

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

BUILDING INSPECTOR
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 3 to 5 years' building industry experience
- Computer literate (MS Office applications)
- Valid Code B driving licence
- **Proof of clean criminal record** 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

- Qualified Peace Officer
- Minimum of 3 years' building contractual experience in Local Government

COMPETENCIES REQUIRED

Functional Competencies:

- Exercises judgement in stressful conditions
- Considers the views and motives of everyone involved when drawing conclusions
- Sets clear negotiating aims and outcomes
- Identifies and evaluates risks involved in alternative courses of action

Functional Competencies:

- Understands issues impacting on service delivery
- Identifies inconsistencies in information
- Executes tasks in order of priority and urgency

Public Service Orientation:

- Shows confidence and professionalism in engagement with internal and external stakeholders
- Encourages and considers inputs of others
- Produces well-structured reports and written summaries

Personal Competencies:

- Shows enthusiasm to take on new projects and driven to meet deadlines
- Responds to challenges rationally, avoiding inappropriate emotion
- Shares information openly whilst respecting the principle of confidentiality

Leadership Competencies:

- Able to work in a multi-disciplinary team
- Able to inspire a positive attitude in others

KEY PERFORMANCE AREAS

- Monitor compliance with regulations and specifications in terms of the National Building Regulations, SANS Codes of Practice and the Municipal By-Law relating to Outdoor Advertising
- Perform building, drainage and all relevant inspections
- Report illegal building operations to immediate supervisor
- Issue contravention notices and open court files for legal action
- Conduct ad-hoc inspections on Municipal buildings and property
- Issue Completion and Occupation certificates on building activities that comply with the National Building Regulations
- Process the repayment of building deposits once Occupation Certificate has been issued
- Attend to enquiries and complaints from the public
- Correspond with the public, contractors and professionals regarding building-related matters
- Issue fines for contraventions of the National Building Regulations
- Perform follow-up inspections to ensure adherence to notices

SALARY SCALE:

All-inclusive total package of ± R373 289.07 – R474 621.45 per annum. Benefits eg medical aid scheme, pension fund, group life scheme, 13th cheque included.

BASIC SALARY: R263 189.04 – R341 620.32 per annum (T10)

CLOSING DATE: 27 JANUARY 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 C Daniëls 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

BOUINSPEKTEUR:
BOU ONTWIKKELING
(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 (NQF Vlak 6) soos gestipuleer in die Nasionale bouregulasies
- Minimum 3 tot 5 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 om 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 geskik met die vermoë om in alle weerstoestande te werk
- Goeie kennis van die Nasionale Bouregulasies, toepaslike wetgewing en beleide

VEREISTE BEVOEGDHEDE

- Gekwalifiseerde vredesbeampte
- Minimum 3 jaar kontraktuele bouondervinding in Plaaslike Regering

Funksionele Bevoegdhe

- Pas oordeel toe in stresvolle kondisies
- Oorweeg die siening en motiewe van elke betrokke wanneer gevolgtrekkings gemaak word
- Stel duidelike onderhandelingsdoelwitte en uitkomst
- Identifiseer en evalueer risikos betrokke in alternatiewe koers van aksie

Funksionele Bevoegdhe

- Verstaan kwessies wat dienslewering impakteer
- Identifiseer teenstrydighede in inligting
- Voer take uit in orde van prioriteit en dringendheid

Publiekediens Oriëntasie:

- Toon selfvertroue en professionalisme in skakeling met interne en eksterne belanghebbendes
- Bemoedig en oorweeg ander se insette
- Lewer goed-gestruktureerde verslae en geskrewe opsommings

Persoonlike Bevoegdhe:

- Toon entoesiasme om nuwe projekte aan te neem en gedrewe om spertye te haal
- Reageer rasioneel op uitdagings, vermy ontoepaslike emosie
- Deel inligting openlik terwyl die beginsel van konfidensialiteit gerespekteer word

