

MOSSEL BAY MUNICIPALITY

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

SUPERINTENDENT: PARKS MAINTENANCE
HORTICULTURE & RECREATION
(COMMUNITY 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
- Minimum of 3 to 5 years' relevant experience in a horticulture or related environment
- Proficient in at least 2 of the 3 official languages of the Western Cape
- Computer literate (MS Office applications)
- Valid Code B driver's license (manual vehicle)
- Required to work in all weather conditions
- Willing to work overtime and/or render assistance in emergency situations
- Will be exposed to poison and pest control products

PREFERRED REQUIREMENT

- Appropriate National Diploma in Horticulture, or equivalent qualification (minimum NQF Level 6)

COMPETENCIES REQUIRED

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

KEY PERFORMANCE AREAS

- Plans and manages activities of the sub-section
- Liaise with the public and officials regarding matters pertaining to parks and cemeteries
- Award sites and supervise digging of graves, including measuring layout and numbering of graves
- Plan, coordinate and monitor the maintenance, development and upgrading of parks/cemeteries
- Ensure a climate conducive to promoting and sustaining motivation and performance levels of personnel
- Direct and control the key performance indicators and outcomes of personnel within the sub-section
- Inspect worksites and conduct observations to apply corrective/remedial measures
- Ensure that areas are maintained by conducting routine inspections
- Manage the maintenance of street trees and gardens
- Transport machinery, equipment and people to and from the workplace
- Ensure that administrative sequences and reporting requirements are complied with
- Manage assets of the sub-section
- Attend to request for the removal of trees, shrubs and other vegetation

- Control the material and equipment of the sub-section within budget
- Informal and formal reporting
- Diplomatic interaction with various stakeholders

SALARY SCALE: All-inclusive total package of ± R560 716,35 – R716 271,24 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: 24 JANUARY 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.
- 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

SUPERINTENDENT: PARKE INSTANDHOUDING

TUINBOU & REKREASIE **(GEMEENSKAPSDIENSTE)**

MOSELBAAI

PERMANENTE AANSTELLING

AANSOEKERS WOONAGTIG IN DIE WES-KAAP MAG VOORKEUR ONTVANG

NOODSAAKLIKE VEREISTES

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

- Graad 12 (NKR Vlak 4) of gelykstaande tegniese kwalifikasie
- Minimum 3 tot 5 jaar verwante ondervinding in tuinboukunde of verwante omgewing
- Vlot in ten minste 2 van die 3 amptelike tale van die Wes-Kaap
- Rekenaargeletterd (MS Office toepassings)
- Geldige Kode B Bestuurderslisensie (handratvoertuig)
- Vereiste om in alle weerstoestande te werk
- Bereid om oortyd te werk en/of bystand te verleen in noodgevalle situasies
- Sal aan gifstowwe en insekbeheerprodukte blootgestel word

VOORKEURVEREISTES

- Toepaslike Nasionale Diploma in Tuinboukunde of gelykstaande kwalifikasie (minimum NQF Vlak 6)

VEREISTE BEVOEGDHEDE

Probleemoplossing • Beplanning en organisering • Organisatoriese bewustheid • Dissipline-spesifieke bevoegdhede • Mensebestuur • Taakbestuur • Werksplekveiligheid • Begroting • Interpersoonlike verhoudings • Kommunikasie • Diensleweringsooriëntering • Veerkragtigheid • Etiek en verantwoordbaarheid • Rigtingstelling • Impak en Invloed • Opleiding en mentorskap • Spanoriëntasie

SLEUTEL PRESTASIEAREAS

- Beplan en bestuur aktiwiteite van die onderafdeling
- Skakel met die publiek en beamptes rakende sake met betrekking tot parke en begraafters
- Perseel toekenning en toesighouding oor graf-uitgraving, insluitend mate-uitlegging en nummering van grafte
- Beplan, koördineer en monitor die instandhouding, ontwikkeling en opgradering van parke/begraafers
- Verseker 'n klimaat wat bevordelik is vir die bevordering en handhawing van motivering en prestasievlakke van personeel
- Rig en beheer die sleutelprestasie aanwysers en uitkomst van personeel binne die onderafdeling
- Inspekteer werkspersele en voer observasies uit om korrektiewe/regstellende maatreëls toe te pas
- Verseker dat areas instand gehou word deur roetine inspeksies uit te voer
- Bestuur die instandhouding van straatbome en tuine
- Vervoer masjinerie, toerusting en mense na en van die werksplek

- Verseker voldoening aan administratiewe volgordes en verslagdoenings vereistes
- Bestuur bates van die onderafdeling
- Gee aandag aan versoeke vir die verwydering van bome, struik en ander plantegroei
- Beheer die materiaal en toerusting van die onderafdeling binne begroting
- Formele en informele verslagdoening
- Diplomatieuse interaksie met verskeie belanghebbendes

SALARISSKAAL: Alles-insluitende totale pakket van ±R560 716,35 – R716 271,24 per jaar. Voordele bv mediesefondsskema, pensioenfonds, groeplewensskema, 13^{de} tjek ingesluit.

