

MOSSEL BAY MUNICIPALITY

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

SUPERVISOR: CEMETERIES & HARRY GIDDEY PARK (COMMUNITY SERVICES)

MOSSEL BAY

PERMANENT APPOINTMENT

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

REQUIREMENTS

(Relevant proof / documentation must accompany application)

- Grade 9 (NQF Level 1)
- Minimum of 1 to 2 years' relevant experience
- Valid Code EC1 driving license and PrDP
- Proficient in at least 2 of the 3 official languages of the Western Cape
- Must be willing to work overtime
- Physically fit and able-bodied
- Required to work in all weather conditions

PREFERRED REQUIREMENTS

- Grade 10 (NQF Level 2)
- At least 6 months' relevant experience in a supervisory capacity

COMPETENCIES REQUIRED

Core Professional Competencies:

- Demonstrates logical problem-solving and provides rationale for proposed solutions
- Determines root causes of problems and evaluates whether solutions address root causes
- Plans tasks on a daily basis according to a set schedule
- Identifies resource requirements for undertaking specific tasks
- Has a basic understanding of the municipality, its goals and priorities
- Works in strict accordance to policies and procedures

Functional Competencies:

- Ensures the efficient utilisation of people, materials, machines and equipment to achieve end result within set parameters
- Supportive of initiatives and cooperates willingly in the execution of tasks
- Able to prioritise tasks, remain focused, check quality of work against pre-determined specifications, and use resources optimally
- Initiates actions to correct quality problems or notifies other of quality issues as appropriate
- Organises team and develops work plans/schedules
- Enforces safety/security procedures and documents violations
- Is aware of the hazards of working with dangerous materials

Public Service Orientation:

- Communicates effectively and acknowledges contributions of others
- Demonstrates effective oral and written communication
- Committed to excellence and adheres to deadlines

Personal Competencies:

- Shows enthusiasm to take on new projects
- Creates an action-oriented culture that supports the work unit in achieving its goals
- Accepts criticism about performance while maintaining work standards
- Takes responsibility for own actions
- Admits own mistakes and weaknesses and seeks help from others where unable to deliver

Leadership Competencies:

- Gives direction to teams in meeting objectives and deadlines
- Settles disputes as quickly and effectively as possible
- Defines roles and responsibilities and clearly communicates expectations to team
- Encourages 'on-the-job' training and the acquisition of new skills
- Able to manage a team and work effectively as a team member

KEY PERFORMANCE AREAS

- Receives instructions from immediate superior and establishes details of tasks
- Schedules site visits and clarifies specific requirements for allocation and execution at sites
- Transports personnel, material and equipment to/from specific locations
- Coordinates schedules with Superintendent
- Co-ordinates, guides and monitors contractors
- Ensures adherence to health and safety measures and procedures
- Completes internal transactional documentation (e.g. tally sheets, log sheets, progress reports) and related forms
- Visits work sites and communicates with personnel to ascertain progress and constraints
- Supervision of all work related to pruning, cutting and felling of trees
- Oversees the weeding, cleaning and shaping of flower beds and verges
- Oversees the removing and replacing of refuse bags from collection bins in public areas
- Conducts daily inspections of vehicles, tools and equipment
- Provides on-the-job-training to new recruits and implements corrective measures (demonstrations/explanations)
- Monitors and evaluates repairs, construction work, installations and maintenance of facilities (e.g. cemeteries and Harry Giddey Park)
- Liaise with the public and with officials regarding matters pertaining to cemeteries and Harry Giddey Park

SALARY SCALE: All-inclusive total package of ± R271 224.96– R342 490.79 per annum. Benefits eg medical aid scheme, pension fund, group life scheme, 13th cheque included.