Leierskap Bevoegdhe:

- In staat om in 'n multi-dissiplinêre span te werk
- In staat om 'n positiewe houding in ander te inspireer

SLEUTEL PRESTASIEAREAS

- Monitor voldoening aan regulasies en spesifikasies ingevolge die Nasionale Bouregulasies, SANS Praktykkodes en die Munisipale Verordening met betrekking tot Buitelugreklame
- Uitvoer bou, dreinerings en alle verwante inspeksies uit
- Rapporteer onwettige bouaktiwiteite aan onmiddellike toesighouer
- Reik oortredingskennisgewings uit en open hoflêers vir regsaksie
- Ad-hoc inspeksies op Munisipale geboue en eiendom
- Uitreiking van Voltooiing- en Okkupasiesertifikate op bou-aktiwiteite wat aan die Nasionale Bouregulasies voldoen
- Prosesseer die terugbetaling van bou-depositos sodra Okkupasiesertifikate uitgereik is
- Skenk aandag aan navrae en klagtes van die publiek
- Korrespondeer met die publiek, kontrakteurs en professionele persone rakende bouverwante sake
- Reik boetes uit vir oortredings van die Nasionale Bouregulasies
- Voer opvolgingspeksies uit om nakoming van kennisgewings te verseker

SALARISSKAAL:

Alles-insluitende totale pakket van ± R373 289.07 – R474 621.45 per jaar. Voordele bv. mediesefondsskema, pensioenfonds, groeplewensskema, 13^{de} tjeek ingesluit.

BASIESE SALARIS: R263 189.04 – R341 620.32 per jaar (T10)

SLUITINGSDATUM: 27 JANUARIE 2023

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

- 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 gestremdheidsstatus aan op die aansoekvorm.
- Verdere besonderhede is verkrygbaar by Me N de Wet of Me C Daniëls 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.

UMASIPALA WASEMOSSEL BHAYI

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

UMHLOLI WEZAKHIWO **UPHUHLISO LWEZOKWAKHA** **(UCWANGCISO NOPHUHLISO LOQQOSHO)**

E-MOSSELBHAYI **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-3 ukuya kwemi-5 kwimveliso yokwakha
- Ulwazi lweKhompyutha (linkqubo zika MS Office)
- Impepha-mvume zokuqhuba zeNqanaba B
- **Ubungqina bokuba akuzange ufunyanwe unetyala lolwaphulo-mthetho 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) 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

- Ube uliGosa Loxolo eligqibeleleyo ngemfundo
- Ubuncinane amava eminyaka emi-3 kwizivumelwano zokwakha kwinqanaba likaRhulumente waseMakhaya

UBUCHULE BOGQIBELELO OBUYIMFUNO:

Ugqibelelo oluphambili

- Ukusebenzisa ingqiqo kwiimeko ezinoxinzelelo
- Ukunika ingqwalasela kwizimvo neembono zabanye xa uthabatha izigqibo
- Ukumisela intetho yothethwano ecacileyo neneziphumo
- Ukuwuqonda nokuvavanya umngcipheko obandakanyeka kwezinye iindlela zeentshukumo ozithabathayo

Ugqibelelo emsebenzini

- Ukuyiqonda imibandela enempembelelo ekuhanjiswa kweenkonzo
- Ukukuqonda ukungangqinelani kolwazi
- Ukuyenza imisebenzi ngokokulandelelana kokungxamiseka kwayo

Uqhelwaniso/Ukuqhelana nenkonzo kaRhulumente

- Ukubonakalisa ukuzithemba kwanokugqibelela ekuqubisaneni nemibandela kunye nabo bachaphazelekayo ngaphakathi nangaphandle
- Ukukhuthaza kwanokuliqwalasela igalelo labanye
- Ukuveza iingxelo eziqulunqwe ngendlela efanelekileyo kwakunye nezishwankathelo ezibhaliweyo.

