

MOSSEL BAY MUNICIPALITY

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

LABORATORY TECHNICIAN: WATER & SANITATION (INFRASTRUCTURE SERVICES)

MOSSEL BAY

PERMANENT APPOINTMENT

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

REQUIREMENTS

(Relevant proof / documentation must accompany application)

- National Diploma (NQF Level 6) in Analytical Chemistry or relevant equivalent
- Valid Code B driver's license (manual vehicle)
- Minimum of 3 (three) years' experience in chemical/microbiological analysis utilizing modern analytic instrumentation
- Computer literate (MS Office applications)
- Proficient in at least 2 of the 3 official languages of the Western Cape
- Able to cope in adverse environmental conditions
- Required to work with hazardous chemicals and substances
- Required to work outside normal working hours during emergencies or planned overtime

PREFERRED REQUIREMENTS

- Relevant B-Degree (NQF Level 7) in Chemistry, Microbiology or relevant equivalent
- Experience with PROMIS, LIMS, GIS and other relevant computer software/programs

COMPETENCIES REQUIRED

Core Professional Competencies:

- Written communication skills
- Ability to plan activities and execute according to plan
- Monitor and control projects and assignments
- Able to conduct scientific research with attention to detail

Functional Competencies:

- Assist in sampling processes and capture laboratory results
- Able to report on stock levels and assist in the procurement of raw materials

Public Service Orientation:

- Demonstrates effective oral and written communication with the ability to establish rapport
- Commitment to excellence and meeting deadlines

Personal Competencies:

- Motivated, energetic and willing to take on new challenges
- Copes effectively with change and shows willingness to learn
- Strong analytical reasoning and able to work in a structured environment

KEY PERFORMANCE AREAS

- Place orders for laboratory chemicals, apparatus and equipment

- Calibrate and maintain laboratory equipment
- Conduct Quality Assurance checks as per prescribed policies/plans
- Maintain proper occupational health and safety in the laboratory
- Sampling and analysis of water and wastewater
- Conduct on-site physical and chemical analysis
- Calculate results, interpret and capture data
- Formal and informal reporting
- Diplomatic interaction with various stakeholders by means of electronic, telephonic, direct and written correspondence

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: R233 752.44 – R303 424.80 per annum (T9)

CLOSING DATE: **29 JULY 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 nou
persone om vir die ondergemelde vakature aansoek te doen

LABORATORIUMTEGNIKUS:
WATER & SANITASIE
(INFRASTRUKTUUR DIENSTE)

MOSELBAAI
PERMANENTE AANSTELLING

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

VEREISTES

(Verwante bewys / dokumentasie moet aansoek vergesel)

- Nasionale Diploma (NKR Vlak 6) in Analitiese Chemie of gelykstaande kwalifikasie
- Geldige Kode B Bestuurderslisensie (handrat voertuig)
- Minimum 3 (drie) jaar ondervinding in chemiese/mikrobiotiese analise met gebruik van moderne analitiese instrumentasie
- Rekenaargeletterd (MS Office toepassings)

- Vlot in ten minste 2 van die 3 amptelike tale van die Wes-Kaap
- In staat om nadelige omgewingstoestande te hanteer
- Vereis om met gevaarlike chemikalië en stowwe te werk
- Vereis om buite normale werksure gedurende noodgevalle of beplande oortyd te werk

VOORKEURVEREISTES

- Verwante B-Graad (NKR Vlak 7) in Chemie, Mikrobiologie of gelykstaande kwalifikasie
- Ondervinding met PROMIS, LIMS, GIS en ander verwante rekenaarsagteware/programme

VEREISTE BEVOEGDHEDE

Kern Professionele Bevoegdhe:

- Skriftelike kommunikasievaardighede
- Vermoë om aktiwiteite te beplan en volgens plan uit te voer
- Monitor en beheer projekte en opdragte
- Vermoë om wetenskaplike navorsing met aandag aan detail uit te voer

Funksionele Bevoegdhe:

- Bystand met monsterprosesse en vaslegging van laboratoriumuitslae
- Vermoë om verslag te lewer oor voorraadvlakke en bystand in die verkryging van rou materiale

Publiekediens Oriëntasie:

- Demonstreer effektiewe mondelingse en skriftelike kommunikasie met die vermoë om rapportering te vestig
- Verbintenis aan uitstekendheid en om spertye te haal

Persoonlike Bevoegdhe:

- Gemotiveerd, energiek en bereid om nuwe uitdagings aan te neem
- Hanteer verandering effektiewelik en toon bereidwilligheid om te leer
- Sterk analitiese redenering en in staat om in gestruktureerde omgewing te werk

SLEUTEL PRESTASIEAREAS

- Plaas bestellings vir laboratorium chemikalië, aparate en toerusting
- Kalibrasie en instandhouding van laboratoriumtoerusting
- Voer kwaliteitsversekering uit soos per voorgeskrewe beleide/planne
- Handhaaf arbeidsgesondheid en veiligheidspraktyk in die laboratorium
- Monsters neem en analise van water en afvalwater
- Voer fisiese en chemiese analise op perseel uit
- Bereken uitslae, interpretasie en datavaslegging
- Formele en informele rapportering
- Diplomatese interaksie met verskeie belanghebbendes deur elektroniese, telefoniese, direkte en skriftelike korrespondensie

SALARISSKAAL:

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

BASIESE SALARIS:

R233 752.44 – R303 424.80 per jaar (T9)

SLUITINGSDATUM:

29 JULIE 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.

MNR. C PUREN
MUNISIPALE BESTUURDER

UMASIPALA WASEMOSEL BHAYI

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

INGCALI YELABHORATRI:

AMANZI NOGUTYULO

(IINKONZO ZEZISEKO)

E-MOSSEL BHAYI

INGQESHO YESIGXINA

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

IIMFUNO / OKULINDELEKILEYO

(Ubungqina obufanelekileyo / amaxwebhu afanelekileyo kufuneka ahambe nesicelo sakho)

- IDiploma yeSizwe (ekwiNqanaba le NQF 6) kwiKhemestri Yohlalutyo okanye okulingana nayo
- limpepha-mvume zokuqhuba zesiGaba B (kwisithuthi esitshintshwayo)
- Ubuncinane amava eminyaka emithathu (3) kwikhemestri / kuhlalutyo lwezinzambuzane ezincinci kakhulu eziphilayo usebenzisa izixhobo zangoku zokuhlalutya
- Ulwazi ngeNgqondo-mtshini i(Khompyutha) – (Iinkqubo zika MS Office)
- Ulwazi oluphangaleleyo kwiilwimi ezimbini (2) kwezintathu (3) ezisesikweni eNtshona-Kapa
- Ube uyakwazi ukumelana neemeko ezigwenxa zendalo
- Kulindeleke ukuba usebenze ngamachiza kunye nezinto ezinobungozi nobuzaza
- Kulindeleke ukuba usebenze iiyure ezingaphaya kwezo zesiqhelo zomsebenzi ngexesha lonxunguphalo okanye ixesha elicwangcisiweyo elongezelelweyo

IIMFUNO EZIKHETHEKILEYO

- Isidanga esifanelekileyo (NQF iNqanaba 7) kwezaMachiza/iKhemestri, kwizinambuzane ezincinci ekunzima ukuzibona okanye okulingana nale mfundo
- Amava kwi PROMIS, LIMS, GIS kwakunye nezinye iinkqubo zekhompyutha ezingqamene noku

UBUCHULE OBUYIMFUNeko

Ubuchule obuphambili boqgibelelo:

- Izakhono zonxibelelwano ngokubhaliweyo
- Ubuchule bokukwazi ukucwangcisa imisebenzi nokuyenza ngokungqamene nesicwangciso eso
- Ukuphonononga nokulawula iiprojekthi kunye nemisebenzi emiselweyo
- Ube uyakwazi ukwenza uphando lwezenzulu-lwazi ngokuchanekileyo

Ubuchule bomsebenzi:

- Ukuncedisa ekuthabatheni iisampuli kwanokushicilela iziphumo zelaboratri
- Ube uyakwazi ukwenza ingxelo ngemigangatho yezinto ezikhoyo kwanokuncedisa kwintengo yezinto ezikrwada.

Uqhelwaniso neNkonzo kaRhulumente:

- Ukubonakalisa unxibelelwano olufezekileyo ngentetho nangokubhaliweyo kwanokukwazi ukumisela ukuzithemba
- Ukuzinikela kwimfezeko yomsebenzi kwanokufikelela kwiminqamla-juqu emiselweyo

Ubuchule bakho ubuqu:

- Ube unempembelelo ekhuthazayo, amandla kwaye ube uzimisele ukuqubisana nemingeni emitsha
- Ukumelana ngokugqibeleleyo notshintsho kwanokubonakalisa ukuzimisela ekufundeni
- Inggqiqo eluqilima yokuhlalutya kwanokukwazi ukusebenza kwindawo eqingqiweyo

IINDIMA EZIPHAMBILI ZOMSEBENZI

- Ukufaka ii-odolo zamachiza elaboratri, izinto zokusebenza kunye nezixhobo
- Ukulungisa kwanokugcina izixhobo zelaboratri
- Ukwenza uVavanyo Lolawulo loMgangatho ngokwemigaqo-nkqubo/izicwangciso ezimiselweyo
- Ukugcina impilo efanelekileyo kunye nokhuseleko kwilaboratri
- Ukuthabatha iisampuli kwanokuhlalutya amanzi kunye namanzi amdaka
- Ukwenza uhlolo wena ubuqu kwindawo ekusetyenzwa kuyo kwanokuhlalutya amachiza
- Ukubala iziphumo, ukutolika nokushicilela iingcombolo
- Ukwenza ingxelo esesikweni kunye nengekho sesikweni
- Uqhagamshelwano ngobuchule kunye nabo babandakanyekayo ngendlela yobuchwepheshe, ngomnxeba, ngendlela ethe ngqo ubuso-ngobuso kunye nangembalelwano.

UMLINGANISELO WOMVUZU:

Umgodlo uwonke omalunga ne R335 257.30 – R425 273.25 ngonyaka. Izibonelelo ezinjengoNcedo lonyango, ingxowa-mali yomhlala-phantsi, i-inshorensi yomqeshi, intlawulo ye-13(iBhonasi) zibandakanyiwe apha.

UMVUZU OSISISEKO:

R233 752.44 – R303 424.80 ngonyaka(T9)

UMHLA WOKUVALA:

29 JULAYI 2022

(Izicelo ezifunyenwe emva kwentsimbi ye 13h00 aziyi kwamkelwa)

GABALALA:

- Abagqatswa/abenzi-sicelo 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 zeziqinisekisiweyo njengeziyinyaniso kufuneka zihambe neCV yakho kunye nefomu yesicelo
- Abagqatswa abafakwe kuluhlu olufutshane nabazenze ngobuchwepheshe izicelo zabo kufuneka baveze ikopi **zoqobo** ezinqinisekisiweyo zeziqinisekisiweyo 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**