

MOSSEL BAY MUNICIPALITY

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

SUPERINTENDENT: OPERATIONAL - SOUTH ROADS, TRANSPORT & STORMWATER (INFRASTRUCTURE SERVICES)

MOSSEL BAY

PERMANENT APPOINTMENT

APPLICANTS RESIDING WITHIN THE WESTERN CAPE MAY RECEIVE PREFERENCE

ESSENTIAL REQUIREMENTS

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

- Grade 12 (NQF Level 4) or equivalent technical qualification
- Trade Tested Artisan (NQF Level 4)
- Minimum of 3 to 5 years' relevant experience
- Computer literate (MS Office applications)
- Valid Code B driving license (manual vehicle)
- Proficient in at least 2 of the 3 official languages of the Western Cape
- Required to work outside normal working hours during emergencies and planned overtime
- Physically fit and able-bodied
- Required to work in all weather conditions

PREFERRED REQUIREMENT

- National certificate (NQF Level 5) in Civil Engineering or construction field

COMPETENCIES REQUIRED

• Problem solving • Planning & organising • Organisational awareness • Discipline-specific skills
• People management • Task management • Workplace safety • Budgeting • Interpersonal relationships • Communication • Service delivery orientation • Action and outcome orientation • Resilience • Ethics and accountability • Direction setting • Impact and influence • Team orientation • Coaching and mentoring

KEY PERFORMANCE AREAS

- Coordinate and control tasks associated with the construction, repairs and maintenance of roads and stormwater systems/structures
- Undertake routine tasks contributing to the accomplishment of departmental objectives
- Plan and arrange availability of materials needed for operational and maintenance projects
- Supervise the control and use of materials on site
- Supervise and coordinate emergency unscheduled stormwater and road maintenance situations
- Coordinate closures by accommodating traffic with traffic signs, safe traffic routes, etc.
- Coordinate and control tasks associated with controlling of personnel performance, productivity and discipline
- Complete internal transactional documentation (time sheets, log sheets, progress & productivity field reports, etc.) and related forms
- Transport personnel/material and monitor the off-loading of materials and equipment
- Obtain quotations and follow the Supply Chain Management process to order materials, equipment, etc.

- Ensure that legal requirements affecting safety, health and environment are adhere to on projects
- Perform specific administrative tasks associated with updating and maintaining records/information
- Diplomatic interaction with various stakeholders
- Formal and informal reporting

SALARY SCALE: All-inclusive total package of ±R555 273.21 – R710 828.06 per annum. Benefits eg medical aid scheme, pension fund, group life scheme, 13th cheque included.

BASIC SALARY: R404 034.12 – R524 433.60 per annum (T12)

CLOSING DATE: 08 November 2024

(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

SUPERINTENDENT: OPERASIONEEL - SUID
PAAIE, VERVOER & STORMWATER
(INFRASTRUKTUURDIENSTE)
MOSELBAAI

PERMANENTE AANSTELLING

AANSOEKERS WOONAGTIG BINNE DIE WES-KAAP MAG VOORKEUR ONTVANG

NOODSAAKLIKE VEREISTES

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

- Graad 12 (NKR Vlak 4) of gelykwaardige tegniese kwalifikasie
- Vaktoets geslaagde Ambagsman (NKR Vlak 4)
- Minimum 3 tot 5 jaar relevante ondervinding
- Rekenaargeletterd (MS Office toepassings)
- Geldige Kode B Bestuurderslisensie (handratvoertuig)
- Vlot in ten minste 2 van die 3 amptelike tale van die Wes-Kaap
- Vereiste om buite normale werksure gedurende noodgevalle en beplande oortyd te werk
- Fisies fiks en liggaamlik geskik
- Vereiste om in alle weerstoestande te werk

VOORKEURVEREISTE

- Nasionale Sertifikaat (NKR Vlak 5) in Siviele Ingenieurswese of konstruksieveld

VEREISTE BEVOEGDHEDE

• Probleemoplossing • Beplanning & organisering • Organisatoriese bewustheid • Dissipline-spesifieke bevoegdheide • Mensebestuur • Taakbestuur • Werksplekveiligheid • Begroting • Interpersoonlike verhoudings • Kommunikasie • Dienslewering-oriëntasie • Aksie en uitkoms-oriëntasie • Veerkragtigheid • Etiek en verantwoordbaarheid • Rigtingstelling • Impak en Invloed • Span- oriëntasie • Opleiding en mentorskap

