

MOSSEL BAY MUNICIPALITY

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

BUILDING PLAN EXAMINER **(PLANNING & ECONOMIC DEVELOPMENT)**

MOSSEL BAY 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)

- Relevant three-year tertiary qualification (minimum NQF Level 6) in the building environment (e.g. Architecture or Building)
- Valid Code B driver's license
- **Proof of own vehicle or proof of access to a private vehicle for inspections/duties to accompany application**
- Two years of Building Control experience (in local government) or similar architectural experience.
- Proficient in at least two of the three official languages of the Western Cape
- Computer literate (MS Office applications)
- **Proof of clean criminal record** (not older than 6 months) and eligible to register as a Peace Officer (Law Enforcement Officer)
- Good knowledge of the National Building Regulations
- Willing to work after-hours, should the need arise
- Physically fit and healthy

COMPETENCIES REQUIRED

Core Professional Competencies:

- Reads and understands basic documents and able to follow written and verbal instructions
- Effective oral and written communication as appropriate to specific audiences
- Logical problem-solving approach.

Functional Competencies:

- Able to assess and scrutinize building development applications and ensure that submissions are complete
- Able to advise public on shortcomings of a building plan submission
- Able to plan activities within timeframes

Personal Competencies:

- Able to stay calm and focussed under pressure

KEY PERFORMANCE AREAS

- Scrutinize building plan applications to ensure compliance with the National Building Regulations
- Inspect properties for which building plan applications have been received and check the accuracy of the information contained therein
- Inspect building sites and operations and check for compliance with relevant legislation
- Report illegal building operations and/or structures
- Advise, assist, educate and liaise with developers, architectural professionals, engineers and the general public with regards to the requirements of the National Building

- Regulations and other relevant legislation, as well as the submission of building plans
- Handle complaints telephonically, in person, via e-mail or other correspondence
- Building Plan and general administration related to the function

SALARY SCALE: All-inclusive total package of ± R393 458.04 – R500 262.36 per annum. Benefits eg medical aid scheme, pension fund, group life scheme, 13th cheque included.

BASIC SALARY: R277 401.24 – R360 067.80 per annum (T10)

CLOSING DATE: 20 OCTOBER 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 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

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

BOUPLANNASIENER
(BEPLANNING & EKONOMIESE ONTWIKKELING)

MOSSELBAAI
PERMANENTE AANSTELLING
AANSOEKERS WOONAGTIG BINNE DIE WES-KAAP MAG VOORKEUR GENIET

VEREISTES

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

- Verwante 3-jaar tersiêre kwalifikasie (minimum NKR Vlak 6) in die bou-omgewing (bv. Argitektuur of Konstruksie)
- Geldige Kode B Bestuurderslisensie
- **Bewys van eie voertuig of bewys van toegang tot 'n private voertuig vir inspeksies/pligte moet aansoek vergesel**

- Twee (2) jaar Boubeheer ondervinding (in Plaaslike Regering) of soortgelyke argitektoniese ondervinding.
- Vlot in ten minste twee (2) van die drie (3) amptelike tale van die Wes-Kaap
- Rekenaargeletterd (MS Office toepassings)
- **Bewys van skoon kriminele rekord** (*nie ouer as 6 maande nie*) en kwalifiseer om te registreer as 'n Vredesbeampte (Wetstoepassingsbeampte)
- Goeie kennis van die Nasionale Bouregulasies
- Bereid om na-ure te werk, indien nodig
- Fisies fiks en gesond

VEREISTE BEVOEGDHEDE

Kern Professionele Bevoegdhe:

- Lees en verstaan basiese dokumente en in staat om geskrewe en mondelingse instruksies te volg
- Effektiewe mondelingse en skriftelike kommunikasie soos gepas vir spesifieke gehore
- Logiese probleem-oplossingstoenaadering.

