

MOSSEL BAY MUNICIPALITY

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

SUPERINTENDENT: WATER NETWORK
(INFRASTRUCTURE SERVICES)

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)

- Completed Trade Test (Artisan: Plumber)
- Minimum of 3 to 5 years' relevant experience
- Valid Code EB 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
- Attends to and manages multiple tasks and details by focusing on key priorities and delegation to others
- 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:

- Convinces others of ideas without suppressing their views
- 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
- Tactfully confronts and corrects others when necessary
- Encourages a team approach to problem-solving
- Recognises and respects the value of diverse views
- Encourages 'on-the-job' training and the acquisition of new skills
- 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 ± R507 188.11 – R648 417.99 per annum. Benefits eg medical aid scheme, pension fund, group life scheme, 13th cheque included.

BASIC SALARY: R366 826.92 – R476 138.88 per annum (T12)

CLOSING DATE: 18 NOVEMBER 2022

(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 J Ruiters 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

SUPERINTENDENT: WATERNETWERK
(INFRASTRUKTUUR DIENSTE)

MOSSELBAAI

PERMANENTE AANSTELLING

AANSOEKERS WOONAGTIG BINNE DIE WES-KAAP SAL VIR DIE KORTLYS VAN
KANDIDATE OORWEEG WORD

VEREISTES

(Verwante bewys / dokumentasie moet aansoek vergesel)

- Voltooide Vaktoets (Vakman: Loodgieter)
- Minimum 3 tot 5 jaar verwante ondervinding
- Geldige Kode EB 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
- Skenk aandag en bestuur veelvuldige take en besonderhede deur te fokus op sleutel prioriteite en delegering aan ander
- Stel instandhouding en voorkomende instandhoudings programme op
- Behou 'n projeknagaanlys wat alle detail dek wat oorgesien mag word

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 Orientasie:

- Oortuig ander van idees sonder om hul denke te onderdruk
- 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
- Onderzoek 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
- Konfronteer taktvol en korrigeer ander wanneer nodig
- Bemoedig 'n spantoeanadering tot probleemoplossing
- Erken en respekteer die waarde van diverse uitsigte
- Bemoedig in-die-werk opleiding en die verkryging van nuwe vaardighede
- 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, tenkdiensite 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

SALARISSKAAL:

Alles-insluitende totale pakket van ± R507 188.11 – R648 417.99 per jaar. Voordele bv. mediese fondsskema, pensioenfonds, groeplewensskema, 13de tjek ingesluit.

BASIESE SALARIS: R366 826.92 – R476 138.88 per jaar (T12)

SLUITINGS DATUM: 18 NOVEMBER 2022

(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 WASEMOSSEL BHAYI

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

INTSUMPA : AMANZI **(IINKONZO ZEZISEKO)** **E-MOSSEL BHAYI** **INGQESHO ESISIGXINA**

(ABENZI-ZICELO ABAHLALA PHAKATHI E-NTSHONA-KAPA BAYA KUQWALASELWA KULUHLU OLUFUTSHANE)

IIMFUNO / OKULINDELEKILEYO

(Ubungqina bamaxwebhu afanelekileyo kufuneka ahambe nesicelo sakho)

- Ube ulugqibile uqeqesho loBungcali (iNcutshe: Umtywini)
- Ubuncinane amava eminyaka emi-3 ukuya kwemi-5 kumsebenzi ongqamene nesi sithuba
- Impepha-mvume zokuqhuba zeNqanaba EB
- 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 boqeqesho:

- Ukucwangcisa kwangaphambili ngenjongo yokuninisekisa ukuba izixhobo kunye nezinto zokusebenza zikwiindawo ezifanelekileyo
- Ukuveza izisombululo ezahlukeneyo kwakunye nezicwangciso zexesha likaxakeka kwiingxaki zangaphakathi
- Ukumisela amanyathelo othintelo ngenjongo yokunqanda ukwenzeka kweengxaki kwakhona
- Ukuqwalasela kwakunye nokwenza imisebenzi emininzi ngokuqwalasela izinto eziphambili kwanokwabela imisebenzi kwabanye
- Ukuqulunga iinkqubo zokulungisa kunye nezokuthintela ukonakala olufuna ingqwalasela yokulungisa
- Ukugcina itshekilisti yeprojekthi ebandakanya zonke iingcombolo ezinokulibaleka

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:

- Ukuqinisekisa abanye ngeembono zakho ngaphandle kokusengela phantsi ezabo iimbono
- Ukuthetha-thethana nabo bachaphazeleksyo 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 ubuqu:

- 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 efezekileyo kwanokulungisa abanye xa kuyimfuneko
- Ukukhuthaza umoya wokusebenza njengeqela elinye xa kusonjululwa iingxaki
- Ukuqonda kwanokukhlonipha ukuxabiseka kweembono ezahlukileyo
- Ukukhuthaza 'uqeqesho engqeshweni' kwanokufumana izakhono ezitsha
- 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 nemiyaleo 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 iingxelo 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 iingxelo engekho sesikweni kunye nesesikweni.

UMLINGANISELO WOMVUZO:

Umgodlo uwonke omalunga ne R507 188.11 – R648 417.99 ngonyaka. Izibonelelo ezinjengoNcedo lonyango, ingxowa-mali yomhlala-phantsi, i-inshorensi yomqeshi, intlawulo ye-13(iBhonasi) zibandakanyiwe apha.

UMVUZO OSISISEKO:

R366 826.92 – R476 138.88 ngonyaka (T12)

UMHLA WOKUVALA: 18 NOVEMBA 2022

(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** ungazithunyelwa nge-imeyile xa uthe waqhagamshelana nabantu abachazwe apha ngezantsi 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 iikopi **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 J Ruiters 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