

MOSSEL BAY MUNICIPALITY

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

SENIOR TECHNICIAN: OPERATIONAL BUILDINGS **BUILDING DEVELOPMENT** **(PLANNING & ECONOMIC DEVELOPMENT)**

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)

- Relevant National Diploma (NQF Level 6) or equivalent qualification in Building Construction Management or Building Studies
- Minimum of 3 to 5 years' proven experience in Building Maintenance or construction of buildings
- Supervisory experience
- Computer literate (MS Office Applications)
- Proficient in at least 2 of the 3 official languages of the Western Cape
- Valid Code B driver's license
- **Proof of own vehicle or proof of access to a private vehicle for inspections/duties** to accompany application
- Required to work outside normal working hours during emergencies and planned overtime
- Physically fit and able-bodied
- Required to work in all weather conditions

COMPETENCIES REQUIRED

Planning • Organisational awareness • Attention to detail • Design • Project management • Construction • Operations and maintenance • Interpersonal relationships • Service delivery orientation • Communication • Action and outcome orientation • Resilience • Change readiness • Cognitive ability • Learning orientation • Accountability and ethical conduct • Impact and influence • Team orientation • Direction setting • Coaching and mentoring

KEY PERFORMANCE AREAS

- Monitor and supervise activities of staff
- Preparing and compiling mandatory documentation for tenders
- Managing construction contracts in accordance with procedures and legislation
- General administrative functions such as filing/record-keeping and attending to telephonic/electronic/direct enquiries
- Site inspections to determine quality control, the application of technical specifications and OHS Act requirements, and evaluation of progress made on projects
- Drawing up of scamps/working drawing plans in accordance with technical specifications
- Monitor and control site conditions, earthwork, foundation and building construction
- Provide technical advice and assistance to contractors, colleagues and other stakeholders
- Complete internal transactional documentation (eg. Time sheets, log sheets, progress reports, etc.)
- Liaise with the public, contractors, land surveyors, architects, civil engineers, environmental consultants, etc.

SALARY SCALE:

All-inclusive total package of ±R603 608,85 – R769 407,29 per annum. Benefits eg medical aid scheme, pension fund, group life scheme, 13th cheque included.

BASIC SALARY:

R430 640,28 – R558 968,28 per annum (T12)

CLOSING DATE:

8 AUGUST 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.
- Successful applicants may be required to undergo a baseline/entry medical evaluation to determine whether he/she is fit for duty, and in such instance the employment will be subject to him/her being declared fit for such duty.
- 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

SENIOR TEGNIKUS: OPERASIONELE GEBOUE **BOU ONTWIKKELING** **(BEPLANNING & EKONOMIESE ONTWIKKELING)**

MOSELBAAI

PERMANENTE AANSTELLING

AANSOEKERS WOONAGTIG IN DIE WES-KAAP MAG VOORKEUR GENIET

NOODSAAKLIKE VEREISTES

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

- Verwante Nasionale Diploma (NKR Vlak 6) of gelykstaande kwalifikasie in Boukonstruksiebestuur of Boustudies
- Minimum 3 tot 5 jaar bewese ondervinding in Gebou Instandhouding of konstruksie van geboue
- Toesighoudingservaring
- Rekenaargeletterd (MS Office toepassings)
- Vlot in ten minste 2 van die 3 amptelike tale van die Wes-Kaap
- Geldige Kode B Bestuurderslisense
- **Bewys van eie voertuig of bewys van toegang tot 'n private voertuig vir inspeksies/pligte moet aansoek vergesel**
- Vereiste om buite normale werksure gedurende noodgevalle en beplande oortyd te werk
- Fisies fiks en liggaamlik geskik
- Vereiste om in alle weerstoestande te werk