BASIC SALARY: R184 409.16 – 239 351.16 per annum (T7)

CLOSING DATE: **05 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

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

TOESIGHOUER: BEGRAAFPLASE & HARRY GIDDEY PARK
(GEMEENSKAPSDIENSTE)

MOSSELBAAI

PERMANENTE AANSTELLING

(AANSOEKERS WOONAGTIG BINNE DIE GRENSE VAN MOSSELBAAI SAL VOORKEUR ONTVANG)

VEREISTES

(Verwante bewys / dokumentasie moet aansoek vergesel!)

- Graad 9 (NKR Vlak 1)
- Minimum van 1 tot 2 jaar verwante ondervinding
- Geldige Kode EC1 Bestuurderslisensie en PrDP
- Vlot in ten minste 2 van die 3 amptelike tale van die Wes-Kaap
- Moet bereid wees om oortyd te werk
 - Fisies fiks en liggaamlik bekwaam
 - Vereiste om in alle weerstoestande te werk

VOORKEURVEREISTES

- Graad 10 (NKR Vlak 2)
- Ten minste 6 maande verwante ondervinding in 'n toesighoudende kapasiteit

VEREISTE BEVOEGDHEDE

Kern Professionele Bevoegdhede:

- Demonstreer logiese probleemoplossing en verleen rasional vir voorgestelde oplossings
- Stel kern oorsake van probleme vas en evalueer of oplossings kern oorsake aanspreek
- Beplan take op 'n daagliks basis volgens 'n vasgestelde skedule
- Identifiseer vereiste hulpbronne vir die onderneming van spesifieke take
- Het 'n basiese begrip van die Munisipaliteit, sy doelwitte en prioriteite
- Werk in streng ooreenkoms met beleide en prosedures

Funksionele Bevoegdhede:

- Verseker die doeltreffende gebruik van mense, materiaal, masjiene en toerusting om eindresultaat binne gestelde parameters te behaal
- Ondersteun inisiatiewe en werk gewillig saam in die uitvoering van take
- In staat om take te prioritiseer, gefokus te bly, gaan kwaliteit van werk na teen vooraf-vasgestelde spesifikasies en optimale gebruik van hulpbronne
- Inisieer aksies om kwaliteitsprobleme reg te stel of stel ander in kennis van kwaliteitskwesties soos van toepassing
- Organiseer span en ontwikkel werksplanne/skedules
- Dwing veiligheids/sekuriteitsprosedures af en dokumenteer oortredings
- Is bewus van die gevare om met geværlike stowwe te werk

Publieke Diens Oriëntasie:

- Kommunikeer effektief en erken ander se bydraes
- Demonstreer effektiewe mondelinge en geskrewe kommunikasie
- Verbind tot uitstekendheid en voldoen aan spertye

Persoonlike Bevoegdhede:

- Toon entoesiasme om nuwe projekte aan te neem
- Skep 'n aksie-georienteerde kultuur wat die werkseenheid ondersteun met bereiking van doelwitte
- Aanvaar kritiek oor prestasie terwyl werkstandaarde behou word
- Neem verantwoordelikheid vir eie aksies
- Erken eie foute en swakpunte en soek hulp van ander waar nie in staat om te presteer nie

Leierskap Bevoegdhede:

- Verleen rigting aan spanne met behaal van doelwitte en spertye
- Los dispute so gou moontlik en effektief op
- Definieer rolle en verantwoordelikhede en kommunikeer verwagtinge duidelik aan spanne
- Motiveer indiens opleiding en die verkryging van nuwe vaardighede
- In staat om 'n span te behartig en werk effektief as 'n spanlid

