

MOSSEL BAY MUNICIPALITY

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

ASSISTANT SUPERINTENDENT CLASS V
WASTEWATER TREATMENT WORKS
(INFRASTRUCTURE SERVICES)

MOSSEL BAY

PERMANENT APPOINTMENT

(APPLICANTS RESIDING WITHIN THE WESTERN CAPE WILL RECEIVE PREFERENCE)

REQUIREMENTS

(Relevant proof / documentation must accompany application)

- Grade 12 or relevant post matric qualification (preferably NTC 3 in Water Treatment or Wastewater Treatment)
- Trade-related qualification: Operator's certificate / Wastewater Treatment Practice
- Qualification and experience must be in line with the DWS Schedule III requirements
- Valid Code B driver's license
- Minimum of 5 years' relevant experience
- Proficient in at least 2 of the 3 official languages of the Western Cape
- Computer literate (MS Office applications)
- Physically fit and able-bodied
- Required to work outside normal working hours during emergencies and planned overtime

COMPETENCIES REQUIRED

Core Professional Competencies:

- Able to articulate a message in an understandable and convincing manner
- Compiles complex reports and distributes relevant information accordingly
- Establishes solutions to complex situations and puts preventative measures in place to ensure problems do not recur in future
- Able to contribute to complex plans and strategies relating to work tasks
- Exercises confidentiality in matters of interest

Functional Competencies:

- Applies specialist knowledge to situations and keeps up with current developments and trends
- Develops and maintains sound relations with line management
- Demonstrates the ability to delegate work and establishes performance measures for productivity
- Raises process hindrances to line managers for consideration of solutions
- Implements a monitoring strategy for all activities and processes to ensure optimal quality
- Demonstrates a sense of responsibility toward the workplace safety of teams

Public Service Orientation:

- Establishes a collaborative relationship with client and line departments
- Acknowledges merits in others' arguments and incorporates in proposals where warranted
- Wins concessions without damaging relationships
- Effective verbal and written communication

- Communicates complex and technical information effectively

Personal Competencies:

- Pushes self and motivates others for results
- Successfully completes projects with time and budget allocations
- Stays calm and focused under pressure
- Promotes change as an opportunity
- Deals with ambiguity and looks beyond the obvious

Leadership Competencies:

- Sets team goals and provides clear sense of purpose
- Encourages 'on-the-job' training and the acquisition of new skills
- Fosters teamwork and collaboration

KEY PERFORMANCE AREAS

- Monitor subordinate attendance, conduct and output
- Establish material and resources necessary against specific work orders
- Provide training, guidelines and specific instructions to personnel
- Attend to deviations in performance or disciplinary/conflict issues
- Administrative functions including data-capturing, incident recording, evaluations, productivity reports etc.
- Collect and analyse wastewater samples and make appropriate process adjustments
- Construct graphs in order to monitor wastewater quality trends
- Complete internal documentation (time sheets, log sheets, progress and productivity field reports, etc) and related forms
- Execute specific applications related to the operation of the purification and treatment plant (opening/closing of valves, activating/deactivating pumps, etc.)
- See to the cleaning operations of units and attend to the disposal of waste

SALARY SCALE: All-inclusive total package of ± R434 693.24 – R554 318.64 per annum. Benefits eg medical aid scheme, pension fund, group life scheme, 13th cheque included.

BASIC SALARY: R310 715.88 – R403 305.96 per annum (T11)

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

ASSISTENT SUPERINTENDENT KLAS V
AFVALWATERBEHANDELINGWERKE
(INFRASTRUKTUUR DIENSTE)

MOSSELBAAI

PERMANENTE AANSTELLING

(AANSOEKERS WOONAGTIG BINNE DIE WES-KAAP SAL VOORKEUR GENIET)

VEREISTES

(Verwante bewys / dokumentasie moet aansoek vergesel)