VEREISTE BEVOEGDHEDE

Beplanning • Organisatoriese bewustheid • Aandag aan detail • Ontwerp • Projekbestuur • Konstruksie • Operasioneel en instandhouding • Interpersoonlike verhoudings • Dienslewingsoriëntasie • Kommunikasie • Aksie en uitkomsoriëntasie • Veerkragtigheid • Veranderingsgereedheid • Kognitiewe vermoë • Leer-oriëntasie • Verantwoordbaarheid en etiese gedrag • Impak en Invloed • Span-oriëntasie • Rigtingstelling • Opleiding en Mentorskap

SLEUTEL PRESTASIEAREAS

- Monitor en hou toesig oor personeelaktiwiteite
- Voorbereiding en opstel van verpligte dokumentasie vir tenders
- Bestuur konstruksiekontrakte in ooreenstemming met prosedures en wetgewing
- Algemene administratiewe funksies soos liasering/rekordhouding en hantering van telefoniese/elektroniese/direkte navrae
- Perseelinspeksies om kwaliteitsbeheer, die toepassing van tegniese spesifikasies en vereistes van die Wet op Beroepsgesondheid en -veiligheid te bepaal, asook die evaluering van vordering op projekte
- Optrek van sketse/werkstekeninge in oorleg met tegniese spesifikasies
- Monitor en beheer perseeltoestande, grondwerke, fondasie en boukonstruksie
- Voorsien tegniese advies en bystand aan kontrakteurs, kollegas en ander belanghebbendes
- Voltooi interne transaksionele dokumentasie (bv. tydstaats, ritstate, vorderingsverslae, ens.)
- Skakel met die publiek, kontrakteurs, landmeters, argitekte, siviele ingenieurs, omgewingskonsultante, ens.

SALARISKAAL:

Alles-insluitende totale pakket van ±R603 608,85 – R769 407,29 per jaar. Voordele bv. mediesefondsskema, pensioenfonds, groeplewensskema, 13^{de} tjem ingesluit.

BASIESE SALARIS:

R430 640,28 – R558 968,28 per jaar (T12)

SLUITINGSDATUM:

8 AUGUSTUS 2025

(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 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 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 aanseker 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 aansoeke 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 moedig 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 aanseker 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

IGCISA/ICHULE ELONGAMELEYO: IZAKHIWO EZISETYENZISWAYO

UPHUHLISO LWEZAKHIWO

(UCWANGCISO NOPHUHLISO LOQOQOSHO)

E-MOSSELBHAYI

INGQESHO ESISIGXINA

ABENZI-ZICELO ABAHLALA ENTSHONA-KAPA BASENOKUQWALASELWA KUQALA

IIMFUNO / OKULINDELEKILEYO

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

- IDiploma yeSizwe echaphazelekayo (NQF iNqanaba 6) okanye isiqu semfundo esikwinqanaba loLawulo Lwezokwaha okanye Izifundo Zokwakha
- Ubuncinane amava eminyaka emi-3 ukuya kwemi-5 avunyiweyo kuLungiso Lwezakhiwo okanye ekwakheni izakhiwo
- Amava okuphatha
- Ulwazi ngeKhompyutha (linkqubo zika MS Office)
- Ube ugqibelele kwiilwimi ezimbini (2) kwezintathu (3) ezisesikweni eNtshona-Kapa
- Iimpepha-mvume zokuqhuba zeNqanaba B
- **Ubungqina besithuthi esisesakho okanye ubungqina bokufikelela kwisithuthi sabucala khon'ukuze wenze imisebenzi yokuhlola** kufuneka buhambe nesicelo sakho
- Kulindeleke ukuba usebenze iiyure ezingaphaya kwezi zisesikweni zomsebenzi ngexesha lonxunguphalo kwakunye nexesha elongezelelweyo
- Ube womelele ngokwasemzimbeni ungakhubazeki
- Kulindeleke ukuba usebenze phantsi kwazo zonke iimeko zezulu

UBUCHULE BOGQIBELELO OBUYIMFUNO:

