

MOSSEL BAY MUNICIPALITY

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

ARTISAN: FITTER **PUMPS & PLANT MAINTENANCE** **(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)

- Trade Tested Artisan (Mechanical Fitter) / Red seal (NQF Level 4)
- Valid Code EB driving license (manual vehicle)
- Proficient in at least two (2) of the three (3) official languages of the Western Cape
- Required to be on standby and to work in all weather conditions
- Required to work outside normal working hours during emergencies and planned overtime
- Must be physically fit and able-bodied
- Minimum of 1 to 2 years' relevant experience

PREFERRED REQUIREMENTS

- Relevant NQF Level 6 qualification
- 3 to 4 Years' relevant experience

COMPETENCIES REQUIRED

• Managing work • Problem solving • Planning and organising • Quality orientation • Workplace safety • Discipline-specific skills • Service delivery orientation • Interpersonal relationships • Communication • Customer orientation and customer focus • Action orientation • Resilience • Accountability and ethical conduct • Learning orientation • Direction setting • Impact and influence • Team orientation • Coaching and mentoring

KEY PERFORMANCE AREAS

- Coordinate pre-work/site requirements in terms of repairs and planned maintenance sequences
- Provide guidelines and specific instructions to personnel
- Attend to subordinate deviations in performance or disciplinary/conflict issues
- Complete internal transactional documentation (time sheets, log sheets, progress/productivity reports)
- Operate heavy and/or specialised vehicles and equipment
- Transport personnel/material and monitor the loading/off-loading of materials and equipment
- Ensure that plant/pump station machines and equipment are kept in good working order
- Fault find and repair mechanical parts, machines and equipment
- Informal and formal reporting
- Diplomatic interaction with various stakeholders

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: 12 APRIL 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

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

AMBAGSMAN: PASSER
POMPE & AANLEG INSTANDHOUDING
(INFRASTRUKTUURDIENSTE)

MOSSELBAAI
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 indiens sal aanvaar word nie)

- Vaktoets Geslaagde Ambagsman (Meganiese Passer) / Rooi seël (NKR Vlak 4)
- Geldige Kode EB Bestuurderslisensie (handrat voertuig)
- Vlot in ten minste twee (2) van die drie (3) amptelike tale van die Wes-Kaap
- Vereiste om op bystand te wees en in alle weerstoestande te werk
- Vereiste om buite normale werksure gedurende noodgevalle en beplande oortyd te werk
- Moet fisies fiks en liggaamlik geskik wees
- Minimum 1 tot 2 jaar verwante ondervinding

VOORKEURVEREISTES

- Verwante NKR Vlak 6 kwalifikasie
- 3 tot 4 Jaar verwante ondervinding

VEREISTE BEVOEGDHEDE

• Bestuur werk • Probleemoplossing • Beplanning en organisering • Kwaliteit-orientasie • Werksplek veiligheid • Dissipline-spesifieke vaardighede • Dienleweringorientasie • Interpersoonlike verhoudings • Kommunikasie • Kliënte-orientasie en kliëntefokus • Aksie-orientasie • Veerkragtigheid • Verantwoordbaarheid en etiese gedrag • Leerorientasie • Rigtingstelling • Impak en beïnvloeding • Span-orientasie • Opleiding en mentorskap

SLEUTEL PRESTASIE AREAS

- Koördineer vooraf werk/perseelvereistes in terme van herstelwerk en beplande instandhoudingsvolgordes
- Voorsien riglyne en spesifieke instruksies aan personeel
- Skenk aandag aan ondergeskikte se prestasie afwykings of dissiplinêre/konflik kwessies
- Voltooi interne transaksionele dokumentasie (tydstate, ritstate, vordering/produktiwiteitsverslae)
- Bedryf swaar en/of gespesialiseerde voertuie en toerusting
- Vervoer personeel/materiaal en monitor die laai/aflaai van materiale en toerusting
- Verseker dat aanleg/pompstasie masjiene en toerusting in goeie werkende toestand is
- Foutopsporing en herstel meganiese onderdele, masjiene en toerusting
- Formele en informele rapportering
- Diplomatieuse interaksie met verskeie belanghebbendes

SALARISSKAAL: Alles-insluitende totale pakket van ±R393 458,04 – R500 262,36 per jaar. Voordele bv. mediesefondsskema, pensioenfonds, groeplewensskema, 13^{de} tjek ingesluit.