SLEUTEL PRESTASIEAREAS

- Ontvang instruksies van onmiddellike toesighouer en stel detail van take vas
- Skeduleer perseelbesoeke en maak spesifieke vereistes duidelik vir toekenning en uitvoering by persele
- Vervoer personeel, materiaal en toerusting na/van spesifieke persele
- Koördineer skedules met Superintendent
- Ko-ordineer, gee leiding en monitor kontrakteurs
- Verseker voldoening aan gesondheid- en veiligheidsmaatreëls en prosedures
- Voltooï interne transaksionele dokumentasie (bv. telstate, ritstate, vorderingsverslae) en verwante vorms
- Besoek werkspersele en kommunikeer met personeel om vordering en beperkings vas te stel
- Toesig van alle werk verwant aan snoei, sny en afsny van bome
- Toesig oor onkruiduitwissing, skoonmaak en vorm blombeddings en rande
- Toesig oor die verwydering en vervanging van vullissakke by versameldromme en publieke areas
- Voer daagliks inspeksies uit op voertuie, gereedskap en toerusting
- Voorsien indiens opleiding aan nuwe personeel en implementeer korrektiewe maatreëls (demonstrasies/verduidelikings)
- Monitor en evalueer herstelwerk, konstruksiewerk, installasies en instandhouding van fasilitete (bv. begraafplase en Harry Giddey Park)
- Skakel met die publiek en met beampies met betrekking tot kwessies by begraafplases en Harry Giddey Park

SALARISSKAAL:

Alles-insluitende totale pakket van ± R271 224.96 – R342 490.79 per jaar. Voordele bv. mediese fondsskema, pensioenfonds, groeplewenskema, 13de tjek ingesluit.

BASIESE SALARIS:

R184 409.16 – 239 351.16 per jaar (T7)

SLUITINGSDATUM:

05 AUGUSTUS 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 bestuurvaardigheidstoets 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 aansoek op die ampelike 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 aansoek vergesel deur die ampelike 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 outomatisies tot diskwalifikasies 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 verkrybaar by Me N de Wet of Me J Ruiters by telefoonnummer (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

UMPHATHI: AMANGCWABA NE HARRY GIDDEY PAKI

(IINKONZO ZOLUNTU)

E-MOSSEL BHAYI

INGQESHO ESISIGXINA

**(ABENZI-ZICELO ABAHLALA PHAKATHI KWEMIDA YASE MOSSEL BHAYI BAYA
KUFUMANA INGQWALASELA EPHAMBILI)**

IIMFUNO / OKULINDELEKILEYO

(Ubungqina obufanelekileyo / amaxwebhu afanelekileyo kufuneka ahambe nesicelo sakho)

- IBanga le-9 (Isiqu seMfundo yoMgangatho NQF iSigaba 1)
- Ubuncinane amava onyaka omnye (1) ukuya kwemibini (2) kumsebenzi ongqamene nesi sithuba
- limpepha-mvume zokuqhube zeNqanaba EC1 kunye ne PrDP
- Ulwazi olugqibeleleyo kwiilwimi ezimbini (2) kwezintathu (3) ezisesikweni eNtshona-Kapa
- Kufuneka ube uzimisele ukusebenza ixesha elongezelelwego
- Ube womelele ngokwasemzimbeni kwaye ungakhubazeki
- Kulindeleke ukuba usebenze phantsi kwazo zonke iimeko zezulu

IIMFUNO EZIKHETHEKILEYO

- Ibanga le-10 (isiqu semfundo yomgangatho NQF iSigaba 2)
- Ubuncinane amava eenyanga ezintandathu (6) angqamene nalo msebenzi kwisikhundla sokuphatha/ukukhokela abanye abasebenzi.

UBUCHULE/UGQIBELELO OLUYIMFUNEKO

Ubuchule obuphambili kuggibelelo lomsebenzi:

- Ukubonakalisa ubuganga obufanelekileyo bokusombulula iingxaki kwaye unikezele nezizathu zezisombululo eziphakanyiswayo
- Ukumisela ngokufumanisa oyena nobangela weengxaki kwaye wenze uvavanyo lokuba ingaba izisombululo ziyayilungisa loo ngxaki kusinina
- Ukucwangcisa imisebenzi imihla ngemihla ngokungqamene nesihlomelo esimiselweyo semisebenzi
- Ukuchonga iimfuno zemithombo ekwenzeni imisebenzi ethile
- Ube unolwazi olusisiseko ngomasipala, izijoliselo zakhe kunye nezinto eziphambili kumasipala
- Ukusebenza ngqongqo ngokungqamene nemigaqo-nkqubo kunye neenkqubo.

