

MOSSEL BAY MUNICIPALITY

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

ASSISTANT COMMUNITY DEVELOPMENT OFFICER (HIV/AIDS, GENDER, DISABILITIES & ELDERLY):

COMMUNITY DEVELOPMENT (COMMUNITY SERVICES)

MOSSEL BAY

PERMANENT APPOINTMENT

(APPLICANTS RESIDING WITHIN THE BOUNDARIES OF MOSSEL BAY WILL RECEIVE PREFERENCE)

REQUIREMENTS

(Relevant proof / documentation must accompany application)

- Relevant 3-year tertiary qualification (minimum NQF Level 6)
- Minimum of 1 to 3 years' relevant experience
- Computer Literate (MS Office applications)
- Valid Code B driving license (manual vehicle)
- Proficient in at least 2 of the 3 official languages of the Western Cape
- Able to perform manual operations and pick up heavy items
- Required to travel / drive distances and in rural areas
- Required to work overtime or attend meetings after normal office hours when required

COMPETENCIES REQUIRED

Core Professional Competencies:

- Applies guidelines and processes to solve problems
- Has basic knowledge about the municipality and social development projects & programmes pertaining to vulnerable groups
- Accurately and carefully follows established processes and procedures
- Keeps track of small details and ensures that all projects are accomplished
- Organises, prioritises and schedules tasks to be performed efficiently and within budget

Functional Competencies:

- Supportive of initiatives and cooperates willingly in the execution of tasks

Public Service Orientation:

- Displays consideration and responds well to others
- Listens effectively and responds appropriately
- Demonstrates effective oral and written communication
- Responds to questions with accurate and complete answers
- Delivers messages in a manner that gains support, commitment and agreement
- Displays commitment to service excellence and keeps to deadlines
- Displays customer focus and responds to needs timeously

Personal Competencies:

- Grasps new challenges with enthusiasm and shows initiative
- Stays calm and focused under pressure
- Handles criticism constructively
- Deals effectively with change, embraces opportunities and appears optimistic
- Shares information and knowledge with others
- Takes responsibility for own actions and demonstrates logical problem-solving

KEY PERFORMANCE AREAS

- Prepare plans and programmes encapsulating specific community liaison initiatives
- Interpret community priorities and requirements against plans/programmes and analyses alignment options
- Implement comprehensive awareness-raising programmes aimed at educating vulnerable groups
- Liaise with external organisations, NGO's, NPO's CBO's, FBO's and other governmental departments
- Assist in identifying suitable business opportunities for vulnerable groups
- Complete needs assessments in conjunction with the community
- Arrange and attend meetings, write monthly reports and render other applicable administrative/logistical support
- Receive feedback regarding programme deliverables and resolve/forward queries for attention
- Organize events and programmes in accordance with budget allocations
- Prepare requisitions for approval and complete transactional documentation
- Ensure the inclusion of moral regeneration initiatives in all projects and programmes

SALARY SCALE: All-inclusive total package of ± R335 257.30– R425 273.25 per annum. Benefits eg medical aid scheme, pension fund, group life scheme, 13th cheque included.

BASIC SALARY: R 233 752.44 – R 303 424.80 per annum (T9)

CLOSING DATE: **26 AUGUST 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

MOSELBAAI MUNISIPALITEIT

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

ASSISTENT GEMEENSKAPSONTWIKKELINGSBEAMPTTE (MIV/VIGS, GESLAG, GESTREMDHEDE & BEJAARDES):

GEMEENSKAPSONTWIKKELING

(GEMEENSKAPSDIENSTE)

MOSELBAAI

PERMANENTE AANSTELLING

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

VEREISTES

(Verwante bewys / dokumentasie moet aansoek vergesel)

- Verwante 3-jaar tersiêre kwalifikasie (minimum NKR Vlak 6)
- Minimum 1 tot 3 jaar verwante ondervinding
- Rekenaargeletterd (MS Office toepassings)
- Geldige Kode B Bestuurderslisensie (handrat voertuig)
- Vlot in ten minste twee (2) van die drie (3) amptelike tale van die Wes-Kaap
- In staat om handwerk uit te voer en swaar items op te tel
- Vereiste om afstande te reis / bestuur en in landelike areas
- Vereiste om oortyd te werk of vergaderings na normale kantoorure by te woon wanneer vereis word

VEREISTE BEVOEGDHEDE

Kern Professionele Bevoegdhe:

- Pas prosesse en riglyne toe om probleme op te los
- Het basiese kennis van die Munisipaliteit, sosiale ontwikkelingsprojekte & programme rakend kwesbare groepe
- Volg gevestigde prosesse en prosedures akkuraat en versigtig
- Hou rekord van minimale besonderhede en verseker dat alle projekte voltooi word
- Organiseer, prioritiseer en skeduleer take wat uitgevoer moet word doeltreffend en binne begroting

