

MOSSEL BAY MUNICIPALITY

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

TECHNICIAN: OPERATIONAL BUILDINGS **BUILDING DEVELOPMENT** **(PLANNING & ECONOMIC DEVELOPMENT)**

MOSSEL BAY

PERMANENT APPOINTMENT

APPLICANTS RESIDING WITHIN THE WESTERN CAPE MAY RECEIVE PREFERENCE

REQUIREMENTS

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

- National Diploma or equivalent (NQF Level 6) in Building Construction Management, Building Studies or related field
- Minimum of 3 to 5 years' relevant experience
- Valid Code B driver's license
- **Proof of own vehicle or proof of access to a private vehicle for inspections/duties to accompany application**
- Proficient in at least 2 of the 3 official languages of the Western Cape
- Computer literate (MS Office applications)
- Required to work outside normal working hours during emergencies and planned overtime
- Physically fit and able-bodied
- Required to work in all weather conditions

COMPETENCIES REQUIRED

Core Professional Competencies:

- Contributes to the analysis of information and alternatives
- Understands and applies the regulatory framework applicable to local government within specific functional areas
- Checks work for errors and omissions before submission

Functional Competencies:

- Considers operational efficiency, cost effectiveness, environmental impacts and sustainability
- Determines and develops specifications and makes recommendations for approval
- Prioritizes activities to ensure that project is completed within schedule and budget

Public Service Orientation:

- Shows confidence in engaging with internal and external stakeholders
- Organises and presents own perspective in a logical manner

Personal Competencies:

- Stays calm and focussed under pressure
- Open to new ideas and ways of doing things
- Shares information openly whilst respecting the principle of confidentiality

KEY PERFORMANCE AREAS

- Preparing and compiling mandatory documentation for tenders
- Managing construction contracts in accordance with procedures and legislation

- General administrative functions such as filing/record-keeping and attending to telephonic/electronic/direct enquiries
- Site inspections to determine quality control, the application of technical specifications and OHS Act requirements, and evaluation of progress made on projects
- Drawing up of plans in accordance with technical specifications
- Assessments for insurance claims and related administrative processing
- Providing technical advice and assistance to contractors, colleagues and other stakeholders
- Completion of internal transactional documentation (eg. log sheets, progress reports, etc.)
- Liaising with the public, contractors, land surveyors, architects, civil engineers, environmental consultants, etc.

SALARY SCALE: All-inclusive total package of ±R458 178.03 – R584 263.27 per annum. Benefits eg medical aid scheme, pension fund, group life scheme, 13th cheque included.

BASIC SALARY: R327 494.52 – R425 084.52 per annum (T11)

CLOSING DATE: 18 AUGUST 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 hard copy 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

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

TEGNIKUS: OPERASIONELE GEBOUE
BOU-ONTWIKKELING

(BEPLANNING & EKONOMIESE ONTWIKKELING)

MOSELBAAI

PERMANENTE AANSTELLING

AANSOEKERS WOONAGTIG BINNE DIE WES-KAAP MAG VORKEUR GENIET

VEREISTES

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

- Nasionale Diploma of ekwivalent (NQF Vlak 6) in Boukonstruksiebestuur, Boustudies of verwante veld
- Minimum 3 tot 5 jaar verwante ondervinding
- Geldige Kode B Bestuurderslisensie
- **Bewys van eie voertuig of bewys van toegang tot 'n private voertuig vir inspeksies/pligte moet aansoek vergesel**
- Vlot in ten minste 2 van die 3 amptelike tale van die Wes-Kaap
- Rekenaargeletterd (MS Office toepassings)
- Vereiste om buite normale werksure gedurende noodgevalle en beplande oortyd te werk
- Fisies fiks en liggaamlik geskik
- Vereiste om in alle weerstoestande te werk

VEREISTE BEVOEGDHEDE

Kern Professionele Bevoegdheede

- Dra by tot die analise van inligting en alternatiewe
- Verstaan en toepas van die regulatoriese raamwerk van toepassing op plaaslike regering binne spesifieke funksionele areas
- Gaan werk na vir foute en weglatings voor indiening

Funksionele Bevoegdheede:

- Oorweeg operasionele doeltreffendheid, koste doeltreffendheid, omgewingsimpakte en volhoubaarheid
- Stel vas en ontwikkel spesifikasies en maak aanbevelings vir goedkeuring
- Prioritiseer aktiwiteite om te verseker dat projekte binne skedule en begroting voltooi is

