

MOSSEL BAY MUNICIPALITY

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

BUILDING CONTROL OFFICER:
BUILDING DEVELOPMENT
(PLANNING & ECONOMIC DEVELOPMENT)

MOSSEL BAY

PERMANENT APPOINTMENT

APPLICANTS RESIDING WITHIN THE WESTERN CAPE SHALL BE CONSIDERED FOR
THE SHORTLIST OF CANDIDATES

REQUIREMENTS

(Relevant proof / documentation must accompany application)

- Relevant National Diploma (NQF Level 6) as stipulated in the National Building Regulations
- Minimum of 5 to 8 years' building industry experience
- Computer literate (MS Office applications)
- Valid Code B driving licence
- **Proof of clean criminal record** (not older than 6 months) and eligible to register as a Peace Officer
- **Proof of own vehicle or proof of access to a private vehicle for inspections/duties to accompany application**
- Proficient in at least two (2) of the three (3) official languages of the Western Cape
- Willing to work after-hours, should the need arise
- Physically fit and able-bodied with the ability to work in all weather conditions
- Good knowledge of the National Building Regulations, applicable legislation and policies

PREFERRED REQUIREMENTS

- At least 10 years' experience in a similar environment, preferably with Building Inspector and supervisory experience

COMPETENCIES REQUIRED

Professional Competencies:

- In-depth knowledge of municipal legislation, policy, practice and code of conduct
- Uses an analytical approach to solve problems
- Exercises good judgement, making fair decisions

Functional Competencies:

- Gathers information and ideas from outside to benefit the organisation
- Develops logical arguments and focuses on important elements of complicated issues

Public Service Orientation:

- Negotiates skilfully in tough situations with both internal and external stakeholders
- Delivers effective presentations to a wide variety of audiences
- Manages community expectations within technical and capacity constraints

Personal Competencies:

- Pushes self and motivates others for results
- Maintain professional ethics when confronted with pressure from others
- Copes with ambiguity and deals with uncertainty and frustration

Leadership Competencies:

- Fosters a strong sense of team belonging
- Establishes clear direction/purpose and sets team goals
- Able to understand the underlying causes of poor performance and provide appropriate support

KEY PERFORMANCE AREAS

- Manage the plans examiners and building control inspectorate sections
- Ensure that all non-compliant matters are referred to the Legal Department for further action
- Manage correspondence regarding building activities
- Evaluate the performance of staff and manage disciplinary procedures
- Ensure staff are trained in terms of latest legislation and procedures
- Provide advice and recommend design options to building inspectors, plans examiners, the public and developers
- Compile monthly reports for Statistics South Africa
- Conduct ad-hoc inspections of Council's buildings and properties
- Authorize cancellation of building plan applications and determine amounts for refund

SALARY SCALE:

All-inclusive total package of ±R597 444.81 – R765 072.37 per annum. Benefits eg medical aid scheme, pension fund, group life scheme, 13th cheque included.

BASIC SALARY: R435 287.04 – R565 030.80 per annum (T13)

CLOSING DATE: 21 JULY 2023

(No applications received after 13h00 will be accepted)

GENERAL:

- Shortlisted candidates may be subjected and required to undergo a theoretical and/or practical test, including a driving skills test.
- ***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.***
- **Applications in writing on the official application form and accompanied by a comprehensive CV**, which will be regarded as confidential, must be directed to: The Senior Manager Human Resources, P O Box 25, Mossel Bay, 6500. Alternatively, **electronic applications accompanied by the official application form and a comprehensive CV 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.**
- Application forms are available on the Municipal website (www.mosselbay.gov.za) or electronically available from the contact persons mentioned hereunder.
- Original certified copies of proof of qualifications and other required documentation must accompany the CV and application form.
- Shortlisted candidates who applied electronically must provide the **original** certified copies of qualifications and other required documentation on or before the date of the practical test.
- For equity purposes please indicate your race, gender and disability status on the application form.
- Further details are obtainable from Ms N De Wet or Ms F Mpondo at telephone number (044) - 6065000.
- If applicants are not contacted within 40 days 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.

