

## **MOSSEL BAY MUNICIPALITY**

**Mossel Bay Municipality, an employer committed to equal employment,  
invites persons to apply for the under mentioned vacancies.**

**Applications are invited from suitably qualified and experienced persons to be trained in various sections of the Municipality and to be placed on a list for relief personnel when needed.**

### **RELIEF PERSONNEL** **(CONTRACTUAL APPOINTMENTS)**

**(APPLICANTS RESIDING WITHIN THE BOUNDARIES OF MOSSEL BAY WILL BE GIVEN PREFERENCE)**

**Please indicate clearly on the Application Form for which post you are applying.  
If applying for more than one post, a separate application must be submitted for each post.**

#### **SECRETARY** **REQUIREMENTS**

- Grade 12
- Computer literate (MS Office applications)
- 2 to 5 years' relevant experience
- Fluent in at least 2 of the 3 official languages of the Western Cape
- Good organisational and interpersonal skills
- Ability to work independently and with confidential information
- Good typing skills
- Relevant NQF 5 qualification will be an advantage
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#### **COMPETENCIES**

- Identifies problems in processes
- Demonstrates effective oral and written communication
- Professional in interaction with general public and stakeholders
- Sets out work in a well-planned and organised manner

**LIBRARY AID** *(Mossel Bay, Hartenbos, Greenhaven, Ellen van Rensburg, Friemersheim, Herbertsdale, Ruitersbos Primary, Toekoms, Sonskynvallei, Brandwag, Buisplaas, Thusong, D'Almeida, Ruitersbos Dennepraag, KwaNongqaba)*

#### **REQUIREMENTS**

- Grade 12
- 0 to 2 years' relevant experience
- Computer literate (MS Office applications)
- Ability to carry ±20 kg (books)
- Good communication and interpersonal skills
- Experience in a similar environment will be an advantage

#### **COMPETENCIES**

- Solves problems of a basic nature
- Demonstrates effective oral and written communication
- Communicates effectively with colleagues and clients

**LIBRARY ASSISTANT** (*Mossel Bay, Hartenbos, Greenhaven, Ellen van Rensburg, Friemersheim, Herbertsdale, Ruiterbos Primary, Toekoms, Sonskynvallei, Brandwag, Buisplaas, Thusong, D'Almeida, Ruiterbos Denneprag, Kwanonqaba*)

**REQUIREMENTS**

- Grade 12
- Computer literate (MS Office applications)
- 0 to 1 year experiential knowledge of public libraries
- Ability to carry ±20 kg (books)
- Good communication and interpersonal skills

**COMPETENCIES**

- Able to use the Dewey Decimal system and alphabet correctly
- Displays an active interest in reading and a general knowledge of various subjects
- Demonstrates effective oral and written communication

**SWITCHBOARD OPERATOR**

**REQUIREMENTS**

- Grade 12
- 0 to 2 years' experience
- Computer literate (MS Office applications)
- Proficient in at least 2 of the 3 official languages of the Western Cape
- Good communication and people skills
- Ability to work under pressure
- Call centre or Customer Care experience will be an advantage
- Proficiency in a 3<sup>rd</sup> language will be an advantage

**COMPETENCIES**

- Solves problems of a basic nature
- Demonstrates effective oral and written communication
- Communicates effectively with colleagues and clients

**CASHIER (FINANCIAL SERVICES)**

**REQUIREMENTS**

- Grade 12 with Accountancy or Mathematics as a subject
- Computer literate (MS Office applications)
- 2 to 5 years' relevant experience
- Proficient in at least 2 of the 3 official languages of the Western Cape
- Good communication and interpersonal skills

**COMPETENCIES**

- Identifies problems in processes
- Demonstrates effective oral and written communication
- Professional in interaction with general public and stakeholders
- Sets out work in a well-planned and organised manner

**CLERK (FINANCIAL SERVICES)**

**REQUIREMENTS**

- Grade 12 with Accountancy as a subject
- Computer literate (MS Office applications)
- 2 to 5 years' relevant experience
- Proficient in at least 2 of the 3 official languages of the Western Cape
- Good communication and interpersonal skills

## **COMPETENCIES**

- Identifies problems in processes
- Demonstrates effective oral and written communication
- Professional in interaction with general public and stakeholders
- Sets out work in a well-planned and organised manner