Publiekediens Oriëntasie:

- Toon selfvertroue in skakeling met interne en eksterne belanghebbendes
- Organiseer en bied eie perspektief in 'n logiese wyse

Persoonlike Bevoegdheede:

- Bly kalm en gefokus onder druk
- Oop vir nuwe idees en maniere om dinge te doen
- Deel inligting openlik terwyl die beginsel van vertroulikheid respekteer word

SLEUTELPRESTASIE AREAS

- Voorberei en opstel van verpligte dokumentasie vir tenders
- Bestuur konstruksiekontrakte in ooreenstemming met prosedures en wetgewing
- Algemene administratiewe funksies soos liassing/rekordhouding en beantwoording van telefoniese/elektroniese/direkte navrae
- Perseelinspeksies om kwaliteitsbeheer, die toepassing van tegniese spesifikasies en Wet op Beroepsgesondheid en Veiligheid vereistes, en evaluasie van vordering gemaak op projekte, vas te stel
- Trek planne op in ooreenstemming met tegniese spesifikasies
- Assesserings vir versekeringseise en verwante administratiewe prosessering
- Verleen tegniese advies en bystand aan kontrakteurs, kollegas en ander belanghebbendes
- Voltooi interne transaksionele dokumentasie (bv. telstate, ritstate, vorderingsverslae ens.)
- Skakel met die publiek, kontrakteurs, landmeters, argitekte, siviele ingenieurs, omgewingskonsultante, ens.

SALARISSKAAL: Alles-insluitende totale pakket van ±R458 178.03 – R584 263.27 per jaar. Voordele bv. mediesefondsskema, pensioenfonds, groeplewensskema, 13^{de} tjek ingesluit.

BASIESE SALARIS: R327 494.52 – R425 084.52 per jaar (T11)

SLUITINGS DATUM: 18 AUGUSTUS 2023

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

ALGEMEEN:

- Aansoekvorms is beskikbaar op die Munisipale web-tuiste (www.mosselbay.gov.za) of elektronies van die kontakpersone hieronder genoem..
- **Skriftelike aansoek op die amptelike aansoekvorm tesame met 'n omvattende CV** wat as vertroulik beskou sal word, kan per hand afgelewer word aan die Mosselbaai Munisipaliteit MH Afdeling (Ou Kragstasiegebou, Santos Strand, Mosselbaai). **Vir interne geadverteerde en/of plaaslike poste (binne die grense van die Mosselbaai Munisipaliteit), sal slegs harde kopie aansoek aanvaar word. Elektroniese aansoek vergesel deur die amptelike aansoekvorm en 'n omvattende CV (verkieslik as een gekombineerde PDF document) 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.**
- Neem kennis dat die verwante amptelike aansoekvorm ten volle voltooi moet word. Versuim om die voltooide aansoekvorm en/of gesertifiseerde kopië en ander vereiste dokumentasie tot onmiddellike diskwalifikasie sal lei.
- Oorspronklike gesertifiseerde kopië (nie ouer as 6 maande nie) van bewys van kwalifikasies en ander vereiste dokumentasie moet die CV en aansoekvorm vergesel.
- Kandidate wat vir voorafkeuring kwalifiseer mag onderworpe wees en van vereis word om 'n teoretiese en/of praktiese toets, insluitend 'n bestuursvaardigheidstoets te ondergaan.
- Kortlyskandidate wat vir voorafkeuring (praktiese assessering) kwalifiseer en 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
- Verdere besonderhede is verkrygbaar by Me N de Wet of Me F Mpondo by telefoonnommer (044) - 6065000.
- Indien aansoekers nie binne 3 maande 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.
- **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 WASEMOSEL BHAYI

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

INGCALI/ICHULE: IZAKHIWO EZISEBENZAYO **UPHUHLISO LWEZAKHIWO** **(UCWANGCISO NOPHUHLISO LOQQOSHO)** **E-MOSSELBHAYI** **INGQESHO ESISIGXINA**

ABENZI-ZICELO ABAHLALA ENTSHONA-KAPA BAYAKUQWALASELWA KUQALA

IIMFUNO / OKULINDELEKILEYO

(Ubungqina obufanelekileyo / amaxwebhu afanelekileyo kunye nefomu egcwalisiweyo yokwenza isicelo kufuneka ahambe nesicelo sakho)