**MR. C PUREN
MUNICIPAL MANAGER**

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

BOUBEHEERBEAMPTE:
BOUONTWIKKELING
(BEPLANNING & EKONOMIESE ONTWIKKELING)
MOSSELBAAI
PERMANENTE AANSTELLING
AANSOEKERS WOONAGTIG BINNE DIE WES-KAAP SAL VIR DIE KORTLYS VAN
KANDIDATE OORWEEG WORD

VEREISTES

(Verwante bewys / dokumentasie moet aansoek vergesel)

- Verwante Nasionale Diploma (NKR Vlak 6) soos in die Nasionale Bouregulasies gestipuleer
- Minimum 5 tot 8 jaar bouindustrie ondervinding
- Rekenaargeletterd (MS Office toepassings)
- Geldige Kode B Bestuurderslisensie
- **Bewys van skoon kriminele rekord** en kwalifiseer om as 'n Wetstoepassingsbeampte te registreer
- **Bewys van eie voertuig of bewys van toegang tot 'n private voertuig vir inspeksies/pligte moet aansoek te vergesel**
- Vlot in ten minste twee (2) van die drie (3) amptelike tale van die Wes-Kaap
- Bereid om na-ure te werk, indien nodig
- Fisies fiks en ligaamlik bekwaam en in staat om in alle weerstoestande te werk
- Goeie kennis van die Nasionale Bouregulasies, toepaslike wetgewing en beleide

PREFERRED REQUIREMENTS

- Ten minste 10 jaar ondervinding in 'n soortgelyke omgewing verkieslik met Bou - Inspekteur en toesighouding ondervinding

VEREISTE BEVOEGDHEDE

Professionele Bevoegdheede:

- In-diepte kennis van Munisipale wetgewing, beleid, praktyk en gedragskode
- Gebruik 'n analitiese benadering om probleme op te los
- Beoefen goeie oordeel, maak regverdige besluite

Funksionele Bevoegdheede:

- Versamel inligting en idees van buite om die organisasie te bevoordeel
- Ontwikkel logiese argumente en fokus op belangrike elemente van ingewikkelde kwessies

Publiekediens Orientasie:

- Onderhandel vaardig in moeilike situasies met beide interne en eksterne belanghebbendes
- Lewer effektiewe voorleggings aan 'n wye verskeidenheid gehore
- Bestuur gemeenskapsverwagtinge binne tegniese en kapasiteitsberkings

Persoonlike Bevoegdhede:

- Druk self en motiveer ander vir resultate
- Behou professionele etiek wanneer met druk gekonfronteer word van ander
- Hanteer dubbelsinnigheid, onsekerheid en frustrasie

Leierskap Bevoegdhede:

- Koester 'n sterk sin van spansamehorigheid
- Stel duidelike rigting/doel en stel spandoelwitte
- In staat om die onderliggende oorsake van swak prestasie te verstaan en voorsien toepaslike ondersteuning

SLEUTEL PRESTASIE AREAS

- Bestuur die Plannasieners en boubeheer inspektoraat afdelings
- Verseker dat alle nie-voldoening sake verwys word na die Regsafdeling vir verdere aksie
- Bestuur korrespondensie rakende bou-aktiwiteite
- Evalueer die prestasie van personeel en bestuur dissiplinêre prosedures
- Verseker personeel is opgelei ingevolge nuutste wetgewing en prosedures
- Voorsien advies en beveel ontwerp opsies aan vir bouinspekteurs, plannasieners, die publiek en ontwikkelaars
- Stel maandelikse verslae op vir Statistieke Suid-Afrika
- Voer ad-hoc inspeksies uit op die Raad se geboue en eiendomme
- Magtig kansellarie van bouplan aansoeke en stel bedrae vas vir terugbetaling

SALARISKAAL:

Alles-insluitende totale pakket van ±R597 444.81 – R765 072.37 per jaar. Voordele bv. mediesefondsskema's, pensioenfonds, groep lewensskema, 13^{de} tjeë ingesluit.

BASIESE SALARIS: R435 287.04 – R565 030.80 per jaar (T13)

SLUITINGSDATUM: 21 JULIE 2023

(Geen aansoeke ontvang na 13h00 sal aanvaar word nie)

ALGEMEEN:

- Kortlyskandidate mag onderwerp word en van vereis word om 'n teoretiese en/of praktiese toets, insluitend 'n bestuursvaardigheidstoets te ondergaan.
- **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.**
- **Skriftelike aansoeke op die amptelike aansoekvorm tesame met 'n omvattende CV** wat as vertroulik beskou sal word, moet gerig word aan: Die Senior Bestuurder: Menslike Hulpbronne, Posbus 25, Mosselbaai 6500. Alternatiewelik kan elektroniese aansoeke vergesel deur die amptelike aansoekvorm en 'n omvattende CV 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.**
- Aansoekvorms is beskikbaar op die Munisipale web-tuiste (www.mosselbay.gov.za) of elektronies van die kontakpersone hieronder genoem.
- Oorspronklike gesertifiseerde kopie van bewys van kwalifikasies moet die CV en aansoekvorm vergesel.
- Kortlyskandidate 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.
- Vir gelykheidsdoeleindes, dui asseblief u ras, geslag en gestremdheidstatus aan op die aansoekvorm.
- Verdere besonderhede is verkrygbaar by Me N de Wet of Me J Ruiters by telefoonnommer (044) - 6065000.
- Indien aansoekers nie binne 40 dae 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 Diensbillikheid, Nr. 55 van 1998, vir die bevordering van voorheen benadeelde en gestremde persone.

