

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 MOSSEL BAY MUNICIPAL BOUNDARIES SHALL
RECEIVE PREFERENCE

ONLY HARDCOPY APPLICATIONS WILL BE ACCEPTED

ESSENTIAL 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 REQUIREMENTS

- Qualified Peace Officer

COMPETENCIES REQUIRED

• Building development control • Building inspectorate customer centricity • Legal administration • Negotiating and influencing • Ethics and professionalism • Organisational awareness • Problem solving • Planning and organising • Information management • Interpersonal relationships • Communication • Service delivery • Resilience • Change readiness • Learning orientation • Accountability and ethical conduct • Team orientation • Direction setting • Coaching and mentoring • Impact and influence

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 ±R371 346,85 – R470 493,02 per annum. Benefits eg medical aid scheme, pension fund, group life scheme, 13th cheque included.
A monthly scarce skills allowance may be payable to qualifying employees as per the relevant policy.

BASIC SALARY: R257 462,04 – R334 201,20 per annum (T9)

CLOSING DATE: 7 MARCH 2025
(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 completed 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 **in the event that the advert does not specify that only hardcopy applications will be accepted**. 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/Ms F Mpondo/Ms C Daniels 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

MOSELBAAI 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)

MOSELBAAI
PERMANENTE AANSTELLING
AANSOEKERS WOONAGTIG BINNE DIE MOSELBAAI MUNISIPALE GRENSE
MAG VOORKEUR GENIET

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 Bouregulasies 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

- Bou Ontwikkeling Beheer • Bou-Inspektoraat Kliëntsentrisme • Regsadministrasie
- Onderhandeling en Beïnvloeding • Etiek en Professionaliteit • Organisatoriese bewustheid
- Probleemoplossing • Beplanning en Organiserings • Inligtingsbestuur • Interpersoonlike verhoudings • Kommunikasie • Dienslewering • Veerkragtigheid • Veranderingsgereedheid
- Leer-oriëntasie • Aanspreeklikheid en etiese gedrag • Span-oriëntasie • Rigtingstelling
- Opleiding en Mentorskap • Impak en Invloed

SLEUTEL PRESTASIE AREAS

- Inspekteur boupersele en werksaamhede om voldoening aan wetgewing te verseker en verleen bystand aan eienaars, kontrakteurs en professionele persone
- Voer voorlopige, fondasie, dreinerings, geut 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 afgekeurde bouplanne en reik kennisgewings uit vir onwettige bouwerk

- Onderzoek en los navrae en klagtes op
- Boubeheeradministrasie en verslae
- Skakel met, inlig en opvoeding van verskeie belanghebbendes oor Munisipale vereistes, bouregulasies en verwante wetgewing

SALARISSKAAL:

Alles-insluitende totale pakket van ±R371 346,85 – R470 493,02 per jaar. Voordele bv. mediesefondsskema, pensioenfonds, groeplewensskema, 13^{de} tjek ingesluit.

'n Maandelikse skaarsvaardighede toelaag mag volgens die betrokke beleid aan kwalifiserende werknemers betaalbaar wees.

BASIESE SALARIS:

R257 462,04 – R334 201,20 per jaar (T9)

SLUITINGSDATUM:

7 MAART 2025

(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 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 voltooiende 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 WASEMOSSEL 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 PHAKATHI KWEMIDA KAMASIPALA WASE MOSSEL BHAYI
BASENOKUFUMANA INGQWALASELA EPHAMBILI

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 lweKhompyutha (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 kwiintlanganisano emva kweeyure zomsebenzi xa kuyimfuneko

IIMFUNO EZIKHETHEKILEYO:

- Ube uliGosa Loxolo eligqibeleleyo ngemfundo

UBUCHULE/UGQIBELELO OLUYIMFUNKO

*Ulawulo loPhuhliso lwezokwakha *Ukuba phakathi kuhlobo lwezokwakha *Ulawulo lwezomthetho *Ukuthetha-thethana kwanokuphambelana *Isimilo kunye nogqibelelo ngemfundo
*Ulwazi ngesimo somsebenzi *Ukusombulula ingxaki *Ukucwangcisa kwanokuququzelela
*Ulawulo lolwazi *Ubudlelwane nabanye abantu *Unxibelelwano *Ukuhanjiswa kweenkonzo
*Ukungalukuhleki *Ukukulungela ukutshintsha *Uqhelwaniso nokufunda *Ukuthabatha uxanduva kwanesinilo esihle *Uqhelwaniso neqela lomsebenzi *Ukumisela isikhokelo
*Ukuqeqesha kwanokufundisa *Uxinzelelo kunye nempembelelo.

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 WOMVUZO:

Umgodlo uwonke omalunga ne ±R371 346.85 – R470 493.02 ngonyaka.

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

Isibonelelo senyanga nenyanga sezakhono ezingabileyo sinokuhlawulwa kubasebenzi abafanelekileyo ngokomgaqo-nkqubo ochaphazelekayo.

UMVUZO OSISISEKO: R257 462.04 – R334 201.20 ngonyaka (T9)

UMHLA WOKUVALA: 7 MATSHI 2025

(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 nekhathshwa yiCV**, neyakhathathwa 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 fom u isesikweni kufuneka igcwaliswe ngokupheleleyo.Ukungangenisi le fom u 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 zeziqu zemfundo 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