## **INFORMATION & COMMUNICATIONS TECHNOLOGY (ICT) ASSISTANT REQUIREMENTS**

- Grade 12
- Excellent computer literacy skills in Windows 11 and MS Office applications
- 2 to 5 years' relevant experience preferably as IT Technician and in desktop support
- Fluent in at least 2 of the 3 official languages of the Western Cape
- Good organisational and interpersonal skills
- Ability to work independently and with confidential information
- Good typing skills
- Relevant NQF 5 qualification will be an advantage

## **COMPETENCIES**

- Identifies problems in processes
- Demonstrates effective oral and written communication
- Professional in interaction with general public and stakeholders
- Sets out work in a well-planned and organised manner

**REMUNERATION:** R2 681.68 per month during training period

**CLOSING DATE:** 02 SEPTEMBER 2022

## **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](mailto: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](http://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 interviews.
- 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**

**MOSELBAAI MUNISIPALITEIT**  
**Mosselbaai Munisipaliteit, 'n werkgewer verbind tot gelykheidsindiensneming**  
**nooi persone om vir die ondergemelde vakatures aansoek te doen**

Aansoeke word ingewag van toepaslike gekwalifiseerde en ervare persone om in verskeie afdelings van die Munisipaliteit opgelei en op 'n lys geplaas te word vir aflospersoneel wanneer benodig word.

**AFLOSPERSONEEL**  
**(KONTRAKTUELE AANSTELLINGS)**

**(AANSOEKERS WOONAGTIG BINNE DIE GRENSE VAN MOSELBAAI SAL VOORKEUR GENIET)**

**Duis asseblief duidelik aan op die Aansoekvorm vir watter pos u aansoek doen.**  
**Indien aansoek gedoen word vir meer as een pos, moet 'n aparte aansoek vir elke epos ingedien word.**

**SEKRETARESSE**

**VEREISTES**

- Graad 12
- Rekenaargeletterd (MS Office toepassings)
- 2 tot 5 jaar verwante ondervinding
- Vlot in ten minste 2 van die 3 amptelike tale van die Wes-Kaap
- Goeie organisatoriese en interpersoonlike vaardighede
- Vermoë om onafhanklik en met vertroulike inligting te werk
- Goeie tikvaardighede
- Verwante NKR 5 kwalifikasie sal 'n voordeel wees

**BEVOEGDHEDE**

- Identifiseer probleme in prosesse
- Demonstreer effektiewe mondelinge en geskrewe kommunikasie
- Professioneel tydens interaksie met algemene publiek en belanghebbendes
- Sit werk uiteen op 'n goed beplande en georganiseerde wyse

**BIBLIOTEKHULP** *(Mosselbaai, Hartenbos, Greenhaven, Ellen van Rensburg, Friemersheim, Herbertsdale, Ruitersbos Primêr, Toekoms, Sonskynvallei, Brandwag, Buisplaas, Thusong, D'Almeida, Ruitersbos Denneprag, KwaNongaba)*

**VEREISTES**

- Graad 12
- 0 tot 2 jaar relevante ondervinding
- Rekenaargeletterd (MS Office toepassings)
- Vermoë om gewig van ±20kg te dra (boeke)
- Goeie kommunikasie en interpersoonlike vaardighede
- Ondervinding in 'n soortgelyke omgewing sal 'n voordeel wees

**BEVOEGDHEDE**

- Los probleme van 'n basiese aard op
- Demonstreer effektiewe mondelinge en geskrewe kommunikasie
- Kommunikeer effektief met kollegas en kliënte

**BIBLIOTEEK ASSISTENT** (*Mosselbaai, Hartenbos, Greenhaven, Ellen van Rensburg, Friemersheim, Herbertsdale, Ruitersbos Primêr, Toekoms, Sonskynvallei, Brandwag, Buisplaas, Thusong, D'Almeida, Ruitersbos Denneprag, Kwanongaba*)

**VEREISTES**

- Graad 12
- Rekenaargeletterd (MS Office toepassings)
- 0 tot 1 jaar ervare kennis van publieke biblioteke
- Vermoë om ±20 kg te dra (boeke)
- Goeie kommunikasie en interpersoonlike vaardighede

**BEVOEGDEHEDE**

- Vermoë om die 'Dewey' Desimale stelsel en alfabet korrek te gebruik
- Toon 'n aktiewe belangstelling in lees en 'n algemene kennis van verskeie onderwerpe
- Demonstreer effektiewe mondelinge en geskrewe kommunikasie

