

MOSSEL BAY MUNICIPALITY

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

SECURITY GUARD: TRAFFIC & LAW ENFORCEMENT **(COMMUNITY SAFETY)**

MOSSEL BAY

PERMANENT APPOINTMENT

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

REQUIREMENTS

(Relevant proof / documentation must accompany application)

- Grade 12 (NQF Level 4)
- Grade A Security Officer certificate
- Valid Code B driver's license (manual vehicle)
- Proof of clean criminal record
- Proficient in at least 2 of the 3 official languages of the Western Cape
- Minimum of 2 to 5 years' relevant experience
- Physically fit and able-bodied
- Required to work in all weather conditions
- Required to work outside normal working hours during emergencies and planned overtime

PREFERRED REQUIREMENTS

- CCTV Operator certificate

COMPETENCIES REQUIRED

Core Professional Competencies:

- Portrays an appropriate image to the public
- Goes the extra mile in sorting out problems as quickly as possible
- Takes a systematic approach to gathering information and identifies inconsistencies
- Assesses and takes account of risk when making decisions
- Considers the views and motives of everyone involved when drawing conclusions
- Reliable in a crisis, remains calm and thinks clearly
- Responds to challenges rationally, avoiding inappropriate emotion
- Speaks with authority and confidence
- Produces well-structured reports and written summaries
- Able to provide accurate, clear testimonies in a court of law

Functional Competencies:

- Proactively addresses matters
- Responds to calls promptly and effectively
- Recognises unusual activity and intervenes appropriately
- Understands policies and regulations governing pre-patrol issues, preparing and reporting for duty
- Maintains physical control over individuals as necessary
- Ensures the safety of others while using force

Public Service Orientation:

- Relates to people at all levels of the Municipality
- Encourages and considers inputs of others
- Uses terminology appropriate to the audience
- Professional in interaction with general public and stakeholders

Personal Competencies:

- Responds constructively to adverse situations and has a calming influence on others
- Demonstrates logical, consequential thinking
- Looks for better ways of doing things
- Understands own strengths and weaknesses and takes action to close knowledge/skills gaps

KEY PERFORMANCE AREAS

- Responsible for all safety, security and access control aspects of municipal buildings/premises
- Secures premises and personnel by patrolling property
- Monitors surveillance equipment and inspects buildings/equipment
- Guards property and assets against theft and fire hazards
- Monitors and reports rule violations such as loitering and smoking at the workplace
- Checks equipment, goods and permits before entrance and exit of building
- Assists with public queries and directs public to appropriate municipal official
- Ensures strict adherence to corporate security laws and regulations
- Informal & formal reporting
- Diplomatic interaction with various stakeholders

SALARY SCALE: All-inclusive total package of ± R229 723.42 – R288 913.84 per annum. Benefits eg medical aid scheme, pension fund, group life scheme, 13th cheque included.

BASIC SALARY: R152 533.68 – R197 995.20 per annum (T6)

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

SEKURITEITSWAG: VERKEER & WETSTOEPASSING **(GEMEENSKAPSVEILIGHEID)**

MOSELBAAI

PERMANENTE AANSTELLING

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

VEREISTES

(Verwante bewys / dokumentasie moet aansoek vergesel)

- Graad 12 (NKR Vlak 4)
- Graad A Sekuriteitsbeampte Sertifikaat
- Geldige Kode B Bestuurderslisensie (handrat voertuig)
- Bewys van skoon kriminele rekord
- Vlot in ten minste 2 van die 3 amptelike tale van die Wes-Kaap
- Minimum 2 tot 5 jaar verwante ondervinding
- Fisies fiks en ligaamlik geskik
- Vereis om in alle weerstoestande te werk
- Vereis om buite normale werksure gedurende noodgevalle en beplande oortyd te werk

VOORKEURVEREISTES

- CCTV Operateur Sertifikaat

VEREISTE BEVOEGDHEDE

Kern Professionele Bevoegdhe:

- Weerspieël 'n gepaste beeld aan die publiek
- Gaan die ekstra myl met spoedige uitsortering van probleme
- Neem 'n sistematiese benadering om inligting te verkry en identifiseer teenstrydigheid
- Assesseer en neem bepaalde risiko met besluitneming
- Oorweeg die siening en motiewe van elkeen betrokke wanneer gevolgtekking gemaak word
- Betroubaar in 'n krisis, bly kalm en dink helder
- Reageer rationeel op uitdagings, vermy ontoepaslike emosie
- Praat met gesag en selfvertroue
- Produseer goed-gestruktureerde verslae en skriftelike opsommings
- In staat om akkurate, duidelike getuienis in 'n hof te lewer