Funksionele Bevoegdhe:

- Ondersteunend tot inisiatiewe en werk gewilliglik saam in die uitvoering van take

Publiekediens Oriëntasie:

- Toon bedagsaamheid en reageer goed met ander
- Luister effektief en reageer toepaslik
- Demonstreer effektiewe mondelingse en geskrewe kommunikasie
- Reageer op vrae met akkurate en volledige antwoorde
- Lewer boodskappe op 'n wyse van ondersteuning, toegewydheid en instemming
- Toon toegewydheid aan diensuitstekendheid en hou by spertye
- Toon kliënte fokus en reageer betyds op behoeftes

Persoonlike Bevoegdhe:

- Gryp nuwe uitdagings aan met entoesiasme en toon inisiatief
- Bly kalm en gefokus onder druk
- Hanteer kritiek konstruktief
- Hanteer verandering effektief, aanvaar geleenthede en kom optimisties voor
- Deel inligting en kennis met ander
- Neem verantwoordelikheid vir eie aksies en demonstreer logiese probleem-oplossing

SLEUTEL PRESTASIE AREAS

- Berei planne en programme voor met samevatting van spesifieke gemeenskapskakeelingsinisiatiewe
- Interpreteer gemeenskapsprioriteite en vereistes teen planne/programme en analiseer met belyningsopsies
- Implementeer omvattende bewusmaking programme gerig tot opvoeding van kwesbare groepes
- Skakel met eksterne organisasies, NGO's, NPO's CBO's, FBO's en ander regeringsdepartemente
- Verleen bystand met identifisering van toepaslike besigheidsgeleenthede vir kwesbare groepe
- Voltooi behoefte assesserings in samewerking met die gemeenskap
- Reël en woon vergaderings by, skryf maandelikse verslae en lewer ander toepaslike administratiewe/logistieke ondersteuning
- Ontvang terugvoer rakende programlewering en los navrae op/verwys vir aandag
- Organiseer geleenthede en programme in oorleg met begrotingstoewysings
- Voorbereiding van rekwisies vir goedkeuring en voltooi transaksionele dokumentasie
- Verseker die insluiting van morele herlewings inisiatiewe in alle projekte en programme

SALARISSKAAL: **Alles-insluitende totale pakket van ± R335 257.30 – R425 273.25 per jaar. Voordele bv. mediesefondsskema, pensioenfonds, groeplewensskema, 13de tjeek ingesluit.**

BASIESE SALARIS: **R 233 752.44 – R 303 424.80 per jaar (T9)**

SLUITINGSDATUM: **26 AUGUSTUS 2022**
(Geen aansoeke ontvang na 13:00 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.
- 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, njengomqeshi ozibopheleleyo kwingqesho ngokulingana umema abantu ukuba benze izicelo zesi sithuba silandelayo

UMNCEDISI WEGOSA LOPHUHLISO LOLUNTU
(HIV/UGAWULAYO, ISINI, UKHUBAZEKO NABADALA):

UPHUHLISO LOLUNTU
(IINKONZO ZOLUNTU)

EMOSSEL BHAYI
INGQESHO ESISIGXINA

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

IIMFUNO / OKULINDELEKILEYO

(Ubungqina obufanelekileyo / amaxwebhu afanelekileyo kufuneka ahambe nesicelo sakho)

- Isiqu seMfundo Ephakamileyo Yeminyaka emi-3 (ubuncinane NQF iSigaba 6)
- Ubuncinane amava onyaka omnye (1) ukuya kwemithathu (3) angqamene nesi sithuba somsebenzi
- Ulwazi ngeKhompyutha (linkqubo zika MS Office)
- Iimpepha-mvume zokuqhuba zeNqanaba B (kwisithuthi esitshintshwayo)
- Ulwazi olugqibeleleyo kwiilwimi ezimbini (2) kwezintathu (3) ezisesikweni eNtshona-Kapa
- Ube uyakwazi ukwenza imisebenzi yezandla kwanokuphakamisa izinto ezinzima
- Ukuhambela / ukuqhuba imigama kwimimandla esemaphandleni
- Kulindeleke ukuba usebenze ixesha elongezelelweyo okanye uye kwiintlanganiso emva kweeyure zesiqhelo zomsebenzi xa kuyimfuneko

UBUCHULE / UGQIBELELO OLUYIMFUNEKO

Ugqibelelo Oluphambili lomsebenzi:

- Ukusebenzisa izikhokelo kunye neenkqubo ekusombululeni iingxaki
- Ube unolwazi olusisiseko ngomasipala kunye neeprojekthi zophuhliso lwentlalo kunye neenkqubo ezingqamene namaqela asengozini yentlupheko
- Ukulandela ngokuchanekileyo nangobunono iinkqubo ezimiseliweyo
- Ukugcina ulwazi lweengcombolo ezincinane kwanokuqinisekisa ukuba zonke iiprojekthi ziyaqukunjelwa
- Ukuququzelela, ukubeka ngokulandelelana kwanokumisela imisebenzi ekufuneka yenziwe ngokufezekileyo nangokungqamene nemali eyabelwe loo projekthi.

