

MOSSEL BAY MUNICIPALITY

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

ASSISTANT TOWN PLANNER: LAND USE MANAGEMENT **TOWN AND REGIONAL PLANNING** **(PLANNING AND ECONOMIC DEVELOPMENT)**

MOSSEL BAY

PERMANENT APPOINTMENT

APPLICANTS RESIDING IN THE WESTERN CAPE MAY RECEIVE PREFERENCE

REQUIREMENTS

(Relevant proof / documentation and relevant completed application form must accompany application.
No late submissions will be accepted)

- Relevant tertiary qualification (NQF Level 6), preferably a B Degree / National Diploma in Town & Regional Planning
- Minimum of 2 to 5 years' relevant experience
- Proficient in at least 2 of the 3 official languages of the Western Cape
- Valid Code B driver's license
- **Proof of own vehicle or proof of access to a private vehicle for inspections/duties to accompany application**
- **Proof of clean criminal record** (not older than 6 months) or application thereof to accompany application
- Computer literate (MS Office applications)
- Required to work overtime or attend meetings after normal office hours when required

PREFERRED REQUIREMENTS

- Working towards (registered as a Candidate Planner at SACPLAN) or completed registration as a Professional Planner at SACPLAN
- Peace Officer certificate

COMPETENCIES REQUIRED

Core Professional Competencies:

- Consistently attains targets/goals as planned
- Shows confidence in engaging with internal and external shareholders
- Negotiates objectively and is able to analyse and apply terms of agreements
- Develops contingency plans for potential problems

Functional Competencies:

- Displays detailed understanding of legal frameworks
- Understands service delivery issues
- Looks beyond the obvious and does not stop at the first solution

Public Service Orientation:

- Adapts communication content and style to the audience
- Communicates controversial, sensitive messages to stakeholders tactfully

Personal Competencies:

- Shows high levels of integrity and confidentiality
- Shows willingness to learn new things
- Demonstrates objectivity, thoroughness, insightfulness, and probing behaviours when approaching problems

KEY PERFORMANCE AREAS

- Receive and attend to complaints regarding unauthorized land use issues
- Conduct site inspections and issue notices
- Undertake public participation processes
- Compile motivational reports and layout plans for land use proposals
- Render advice to the public relating to town planning control measures
- Facilitate street naming and numbering processes
- Assist with the compilation and issuing of zoning certificates
- Update zoning register and capture land use applications

SALARY SCALE: All-inclusive total package of ±R597 444.81 – R765 072.37 per annum. Benefits eg medical aid scheme, pension fund, group life scheme, 13th cheque included.

BASIC SALARY: R435 287.04 – R565 030.80 per annum (T13)

CLOSING DATE: 28 JULY 2023

(No applications received after 13h00 will be accepted)

GENERAL:

- Application forms are available on the Municipal website (www.mosselbay.gov.za) or electronically available from the contact persons mentioned hereunder.
- **Applications in writing on the official application form and accompanied by a comprehensive CV**, which will be regarded as confidential, may be hand-delivered to the Mossel Bay Municipality HR department (Old Power Station Building, Santos Beach, Mossel Bay). **For posts advertised internally and/or locally (within the boundaries of the Mossel Bay Municipality), only hand-delivered applications will be accepted.** Electronic applications accompanied by the official application form and a comprehensive CV (preferably as one combined PDF document) 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.**
- Note that the relevant official application form must be completed in full. Failure to submit such completed application form and/or attach certified copies and other required documentation will lead to immediate disqualification.
- Original certified copies (not older than 6 months) of proof of qualifications and other required documentation must accompany the CV and application form.
- Candidates who qualify for pre-screening may be subjected and required to undergo a theoretical and/or practical test, including a driving skills test.
- Candidates qualifying for pre-screening (practical assessments) who applied electronically must provide the **original** certified copies of qualifications and other required documentation on or before the date of the practical test.
- Further details are obtainable from Ms N De Wet or Ms F Mpondo at telephone number (044) - 6065000.
- If applicants are not contacted within 3 months 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.
- ***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.***

MR. C PUREN
MUNICIPAL MANAGER

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

ASSISTENT STADSBEPLANNER: GRONDGEBRUIKBESTUUR
STAD EN STREEKSBEPLANNING
(BEPLANNING EN EKONOMIESE ONTWIKKELING)