- IDiploma yeSizwe kwiNqanaba leZakhiwo okanye okulingana no(NQF iNqanaba 6) kuLawulo Lolwakhiwo, Izifundi ngezikwakha okanye isiqu semfundo elinganayo nesi sifundo lesiqu semfundo
- Ubuncinane amava eminyaka emi-3 ukuya kwemi-5 angqamene nesi sikhundla
- limpepha-mvume zokuqhuba zeNqanaba B
- **Ubungqina besithuthi esisesakho okanye obokufikelela kwisithuthi sabucala ekwenzeni uhlolo / imisebenzi kufuneka buhambe nesicelo sakho**
- Ube ugqibelele kwiilwimi ezimbini (2) kwezintathu (3) ezisesikweni eNtshona-Kapa
- Ulwazi ngeKhmopyutha (linkqubo zika MS Office)
- Kulindeleke ukuba usebenze iiyure ezingaphaya kwezo zesiqhelo zomsebenzi ngexesha lonxunguphalo kuwakunye nexesha elongezelelweyo elicwangcisiweyo
- Ube womelele ngokwasemzimbeni kwaye ungakhubazeki
- Kulindeleke ukuba usebenze phantsi kwazo zonke iimeko zezulu

UBUCHULE BOGQIBELELO OBUYIMFUNO:

Ugqibelelo oluphambili:

- Ukuba negalelo ekuhlalutyweni kolwazi kunye nezinye ezizezinye izinto
- Ukuqonda nokusebenzisa isimo somgaqo ochaphazeleka kurhulumente wasemakhaya phakathi kwindima yomsebenzi ochaphazelekayo
- Ukujonga iimpazamo emsebenzini kwakunye noko kuye kwashiyelelwa phambi kokuba umsebenzi ungeniswe

Ugqibelelo emsebenzini:

- Ukuqwalasela ugqibelelo lomsebenzi, iindleko, impembelelo ngakwindalo kwanokufezekiswa
- Ukumisela kwanokuphuhlisa izimiselo ze wenze izindululo eziphantsi kokugunyaziswa
- Ukuhlenga-hlengisa imisebenzi ukuqinisekisa ukuba iprojekthi iqukunjelwe phakathi kwexesha elimiselweyo kwakunye naphakathi kwemali ebiqingqelwe iprojekthi leyo

Uqhelwaniso/Ukuqhelana nenkonzo kaRhulumente:

- Ukubonakalisa ukuzithemba xa uqubisene nabo bachaphazelekayo ngaphakathi nangaphandle
- Ukuququzelela kwanokunikezela olwakho uluvo nembono ngendlela eqiqileyo

Ugqibelelo-buqu:

- Ukuhlala usemoyeni ophantsi kwaye unike ingqwalasela xa uphantsi koxinzelelo
- Ube uvulelekile ekwamkeleni iimbono nezimvo ezintsha zokwenza izinto ngezinye iindlela
- Ukwabelana ngolwazi ngokungafihlisiyo ekubeni uyihloniphile inqobo yemfihlelo

IINDIMA EZIPHAMBILI ZOMSEBENZI

- Ukulungisa kwanokuqulunqa amaxwebhu asisinyanzelo eziniki-maxabiso
- Ukulawula izivumelwano zezakhiwo ngokungqamene neenkqubo kunye nomthetho
- Ukwenza imisebenzi gabalala yolawulo enjengokufayilisha/ugcino-zingcombolo kwanokunika ingqwalasela kwiminxeba(ifowuni)/iinkqubo zobuchwepheshe/ugqithisele imibuzo kwabafanelekileyo
- Ukuhlola iindawo ekwakhiwa kuzo ngenjongo yokujonga ulawulo lomgangatho nokuthotyelwa koMthetho Wempilo noKhuseleko eNgqeshweni, kwanokuvavanya inkqubela esele yenziwe kwiiprojekthi
- Ukuzoba izicwangciso zomsebenzi ngokungqamene nezimiselo zobuchwepheshe
- Uvavanyo lwamabango ee-inshorensi kwakunye neenkqubo ezimayelana noku
- Ukunikezela ingcebiso yobuchwepheshe kwanenkxaso koonokotraka, koogxa bakho kunye nakwabo bachaphazelekayo
- Ukugcwalisa amaxwebhu angaphakathi (umz. Ukulungelelaniswa kwamaxwebhu omsebenzi, amaxwebhu enkqubo yomsebenzi, iingxelo ngenkqubela yomsebenzi, njalo-njalo)
- Ukunxibelelana kunye noluntu, oonokotraka, oonocanda bomhlaba, abazobi bezakhiwo, iinjaneli zezakhiwo, amacebisi bezendalo, njalo-njalo)

UMLINGANISELO WOMVUZU:

Umgodlo uwonke omalunga ne ±R458 178.03 – R584 263.27 ngonyaka. Izibonelelo ezinjengoncedo lonyango, ingxowa-mali yepenshini,i-inshorensi yomqeshi, iBhonasi nayo ibandakanyiwe.