Ugqibelelo/Ubuchule obungqamene nomsebenzi:

- Ukuxhasa iziqalelo kwanokusebenzisana ngokukhululekileyo ekwenzeni imisebenzi

Uqhelwano neNkonzo kaRhulumente:

- Ukubonakalisa ingqwalasela kwanokuphendula kakuhle kwabanye
- Ukumamela ngokufezekileyo nokuphendula ngokufanelekileyo
- Ukubonakalisa unxibelelwano olufezekileyo ngentetho nangokubhaliweyo
- Ukuphendula imibuzo ngokuchanekileyo kwanokunika iimpendulo ezipheleleyo
- Ukuhambisa imiyalezo ngendlela enika inkxaso, ukuzinikela kwanesivumelwano
- Ukubonakalisa ukuzinikela kwinkonzo egqibeleleyo kwanokugcina iminqamla-juqu
- Ukubonakalisa ingqwalasela ngakubathengi kwanokunika ingqwalasela ekhawulezileyo ngakwiimfuno.

Ubuchule/Ubuganga bakho ubugu:

- Ukuyamkela ngentakazelelo imingeni emitsha kwanokubonakalisa isiqalelo ngokwakho
- Ukuhlala uzolile kwaye unike ingqwalasela xa uphantsi koxinezelelo
- Ukuqubisana nokugxekwa ngendlela eyakhayo

- Ukuqubisana ngokufezekileyo notshintsho, ukusangana namathuba kwaye ubonakale usoloko ujonge phambili ngethemba
- Ukwabelana ngolwazi kunye nabanye
- Ukuthabatha uxanduva ngeentshukumo zakho kwanokubonakalisa usombululo lweengxaki ngendlela elandelelanayo ngemfezeko.

IINDIMA EZIPHAMBILI ZOMSEBENZI

- Ukulungisa izicwangciso kunye neenkqubo ezibandakanya iziqalelo zonxibelelwano noluntu
- Ukutolika izinto eziphambili kuluntu kunye neemfuno ezingqamene nezicwangciso kwanokuhlaziya iindlela zolungelelwaniso
- Ufezekisa iinkqubo zokwazisa azijolise ekufundiseni amaqela asengozini yomngcipheko
- Ukuqhagamshelana namaqela angaphandle, iiNGO, NPO, CBO, FBO kunye namanye amacandelo karhulumente
- Ukuncedisa ekuchongeni amathuba afanelekileyo oshishino ulungiselela amaqela asengozini nabuthathaka
- Ukugcwalisa amaxwebhu ovavanyo lweemfuno mayelana noluntu ekuhlaleni
- Ukulungiselela nokuya kwiintlanganiso, ukubhala iingxola zenyanga kwanokunikezela enye inkxaso yolawulo / wyolungiselelo
- Ukufumana ingxelo malunga neenkqubo zezinto ezinokuhanjiswa/ukugqithisa imibuzo ukuze isonjululwe
- Ukuququzelela iziganeko kunye neenkqubo ngokungqamene nohlalo-lwabiwo-mali
- Ukulungiselela intengo yezinto ekufuneka zigunyaziswe kwanokugcwalisa amaxwebhu omsebenzi
- Ukuqinisekisa ukubandanywa kovuselelo lokuziphatha kuzo zonke iiprojekthi kunye neenkqubo.

UMLINGANISELO WOMVUZU:

Umgodlo uwonke omalunga ne R335 257.30 – R425 273.30 ngonyaka. Izibonelelo ezifana Noncedo-nkxaso Yonyango, umhlala-phantsi, i-inshorensi yomqeshi, intalwulo ye-13(iBhonasi) zibandakanyiwe apha.

UMVUZU OSISISEKO:

R233 752.44 – R303 424.80 ngonyaka (T9)

UMHLA WOKUVALA:

26 AGASTI 2022

(Izicelo ezifunyenwe emva kwentsimbi ye 13:00 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.**
- Iifomu zezicelo ziyafumaneka kwikhasi lothungelwano likaMasipala (www.mosselbay.gov.za) [okanye](#) ungazithunyelwa nge-imeyile xa utha waqhagamshelana nabantu abachazwe apha ngezantsi apha ngezantsi.

- Iikopi zeziqinisekiso zeziqo zemfundo neziqinisekisiweyo njengeziyinyaniso kufuneka zihambe neCV yakho kunye nefomu yesicelo
- Abagqatswa abafakwe kuluhlu olufutshane nabazenze ngobuchwepheshe izicelo zabo kufuneka baveze iikopi **zoqobo** eziqinisekisiweyo zeziqo 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 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