Ugqibelelo-buqu

- Ukubonakalisa umdla omkhulu ekuthabatheni iiprojekthi ezintsha kwanokufikelela kwiminqamla-juqu
- Ukuphendula kwimingeni gabalala ze ukuthintele ukunyuka kwezibilini zomsindo ngokungafanelekanga
- Ukwabelana ngolwazi ngendlela engafihlisiyo ekubeni uhloniphe inqobo yemfihlo.

Ugqibelelo ekukhokeleni

- Ube uyakwazi ukusebenza kwiqela elahlukene ngeembono
- ube uyakwazi ukukhuthaza isimo esihle phakathi kwabanye.

IINDIMA EZIPHAMBILI ZOMSEBENZI

- Ukuqwalasela ukuthotyelwa kwemigaqo kunye nemimiselo phantsi kweMigaqo yeZakhiwo Yesizwe, Umgaqo Wokusebenza we SANS kunye noMthetho kaMasipala omalunga noPapasho Lwagaphandle
- Ukwenza uhlobo lwezakhiwo, olweedreyini kunye nalo lonke uhlobo olubandakanyeka apha
- Ukwenza ingxelo ngolwakhiwo olungekho mthethweni kumphathi wakho
- Ukukhupha izaziso zotyeshelo kwakunye nokuvula amatyala enkundla ukuze kuthatyathwe amanyathelo omthetho
- Ukwenza uhlobo kwizakhiwo zikaMasipala nakwiindawo zikamasipala
- Ukukhupha iziqinisekiso zokuQukunjelwa kwemisebenzi nezokuhlala malunga nemisebenzi yokwakha eye yahambisana nokuthotyelwa kweMigaqo Yesizwe Yokwakha
- Ukuqwalasela iintlawulo zembuyekiso zeedopozithi zokwakha emva kokukhutshwa kweSiqinisekiso Sokuhlala endaweni
- Ukuqwalasela imibuzo kunye nezikhalazo ezivela kuluntu
- Ukunxibelelana kunye noluntu, oonokotraka kunye neengcali malunga nemibandela engqamene nolwakhiwo
- Ukukhupha imisila yengwe ngakwizityeshelo zeMigaqo Yezakhiwo Yesizwe
- Ukwenza uhlobo lokulandelela ukuqinisekisa ukuthotyelwa kwezaziso/izilumkiso

UMLINGANISELO WOMVUZO:

Umgodlo uwonke omalunga ne ±R373 289.07 – R474 621.45 ngonyaka.

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

UMVUZO OSISISEKO: R263 189.04 – R341 620.32 ngonyaka(T10)

UMHLA WOKUVALA: 27 JANYUWARI 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.**
- Ifomu zezicelo ziyafumaneka kwikhasi lothungelwano likaMasipala (www.mosselbay.gov.za) okanye ungazithunyelwa nge-imeyile xa utha waqhagamshelana nabantu abachazwe apha ngezantsi apha ngezantsi.
- Iikopi zeziqinisekiso zeziqu zemfundo nezinqinisekisiweyo njengeziyinyaniso kufuneka zihambe neCV yakho kunye nefomu yesicelo
- Abagqatswa abafakwe kuluhlu olufutshane nabazenze ngobuchwepheshe izicelo zabo kufuneka baveze iikopi **zoqobo** ezinqinisekisiweyo zeziqu zemfundo kwakunye namanye amaxwebhu ayimfuneko ngomhla okanye phambi komhla wokuvavanyelwa umsebebzi.
- Ngesizathu sengqesho ngokulingana nceda uphawule uhlanga,ubuni kunye nokhubazeko kwifomu yesicelo somsebenzi.
- Iingombolo ezithe vetshe ungazifumana kuNkszn N De Wet okanye uNkszn C Daniëls kule nombolo yomnxeba (044) - 606 5000.
- Ukuba umenzi-sicelo akufumenanga 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