- Graad 12 of relevante na-matriek kwalifikasie (verkieslik NTC 3 in Waterbehandeling of Afvalwaterbehandeling)
- Vak verwante kwalifikasie: Operateur Sertifikaat / Afvalwaterbehandelingspraktyk
- Kwalifikasie en ondervinding moet in lyn wees met die DWS Skedule III vereistes
- Geldige Kode B Bestuurderslisensie
- Minimum 5 jaar verwante ondervinding
- Vlot in ten minste 2 van die 3 amptelike tale van die Wes-Kaap
- Rekenaargeletterd (MS Office toepassings)
- Fisies fiks en liggaamlik bekwaam
- Vereiste om buite normale werksure gedurende noodgevalle en beplande oortyd te werk

VEREISTE BEVOEGDHEDE

Kern Professionele Bevoegdhe:

- In staat om 'n boodskap verstaanbaar en oortuigend oor te dra
- Stel ingewikkelde verslae op en versprei relevante inligting dienooreenkomstig
- Bewerkstellig oplossings vir moeilike situasies en stel voorkomende maatreëls in plek om te verseker probleme herhaal nie hulself in die toekoms nie
- In staat om by te dra tot ingewikkelde planne en strategië rakende werkstake
- Oefen vertroulikheid uit in sake van belang

Funksionele Bevoegdhe:

- Pas spesialis kennis toe in situasies en hou tred met huidige ontwikkeling en tendense
- Ontwikkel en behou goeie verhoudings met lynbestuur
- Demonstreer die vermoë om werk te delegeer en vestig prestasie maatreëls vir produktiwiteit
- Bring prosesse hindernisse onder lynbestuurders se aandag vir oorweging van oplossings
- Implementeer 'n moniteringstrategie vir alle aktiwiteite en prosesse om optimale kwaliteit te verseker
- Demonstreer 'n sin van verantwoordelikheid vir die werksplekveiligheid van spanne

Publiekediens Oriëntasie:

- Bewerkstellig 'n samewerkingverhouding met kliënte en lyn departemente
- Erken meriete in ander se besprekings en inkorporeer die voorstelle waar geregverdig
- Wen konsessies sonder om verhoudings te skaad
- Effektiewe verbale en geskrewe kommunikasie
- Kommunikeer moeilike en tegniese inligting effektief

Persoonlike Bevoegdhe:

- Druk self en motiveer ander vir resultate
- Voltooi projekte suksesvol binne tyd en begrotingstoegewings

- Bly kalm en gefokus onder druk
- Bevorder verandering as 'n geleentheid
- Hanteer dubbelsinnigheid en kyk verby die voor-die-hand-liggende

Leierskap Bevoegdhe:

- Stel span doelwitte en voorsien helder doel
- Moedig 'op-die-werk' opleiding en die verkryging van nuwe vaardighede aan
- Bevorder spanwerk en samewerking

SLEUTEL PRESTASIE AREAS

- Monitor ondergeskiktes se bywoning, gedrag en produksie uitkoms
- Vasstelling van materiaal en hulpbronne benodig teen spesifieke werksbestellings
- Voorsien opleiding, riglyne en spesifieke instruksies aan personeel
- Skenk aandag aan afwykings in prestasie of dissiplinêre/konflik kwessies
- Administratiewe funksies insluitend data-vaslegging, insident opname, evaluering, produktiwiteitsverslae ens.
- Kollekteer en analiseer afvalwater monsters en maak toepaslike proses wysigings
- Stel grafieke saam om afvalwaterkwaliteitstendense te monitor
- Voltooi interne dokumentasie (tydstate, ritstate, vordering en produktiwiteits veldverslae, ens.) en verwante vorms
- Voer spesifieke toepassings uit verwant aan die werking van die suiwing en behandelingsaanleg (oopmaak/sluiting van kleppe, aktivering/deaktivering van pompe, ens.)
- Verseker die skoonmaak van eenhede en skenk aandag aan die wegdoening van vullis

SALARISSKAAL:

Alles-insluitende totale pakket van ± R434 693.24 – R554 318.64 per jaar. Voordele bv. mediesefondsskema, pensioenfonds, groeplewensskema, 13de tjem ingesluit.