Funksionele Bevoegdhe

- Spreek kwessies pro-aktief aan
- Reageer vinnig en effektiewelik op oproepe
- Herken ongewone aktiwiteit en tree toepaslik op
- Verstaan beleide en regulasies wat voor-patrollie kwessies, voorbereiding en rapportering vir diens reguleer
- Behou fisiese beheer oor individue soos benodig
- Verseker veiligheid van ander terwyl mag uitgeoefen word

Publiekediens Oriëntasie:

- Skep verbintenis met mense op alle vlakke van die Munisipaliteit
- Aanmoedig aan en oorweeg insette van ander
- Gebruik terminologie toepaslike vir die gehoor
- Professioneel in skakeling met algemene publiek en belanghebbendes

Persoonlike Bevoegdhede:

- Reageer konstruktief op nadelige situasies en het 'n kalmerende invloed op ander
- Demonstreer logiese, konsekwente denke
- Soek na beter maniere om dinge te doen
- Verstaan eie sterkpunte en swakhede en neem aksie om kennis/vaardigheidsgaping te verminder

SLEUTEL PRESTASIE AREAS

- Verantwoordelik vir alle veiligheid, sekuriteit en toegangsbeheer aspekte van Munisipale geboue/persele
- Beveilig persele en personeel deur patrolling van eiendom
- Monitor waarnemingstoerusting en inspekteer geboue/toerusting
- Beskerm eiendom en bates teen diefstal en brandgevaar
- Monitor en rapporteer reël-oortredings soos leeglê en rook by die werksplek
- Gaan toerusting, goedere en permitte na voor ingaan en uitgaan by gebou
- Verleen bystand met publieke navrae en wys publiek na toepaslike munisipale beampte
- Verseker streng voldoening aan korporatiewe sekuriteitswette en regulasies
- Formele & informele verslagdoening
- Diplomatieuse interaksie met verskeie belanghebbendes

SALARISSKAAL:

Alles-insluitende totale pakket van ± R229 723.42 – R288 913.84 per jaar. Voordele bv. mediesefondsskema, pensioenfonds, groeplewensskema, 13de tjem ingesluit.

BASIESE SALARIS:

R152 533.68 – R197 995.20 per jaar (T6)

SLUITINGSDATUM:

26 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 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.

UMASIPALA WASEMOSEL BHAYI

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

UNOGADA WOKHUSELEKO: EZENDLELA KUNYE NONYANZELISO- MTHETHO

(UKHUSELEKO LOLUNTU)

E-MOSSEL BHAYI

INGQESHO ESISIGXINA

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

IIMFUNO / OKULINDELEKILEYO

(Ubungqina obufanelekileyo / amaxwebhu afanelekileyo kufuneka ahambe nesicelo sakho)

- Ibanga le-12 (NQF iNqanaba 4)
- IsiQinisekiso seSigaba A seGosa lezoKhuseleko
- Iimpepha-mvume zokuqhuba zeNqanaba B (kwisithuthi esitshintshwa igiya)
- Ubungqina bokuba awuzange wanerekhodi lolwaphulo-mthetho
- Ube ugqibelele kwiilwimi ezimbini (2) kwezintathu (3) ezisesikweni eNtshona-Kapa
- Ubuncinane amava eminyaka emi-2 ukuya kwemi-5 kumsebenzi ongqamene nesi sikhundla
- Ube womelele ngokwasemzimbeni kwaye ungakhubazeki
- Kulindeleke ukuba usebenze phantsi kwazo zonke iimeko zezulu
- Kulindeleke ukuba usebebze iiyure ezingaphaya kwezo zisesikweni ngexesha lonxunguphalo kwakunye nexesha elongezelelweyo elicwangcisiweyo.

IIMFUNO EZIKHETHEKILEYO:

- IsiQinisekiso sokusebenza nge CCTV

UKULINDELEKE UKUBA UKWAZI UKUKWENZA

Ugqibelelo Oluphambili Lolwazi:

- Ukubonakalisa inkangeleko efanelekileyo kuluntu
- Ukuthabatha ixesha elithe xhaxhe ekusombululeni iingxaki ngokukhawuleza
- Ukusebenzisa inkqubo eqiqileyo xa uthabatha iingcombolo kwanokuchonga ukungangqinelani
- Ukwenza uvavanyo ze uthabathe noxanduva lomngcipheko xa usenza/uthabatha izigqibo
- Ukuzithabathela ingqwalasela izimvo kwakunye neembono zabanye ababandakanyekayo xa kufikelelwa kwizigqibo
- Ukuthembakala xa kukho ingxaki, ukuhlala uzolile kwanokucinga ngokucacileyo
- Ukuphendula ngokusengqiqweni kwimingeni oqubisene nayo, ukuthintela imvakalelo engafanelekanga
- Ukuthetha ngokusegunyeni kwanangokuzithemba
- Ukuvelisa iingxelo ezihlahlelwe ngokufanelekileyo kwakunye nezishwankathelo ezibhaliweyo
- Ube uyakwazi ukunikezela ubungqina obuchanekileyo nobucacileyo kwinkundla yamatyala.

