

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

SUPERINTENDENT: BULK SERVICES
(INFRASTRUCTURE SERVICES)

MOSEL 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)

- Completed Trade Test (Artisan: Plumber)
- Minimum of 3 to 5 years' relevant experience
- Valid Code B driving license
- 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
- Required to work in all weather conditions and to be on standby

PREFERRED REQUIREMENTS

- At least 3 years' supervisory experience

COMPETENCIES REQUIRED

Core Professional Competencies:

- Plans ahead to ensure that required equipment and/or materials are in appropriate locations
- Generates various solutions/options and contingency plans for localized problems
- Puts preventative measures in place to ensure that problems do not recur
- Draws up maintenance and preventative maintenance programmes
- Maintains a project checklist covering all detail that may be overlooked

Functional Competencies:

- Ensures the effective execution of health and safety regulations
- Applies specialist knowledge to situations and to enhance solutions
- Shows sound problem-solving skills and analytical ability

Public Service Orientation:

- Negotiates skilfully in tough situations with internal and external stakeholders
- Compiles routine reports and uses appropriate styles and formats to communicate to internal and external stakeholders
- Understands client issues and seeks information about current and future requirements

Personal Competencies:

- Holds self and others accountable for delivery on projects and goals
- Proactively searches the environment to detect situations which might cause setbacks or failures
- Aware of potential conflicts of interest and follows procedures to deal with conflicts

Leadership Competencies:

- Establishes clear direction and sets team goals with a clear sense of purpose
- Tactfully confronts and corrects others when necessary
- Encourages a team approach to problem-solving

- Recognises and respects the value of diverse views
- Anticipates mistakes and offers assistance without being overbearing

KEY PERFORMANCE AREAS

- Coordinate and control tasks/activities associated with personnel performance, productivity and discipline
- Plan, prioritise and schedule a preventative maintenance plan to manage the water network pipelines, tanker service, and construction operations
- Provide guidance and specific instructions to personnel with respect to the storage of materials/equipment and check/correct any safety deviations
- Supervise and control the maintenance of machinery/equipment and arrange for repairs
- Participate in operational discussions/meetings and present factual information
- Inspect and report on the condition of water reticulation systems and support structures
- Install water reticulation systems and maintain the functionality of water meters
- Maintain records/information related to the activities of the section
- Diplomatic interaction with various stakeholders
- Informal and formal reporting

SALARY SCALE: All-inclusive total package of ± R534 587.62 – R683 443.86 per annum. Benefits eg medical aid scheme, pension fund, group life scheme, 13th cheque included.

BASIC SALARY: R386 635.56 – R501 850.32 per annum (T12)

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

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

SUPERINTENDENT: GROOTMAATDIENSTE
(INFRASTRUKTUUR DIENSTE)

MOSELBAAI

PERMANENTE AANSTELLING

AANSOEKERS WOONAGTIG BINNE DIE WES-KAAP MAG VOORKEUR ONTVANG

VEREISTES

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

- Voltooide Vaktoets (Vakman: Loodgieter)
- Minimum 3 tot 5 jaar verwante ondervinding
- Geldige Kode B bestuurderslisensie
- Vlot in ten minste 2 van die 3 amptelike tale van die Wes-Kaap
- Vereis om buite normale werksure gedurende noodgevalle en beplande oortyd te werk
- Vereis om in alle weerstoestande te werk en om op bystand te wees

VOORKEUR VEREISTES

- Ten minste 3 jaar toesighoudende ondervinding

VEREISTE BEVOEGDHEDE

Kern Professionele Bevoegdhe:

- Beplan vooruit om te verseker dat vereiste toerusting en/of materiaal by toepaslike persele is
- Genereer verskeie oplossings/opsies en gebeurlikheidsplanne vir plaaslike probleme
- Stel voorkomende maatreëls in plek om te verseker dat probleme nie herhaal word nie
- Stel instandhouding en voorkomende instandhoudings programme op

Funksionele Bevoegdhe:

- Verseker die effektiewe uitvoering van gesondheid- en veiligheidsregulasies
- Pas spesialis kennis toe op situasies en om oplossings te bevorder
- Toon sterk probleemoplossingsvaardighede en vermoë

Publiekediens Oriëntasie:

- Onderhandel vaardig tydens moeilike situasies met interne en eksterne belanghebbendes
- Stel roetine verslae op en gebruik toepaslike maniere en formate om met interne en eksterne belanghebbendes te kommunikeer
- Verstaan kliënte kwessies en soek inligting oor huidige en toekomstige vereistes