**SKAKELBORDOPERATEUR**

**VEREISTES**

- Graad 12
- 0 tot 2 jaar ondervinding
- Rekenaargeletterd (MS Office toepassings)
- Vlot in ten minste 2 van die 3 amptelike tale van die Wes-Kaap
- Goeie kommunikasie en menseverhoudingsvaardighede
- Vermoë om onder druk te werk
- Inbelsentrum of Kliëntediens ondervinding sal 'n voordeel wees
- Vaardigheid in 'n 3<sup>de</sup> taal sal 'n voordeel wees

**BEVOEGDHEDE**

- Los probleme van 'n basiese aard op
- Demonstreer effektiewe mondelinge en geskrewe kommunikasie
- Kommunikeer effektief met kollegas en kliënte

**KASSIER (FINANSIËLE DIENSTE)**

**VEREISTES**

- Graad 12 met Rekeningkunde of Wiskunde as 'n vak
- Rekenaargeletterd (MS Office toepassings)
- 2 tot 5 jaar verwante ondervinding
- Vlot in ten minste 2 van die 3 amptelike tale van die Wes-Kaap
- Goeie kommunikasie en interpersoonlike vaardighede

**BEVOEGDHEDE**

- Identifiseer probleme in prosesse
- Demonstreer effektiewe mondelinge en geskrewe kommunikasie
- Professioneel tydens interaksie met algemene publiek en belanghebbendes
- Sit werk uiteen op 'n goed beplande en georganiseerde manier

**KLERK (FINANSIËLE DIENSTE)**

**VEREISTES**

- Graad 12 met Rekeningkunde as 'n vak
- Rekenaargeletterd (MS Office toepassings)
- 2 tot 5 jaar verwante ondervinding
- Vlot in ten minste 2 van die 3 amptelike tale van die Wes-Kaap
- Goeie kommunikasie en interpersoonlike vaardighede

## **BEVOEGDHEDE**

- Identifiseer probleme in prosesse
- Demonstreer effektiewe mondelinge en geskrewe kommunikasie
- Professioneel tydens interaksie met algemene publiek en belanghebbendes
- Sit werk uiteen op 'n goed beplande en georganiseerde wyse

## **INLIGTING & KOMMUNIKASIES TEGNOLOGIE (IKT) ASSISTENT**

### **VEREISTES**

- Graad 12
- Uitstekende rekenaarvaardighede in Windows 11 en MS Office toepassings
- 2 tot 5 jaar verwante ondervinding verkieslik as IT Tegnikus en in tafelrekenaar ondersteuning
- Vlot in ten minste 2 van die 3 amptelike tale van die Wes-Kaap
- Goeie organisatoriese en interpersoonlike vaardighede
- Vermoë om onafhanklik en met vertroulike inligting te werk
- Goeie tikvaardighede
- Verwante NKR 5 kwalifikasie sal 'n voordeel wees

### **BEVOEGDHEDE**

- Identifiseer probleme in prosesse
- Demonstreer effektiewe mondelinge en geskrewe kommunikasie
- Professioneel tydens interaksie met algemene publiek en belanghebbendes
- Sit werk uiteen op 'n goed beplande en georganiseerde wyser

**VERGOEDING: R2 681.68 per maand gedurende opleidings periode**

**SLUITINGSDATUM: 02 SEPTEMBER 2022**

### **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](mailto: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](http://www.mosselbay.gov.za)) of elektronies van die kontakpersone hieronder genoem.
- Oorspronklike gesertifiseerde kopië van bewys van kwalifikasies moet die CV en aansoekvorm vergesel.
- Kortlyskandidate wie elektronies aansoek gedoen het moet die **oorspronklike** gesertifiseerde kopië 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.
- 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 WASE MOSSEL BHAYI**

**UMasipala wase Mossel Bhayi, njengomqoshi ozibopheleleyo kwingqesho ngokulinganayo, umema abantu ukuba benze izicelo zezi zithuba zingezantsi.**

**Kumenywa izicelo zomsebenzi kubantu abaneziqo ezifanelekileyo zemfundo kwakunye namava ukuba baqeqeshwe kumacandelo awohlukeneyo kaMasipala ze bafakwe kuluhlu lwabantu bokubambela xa kuyimfuneko.**

### **ABASEBENZI BOKUBAMBELA** **(IINGQESHO ZEXESHANA)**

**(ABENZI-ZICELO ABAHLALA PHAKATHI KWEMIDA YASE MOSSEL BHAYI BAYA**  
**KUQWALASELWA KUQALA)**

**Nceda uphawule ngokucacileyo kwiFomu Yesicelo ukuba wenza isicelo sesiphi isithuba. Ukuba wenza izicelo zezithuba eziliqela, kufuneka ungenise ifomu yesicelo eyodwa kwisithuba ngasinye.**