Funksionele Bevoegdhe:

- In staat om bou ontwikkelingsaansoeke te assesser en te bestudeer en verseker dat aansoeke volledig is
- In staat om die publiek te adviseer oor tekortkominge van 'n bouplanaansoeke
- In staat om aktiwiteite binne tydramwerke te beplan

Persoonlike Bevoegdhe:

- In staat om onder druk kalm en gefokus te bly

SLEUTEL PRESTASIE AREAS

- Bestudeer bouplan-aansoeke om aan die Nasionale Bouregulasies te voldoen
- Inspeksie van eiendomme waarvoor bouplan-aansoeke ontvang is en nagaan van die akkuraatheid van die inligting daarin vervat
- Inspeksie van bouversele en bedrywigheide om voldoening aan toepaslike wetgewing te kontroleer
- Rapporteer onwettige bou-aktiwiteite en/of strukture
- Adviseer, verleen bystand, opleiding en skakel met ontwikkelaars, argitektoniese vakkundiges, professionele persone, ingenieurs en die algemene publiek met betrekking tot die vereistes van die Nasionale Bouregulasies en ander toepaslike wetgewing, sowel as die indiening van bouplanne
- Hanteer klagtes telefonies, persoonlik, per e-pos of ander korrespondensie
- Bouplan en algemene administrasie wat verband hou met die funksie

SALARISSKAAL: Alles-insluitende totale pakket van ±R393 458.04 – R500 262.36 per jaar. Voordele bv. mediesefondsskema, pensioenfonds, groeplewensskema, 13de tjek ingesluit.

BASIESE SALARIS: R277 401.24 – R360 067.80 per jaar (T10)

SLUITINGSDATUM: 20 OKTOBER 2023
(Geen aansoeke sal na 13h00 aanvaar word nie)

ALGEMEEN:

- Aansoekvorms is beskikbaar op die Munisipale web-tuiste (www.mosselbay.gov.za) of elektronies 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 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 harde kopie aansoeke aanvaar word. Elektroniese aansoeke vergesel deur die amptelike aansoekvorm en 'n omvattende CV (verkieslik as een gekombineerde PDF document) 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.

- Neem kennis dat die verwante amptelike aansoekvorm ten volle voltooi moet word. Versuim om die voltooië aansoekvorm en/of gesertifiseerde kopie en ander vereiste dokumentasie tot onmiddellike diskwalifikasie sal lei.
- Oorspronklike gesertifiseerde kopie (nie ouer as 6 maande nie) van bewys van kwalifikasies en ander vereiste dokumentasie moet die CV en aansoekvorm vergesel.
- Kandidate wat vir voorafkeuring kwalifiseer mag onderworpe wees en van vereis word om 'n teoretiese en/of praktiese toets, insluitend 'n bestuursvaardigheidstoets te ondergaan.
- Kortlyskandidate wat vir voorafkeuring (praktiese assessering) kwalifiseer en 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
- 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 Gelyke indiensneming, Nr. 55 van 1998, vir die bevordering van voorheen benadeelde en gestremde persone en moedig daarvan 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

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

UMHLOLI WEZICWANGCISO ZOKWAKHA
(UCWANGCISO NOPHUHLISO LOQOQOSHO)
E-MOSSELBHAYI
INGQESHO ESISIGXINA
ABENZI-ZICELO ABAHLALA PHAKATHI KWEMIDA YASE NTSHONA-KAPA BANOKUFUMANA
UKHETHO