Ubuchule bomsebenzi:

- Ukuqinisekisa ukusetyenziswa ngokupheleleyo kwabantu, izinto zokusebenza, oomatshini kunye nezixhobo ekufezekiseni iziphumo phakathi kwexesha elimiselweyo
- Ukulixirhasa izimvo eziziziqalo kwanokusebenzisana ngomoya omhle xa kusenziwa imisebenzi
- Ube uyakwazi ukuhlela imisebenzi ngokokulandeelana kwanokungxamiseka kwayo, uhlale unikezela ingqwalasela nzulu, ukuqwalasela umgangatho womsebenzi ngokungqamene neengqikelelo zangaphambil, kwanokusebenzisa imithombo ngokufezekileyo
- Ukuqala iintshukumo zokulungisa, ibakala leengxaki okanye wazise abanye ngemibandela yomgangatho womsebenzi ngokokuyimfuneko
- Ukuququzelela iqela lomsebenzi kwanokupuhlisu izicwangciso/izihlomelo zomsebenzi
- Ukuqanzelisa iinkqubo zokhuseleko kwanotyeshelo Iwamaxwebhu
- Ube unolwazi ngobuzaza bomngcipheko wokusebenza ngezinto ezinobungozi.

Ughelwaniso nenkonzo kaRhulumente:

- Ukuqxibelelana ngokufezekileyo kwaye ubonakalise uthakazelelo kwigalelo labanye
- Ukubonakalisa unxibelelwano olufezekileyo ngentetho kunye nangendlela ebhaliweyo
- Ube uzinikele kuggibelelo kwaye uthobele iminqamla-juqu (amaxesha amiselweyo)

Ubuchule bogqibelelo Iwakho-ubuqu:

- Ukubonakalisa intakazelelo ekuqubisaneni neeprojekthi ezintsha
- Ukdala inkubeko esekelwe kwintshukumo nexhasa icandelo lomsebenzi ekufikeleleni kwizijoliselo
- Ukwamkela ukugxekwa ngomsebenzi ekuben iugcine imigangatho yomsebenzi
- Ukuhabatha uxanduva olubangelwe ziintshukumo zakho
- Ukuqvuma iimpazamo zakho kwanobuthathaka bakho ze ufune uncedo kwabanye apho ungakwazi khona ukuwenza umsebenzi othile.

Ubuchule bokukhokela:

- Ukuqika umkhomba-ndlela kumaqela ngenjongo yokuzalisekisa iinjongo/izijoliselo kunye nokufikelela kwiminqla-juqu (amaxesha amiselweyo)
- Ukuqombulula iimbambano ngokukhawuleza nangokufezekileyo kangangoko unakho.
- Ukuqaza iindima zomsebenzi kunye noxanduva kwaye wenze unxibelelwano olucacileyo neqela malunga nokulindelekileyo
- Ukuquthaza uqequesho ‘lokuqhubea ufundu ngaxesha-nye usemsebenzini’ kwanokufumana izakhono ezitsha
- Ube uyakwazi ukulawula/ukuphatha iqela kwanokusebenza ngokufezekileyo njengelungu leqela elo.