#### **UNOBHALA:**

##### **IIMFUNO**

- Ibanga le-12
- Ulwazi ngeKhompyutha (linkqubo zika MS Office)
- Amava eminyaka emi-2 ukuya kwemi-5 kumsebenzi ofana nalo
- Ube ugqibelele kwiilwimi ezimbini (2) kwezintathu (3) ezisesikweni eNtshona-Kapa
- Izakhono ezigqibeleleyo zolungiselelo kunye nezoqhagamshelwano noluntu
- Ube uyakwazi ukusebenza uwedwa kwakunye nokusebenza ngolwazi oluyimfihlo
- Izakhono ezigqibeleleyo zokuchwetheza
- Isiqu semfundo sika NQF 5 siya kukuthethelela.

#### **UGQIBELELO/UBUCHULE:**

- Ukuchonga/ukufumanisa iingxaki kwiinkqubo
- Ukubonakalisa unxibelelwano olufezekileyo lobuchule bokuthetha nokubhala
- Ukugqibelela kuqhagamshelwano noluntu gabalala kunye nabo bachaphazelekayo
- Ukucwangcisa umsebenzi ngendlela efanelekileyo nelandelelanayo.

**UMNCEDISI KWITHALA LEENCWADI** (*eMossel Bhayi, eHartenbos, eGreehaven, Ellen van Rensburg, eFriemersheim, eD'Almeida, eRuiterbos, eDenneprag, KwaNonqaba*)

##### **IIMFUNO**

- Ibanga le-12
- Amava eminyaka emi-0 ukuya kwemi-2 angqamene nalo msebenzi
- Ulwazi lweKhompyutha (linkqubo zika MS Office)
- Ube uyakwazi ukuthwala ubunzima obumalunga ne 20 kg (iincwadi)
- Izakhono ezihle zonxibelelwano kunye nezoqhagamshelwano noluntu
- Amava kumsebenzi onjengalo ayakukuthethelela

## **UGQIBELELO/UBUCHULE**

- Ukusombulula iingxaki ezibume besiqhelo
- Ukubonakalisa unxibelelwano olugqibeleleyo ngentetho nangokubhaliweyo
- Ukunxibelelana ngemfezeko kunye noogxa bakho nabathengi

**ISANDLA-SEKELA KWITHALA LEENCWADI** (*eMossel Bhayi, eHartenbos, eGreehaven, Ellen van Rensburg, eFriemersheim, eD'Almeida, eRuiterbos, eDenneprag, KwaNonqaba*)

## **IIMFUNO**

- Ibanga le-12
- Ulwazi lweKhompyutha (linkqubo zika MS Office)
- Amava eminyaka 0 – 1 olwazi lwamathala eencwadi ekuhlaleni
- Ube uyakwazi ukuphatha ubunzima obumalunga ne 20kg (iincwadi)
- Izakhono ezigqibeleleyo zonxibelelwano kunye nezoqhagamshelwano noluntu

## **UGQIBELELO / UBUCHULE**

- Ube uyakwazi ukusebenzisa inkqubo ye Dewey Decimal kunye ne-alfabhethi ngokuchanekileyo
- Ukubonakalisa umdla ekufundeni kwakunye nolwazi gabalala kwizifundo ezahlukeneyo
- Ukubonakalisa unxibelelwano olufezekileyo lwentetho kwanolokubhala

## **UMAMKELI-MINXEBA**

### **IIMFUNO**

- Ibanga le-12
- Amava eminyaka 0 – 2
- Ulwazi lweKhompyutha (linkqubo zika MS Office)
- Ulwazi olugqibeleleyo kwiilwimi ezimbini (2) kwezintathu (3) ezisesikweni eNtshona-Kapa
- Izakhono ezihle zonxibelelwano kunye nabantu
- Ube uyakwazi ukusebenza phantsi koxinezelelo
- Amava okusebenza kwiZiko Leminxeba okanye kweloKhathalelo Loluntu ayakukuthethelela
- Ubuchule bolwimi lwesithathu (3) kuya kukuthethelela

## **UGQIBELELO / UBUCHULE**

- Ukusombulula iingxaki ezisisiseko
- Ukubonakalisa unxibelelwano olufezekileyo lobuchule bokuthetha nokubhala
- Ukunxibelelana ngembeko kunye noogxa bakho kunye nabathengi