IIMFUNO / OKULINDELEKILEYO

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

- Isiqu semfundo ephakamileyo yeminyaka emithathu (3) (ubuncinane uNQF iNqanaba 6) kumsebenzi obandakanya izakhiwo (umz. Ubuchweli okanye Ulwakhiwo)
- Iimpepha-mvume zokuqhuba zeNqanaba B
- **Ubungqina besithuthi esisesakho okanye ukwazi ukufikelela kwisithuthi sabucala ukwenzeni uhlolo / imisebenzi , kufuneka buhambe nesicelo sakho**
- Amava afikelela kwiminyaka emibini (2) kumsebenzi woLawulo Lwezakhiwo (kurhulumente wasemakhaya okanye amava angqamene nocwangciso lokwakha
- Ugqibelelo kwiilwimi ezimbini (2) kwezintathu ezisesikweni eNtshona-Kapa.
- Ulwazi ngeKhompyutha (linkqubo zika MS Office)
- **Ubungqina bokuba akuzange ufunyanwe unetyala lolwaphulo-mthetho kwaye ube ufanelekile ukubhalisa njengeGosa Loxolo (iGosa Lonyanzeliso-Mthetho).**
- Ulwazi olugqibeleleyo ngeMigaqo Yezakhiwo yeSizwe
- Ube uzimisele ukusebenza emva kweeyure zomsebenzi, xa kuyimfuneko.
- Ube womelele ngokwasemzimbeni kwaye ube sempilweni entle

UBUCHULE BOGQIBELELO OBUYIMFUNeko:

Ugqibelelo oluphambili:

- Ukufunda nokuqonda amaxwebhu asisiseko kwaye ukwazi ukulandela imiyalelo ngentetho kunye nebhaliweyo
- Ukwenza unxibelelwano ngentetho nangembalelwano ngokufanelekileyo nangokuchanekileyo kuninzi lwabantu
- Ubuganga bokukwazi ukusombulula iimbambano.

Ugqibelelo emsebenzini:

- Ube uyakwazi ukuvavanya kwanokuhlahlela izicelo zophuhliso lwezakhiwo nokuqinisekisa ukuba okungenisiweyo kuphelele.
- Ube uyakwazi ukucebisa uluntu kwiimpazamo ezikwizicwangciso zokwakha xa zingeniswa
- Ube uyakwazi ukucwangcisa imisebenzi phakathi kwesithuba esimiselweyo

Ugqibelelo-buqu:

- Ube uyakwazi ukuthoba umoya kwaye unike ingqwalasela phantsi kweemeko zoxinezelelo

IINDIMA EZIPHAMBILI ZOMSEBENZI

- Ukuphicotha izicwangciso zokwakha ukuqinisekisa ukuthotyelwa kweMigaqo yeZakhiwo yeSizwe
- Ukuhlola iindawo ezithe kwangeniswa izicwangciso zokwakha ngakuzo ze uqinisekise ukuchaneka kweengcombolo eziqulathwe kwisicwangciso esingenisiweyo.
- Ukuhlola iindawo ekwakhiwa kuzo ze uqinisekise ukuthotyelwa komthetho ochaphazelekayo.
- Ukwenza ingxelo ngolwakhiwo olungekho mthethweni okanye izakhiwo ezimiswe ngokungekho mthethweni.
- Ukuncedisa, ukucebisa, ukufundisa nokuthethana nabakhi, iingcali zezakhiwo, iinjini kunye noluntu gabalala malunga neemfuno zeMigaqo yeSizwe yeZakhiwo kunye neminye imithetho echaphazelekayo, kwakunye nokungeniswa kwezicwangciso zokwakha.
- Ukuqwalasela izikhalazo ezenziwa ngomnxeba, ezenziwa ngumntu ubuqu, ezenziwa nge-imeyile okanye nayiphina enye imbalelwano.
- IsiCwangciso Sokwakha kunye nemisebenzi gabalala yolawulo.

UMLINGANISELO WOMVUZO:

Umgodlo uwonke omalunga ne ±R393 458.04 – R500 262.36 ngonyaka. Izibonelelo ezinjengoNcedo lonyango, ingxowa-mali yomhlala-phantsi, i-inshorensi yomqeshi, intlawulo ye-13(iBhonasi) zibandakanyiwe apha.

UMVUZO OSISISEKO: R277 401.24 – R360 067.80 ngonyaka (T10)

UMHLA WOKUVALA: 20 OKTOBHA 2023

(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 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 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