BASIESE SALARIS:

R310 715.88 – R403 305.96 per jaar (T11)

SLUITINGSDATUM:

26 AUGUSTUS 2022

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

ALGEMEEN:

- Kortlys kandidate 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.
- Kortlys kandidate 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

UMNCEDISI WENTSUMPA IBAKALA V
IMISEBENZI YOHLANJULULO LWAMANZI AMDAKA
(IINKONZO ZEZISEKO)

E-MOSSEL BHAYI
INGQESHO YESIGXINA

(ABENZI-ZICELO ABAHLALA PHAKATHI KWEMIDA YASE NTSHONA-KAPA BAYA KUQWALASELWA KUQALA)

IIMFUNO / OKULINDELEKILEYO

(Ubungqina obufanelekileyo / amaxwebhu kufuneka ahambe nesicelo sakho somsebenzi)

- Ibanga le-12 okanye imfundo engaphaya kweMatriki (ngokukhethekileyo uNTC 3 kuHlanjululo Lwamanzi okanye kuHlanjululo Lwamanzi Amdaka)
- Isiqu semfundo engqamene noBungcali: IsiQinisekiso seNcutshe / Imisebenzi Yohlanjululo Lwamanzi Amdaka
- IsiQu semfundo kunye namava kufuneka zingqamane neemfuno zeSihlomelo III se DWS
- Iimpepha-mvume zokuqhuba zeNqanaba B
- Ubuncinane amava eminyaka emihlanu (5) angqamene nalo msebenzi
- Ugqibelelo kwiilwimi ezimbini (2) kwezintathu (3) ezisesikweni eNtshona-Kapa
- Ulwazi lweNgqondo-mtshini (iKhompyutha) { linkqubo zika MS Office }
- Ube womelele ngokwasemzimbeni kwaye ungakhubazeki
- Kulindeleke ukuba usebenze iiyure ezingaphaya kwezo zesiqhelo zomsebenzi ngexesha lonxunguphalo kwakunye nexesha elicwangcisiweyo elongezelelweyo.

UBUCHULE OBUYIMFUNO

Ubuchule obuphambili bogqibelelo:

- Ube uyakwazi ukugqithisa umyalezo ngendlela eqondakalayo nenengqiniseko
- Ukuqulunqa iingxelo ezinzima ze uhambise nolwazi oluchaphazelekayo ngokufanelekileyo
- Ukumisela izisombululo kwimibandela enzima kwanokubeka amanyathelo okuthintela ngenjongo yokuqinisekisa ukuba ingxaki leyo ayiphindi yenzeke kwakhona
- Ube uyakwazi ukufaka igalelo kwizicwangciso ezinzima nakwiinkqubo ezingqamene nemisebenzi
- Ukugcina imfihlo kwimibandela echaphazela umdla/imidla.

Ubuchule bomsebenzi:

- Ukusebenzisa ulwazi olukhethekileyo kwimibandela kwanokusoloko unolwazi ngezinto ezintsha ezenzekayo kwakunye neendlela ezenzeka ngazo
- Ukuphuhlisa nokugcina ubudlelwane obuhle kulawulo lwecandelo
- Ukubonakalisa ubuganga bokukwazi ukwaba umsebenzi kwanokumisela amanyathelo omgangatho wokusebenza ekudaleni imveliso
- Ukuphakamisa uphazamiseko lwenkqubo kubaphathi becandelo khon 'ukuze kuqwalaselwe izisombululo
- Ukumisela indlela yokuqaphela kuzo zonke iintshukumo zemisebenzi kunye neenkqubo ngenjongo yokuqinisekisa umgangatho ogqibeleleyo
- Ukubonakalisa umoya wokuthabatha uxanduva kwindawo yomsebenzi ngakukhuseleko lwamaqela omsebenzi

Uqhelwaniso neNkonzo kaRhulumente:

- Ukumisela ubudlelwane bentsebenziswano kunye nabathengi kunye namacandelo
- Ukubonakalisa intakazelelo kwiingxoxo zabanye kwanokubandakanya iziphakamiso apho kuyimfuneko khona
- Ukuphumelela iingxoxo-mpikiswano ngaphandle kokonakalisa ubudlelwane obuhle
- Unxibelelwano olufesekileyo ngentetho nangokubhaliweyo
- Ukunxibelelana ngolwazi olunzima nolunzulu ngendlela efezekileyo

Ubuchule bakho ubuqu:

- Ukuziqhuba wena ubuqu kwanokukhuthaza abanye ekufumaneni iziphumi ezihle
- Ukuziqukumbela iiprojekthi ngexesha elimiselweyo nangemlai eyabelwe iprojekthi
- Ukuhlala uthobekile kwaye unika nengqwalasela xa uphantsi koxinezelelo
- Ukuphuhlisa utshintsho njengethuba elifanelekileyo
- Ukuqubisana nokungaqondakaliyo kwanokujonga ngaphaya koko kucacileyo, wenze ngaphezu koko kulindelekileyo.