## **UMAMKELI-ZIMALI (IINKONZO ZEZIMALI)**

### **IIMFUNO**

- Ibanga le-12 kunye neSifundo soBalo-zimali okanye Izibalo njengesifundo kweli banga
- Ulwazi lweKhompyutha (linkqubo zika MS Office)
- Amava eminyaka emi-2 ukuya kwemi-5 kumsebenzi ongqamene nesi sithuba
- Ulwazi olugqibeleleyo kwiilwimi ezimbini (2) kwezintathu (3) ezisesikweni eNtshona-Kapa
- Izakhono ezigqibeleleyo zonxibelelwano kunye nezoqhagamshelwano noluntu



## **UGQIBELELO / UBUCHULE**

- Ukusombulula iingxaki ezisisiseko
- Ukubonakalisa unxibelelwano olufezekileyo lobuchule bokuthetha nokubhala
- Ukuqhagamshelana ngogqibelelo kunye noluntu nabachaphazelekayo
- Ukucwangcisa umsebenzi ngendlela efanelekileyo nenolandeelwano

## **UNOBHALA (IINKONZO ZEZIMALI)**

### **IIMFUNO**

- Ibanga le-12 kunye neSifundo soBalo-zimali njengesifundo kweli banga
- Ulwazi lweKhompyutha (linkqubo zika MS Office)
- Amava eminyaka emi-2 ukuya kwemi-5 angqamene nalo msebenzi
- Ulwazi olugqibeleleyo kwiilwimi ezimbini (2) kwezintathu (3) ezisesikweni eNtshona-Kapa
- Izakhono ezigqibeleleyo zoqhagamshelwano noluntu gabalala kunye nabachaphazelekayo

## **UGQIBELELO / UBUCHULE**

- Ukusombulula iingxaki ezisisiseko
- Ukubonakalisa unxibelelwano olufezekileyo lobuchule bokuthetha nokubhala
- Ukuqhagamshelana ngogqibelelo kunye noluntu nabachaphazelekayo
- Ukucwangcisa umsebenzi ngendlela efanelekileyo nenolandeelwano

## **UMNCEDISI KUBUCHWEPHESHE BOLWAZI NONXIBELELWANO(IT)**

### **IIMFUNO**

- Ibanga le-12
- Izakhono ezigqibeleleyo zekhompyutha ku-Windows 11 kunye neeNkqubo zika MS Office
- Amava eminyaka emi-2 ukuya kwemi-5 achaphazelakyo njengeNcutshe ye IT kwakunye nenkxaso kubuso bekhompyutha
- Ulwazi olugqibeleleyo kwiilwimi ezimbini (2) kwezintathu (3) ezisesikweni eNtshona-Kapa
- Izakhono ezigqibeleleyo zoququzelelo kunye nezoqhagamshelwano noluntu
- Ube uyakwazi ukusebenza uwedwa kunye nokusebenza ngolwazi oluyimfihlo
- Izakhono ezihle zokuchwetheza
- Isiqu semfundo ka NQF 5 siya kukuthethelela

## **UGQIBELELO / UBUCHULE**

- Ukuchonga/ukufumanisa iingxaki kwiinkqubo
- Ukubonakalisa unxibelelwano olufezekileyo lobuchule bokuthetha nokubhala
- Ukuqhagamshelana ngogqibelelo kunye noluntu nabachaphazelekayo
- Ukuhlenga-hlengisa umsebenzi ngendlela ecwangcisiweyo kunye nenolandeelwano

**UMVUZO: R2 681.68 ngenyanga ngexesha loqeqesho**

**UMHLA WOKUVALA: 02 SEPTEMBER 2022**

## **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](mailto:admin@mosselbay.gov.za) Le miqathango isisinyanzelo kwaye ukusilela ukuyithobela kuyakukhokelela ekukhatyweni kwesicelo sakho.**
- Ifomu zezicelo ziyafumaneka kwikhasi lothungelwano likaMasipala ([www.mosselbay.gov.za](http://www.mosselbay.gov.za)) okanye ungazithunyelwa nge-imeyile xa uthethe 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 umsebezi.
- Ngesizathu sengqesho ngokulingana nceda uphawule uhlanga,ubuni kunye nokhubazeko kwifomu yesicelo somsebenzi.
- Iingcombolo 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 behlelekile ngaphambili kunye nabakhubazekileyo.

**MNU C PUREN  
UMPHATHI KAMASIPALA**