**MNR. C PUREN
MUNISIPALE BESTUURDER**

UMASIPALA WASEMOSEL BHAYI

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

IGOSA LOLAWULO LWEZAKHIWO **UPHUHLISO LWEZOKWAKHA** **(UCWANGCISO NOPHUHLISO LOQOQOSHO)**

E-MOSSEL BHAYI

INGQESHO ESISIGXINA

ABENZI-ZICELO ABAHLALA ENTSHONA-KAPA BAYAKUQWALASELWA KULUHLU

OLUFUTSHANE LWABAGQATSWA

IIMFUNO / OKULINDELEKILEYO

(Ubungqina obufanelekileyo / amaxwebhu afanelekileyo kufuneka ahambe nesicelo sakho)

- IDiploma yeSizwe echaphazelekayo (uNQF iNqanaba 6) njengoko kuchaziwe kwiMigaqo Yezakhiwo yeSizwe
- Ubuncinane bamava emi-5 ukuya kweyi-8 kwimveliso yokwakha
- Ulwazi lweKhompuyutha (linkqubo zika MS Office)
- Iimpepha-mvume zokuqhuba zeNqanaba B
- **Ubungqina bokuba akuzange ufunyanwe unetyala lolwaphulo-mthetho**(obungadlulanga kwiinyanga ezi-6 ubudala) kwaye ube ufanelekile ukubhalisa njengeGosa Loxolo
- **Ubungqina besithuthi esisesakho okanye ubungqina bokufikelela kwisithuthi sabucala ekwenzeni uhlolo / imisebenzi kufuneka buhambe nesicelo sakho**
- Ugqibelelo kwiilwimi ezimbini (2) ukuya kwezintathu(3) ezisesikweni eNtshona-Kapa
- Ube uzimisele ukusebenza emva kweeyure ezisesikweni zomsebenzi xa kuyimfuneko
- Ube womelele ngokwasemzimbeni kwaye ungakhubazeki kwaye ube ungakwazi ukusebenza phantsi kwazo zonke iimeko zezulu
- Ulwazi oluphangaleleyo lweMigaqo Yezakhiwo Yesizwe,imithetho echaphazelekayo kunye nemigaqo-nkqubo

IIMFUNO EZIKHETHEKILEYO:

- Ubuncinane amava eminyaka eyi-10 kwinqanaba lomsebenzi ongqamene nesi sithuba, ngokukhethekileyo njengoMhlali Wezakhiwo kunye namava okulawula.

UBUCHULE BOGQIBELELO OBUYIMFUNO:

Ugqibelelo oluphambili:

- Ulwazi olunzulu ngemithetho echaphazela umasipala, umgaqo-nkqubo, indlela yokusebenza kunye nomgaqo wokuziphatha
- Ukusebenzisa indlela eqiqileyo ekusombululeni iingxaki
- Ukusebenzisa ingqiqo egqibeleleyo, usenza/uthabatha izigqibo ezingathabathi-cala.

Ugqibelelo emsebenzini:

- Ukuqokelela ulwazi kunye neembono zangaphandle ngenjongo yokuzuza kukamasipala
- Ukumisela iingxoxo ezinolandelelwano kwaye ugxile kwimibandela ebalulekileyo ngakwimiba enzulu/entsonkothileyo

Uqhelwaniso/Ukuqhelana nenkonzo kaRhulumente:

- Ukubamba uthetha-thethwano ngendlela enesakhono kwiimeko ezinzima phakathi kwabo bachaphazelekayo ngaphakathi nangaphandle
- Ukunikezela iingcaciso ezigqibeleleyo kubantu abaninzi abohlukeneyo

- Ukulawula oko kulindelwe luluntu ngendlela enobuchule kwakunye neembophelelo zamandla okufikelela kwiimfuno.

Ugqibelelo-buqu:

- Ukuzityhala wena ubuqu kwanokukhuthaza abanye ukuze kubekho iziphumo ezihle
- Ukugcina isimo sokuziphatha esihle xa uqubisene noxinzelelo oluvela kwabanye
- Ukumelana nokungaqondakali kwanokuqubisana noko kungaqinisekanga kunye neenkxwaleko.

Ugqibelelo ekukhokeleni:

- Ukumisela isimo esiluqilima sokubandakanyeka kwiqela lomsebenzi
- Ukumisela izikhokelo ezicacileyo kwanokumisela izijoliselo zeqela lakho
- Ube uyawuqonda unobangela osisiseko somsebenzi okumgangatho ophantsi ze unikezele inkxaso efanelekileyo.