Ugqibelelo ngokungqamene nomsebenzi:

- Ukukhokela nokulawula imijikelo ekuthinteleni ulwaphulo-mthetho
- Ukuqubisana nolwaphulo-mthetho ngokukhawuleza
- Ukuphendula iminxeba ngokukhawuleza nangokuchanekileyo
- Ukuziqonda iintshukumo ezingaqhelekanga ze ungenelele ngokukhawuleza
- Ukuyiqonda imigaqo-nkqubo kunye nemigaqo elawula imibandela eyandulela ukujikeleza, ukulungiselela kwanokungena emsebenzini
- Ukugcina ulawulo olubonakalayo eluntwini ngokwemfuneko elindelekileyo
- Ukuqinisekisa ukhuseleko lwabanye xa usebenzisa amandla.

Uqhelwaniso neNkonzo kaRhulumente:

- Ukuba nobudlelwane nawo onke amabakala kwaMasipala
- Ukukhuthaza kwanokunika ingqwalasela kwizihlomelo/kwiimbono zabanye
- Ukusebenzisa isigama esifanelekileyo xa uhlangele nabantu abaninzi
- Ukugqibelela ngesimo xa uqhagamshelana noluntu gabalala kunye nabo bachaphazelekayo.

Ubuchule obulindelekileyo emntwini-buqu:

- Ukuphendula ngendlela eyakhayo kwiimeko ezigwenxa kwaye ube nempembelelo ethoba umoya ophezulu kwabanye
- Ukubonakalisa ukucinga ngokulandelelanayo nangengqiqo
- Ukukhangela iindlela ezingcono zokwenza izinto
- Ukuziqonda apho womelele khona nalapho unobuthathaka khona ze uthabathe intshukumo ekulaleni umsantsa wolwazi/wezakhono.

IINDIMA EZIPHAMBILI ZOMSEBENZI

- Ukuba noxanduva lwalo lonke ukhuseleko kwanolawulo lokungena kwizakhiwo/kwiindawo zikaMasipala
- Ukukhusela izakhiwo kunye nabasebenzi ngokujikeleza indawo/isakhiwo eso
- Ukuhlola izixhobo zokubeka esweni okwenzekayo kwanokuhlola izakhiwo/izixhobo
- Ukukhusela isakhiwo kunye nezinto ezinexabiso zingabiwa kwaye zingabi kumngcipheko wokutsha
- Ukuhlola kwanokwenza ingxelo ngolwaphulo lwemigaqo enjengokulahla ubumdaka nanjanina kwanokutshaya emsebenzini
- Ukuhlola izixhobo zokusebenza, izinto eziphathwayo kwaneemvume phambi kokungenwa kwesakhiwo kwanokuphuma kwisakhiwo
- Ukuncedisa kwizikhalazo/kwimibuzo yoluntu ze ubhekise uluntu kwigosa elifanelekileyo likamasipala
- Ukuqinisekisa ukuthotyelwa kwemithetho yokhuseleko yangaphakathi kunye nemigaqo ngokungqongqo
- Ukwenza ingxelo engekho sesikweni kunye nesesikweni
- Ukuqhagamshelana ngobuchule nabo bonke abachaphazelekayo.

UMLINGANISELO WOMVUZU:

Umgodlo uwonke omalunga ne R229 723.42 – R288 913.84 ngonyaka. Izibonelelo ezinjengoNcedo Lonyango, ingxowa yomhlala-phantsi, i-inshorensi yomqeshi, intlawulo yeBhonasi zibandakanyiwe apha.

UMVUZU OSISISEKO:

R152 533.68 – R197 995.20 ngonyaka (T6)

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.**

- lifomu zezicelo ziyafumaneka kwikhasi lothungelwano likaMasipala (www.mosselbay.gov.za) **okanye** ungazithunyelwa nge-imeyile xa uthethe waqhagamshelana nabantu abachazwe apha ngezantsi apha ngezantsi.
- likopi zeziqinisekiso zeziqinisekiso zemfundo neziqinisekisiweyo njengeziyinyaniso kufuneka zihambe neCV yakho kunye nefomu yesicelo
- Abagqatswa abafakwe kuluhlu olufutshane nabazenze ngobuchwepheshe izicelo zabo kufuneka baveze ikopi **zoqobo** eziqinisekisiweyo zeziqinisekiso 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**