Persoonlike Bevoegdhe:

- Hou self en ander verantwoordelik vir prestasie op projekte en doelwitte
- Ondersoek omgewing pro-aktief om situasies te identifiseer wat terugslae of mislukkings mag veroorsaak
- Bewus van potensiële konflik van belange en volg prosedures om konflik te hanteer

Leierskap Bevoegdhe:

- Stel duidelik rigting vas en stel span doelwitte vas met 'n duidelike begrip van doel
- Konfronteer taktvol en korrigeer ander wanneer nodig
- Bemoedig 'n spantoenadering tot probleemoplossing

- Erken en respekteer die waarde van diverse uitsigte
- Maak voorsiening vir foute en verleen bystand sonder om aanmatigend te wees

SLEUTEL PRESTASIE AREAS

- Koördineer en beheer take/aktiwiteite geassosieer met personeelprestasie, produktiwiteit en dissipline
- Beplan, prioritiseer en skeduleer 'n voorkoming instandhoudingsplan om die waternetwerk pyplyne, tenkdiens en konstruksie aktiwiteite te bestuur
- Voorsien leiding en spesifieke instruksies aan personeel met betrekking tot die berging van materiaal/toerusting en nagaan/regstel van enige veiligheidsafwykings
- Toesighouding en beheer die instandhouding van masjinerie/toerusting en reël vir herstel
- Deelname in operasionele besprekings/vergaderings en voorlegging van feitelike inligting
- Inspekteer en rapporteer op die toestand van waterretikulasiestelsels en ondersteuningsstrukture
- Installeer waterretikulasiestelsels en onderhou die funksionaliteit van watermeters
- Onderhou rekords/inligting verwant aan die aktiwiteite van die afdeling
- Diplomatieuse interaksie met verskeie belanghebbendes
- Formele en informele rapportering

SALARISKAAL:

Alles-insluitende totale pakket van ± R534 587.62 – R683 443.86 per jaar. Voordele bv. mediese fondsskema, pensioenfonds, groeplewensskema, 13de tjek ingesluit.

BASIESE SALARIS: R386 635.56 – R501 850.32 per jaar (T12)

SLUITINGS DATUM: 20 OKTOBER 2023

(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 voltooië aansoekvorm en/of kopie en ander vereiste dokumentasie aan te heg, tot onmiddellike diskwalifikasie sal lei.
- Oorspronklike gesertifiseerde kopie (nie ouer as 6 maande nie) of bewys van kwalifikasies en ander vereiste dokumentasie moet die CV en aansoekvorm vergesel.
- Kortlyskandidate 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 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 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 WASEMOSSEL BHAYI

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

INTSUMPA : AMANZI **(IINKONZO ZEZESEKO)**

E-MOSSEL BHAYI **INGQESHO ESISIGXINA**

ABENZI-ZICELO ABAHLALA PHAKATHI ENTSHONA-KAPA BAYAKUQWALASELWA **KUQALA**

IIMFUNO / OKULINDELEKILEYO

(Ubungqina bamaxwebhu afanelekileyo kunye nefomu echaphazelekayo egcwalisiweyo kufuneka ahambe nesicelo sakho)

Izicelo ezifunyenwe emva kwexesha aziyi kwamkelwa

- Ube ulugqibile uqeqesho loBungcali (iNcutshe: Umtywini)
- Ubuncinane amava eminyaka emi-3 ukuya kwemi-5 kumsebenzi ongqamene nesi sithuba
- Iimpepha-mvume zokuqhuba zeNqanaba B
- Ulwazi olugqibeleleyo kwiilwimi ezimbini (2) kwezintathu (3) ezisesikweni eNtshona-Kapa
- Kulindeleke ukuba usebenze iiyure ezingaphaya kwezo zesiqhelo zomsebenzi ngexesha lonxunguphalo kwakunye nexesha elongezelelweyo elicwangcisiweyo
- Kulindeleke ukuba usebenze phantsi kwazo zonke iimeko zezulu kwaye ulindele ukubizwa naninina emsebenzini

IIMFUNO EZIKHETHEKILEYO

- Ubuncinane amava eminyaka emi-3 kwisikhundla sokuphatha/sokulawula

UBUCHULE OBUYIMFUNO

Ubuchule obuphambili boqgibelelo:

- Ukucwangcisa kwangaphambili ngenjongo yokuqinisekisa ukuba izixhobo kunye nezinto zokusebenza zikwiindawo ezifanelekileyo
- Ukuveza izisombululo ezahlukeneyo kwakunye nezicwangciso zexesha likaxakeka kwiingxaki zangaphakathi
- Ukumisela amanyathelo othintelo ngenjongo yokunqanda ukwenzeka kweengxaki kwakhona
- Ukuqulunqa iinkqubo zokulungisa kunye nezokuthintela ukonakala olufuna ingqwalasela yokulungisa

Ubuchule bomsebenzi:

- Ukuqikelela iziganeko, iimeko kunye nezehlo ezinokuba nempembelelo emsebenzini
- Ukusebenzisa ulwazi olukhethekileyo kwiimeko kwanokuqinisekisa izisombululo
- Ukubonakalisa ubuchule obugqibeleleyo ekusombululeni iingxaki kwanobuchule bokuhlalutya.

Uqhelwaniso neNkonzo kaRhulumente:

- Ukuthetha-thethana nabo bachaphazelekisyo ngendlela enobuchule kwiimeko ezinzima ngaphakathi nangaphandle

- Ukuqulunqa iingxelo zeenkqubo kwanokusebenzisa iindlela ezifanelekileyo zonxibelelwano nabo bachaphazelekayo ngaphakathi nangaphandle
- Ukuyiqonda imibandela yabathengi ze ufune ulwazi ngeemfuno zangoku kunye nezexesha elizayo.

Ubuchule bakho ubugu:

- Ukuluthabathela kuwe uxanduva kwakunye nabanye ekuhanjiseni kweenkonzo kwiiprojekthi nakwizijoliselo
- Ukwenza uphando ngesimo engqeshweni ekufumaniseni iimeko ezinokubangela ukubuyela umva okanye ukudodobalisa inkqubo yomsebenzi
- Ukuba nolwazi ngongqubano lomdla olunokwenzeka kwanokulandela iinkqubo zokuqubisana neembambano

Ubuchule bokuKhokela / bokuLawula:

- Ukumisela isikhokelo esicacileyo kwanokumisela izijoliselo zeqela ngendlela ecacileyo kwiinjongo zazo
- Ukuqubisana ngendlela ezezekileyo kwanokulungisa abanye xa kuyimfuneko
- Ukukhuthaza umoya wokusebenza njengeqela elinye xa kusonjululwa iingxaki
- Ukuqonda kwanokuhlonipha ukuxabiseka kweembono ezahlukileyo
- Ukuthelekelela iimpazamo ze unikezele inkxaso ngaphandle kwenkxamleko egqithisileyo.

IINDIMA EZIPHAMBILI ZOMSEBENZI

- Ukulungelelanisa kwanokulawula imisebenzi/iintshukumo zabasebenzi, imveliso kunye nendlela yokuziphatha
- Ukucwangcisa, ukuhlengahlengisa kwanokumisela isicwangciso sokulungisa ekulawuleni uthungelwano lwamanzi, inkonzo yamatanki amanzi, kwakunye nemisebenzi yokwakha
- Ukunikezela umkhomba-ndlela kwakunye nemiyalelo ethile kubasebenzi malunga nokugcinwa kwezinto/izixhobo zokusebenza kwanokulungisa utyeshelo lokhuseleko
- Ukulawula ukulungiswa koomatshini/izixhobo kwanokulungiselela ukulungiswa kwazo
- Ukuthabatha inxaxheba kwiingxoxo/kwiintlanganiselo ze unikezele ulwazi olubambekayo
- Ukuhlola kwanokwenza ingxelo ngesimo seenkqubo zothungelwano lwamanzi kwakunye nezixhobo zenkxaso
- Ukufakela iinkqubo zokuhanjiswa kwamanzi kwanokulungisa ukusebenza kweemithara zamanzi
- Ukugcina iingcombolo/ulwazi olungqamene nemisebenzi yecandelo
- Ukuqhagamshelana ngobuchule obunzulu kunye nabachaphazelekayo ngokwahlukeneyo
- Ukwenza ingxelo engekho sesikweni kunye nesesikweni.

UMLINGANISELO WOMVUZO:

Umgodlo uwonke omalunga ne ±R534 587.62 – R683 443.86 ngonyaka. Izibonelelo ezinjengoNcedo lonyango, ingxowa-mali yomhlala-phantsi, i-inshorensi yomqeshi, intlawulo ye-13(iBhonasi) zibandakanyiwe apha.

UMVUZO OSISISEKO: R386 635.56 – R501 850.32 ngonyaka (T12)

UMHLA WOKUVALA: 20 OKTOBHA 2023

(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 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.
- Iingombolo 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