kufuneka buhambe nesicelo sakho
- **Ubungqina bokuba akuzange ufunyanwe unetyala lolwaphulo-mthetho** (obungekho ngaphaya kweenyanga ezi-6) okanye ubungqina bokuba usenzile isicelo kufuneka buhambe nesicelo sakho
- Ulwazi lweMigaqo Yesizwe Yezakhiwo kwakunye noMthetho weMigangatho Yezakhiwo
- Ingqiqo yolwazi lobuchwepheshe nolokusebenza kwimisebenzi Yolawulo Lwezakhiwo
- Ulwazi lwemithetho, imigaqo kunye nemigaqo-nkqubo emayelana noLawulo lokuSetyenziswa komhlaba kwakunye nomsebenzi woLawulo Lwezakhiwo
- Ube womelele ngokwasemzimbeni kwaye ungakhubazeki
- Ube uyakwazi ukusebenza phantsi kweemeko ezingentlanga zezulu
- Kulindeleke ukuba usebenze ixesha elongezelelweyo okanye uye kwiintlanganiso emva kweeyure zomsebenzi xa kuyimfuneko

IIMFUNO EZIKHETHEKILEYO:

- Ube uliGosa Loxolo eligqibeleleyo ngemfundo

UBUCHULE BOGQIBELELO OBUYIMFUNO:

Ugqibelelo oluphambili:

- Ukuqokelela ulwazi kwimithombo eliqela ze wenze uhlalutyo lweengcombolo ekufumaniseni iingxaki/imibandela khona ukuze ukwazi ukuthabatha izigqibo eziqeqileyo
- Ukucwangcisa kwanokwenza imisebenzi ngokwendlela yokulandelelana kwanokungxamiseka kwayo

Ugqibelelo emsebenzini:

- Ukwenza isiqalelo ngokwakho ubuqu
- Ukulawula iziganeko ezinzima usebenzisa iinkqubo ezisemgathweni nezimiselweyo zokusebenza kunye nokusebenzisa ingqiqo kwiimeko ezinoxinezelelo
- Ukuqubisana neziphikiso ngendlela yokuyamkela imibandela ze wenze iziphakamiso ezizezinye
- Ube uyakwazi ukuchonga kwanokuqubisana nemibandela yentlalo ngokwahlukeneyo kwakunye nokungqubana kwemidla.

Uqhelwaniso/Ukuqhelana nenkonzo kaRhulumente:

- Ukuba nobudlelwane nabantu ngendlela elinganayo kumabakala onke engqeshweni
- Ukushicilela ngokuchanekileyo iibono zabanye, okulindelekileyo kunye neenkxalabo
- Ukwenza iingxelo ezihlahlelwe ngokuchanekileyo kwanezishwankathelo ezibhaliweyo
- Unxibelelwano ngokugqibeleleyo nangembeko kunye noluntu gabalala kwakunye nabanye abachaphazelekayo

Ugqibelelo-buqu:

- Ukubonakalisa umdla omkhulu ekuthabatheni nasekuqubisaneni neeprojekthi ezintsha
- Intembeko kwisimo esitshisayo kwanobuganga bokuzibamba ukumoya omhle nophantsi kwanokucinga ngokucacileyo
- Ube uyakwazi ukwabelana ngolwazi ngokuvulelekileyo ngaxeshanye uhloniphe inqobo yemfihlo.

Ugqibelelo ekukhokeleni:

- Ube uyakwazi ukusebenza kwiqela elahlukeneyo ngeembono
- Ukwabelana ngolwazi kunye neengcombolo kunye nabo bangentla kuwe.

IINDIMA EZIPHAMBILI ZOMSEBENZI

- Ukuhlola iindawo ekwakhiwa kuzo kwanemisebenzi yokwakha ngenjongo yokuqinisekisa ukuthotyelwa komthetho kwaye unikezele nenkxaso kubanikazi bendawo, koonokotraka nakwabo bagqibeleleyo
- Ukwenza uhlolo lwangaphambili, kwiziseko zezakhiwo, kwiidreyini, kwimifula kunye nolunye uhlolo oluchaphazelekayo
- Ukwenza ingxelo ngolwakhiwo olungekho mthethweni kuMphathi wakho
- Ukukhupha izilumkiso/izaziso ngemisebenzi yokwakha engekho mthethweni ze uvule iifayile zenkundla ngenjongo zamanyathelo asemthethweni
- Ukwenza ingxelo ngesimo seziseko zikamasipala, oomatshini kunye nezixhobo kuMphathi wakho ngexesha lohlolo gabalala
- Ukwenza uhlolo gabalala kwizicwangciso zokwakha ezingagunyaziswanga ze ukhuphe izaziso ngokungqamene nomsebenzi wokwakha ongagunyaziswanga
- Ukuphanda nokusombulula imibuzo kunye nezikhalazo
- Ukwenza umsebenzi wolawulo lwezakhiwo kunye neengxelo
- Ukunxibelelana, ukwazisa kunye nokufundisa ababandakanyeka ngokwahlukeneyo mayelana neemfuno zikamasipala, imigaqo yokwakha kwakunye nemithetho echaphazelekayo

UMLINGANISELO WOMVUZU:

Umgodlo uwonke omalunga ne ±R353 372.63 – R448 249.35 ngonyaka.

Izibonelelo ezinjengoncedo lonyango, ingxowa-mali yepenshini, i-inshorensi yomqeshi, iBhonasi nayo ibandakanyiwe.

UMVUZO OSISISEKO: R246 375.12 – R319 809.72 ngonyaka(T9)

UMHLA WOKUVALA: 1 DECEMBER 2023

(Izicelo ezifunyenwe emva kwentsimbi ye 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 nekhatshwa 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 ezikhatshwa 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 beziqube 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 zeziqube 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 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**