UMVUZU OSISISEKO: R327 494.52 – R425 084.52 ngonyaka(T11)

UMHLA WOKUVALA: 18 AGASTI 2023

(Izicelo ezifunyenwe emva kwentsimbi ye 13h00 aziyi kwamkelwa)

GABALALA:

- lifomu zokwenza isicelo ziyafumaneka kwikhasi lothungelwano likaMasipala apha (www.mosselbay.gov.za) okanye ngendlela yobuchwepheshe kubantu boqhagamshelo abachazwe apha gezantsi'
- Izicelo ezenziwe ngendlela ebhaliweyo kwifomu esesikweni nekhathshwa yiCV, neyakuthatyathwa njengeyimfihlo, zingangeniswa ngesandla kwicandelo leNgqesho likaMasipala (HR) (kwisakhiwo esidala seSitishi Sombane,eSantos Beach, eMossel Bhayi).**Kwizicelo ezipapashwe ngaphakathi okanye kwalapha ekuhlaleni (phakathi kwemida kaMasipala wase Mossel Bhayi), kuphela zizicelo ezingeniswe ngesandla eziyakwamkwelwa.** Izicelo ezenziwe ngoBuchwepheshe ezikhatshwa yifomu esesikweni kunye neCV (ngokukhethekileyo zibe luxwebhu olunye oluyi PDF) zingathunyelwa nge-imeyile apha: admin@mosselbay.gov.za. Le miqathango isisinyanzelo kwaye ukuba uye wasilela ukuyithobela kuyakukhokelela ekukhatyweni kwesicelo somenzi-sicelo.
- Qwalasela ukuba le fomu isesikweni kufuneka igcwaliswe ngokupheleleyo.Ukungangenisi le fomu ichaziweyo okanye ungancamathiseli iikopi eziqinisekisiweyo kunye namaxwebhu ayimfuneko, kuya kukhokelela ekukhatyweni kwesicelo sakho.
- Iikopi zoqobo eziqinisekisiweyo (ezingadlulanga kwiinyanga ezi-6 ziqinisekisiwe) okanye ubungqina bezique zemfundo kufuneka zihambe ne CV kunye nefomu yokwenza isicelo.

- Abagqatswa abafanelekileyo ukuba bafakwe phantsi kwenkqubo yovavanyo basenokulindeleka ukuba benze uvavanyo ngentetho okanye uvavanyo olwenziwa ngezandla, kubandakanya uvavanyo lwezakhono zokuqhuba.
- Abagqatswa abathe baphumelela ukuba benziwe uvavanyo (uvavanyo lwezandla) abathe benza izicelo ngobuchwepheshe kufuneka bangenise iikopi **zoqobo** eziqinisekisiweyo zeziqumfundo kunye namanye amaxwebhu ayimfuneko, kufuneka zonke ezi zingeniswe phambi komhla wovavanyo lokwenza ngezandla.
- Iingombolo ezithe vetshe ziyafumaneka ku Nkskz N De Wet okanye uNKSKZ F Mpondo kule nombolo yomnxeba (044) – 6065000.
- Ukuba abenzi-zicelo abakhange baqhagamshelwe kwisithuba esiphakathi kweenyanga ezi-3 ukusukela kumhla wokuvala, bangathabatha ukuba izicelo zabo aziphumelelanga.
- UMasipala wase Mossel Bhayi uzibophelele ekuthobeleni iimfuno zoMthetho weNgqesho Ngokulinganayo, Nombolo 55 ka 1998, ngenjongo yokuxhamlisa abo bebekade behlelelekile kunye nabakhubazekileyo.
- ***Nangona kungakho nalo naluphina ummelo, akukho sivumelwano sengqesho siyakusebenza phambi kokuba isinikezelo esibhaliweyo nesivela kumasipala, sibe samkelwe, ngumenzi-sicelo.***

MNU C PUREN

UMPHATHI KAMASIPALA