Ubuchule bokuphatha/bokulawula:

- Ukumisela izijoliselo zeqela ze ubonelele ngolwazi olucacileyo noluvakalayo
- Ukukhuthaza uqeqesho 'ngeli xesha usengqeshweni' kwanokufumana izakhono ezitsha
- Ukumisela inkqubo yokusebenza kunye kwanentsebenziswano entle phakathi kwiqela.

IINDIMA EZIPHAMBILI ZOMSEBENZI

- Ukujonga abasebenzi abaphantsi kwakho malunga nokungena engqeshweni, indlela abaziphatha ngayo kunye nemveliso yabo
- Ukuqinisekisa izinto eziyimfuneko kunye nemithombo ngokwee-odolo zemisebenzi
- Ukuqeqesha, ukunika umkhomba-ndlela kwakunye nemiyaleo ethile kubasebenzi
- Ukuqwalasela izityeshelo emsebenzini okanye ungquzulwano / imibandela yeembambano
- Imisebenzi yolawulo kubandakanya ushicilelo lweengcombolo, ingxelo ngeziganeko, uvavanyo, iingxelo zemveliso, njalo-njalo
- Ukuqokelela nokuhlalutya iisampuli zamanzi amdaka ze wenze ulungiso olufanelekileyo kwinkqubo
- Ukuqulunqa iigrafu khon' ukuze ujonge iindlela zomgangatho wamanzi amdaka
- Ukugcwalisa amaxwebhu angaphakathi emsebenzini (amaxwebhu amaxesha omsebenzi, ingxelo ngenkqubo kunye neyamacandelo emveliso, njalo-njalo) kwakunye nezinye iifomu ezichaphazelekayo
- Ukusebenza ngezicelo ezithile ezingqamene nomsebenzi wokuphuculwa kunye nokuhlunjululwa kwiziko lomsebenzi (ukuvula/ukuvala iivalvu, ukuntumeka/ukucima iimpompo, njalo-njalo)
- Ukuqwalasela imisebenzi yokucoca amasuntswana kwanokuqwalasela ukulahlwa kobumdaka.

UMLINGANISELO WOMVUZU:

Umgodlo uwonke omalunga neR434 693.24 – R554 318.64 ngonyaka. Izibonelelo ezinjengoNcedo lonyango, ingxowa-mali yomhlala-phantsi, i-inshorensi yomqeshi, intlawulo ye-13(iBhonasi) zibandakanyiwe apha.

UMVUZU OSISISEKO:

R310 715.88 – R403 305.96 ngonyaka (T11)

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 ekukhatshweni kwesicelo sakho.**
- lifomu zezicelo ziyafumaneka kwikhasi lothungelwano likaMasipala (www.mosselbay.gov.za) **okanye** ungazithunyelwa nge-imeyile xa utha waqhagamshelana nabantu abachazwe apha ngezantsi apha ngezantsi.
- likopi zeziqinisekiso zeziqumfundo neziqinisekisiweyo njengeziyinyaniso kufuneka zihambe neCV yakho kunye nefomu yesicelo
- Abagqatswa abafakwe kuluhlu olufutshane nabazenze ngobuchwepheshe izicelo zabo kufuneka baveze ikopi **zoqobo** eziqinisekisiweyo zeziqumfundo kwakunye namanye amaxwebhu ayimfuneko ngomhla okanye phambi komhla wokuvavanyelwa umsebebzi.
- Ngesizathu sengqesho ngokulingana nceda uphawule uhlanga,ubuni kunye nokhubazeko kwifomu yesicelo somsebenzi.
- lingcombolo 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 behlelekile ngaphambili kunye nabakhubazekileyo.

**MNU C PUREN
UMPHATHI KAMASIPALA**