MOSSELBAAI
PERMANENTE AANSTELLING

AANSOEKERS WOONAGTIG IN DIE WES-KAAP WOON MAG VOORKEUR KRY

VEREISTES

(Verwante bewys / dokumentasie en verwante voltooide aansoekvorm moet aansoek vergesel, Geen laat indienings sal aanvaar word nie)

- Verwante tersiêre kwalifikasie (NKR Vlak 6), verkieslik 'n B Graad / Nasionale Diploma in Stad & Streeksbeplanning
- Minimum 2 tot 5 jaar verwante ondervinding
- Vlot in ten minste 2 van die 3 amptelike tale van die Wes-Kaap
- Geldige Kode B Bestuurderslisensie
- **Bewys van eie voertuig of bewys van toegang tot 'n private voertuig vir inspeksies/pligte moet aansoek vergesel**
- **Bewys van skoon kriminele rekord** (nie ouer as 6 maande) of aansoek daarvan moet aansoek vergesel
- Rekenaargeletterd (MS Office toepassings)
- Vereiste om oortyd te werk of vergaderings bywoon na normale kantoorure wanneer nodig

VOORKEURVEREISTES

- In prosen van (geregistreer as 'n Kandidaat Beplanner by SACPLAN) of voltooide registrasie as 'n Professionele Beplanner by SACPLAN
- Vredesbeampte Sertifikaat

VEREISTE BEVOEGDHEDE

Kern Professionele Bevoegdhede:

- Konsekwente bereiking van teikens/doelwitte soos beplan
- Toon selfvertroue in skakeling met interne en eksterne belanghebbendes
- Onderhandel objektief en is in staat om bepalinge van ooreenkoms te analiseer en toe te pas
- Ontwikkel gebeurlikheidsplanne vir potensiële probleme

Funksionele Bevoegdhede:

- Toon gedetailleerde begrip van wetlike raamwerke
- Verstaan diensleweringsskemas
- Kyk verby die voor hand liggende en stop nie by die eerste oplossing nie

Publiekediens Oriëntasie:

- Pas kommunikasieinhoud en styl by die gehoor aan
- Kommunikeer kontroversiële, sensitiewe boodskappe taktvol aan belanghebbendes

Persoonlike Bevoegdhede:

- Toon hoë vlakke van integriteit en vertroulikheid
- Toon bereidwilligheid om nuwe dinge te leer

- Demonstreer objektiwiteit, deeglikheid, insig en ondersoekende gedrag wanneer probleme benader word

SLEUTEL PRESTASIEAREAS

- Ontvang en skenk aandag aan klagtes rakende ongemagtigde grondgebruikskwessies
- Doen perseelinspeksies en reik kennisgewings uit
- Onderneem publieke deelnameprosesse
- Stel motiveringsverslae en uitlegplanne op vir grondgebruiksvoorstelle
- Gee advies aan die publiek met betrekking tot stadsbeplanningsbeheermaatreëls
- Fasiliteer straatbenaming en nommerprosesse
- Verleen bystand met die opstel en uitreik van soneringssertifikate
- Opdateering van soneringsregister en vaslegging van grondgebruiksaansoeke

SALARISSKAAL: Alles-insluitende totale pakket van ± R597 444.81 – R765 072.37 per jaar. Voordele bv. mediesefondsskema, pensioenfonds, groeplewensskema, 13^{de} tjem ingesluit.

BASIESE SALARIS: R435 287.04 – R565 030.80 per jaar (T13)

SLUITINGSDATUM: 28 JULIE 2023

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

ALGEMEEN:

- Aansoekvorms is beskikbaar op die Munisipale webtuiste (www.mosselbay.gov.za) of elektronies beskikbaar by die kontakpersone hieronder genoem.
- **Skriftelike aansoeke op die amptelike aansoekvorm en tesame met 'n omvattende CV**, wat as konfidensieel beskou sal word, kan per hand afgelewer word aan die Mosselbaai Munisipaliteit MH Afdeling (Ou Kragstasiegebou, Santos Strand, Mosselbaai). **Vir interne geadverteerde poste en/of plaaslik (binne die grense van die Mosselbaai Munisipaliteit), sal slegs per hand afgelewerde aansoeke aanvaar word.** Elektroniese aansoeke vergesel deur die amptelike aansoekvorm en 'n omvattende CV (verkieslik as een gekombineerde PDF dokument) mag per e-pos gestuur word aan admin@mosselbay.gov.za. Hierdie voorwaardes is verpligtend en versuim om te voldoen sal outomaties tot diskwalifikasie van die aansoeker lei.
- Neem kennis dat die relevante amptelike aansoekvorm volledig voltooi moet word. Versuim om die volledig voltooide aansoekvorm en/of gesertifiseerde afskrifte en ander vereiste dokumentasie in te dien sal tot onmiddellike diskwalifikasie lei.
- Oorspronklike gesertifiseerde afskrifte (nie ouer as 6 maande nie) of bewys van kwalifikasies en ander vereiste dokumentasie moet die CV en aansoekvorm vergesel.
- Kandidate wie vir vooraf-keuring kwalifiseer mag onderwerp word aan en van vereis word om 'n teoretiese en/of praktiese toets, insluitend 'n bestuursvaardigheidstoets te ondergaan.
- Kandidate wat vir vooraf-keuring kwalifiseer (praktiese assessering) 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.
- Verdere besonderhede is beskikbaar van Me N De Wet of Me F Mpondo by telefoonnommer (044) - 6065000.
- Indien aansoekers nie binne 3 maande van die sluitingsdatum gekontak word nie, kan aanvaar word dat die aansoek onsuksesvol was.
- Die Mosselbaai Munisipaliteit is verbind tot die nakoming van die Wet op Diensbillikheid, No. 55 van 1998, vir die bevordering van voorheen benadeelde en gestremde persone.
- **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.**

MNR C PUREN
MUNISIPALE BESTUURDER

UMASIPALA WASE MOSSEL BHAYI

UMasipala wase Mossel Bhayi, njengomqeshi ozibopheleleyo kwingqesho ngokulinganayo, umema abantu ukuba benze izicelo zesi sithuba singezantsi

ISEKELA-MCWANGCISO-DOLOPHU: ULAWULO LOKUSETYENZISWA

KOMHLABA

UCWANGCISO LWEDOLOPHU KUNYE NENGINQI **(UCWANGCISO KUNYE NOPHUHLISO LOQOQOSHO)**

E-MOSSEL BHAYI **INGQESHO ESISIGXINA**

ABENZI-ZICELO ABAHLALA PHAKATHI KWEMIDA YASE NTSHONA-KAPA BANOKUFUMANA **UKHETHO**

IIMFUNO

(Ubungqina/amaxwebhu afanelekileyo kufuneka ahambe nesicelo sakho kunye nefomu egcwalisiweyo izicelo ezingeniswe emva kwexesha aziyi kwamkelwa)

- Isiqu seMfundo Ephakamileyo (NQF iSigaba 6), ngokukhethekileyo isiDanga se-BA / iDiploma yesizwe kuCwangciso lweDolophu nengingqi
- Ubuncinane amava eminyaka emi-2 ukuya kwemi-5 kumsebenzi ongqamene nesi sithuba
- Ube ugqibelele kwiilwimi ezimbini (2) kwezintathu (3) ezisesikweni eNtshona-Kapa
- Impepha-mvume zokuqhuba zeNqanaba B
- **Ubungqina besithuthi esisesakho okanye ubungqina bokufikelela kwisithuthi sabucala ukuze wenze uhlolo/imisebenzi kufuneka buhambe nesicelo sakho**
- **Ubungqina bokuba awunalo irekhodi lolwaphulo-mthetho** (obungadlulanga kwiinyanga ezi-6) okanye isicelo sokuba usenzile isicelo sobungqina obo, kufuneka buhambe nesicelo sakho
- Ulwazi ngengqondo-mtshini (ikhompyutha) { linkqubo zika MS Office}
- Kulindeleke ukuba usebenze ixesha elongezelelweyo okanye uhambele kwiindawo ezineentlanganisano emva kweeyure zomsebenzi xa kuyimfuneko