BASIESE SALARIS: R277 401,24 – R360 067,80 per jaar (T10)

SLUITINGSDATUM: 12 APRIL 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 moedig dus 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 WASE MOSSEL BHAYI

UMasipala wase Mossel Bhayi, njengomqoshi ozibopheleleyo kwingqesho ngokulinganayo, umema abantu ukuba benze izicelo zesi sithuba somsebenzi silandelayo

ICHULE ELINOBUGCISA: UMBUMBI ULUNGISO LWEEMPOMPO NAMANZI (IINKONZO ZEZISEKO)

**E-MOSSEL BHAYI
INGQESHO ESISIGXINA**

(ABENZI-ZICELO ABAHLALA PHAKATHI ENTSHONA-KAPA BAYA KUQWALASELWA KUQALA)

IIMFUNO/OKULINDELEKILEYO

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

- INcutshe eVavanyweyo (Umbumbi Wezokukhanda)/ Uphawu oluBomvu lwesiQinisekiso sogqibelelo (NQF iSigaba 4)
- Iimpepha-mvume zokuqhuba zeNqanaba EB (kwisithuthi esitshintshwayo)
- Ube ugqibelele kwiilwimi ezimbini (2) kwezintathu (3) ezisesikweni eNtshona-Kapa
- Kulindeleke ukuba ukulungele ukubizwa naninina emsebenzini kwaye usebenze phantsi kwazo zonke iimeko zezulu
- Kulindeleke ukuba usebenze ixesha elingaphaya kweeyure zesiqhelo zomsebenzi ngexesha lonxunguphalo kwakunye nexesha elicwangcisiweyo elongezelelweyo
- Ube womelele ngokwasemzimbeni kwaye ungakhubazeki
- Ubuncinane amava onyaka omnye (1) ukuya kwemibini (2) kumsebenzi ongqamene nesi sikhundla.

IIMFUNO EZIKHETHEKILEYO

- Isiqu semfundo yesiGaba NQF 6
- Amava eminyaka emi-3 ukuya kwemi-4 kumsebenzi ongqamene nesi sithuba

UBUCHULE OBUYIMFUNO

OKULINDELEKE UKUBA UKWAZI UKUKWENZA

*Ukulawula umsebenzi *Ukusombulula iingxaki *Ukucwangcisa kwanokuququzelela *Ukuqhelana nomsebenzi osemgangathweni "Ukhuseleko engqeshweni *Izakhono ezingqamene nomsebenzi* Uqhelwaniso nokuhanjiswa kweenkonzo* Ubudlelwane nabanye ngaphakathi engqeshweni * Unxibelelwano * Ukuqhelana nabathengi kwanokwanelisa abathengi * Uqhelwaniso neentshukumo * Ukumelana noxinzelelo * Ukuthabatha uxanduva kwanesimilo esifanelekileyo *Uqhelwaniso nokufunda * Ukumisela izikhokelo * Impembelelo *Ukuqhelanisa kunye neqela * Ukuqeqeshwa kwanokufundisa.

IINDIMA EZIPHAMBILI ZOMSEBENZI

- Ukulungelelanisa iimfuno zaphambi komsebenzi kwindawo ekuzakusetyenzwa kuyo malunga nolungiso kwakunye nolungiso olucetywayo
- Ukunikezela izikhokelo kunye nemiyalelo kubasebenzi
- Ukuqwalasela utyeshelo olwenziwa ngabo basebenza phantsi wakho okanye ululeko/iimeko ezingqamene neembambano
- Ukugcwalisa amaxwebhu angaphakathi (umz. awexesha, awomsebenzi, iingxelo ngenkqubela, njalo-njalo)
- Ukusebenza izigadla/izithuthi ezikhulu okanye ezakhiwe ngokukhethekileyo kunye nezixhobo
- Ukuhambisa abasebenzi/izinto zokusebenza ze uziqaphele xa zikhweliswa okanye zisothulwa
- Ukuqinisekisa ukuba iziko/oomatshini besitishi sokumpompa kunye nezixhobo zigcinwa zikwimeko esebenzayo

- Ukufumanisa umonakalo kwanokulungisa izinto ezikhandwayo, oomatshini kunye nezixhobo
- Ukwenza ingxelo engekho sesikweni kunye nesesikweni
- Ukuqhagamshelana ngobuchule kunye nabo babandakanyekayo.

UMLINGANISELO WOMVUZO:

**Umgodlo uwonke omalunga ne ±R393 458.04 – R500 262.36 ngonyaka
Izibonelelo ezinjengoNcedo Lonyango, ingxowa yomhlala-phantsi, i-inshorensi
yomqeshi, intlawulo yeBhonasi zibandakanyiwe apha.**

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

UMHLA WOKUVALA: 12 APRIL 2024

(Izicelo ezifunyenwe emva ko 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 nekhathwa 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 ezikhatshwa 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 beziqinisekisiweyo 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 zeziqinisekisiweyo 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/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