IINDIMA EZIPHAMBILI ZOMSEBENZI

- Ukwamkela imiyalelo esuka kumphathi wakho ze uqinisekise iingombolo zemisebenzi
- Ukumisela isihlomelo sotyelelo/sokuhambela ze ucacise iimfuno ezithile ekufuneka zinikezelwe kwabathile nekufuneka zenziwe kwindawo yomsebenzi
- Ukuhambisa abasebenzi, izinto zokusebenza kunye nezixhobo ukusuka nokuya kwiindawo ezithile
- Ukulungelelanisa izihlomelo/izicwangciso zomsebenzi kunye noMphathi
- Ukulungelelanisa, ukukhokela kwanokuphonononga oonokontraka malunga nemisebenzi
- Ukuqinisekisa ukuthotyelwa kwamanyathelo empilo nokhuseleko kunye neenkubo
- Ugugcwala amaxwebhu omsebenzi angaphakathi (umz.ukudibana amaxwebhu omsebenzi, awokungena emsebenzini, iingxelo ngenkubo) kwakunye neefomu ezichaphazelekayo
- Ukuhambela iindawo ekusetyenzwa kuzo ze unxibelelane nabasebenzi ekuqinisekiseni inkubo malunga nomsebenzi kwanobunzima obukhoyo
- Ukuhlola wonke umsebenzi omayelana nokuthenwa kwemithi, ukusika nokukugawulwa kwemithi
- Ukuqaphela ukususwa kokhula, ukucocwa nokubunjwa kwezityalelo ngendlela efanelekileyo kwakunye nemifuno
- Ukuqwalasela ukuhanjisa kwanokubekwa kweplastiki zenkukuma kwimigqomo yokuqokelelwa kwayo kwiindawo zikawonke-wonke
- Ukwenza uhlolo Iwezithuthi , izixhobo nezinto zokusebenza rhoqo ngemihla
- Ukuqezela uqequesho lomsebenzi kubaqeshwa abatsha kwanokuthabatha amanyathelo okulungisa (ukubonisa ngokwenza/ukucacisa)
- Ukuqphotonongwa kwanokuvavanya ulungiso, umsebenzi wokwakha, ufakelo kunye nokulungiswa kwamaziko (umz.amangcwaba kunye nePaki iHarry Giddey)
- Ukuqhagamshelana noluntu kunye namanye amagosa malunga nemibandela emayelana namangcwaba kunye ne Harry Giddey Park.

UMLINGANISELO WOMVUZO:

Umgodlo uwonke omalunga ne R271 224.96 – R342 490.79 ngonyaka. Izbonelelo ezifana Noncedo Lonyango, Umhlala-phantsi, i-Inshorensi yoMqeshi, Intlawulo ye-13 i(Bhonasi) zibandakanyiwe apha

UMVUZO OSISISEKO:

R184 409.16 – R239 351.16 ngonyaka (T7)

UMHLA WOKUVALA:

05 AGASTI 2022

(Izicelo ezifunyenwe emva kwentsimbi ye 13h00 aziyi kwamkelwa)

GABALALA:

- Abaggatswa/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 esibhaliwego nesivela kumasipala, sibe samkelwe, ngumenzi-sicelo.**
- **Izicelo ezibhaliwego kwifomu esesikweni nezikhatshwayi-CV egqibeleyo,neyakuthathyathwa njeneyimfihlo,kufuneka zingeniswe ku:The Senior Manager(Human Resources),P.O. Box 25,Mossel Bay,6500.Kungenjalo, **izicelo ezenziwe** ngobuchwepeshe nezikhatshwa yifomu yesicelo esesikweni kunye ne CV egqibeleyo**

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 zeziqum zemfundo neziqinisekisiwego njengeziyinyaniso kufuneka zihambe neCV yakho kunye nefomu yesicelo
- Abagqatswa abafakwe kuluhlu olufutshane nabazenze ngobuchwepheshe izicelo zabo kufuneka baveze iikopi **zoqobo** eziqinisekisiwego zeziqum zemfundo kwakunye namanye amaxwebhu ayimfuneko ngomhla okanye phambi komhla wokuvavanyelwa umsebebzi.
- Ngesizathu sengqesho ngokulingana nceda uphawule uhlanga,ubuni kunye nokhubazeko kwifomu yesicelo somsebenzi.
- lingombolo 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**