BASIESE SALARIS: R404 034,12 – R524 433,60 per annum (T12)

SLUITINGSDATUM: 24 JANUARIE 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 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 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

INTSUMPA : UKULUNGISWA KWEENPAKI

EZOLIMO NOLONWABO

(IINKONZO ZOLUNTU)

E-MOSSEL BHAYI

INGQESHO ESISIGXINA

IZICELO ZANGAPHAKATHI KUPHELA

ABENZI-ZICELO ABAHLALA PHAKATHI ENTSHONA-KAPA BASENOKUQWALASELWA KUQALA

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
- Ubuncinane amava eminyaka emi-3 ukuya kwemi-5 kumsebenzi ongqamene nesi sithuba somsebenzi wezolimo
- Ube ugqibelele kwiilwimi ezimbini (2) kwezintathu (3) ezisesikweni eNtshona-Kapa
- Ulwazi ngeKhompyutha (Iinkqubo zika MS Office)
- Iimpepha-mvume zokuqhuba zeNqanaba B (kwisithuthi esitshintshwayo)
- Kulindeleke ukuba usebenze phantsi kwazo zonke iimeko zezulu
- Ube uzimisele ukusebenza ixesha elongezelelweyo / kunye / okanye kwanokunika inkxaso kwiimeko zoxunguphalo / ezingxamisekileyo
- Uzakujongana nezinto eziyityhefu kwakunye neemveliso zokulawula izinambuzane.

IIMFUNO EZIKHETHEKILEYO

- IDiploma echaphazelekayo yeSizwe kweZolimo, okanye isiqu semfundo esilinganayo (ubuncinane uNQF Isigaba 6)

UBUCHULE OBUYIMFUNO

*Ukusombulula ingxaki * Ukucwangcisa nokuququzelela * Ukuba nolwazi olungqamene nomsebenzi * Izakhono ezingqamene nokuziphatha * Ulawulo lwabantu * Ulawulo lwemisebenzi * Ukuseleko engqeshweni * Uhlahlo-lwabiwo-mali * Uudlelwane obuhle nabantu * Unxibelelwano * Uqhelwano nokuhanjiswa kweenkonzo * Ukungalukuhleki * Isimilo kwanokuthabatha uxanduva * Ukumisela isikhokelo * Uxinzelelo kunye nempembelelo * Ukuqeqesha nokufundisa.

IINDIMA EZIPHAMBILI ZOMSEBENZI

- Ukucwangcisa kwanokulawula imisebenzi kwicandelo elinmgezantsi
- Ukunxibelelana noluntu kwanokuhlola ukombiwa kwamangcwaba, kubandakanya imilimganiselo kunye nesimo kunye nokunikwa iinombolo amangcwaba
- Ukunikezela iziza kwanokuhlola ukombiwa kwamangcwaba, kubandakanya ukwenza umlinganiselo wesimo kwanokunika iinombolo kumadlaka
- Ukucwangcisa, ukulungelelanisa kwanokuphonononga ulungiso, uphuhliso kwanokuphuculwa kweepaki/amangcwaba (amadlaka)

- Ukuqinisekisa isimo esifanelekileyo ekuphuhliseni, nasekuxhaseni nokukhuthaza imdlela yokusebenza kwabaqeshwa
- Ukukhokela kwanokulawula izijoliselo eziphambili zomsebenzi kunye neziphumo zabasebenzi kwicandelo elingezantsi
- Ukuhlola iindawo ekusetyenzwa kuzo ze eenze uhlolo ekusebenziseni izimiselo/amanyathelo okulungisa
- Ukuqinisekisa ukuba iindawo zigcinwa zikwisimo esifanelekileyo ngokwenza uhlolo rhoqo
- Ukulawula ukulungiswa kwemithi esezitalatweni nakwizitiya/kwimiyezo
- Ukuhambisa izixhobo kunye nabantu ukuya kwanokubuya kwiindawo zomsebenzi
- Ukuqinisekisa ukuba ulandelelwano lwezimiselo zolawulo kwanokwenziwa kwengxelo kuyathotyelwa
- Ukulawula izinto ezinexabiso kwicandelo elingezantsi
- Ukuqwalasela izicelo zokususwa kwemithi, amatyholo kunye nolunye uhlaza
- Ukulawula izixhobo zecandelo ngokungqamene nohlahlo-lwabiwo-mali
- Ukwenza ingxelo engekho sesikweni kunye nesesikweni
- Ukuqhagamshelana ngengqiqo kunye nabo babandakanyekayo ngokwahlukeneyo.

UMLINGANISELO WOMVUZO:

Umgodlo uwonke omalunga ne ±R560 716.35 – R716 271.24 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:

24 JANUARY 2025

(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 ziqinisekisiweyo) okanye ubungqina beziqube 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 zeziqube zemfundo kunye namanye amaxwebhu ayimfuneko, kufuneka zonke ezi zingeniswe phambi komhla wovavanyo lokwenza ngezandla.
- Iingombolo 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 behlelekile kunye nabakhubazekileyo.**
- **Nangona kungakho nalo naluphina ummelo, akukho sivumelwano sengqesho siyakusebenza phambi kokuba isinikezelo esibhaliweyo nesivela kumasipala, sibe samkelwe, ngumenzi-sicelo.**