IINDIMA EZIPHAMBILI ZOMSEBENZI

- Ukulawula icandelo lezicwangciso zokwakha kwanelo lokuhlola ulwakhiwo
- Ukuqinisekisa ukuba yonke imibandela etyeshela umthetho ibhekiswa kwiCandelo lezoMthetho ukuze kuthatyathwe iintshukumo ezithe xhaxha
- Ukulawula imbalelwano emalunga nemisebenzi yokwakha/yolwakhiwo
- Ukuvavanya umgangatho womsebenzi wabo baphantsi kwakho kwanokulawula iinkqubo zoluleko
- Ukuqinisekisa ukuba abaqeshwa bayalufumana uqeqesho phantsi komthetho wamva nje kwakunye neenkqubo
- Ukunika ingcebiso kwanokwenza izindululo ngokwezimiselo kubahloli bezakhiwo, ukucwangcisa abahloli, uluntu kunye nabakhi
- Ukuqulunga iingxelo zenyanga eziya kwiZiko leeNkcukacha-Manani loMzantsi Afrika
- Ukwenza uhlolo lwexeshana kwizakhiwo zeBhunga kwakunye nemihlaba yeBhunga
- Ukugunyazisa ukurhoxiswa kwezicelo zezicwangciso zokwakha ze umisele amaxabiso / izixa-mali zembuyekazo.

UMLINGANISELO WOMVUZO:

Umgodlo uwonke omalunga ne ±R597 444.81 – R747 960.74 ngonyaka.

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

UMVUZO OSISISEKO: R435 287.04 – R565 030.80 ngonyaka(T13)

UMHLA WOKUVALA: 21 JULY 2023

(Izicelo ezifunyenwe emva kwentsimbi ye 13h00 aziyi kwamkelwa)

GABALALA:

Abagqatswa/abenzi-zicelo abathe bafakwa kuluhlu olufutshane baya kulindeleka ukuba benze uvavanyo lomsebenzi ngezandla nangomlomo kubandakanya ukuvavanyelwa izakhono zokuqhuba

.Nangona kungakho nalo naluphina ummelo,akukho sivumelwano sengqesho siyakusebenza phambi kokuba isinikezelo esibhaliweyo nesivela kumasipala, sibe samkelwe, ngumenzi-sicelo.

Izicelo ezibhaliweyo kwifomu esesikweni nezikhatshwayi-CV

egqibeleleyo,neyakuthatyathwa njengeyimfihlo,kufuneka zingeniswe ku:The Senior Manager(Human Resources),P.O. Box 25,Mossel Bay,6500.

Kungenjalo, **izicelo ezenziwe ngobuchwepheshe nezikhatshwa yifomu yesicelo esesikweni kunye ne CV egqibeleleyo zingathunyelwa nge-imeyile ku admin@mosselbay.gov.za Le**

miqathango isisinyanzelo kwaye **ukusilela ukuyithobela kuyakukhokelela ekukhatyweni kwesicelo sakho.**

lifomu zezicelo ziyafumaneka kwikhasi lothungelwano likaMasipala (www.mosselbay.gov.za) **okanye** ungazithumela nge-imeyile xa uthe waqhakamshelana nabantu abachazwe apha ngezantsi.

likopi zeziqinisekiso zeziqu zemfundo neziqinisekisiweyo njengeziyinyaniso kufuneka zihambe neCV yakho kunye nefomu yesicelo

Abagqatswa abafakwe kuluhlu olufutshane nabazenze ngobuchwepheshe izicelo zabo kufuneka baveze ikopi **zoqobo** eziqinisekisiweyo zeziqu zemfundo kwakunye namanye amaxwebhu ayimfuneko ngomhla okanye phambi komhla wokuvavanyelwa umsebebzi.

Ngesizathu sengqesho ngokulingana nceda uphawule uhlanga,ubuni kunye nokhubazeko kwifomu yesicelo somsebenzi.

lingcombolo ezithe vetshe ungazifumana kuNkszn N De Wet okanye uNkszn F Mpondo kule nombolo yomnxeba (044) - 606 5000.

Ukuba umenzi-sicelo akafumenanga mpendulo kwisicelo sakhe kwisithuba seentsuku ezingama-40,angathabatha ukuba isicelo sakhe asamkelekanga.

uMasipala waseMossel Bhayi uzibophele ekuthobeleni iimfuno zoMthetho weNgqesho ngokulingana,Nombolo 55 ka 1998, ngenjongo yokuxhamlisa abo bebekade behlelelekile ngaphambili kunye nabakhubazekileyo.

MNU C PUREN
UMPHATHI KAMASIPALA