SLEUTEL PRESTASIEAREAS

- Koördineer en beheer take geassosieerd met die konstruksie, herstel en instandhouding van paaie en stormwaterstelsels/strukture
- Onderneem roetine take wat bydra tot die bereiking van departementele doelwitte
- Beplan en reël beskikbaarheid van materiaal wat nodig is vir operasionele en instandhoudingsprojekte
- Toesig oor die beheer en gebruik van materiaal op perseel
- Toesighouding en koördineering van noodsaaklike ongeskeduleerde stormwater - en pad instandhoudingsituasies
- Koördineer sluitings deur verkeer te akkomodeer met verkeerstekens, veilige verkeersroetes, ens.
- Koördineer en beheer take geassosieerd met beheer van personeelprestasie, produktiwiteit en dissipline
- Voltooi interne transaksionele dokumentasie (tydstate, ritstate, vordering- & produktiwiteitsveldverslae, ens.), en verwante vorms
- Vervoer personeel/materiaal en monitor die aflaai van materiaal en toerusting
- Verkry kwotasies en volg die Voorsieningskanaalbestuurproses om materiaal, toerusting, ens., te bestel

- Verseker voldoening aan wetlike vereistes by projekte wat veiligheid, gesondheid en die omgewing affekteer
- Voer spesifieke administratiewe take uit geassosieerd met opdatering en instandhouding van rekords/inligting
- Diplomatieuse interaksie met verskeie belanghebbendes
- Formele en informele rapportering

SALARISSKAAL:

Alles-insluitende totale pakket van ± R555 273.21 – R710 828.06 per jaar. Voordele bv. mediese fondsskema, pensioenfonds, groeplewensskema, 13^{te} tjek ingesluit.

BASIESE SALARIS: R404 034.12 – R524 433.60 per jaar (T12)

SLUITINGSDATUM: 08 November 2024

(Aansoeke ontvang na 13h00 sal nie aanvaar word nie)

ALGEMEEN:

- Aansoekvorms is beskikbaar op die Munisipale web-tuiste (www.mosselbay.gov.za) of elektronies van die kontakpersone hieronder genoem..
- **Voltooide aansoeke op die amptelike aansoekvorm vergesel deur 'n omvattende CV** wat as vertroulik beskou sal word, kan per hand afgelewer word aan die Mosselbaai Munisipaliteit MH Afdeling (Ou Kragstasiegebou, Santos Strand, Mosselbaai). **Vir interne geadverteerde en/of plaaslike poste (binne die grense van die Mosselbaai Munisipaliteit), sal slegs per hand afgelewerde 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 in die geval dat die advertensie nie spesifiseer dat slegs hardekopie aansoeke aanvaar word nie. Hierdie voorwaardes is verpligtend en versuim om daaraan te voldoen sal outomaties tot diskwalifikasie van die aansoeker lei.
- Neem kennis dat die verwante amptelike aansoekvorm volledig voltooi moet wees. Versuim om die volledige voltooide aansoekvorm en/of gesertifiseerde afskrifte en ander vereiste dokumentasie aan te heg tot onmiddellike diskwalifikasie sal lei.
- Oorspronklike gesertifiseerde afskrifte (nie ouer as 6 maande nie) van 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 toets en/of praktiese toets, insluitend 'n bestuursvaardigheidstoets te ondergaan.
- Kandidate wat vir voorafkeuring kwalifiseer (praktiese assesserings) wie elektronies aansoek gedoen het, moet die oorspronklike gesertifiseerde afskrifte van kwalifikasies en ander vereiste dokumentasie voor of op die datum van die praktiese toets voorsien.
- Verdere besonderhede is verkrygbaar by Me N de Wet /Me F Mpondo/Me C Daniels 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 Gelyke Indiensneming, Nr. 55 van 1998, vir die bevordering van voorheen benadeelde en gestremde persone en moedige persone van hierdie groepe aan 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,njengomqeshi ozibopheleleyo kwingqesho ngokulingana umema abantu ukuba benze izicelo zesi sithuba silandelayo

INTSUMPA : IMISEBENZI - EMAZANTSI
EEZINDLELENI, EZOTHUTHO KUNYE NEZIKHUKHULA
(IINKONZO ZEZISEKO)
E-MOSSEL BHAYI
INGQESHO ESISIGXINA
ABENZI-ZICELO ABAHLALA ENTSHONA-KAPA BASENOKUFUMANA INGQWALASELA
EPHAMBILI

IIMFUNO / OKULINDELEKILEYO

(Ubungqina bamaxwebhu afanelekileyo kunye nefomu echaphazelekayo yokwenza isicelo egcwalisiweyo kufuneka zihambe nesicelo sakho)

- Ibanga le-12 (NQF Isigaba 4) okanye isiqu semfundo yobugcisa elingana nesi siqu
- INgcali evavanyiweyo (NQF Isigaba 4)
- Ubuncinane amava eminyaka emi-3 ukuya kwemi-5 kumsebenzi ongqamene nesi sithuba somsebenzi
- Ulwazi ngeKhompuyutha (Iinkqubo zika MS Office)
- Iimpepha-mvume zokuqhuba zeNqanaba B (kwisithuthi esitshintshwayo)
- Ube ugqibelele kwiilwimi ezimbini (2) kwezintathu (3) ezisesikweni eNtshona-Kapa
- Kulindeleke ukuba usebenze iiyure ezingaphaya kwezo zesiqhelo zomsebenzi ngexesha lonxunguphalo kwakunye nexesha elicwangcisiweyo elongezelelweyo
- Ube womelele ngokwasemzimbeni kwaye ungakhubazeki
- Kulindeleke ukuba usebenze phantsi kwazo zonke iimeko zezulu