IIMFUNO EZIKHETHEKILEYO

- Ube uyaqhubeka ukufundela (ekubhalisweni njengoMvavanywa-Mcwangciso ku SACPLAN) okanye ulugqibile ubhaliso njengoMcwangciso oGqibeleleyo ku SACPLAN
- Isiqinisekiso sobuGosa Loxolo

UGQIBELELO OLUYIMFUNO

Ugqibelelo oluphambili kumsebenzi:

- Ukusoloko ufikelela kwizijoliselo/izimiselo ezicwangcisiweyo
- Ukubonakalisa ukuzithemba xa uqubisene nabo bachaphazelekayo ngaphakathi nangaphandle
- Ukuthetha-thethana ngobuchule kwaye ube uyakwazi ukuhlalutya kwanokusebenzisa amagama aqulethwe kwizivumelwano
- Ukuphuhlisa nokumisela izicwangciso zexesha likaxakeka xa kunokubakho iingxaki

Ugqibelelo emsebenzini:

- Ukubonakalisa ukuqonda kwanokuba nolwazi lokuziqonda izimo zomthetho
- Ukuyiqonda imibandela yokuhanjiswa kweenkonzo
- Ukujonga ngaphaya koko kuphambi kwakho kwaye unganeliseko sisisombululo sokuqala

Uqhelwaniso neNkonzo kaRhulumente:

- Ukuziqhelanisa nesiqulatho sonxibelelwano kwanesimo sabantu abaninzi
- Ukunxibelelana ngokungafihliso, imiyalezo enobuzaza uqubisane nayo ngendlela enobuchule xa uqubisene nabo babandakanyekayo

Ugqibelelo lwakho ubuqu:

- Ukubonakalisa amaqanaba eliphezulu lolwazi nokuzithemba Ukubonakalisa umdla wokufunda izinto ezintsha
- Ukubonakalisa ukunyaniseka, ubunono, ingqiqo epheleleyo, kwanokuluphanda ngeendlela zokuqubisana neengxaki.

IINDIMA EZIPHAMBILI ZOMSEBENZI

- Ukwamkela kwanokuqwalasela izikhalazo ezimalunga nokusetyenziswa kwemihlaba ngendlela engekho mthethweni
- Ukwenza uhlolo lwemihlaba kwanokukhupha izaziso/izilumkiso
- Ukuthabatha inxaxheba kwiinkqubo zenxaxheba yoluntu
- Ukuqulunqa iingxelo ezincomayo kwakunye nesimo sezicwangciso zeziphakamiso zokucetywa kokusetyenziswa komhlaba
- Ukunika ingcebiso kuluntu malunga nokucwangciswa kwedolophu kunye nengingqi
- Ukuququzelela ukuthiywa kwakhona kwezitalato kwakunye nenkqubo yokukhutshwa kweenombolo zazo
- Ukuncedisa ekuqulunqweni nasekukhutshweni kweziqinisekiso zokucandwa komhlaba
- Ukuhlaziya irejista yocando kwanokushicilela izicelo zokusetyenziswa komhlaba.

UMLINGANISELO WOMVUZO: Umgodlo uwonke omalunga ne R597 444.81 – R765 072.37 ngonyaka. Amaqithi-qithi anjengoNyango oluxhaswayo, ingxowa-mali yomhlala-phantsi, i-inshorensi yomqeshi, iBhonasi, zibandakanyiwe apha.

UMVUZO OSISISEKO: R435 287.04 – R565 030.80 ngonyaka (T13)

UMHLA WOKUVALA 28 JULAYI 2023

(Izicelo ezifunyenwe emva ko 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.
- Iifomu zezicelo ziyafumaneka kwikhasi lothungelwano likaMasipala (www.mosselbay.gov.za) **okanye** ungazithunyelwa nge-imeyile xa uthe waqhagamshelana nabantu abachazwe apha ngezantsi apha ngezantsi.
- Iikopi 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 zeziqo zemfundo kwakunye namanye amaxwebhu ayimfuneko ngomhla okanye phambi komhla wokuvavanyelwa umsebebenzi.
- Ngesizathu sengqesho ngokulingana nceda uphawule uhlanga,ubuni kunye nokhubazeko kwifomu yesicelo somsebenzi.
- Iingombolo ezithe vetshe ungazifumana kuNkszn N De Wet okanye uNkszn F Mpondo 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