Ukucwangcisa •Ulwazi ngenkqubo yomsebenzi • Ukunika ingqwalasela ngokupheleleyo
• Ukubumba/Ukuyila • Ulawulo lweprojekthi • Ulwakhiwo • Imisebenzi kunye nolungiso
• Ubudlelwane kunye nabanye • Uqhelwaniso kunye nokuhanjiswa kweenkonzo •Unxibelelwano
•Ukuqhelana neentshukumo kunye neziphumo ezihle • Ukungalukuhleki • Ukukulungela ukutshintsha •Ubuganga bokuqina • Uqhelwaniso nokufunda •Ukuthabatha uxanduva kunye nesimilo esihle • Uxinzelelo kunye nempembelelo •Ukuqhelana neqela labasebenzi
• Ukumisela isikhokelo • Ukuqeqesha kwanokufundisa.

IINDIMA EZIPHAMBILI ZOMSEBENZI

- Ukuqaphela kwanokulawula imisebenzi yabaqeshwa
- Ukulungisa kwanokuqulunqa amaxwebhu asisinyanzelo eziniki-maxabiso
- Ukulawula izivumelwano zokwakha ngokungqamene neenkqubo kunye nomthetho
- Imisebenzi gabalala yolawulo enjengokufayilisha/ukugcina iingcombolo kwanokuqwalasela izikhalazo ezenziwa ngomnxeba/ezenziwa ngqo-buqu
- Ukuhlola iisayiti ngenjongo yokuqinisekisa ulawulo lomgangatho, ukusetyenziswa wezimiselo kwakunye neemfuno zoMthetho weMpilo noKhuseleko (OHS) eNgqeshweni,
- Ukuzoba izicwangciso zokusebenza ngokungqamene nezimiselo zobugcisa
- Ukuqaphela kwanokuphatha/ukulawula imiqathango yesayiti, imisebenziyokomba umhlaba, ukwakhiwa kwezisekelo kunye nezakhiwo buqu

- Ukubonelela ngengcebiso yobugcisa kunye noncedo koonokotraka, koogxa bakho kwakunye nabanye abachaphazelekayo
- Ukugcwalisa amaxwebhu angaphakathi omsebenzi (umz.amaxwebhu omlinganiselo, awomsebenzi, iingxelo ngenkqubela, njalo-njalo)
- Ukunxibelelana kunye noluntu, oonokotraka, oonocanda bomhlaba, abayili bezakhiwo, iinjinieli zokwakha, abacebisi ngezendalo, njalo-njalo)

UMLINGANISELO WOMVUZU:

Umgodlo uwonke omalunga ne ±R603 608.85 – R769 407.29 ngonyaka.

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

UMVUZU OSISISEKO:

R430 640.28 – R558 968.28 ngonyaka(T12)

UMHLA WOKUVALA:

8 AUGUST 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**, neyakuthatyathwa njegeyimfihlo, 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 izicelo ezingeniswe ngesandla eziyakwamkelwa.** Izicelo ezenziwe ngoBuchwepheshe ezikhathshwa yifomu esesikweni kunye neCV (ngokukhethekileyo zibe luxwebhu olunye oluyi PDF) zingathunyelwa ngeimeyile 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 ziqinisekisiweyo) 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 zeziqumfundo kunye namanye amaxwebhu ayimfuneko, kufuneka zonke ezi zingeniswe phambi komhla wovavanyo lokwenza ngezandla.
- Iingcombolo ezithe vetshe ziyafumaneka ku Nkskz N De Wet okanye uNkskz F Mpondo / Nkskz C Daniels 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.**
- **Nangona kungakho nalo naluphina ummelo, akukho sivumelwano sengqesho siyakusebenza phambi kokuba isinikezelo esibhaliweyo nesivela kumasipala, sibe samkelwe, ngumenzi-sicelo.**

MNU C PUREN

UMPHATHI KAMASIPALA