IIMFUNO EZIKHETHEKILEYO

- IsiQinisekiso seSizwe (NQF Isigaba 5) kubuNjineli Bokwakha okanye kwimisebenzi yokwakha

UBUCHULE OBUYIMFUNO

*Ukusombulula ingxaki * Ukucwangcisa nokuququzelela * Ukuba nolwazi olungqamene nomsebenzi * Izakhono ezingqamene nokuziphatha * Ulawulo lwabantu * Ulawulo lwemisebenzi * Ukhuseleko engqeshweni * Uhlahlo-lwabiwo-mali * Uudlelwane obuhle nabantu * Unxibelelwano * Uqhelwano nokuhanjiswa kweenkonzo * Uqhelwano nemisebenzi kunye neziphumo * *Ukumelana neenzingo/Ukungalukuhleki * Isimilo kwanokuthabatha uxanduva * Ukumisela isikhokelo * Impembelelo *Uqhelwano neqela lomsebenzi * Ukuqeqesha nokufundisa.

IINDIMA EZIPHAMBILI ZOMSEBENZI

- Ukulungelelanisa kwanokulawula imisebenzi kunye neenkqubo engqamene nolwakiwo, ukulungisa iindlela kwaneenkqubo zezikhukhula
- Ukwenza imisebenzi yeziqhelo enegalelo ekufezekisweni kwezijoliselo zecandelo
- Ukucwangcisa , ukulungiselela ukufumaneka kwezinto eziyimfuneko ekwenzeni imisebenzi yolungiso lweeprojekthi
- Ukujonga ukulawulwa kwanokusetyenziswa kwezinto kwindawo yomsebenzi
- Ukuphatha kwanokulungelelanisa imisebenzi engxamisekileyo nengacwangciswa yezikhukhula kunye neendlela
- Ukulungelelanisa ukuvalwa kweendlela ngokubonelela izithuthi ngeempawu zendlela, indlela ezikhuselekileyo zokuhamba izithuthi, njl-njl

- Ukulungiselela kwanokulawula imisebenzi engqamene nolawulo lomgangatho wabasebenzi, imveliso kunye nesimilo
- Ukugcwalisa amaxwebhu angaphakathi omsebenzi (amaxwebhu exesha, awokungena emsebenzini, awenkqubo kunye neengxelo zemveliso, njl-njl) kunye nezinye iifomu ezichaphazelekayo
- Ukuthutha abasebenzi/izinto zokusebenza kwanokuqaphela ukothulwa kwezinto
- Ukufumana iziniki-maxabiso kwanokulandela inkqubo yoLawulo lweKhonkco loBonelelo eku-odoleni izinto, izixhobo, njl-njl.
- Ukuqinisekisa ukuba iimfuno zomthetho ezibandakanya ukhuseleko, impilo kunye nendalo, ziyathotyelwa ngakwiiprojekthi
- Ukwenza imisebenzi ethile yolawulo engqamenenokuhlaziya kwanokulungiswa kweengcombolo/ulwazi
- Ukuqhagamshelana ngobuchule kunye nabo bachaphazelekayo ngokwahlukeneyo
- Ukwenza ingxelo esesikweni kunye nengekho sesikweni

UMLINGANISELO WOMVUZO:

Umgodlo uwonke omalunga ne ±R555 273.21 – R710 828.06 ngonyaka. Izibonelelo ezinjengoNcedo lonyango, ingxowa-mali yomhlala-phantsi, i-inshorensi yomqeshi, intlawulo ye-13 (iBhonasi) zibandakanyiwe apha.

UMVUZO OSISISEKO: R404 034.12 – R524 433.60 ngonyaka (T12)

UMHLA WOKUVALA: 08 November 2024

(Izicelo ezifunyenwe emva kwentsimbi ye 13h00 aziyi kwamkelwa)

GABALALA:

- Iifomu 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 eziyakwamkelwa. Izicelo ezenziwe ngoBuchwepheshe ezikhathshwa yifomu esesikweni kunye neCV (ngokukhethekileyo zibe luxwebhu olunye oluyi PDF) zingathunyelwa nge-imeyile apha: admin@mosselbay.gov.za kwiimeko apho isithuba singacacisanga khona ukuba ziikopi zoqobo kuphela eziyakwamkelwa xa kungeniswa izicelo. 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 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 yomnxebe (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 behlelekile kunye nabakhubazekileyo.**
- **Nangona kungakho nalo naluphina ummelo, akukho sivumelwano sengqesho siyakusebenza phambi kokuba isinikezelo esibhaliweyo nesivela kumasipala, sibe samkelwe, ngumenzi-sicelo.**

MNU C PUREN
UMPHATHI KAMASIPALA