

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

CONTROL ROOM OPERATOR:
FIRE, RESCUE & DISASTER MANAGEMENT SERVICES
(COMMUNITY SAFETY)

MOSSEL BAY

PERMANENT APPOINTMENT

**(APPLICANTS RESIDING WITHIN THE BOUNDARIES OF MOSSEL BAY SHALL BE
CONSIDERED FOR THE SHORTLIST OF CANDIDATES)**

REQUIREMENTS

(Relevant proof / documentation must accompany application)

- Grade 12 (NQF Level 4)
- Minimum of 2 to 5 years' relevant experience
- Valid Code B driver's license (manual vehicle)
- Computer literate (MS Office applications)
- Proficient in at least 2 of the 3 official languages of the Western Cape
- Required to work shifts and overtime with little or no notice
- Good coordination, sight, hearing and speech ability

COMPETENCIES REQUIRED

Core Professional Competencies:

- Able to follow complex instructions and respond to complex types of communication
- Conducts quality checks of work before submission
- Ensures all details of tasks are accomplished against standards and regulations
- Identifies and evaluates risks involved in alternative courses of action
- Plans tasks on a daily basis and according to priority

Functional Competencies:

- Able to use advanced features of a range of office machines
- Able to conduct basic analysis of data
- Modifies and arranges elements in a process to improve it on an ongoing basis

Public Service Orientation:

- Relates to people at all levels of the organisation
- Accurately captures others' ideas, expectations and concerns
- Organises and presents own perspective in a logical manner
- Uses terminology appropriate to the audience
- Professional in interaction with the general public and stakeholders
- Understands client issues and seeks information about their current and future requirements

Personal Competencies:

- Enthusiastic about new projects
- Ensures meeting of deadlines and manages contact with others
- Shows emotional resilience and handles difficult situations effectively
- Responds constructively to adverse situations and has a calming influence on others
- Demonstrates logical, consequential thinking

KEY PERFORMANCE AREAS

- Ensures that all incoming calls are timeously captured and processed in order to activate appropriate responses
- Ensures the timeous dispatching of emergency units to an incident
- Communicates with fire services and other municipal personnel using radio communication
- Accurately logs and records all calls, vehicle and personnel movement
- Maintains Emergency Control Room devices and equipment to meet the demands of effective response readiness

SALARY SCALE: All-inclusive total package of ± R200 175.71 – R249 485.59 per annum. Benefits eg medical aid scheme, pension fund, group life scheme, 13th cheque included.

BASIC SALARY: R129 839.40 – R167 712.12 per annum (T5)

CLOSING DATE: **2 DECEMBER 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

MOSSELBAAI MUNISIPALITEIT

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

BEHEERKAMER OPERATEUR: **BRAND, REDDING & RAMPBESTUURDIENSTE** **(GEMEENSKAPSVEILIGHEID)**

MOSSELBAAI

PERMANENTE AANSTELLING

(AANSOEKERS WOONAGTIG BINNE DIE GRENSE VAN MOSSELBAAI SAL VIR DIE KORTLYS VAN KANDIDATE OORWEEG WORD)

VEREISTES

Verwante bewys / dokumentasie moet aansoek vergesel)

- Graad 12 (NKR Vlak 4)
- Minimum 2 tot 5 jaar verwante ondervinding

- Geldige Kode B bestuurderslisensie (handrat voertuig)
- Rekenaargeletterd (MS Office toepassings)
- Vlot in ten minste 2 van die 3 amptelike tale van die Wes-Kaap
- Vereiste om skofte en oortyd te werk met min of geen kennisgewing
- Goeie koördinasie, sig, gehoor en spraak vermoë

VEREISTE BEVOEGDHEDE

Kern Professionele Bevoegdhe:

- In staat om moeilike instruksies te volg en op moeilike kommunikasie te reageer
- Voer kwaliteitskontrole uit van werk voor voorlegging
- Besonderhede verseker alle van take is voltooi teenoor standaarde en regulasies
- Identifiseer en evalueer risikos betrokke in alternatiewe koers van aksie
- Beplan take op 'n daaglikse basis en volgens prioriteit

Funksionele Bevoegdhe:

- In staat om gevorderde kenmerke van 'n reeks kantoortoerusting te gebruik
- In staat om basiese analise van data uit te voer
- Verander en rangskik elemente in 'n proses om op 'n deurlopende basis daarop te verbeter

Publiekediens Orientasie:

- Bou verhoudings met mense op alle vlakke van die organisasie
- Vang ander se idees, verwagtinge en bekommernisse akkuraat vas
- Organiseer en bied eie perspektief op 'n logiese manier aan
- Gebruik terminologie toepaslik tot die gehoor
- Professioneel tydens interaksie met die algemene publiek en belanghebbendes
- Verstaan kliënte kwessies en soek inligting oor hul huidige en toekomstige vereistes

Persoonlike Bevoegdhe:

- Entoesiasies oor nuwe projekte
- Bereiking verseker van spertye en bestuur kontak met ander
- Toon emosionele veerkragtigheid en hanteer moeilike situasies effektief
- Reageer konstruktief op nadelige situasies en het 'n kalmerende invloed op ander
- Demonstreer logiese, konsekwente denke

SLEUTEL PRESTASIE AREAS

- Verseker dat alle inkomende oproepe betyds vaslê en geprosesseer word om toepaslike reaksie te aktiveer
- Verseker die tydige afsending van noodeenhede na 'n insident
- Kommunikeer per radiokommunikasie met branddienste en ander munisipale personeel
- Akkurate registrasie en vaslegging van alle oproepe, voertuie en personeelbeweging
- Instandhouding van Nood Beheerkamer toestelle en toerusting om die vraag na effektiewe reaksie gereedheid te behaal

SALARISSKAAL:

Alles-insluitende totale pakket van ± R200 175.71 – R249 485.59 per jaar. Voordele bv. mediesefondsskema, pensioenfonds, groeplewensskema, 13de tjek ingesluit.

BASIESE SALARIS:

R129 839.40 – R167 712.12 per jaar (T5)

SLUITINGSDATUM:

2 DESEMBER 2022

(Geen aansoeke ontvang na 13:00 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 aansoek 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 aansoek 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

UMQESHA KWIGUMBI LOLAWULO
UMLILO, UHLANGULO KUNYE NOLAWULO LWEENTLEKELE
(UKHUSELEKO LOLUNTU)
E-MOSSEL BHAYI
INGQESHO ESISIGXINA
(ABENZI-ZICELO ABAHLALA PHAKATHI KWIMIDA YASE MOSSEL BHAYI BAYA
KUQWALASELWA KULUHLU OLUFUTSHANE LWABAGQATSWA)

IIMFUNO / OKULINDELEKILEYO

(Ubungqina / amaxwebhu achaphazelekayo kufuneka ahambe nesicelo sakho)

- IBanga le-12 (NQF iSigaba 4)
- Ubuncinane amava eminyaka emibini (2) ukuya kwemihlanu (5) kumsebenzi ofana nalo
- Iimpepha-mvume zokuqhuba zeNqanaba B (kwisithuthi esitshintshwayo)
- Ulwazi lweKhompyutha (Inkqubo zika MS Office)
- Ube ugqibelele kwiilwimi ezimbini (2) kwezintathu (3) ezisesikweni eNtshona-Kapa
- Kulindeleke ukuba usebenze amaxesha aguqukayo (iishifti) kunye nexesha elongezelelweyo ngesaziso esifutshane okanye nangaphandle kwesaziso
- Ube uyakwazi ukulungelelanisa, ukubona kakuhle, ukuva kwanokuthetha ngokufanelekileyo

UBUCHULE BOGQIBELELO OBUYIMFUNO:

Ugqibelelo oluphambili ngokomsebenzi:

- Ube uyakwazi ukulandela imiyalelo enzima ze uphendule kwiintlobo ezinzima zonxibelelwano
- Ukuqwalasela umgangatho womsebenzi phambi kokuba uwungenise
- Ukuqinisekisa ukuba zonke iingcombolo zemisebenzi zigqityezelwe ngokungqamene nemigangatho kunye nemigaqo
- Ukuchonga kwanokuvavanya imingcipheko ebandakanyeka kwiindlela ezizezinye zokusebenza
- Ukucwangcisa imisebenzi yemihla ngemihla ngokungqamene nokungxamiseka kwayo

Ugqibelelo emsebenzini:

- Ube uyakwazi ukusebenzisa iimpawu ezintsha zoomatshini abohlukeneyo/abangafaniyo
- Ube uyakwazi ukwenza uhlalutyo olusisiseko
- Ukuguqula kwanokulandelelanisa amasuntswana kwinkqubo ngenjongo yokwenza ukuphucuka okuqhubekayo

Uqhelwaniso/Ukuqhelana nenkonzo kaRhulumente::

- Ukubonakalisa ubudlelwane kumntu wonke kuwo onke amanqanaba emsebenzini
- Ukuhlalutya ngokuchanekileyo zonke izimvo zabanye, okulindelekileyo kwakunye neenkxalabo
- Ukuququzelela kwanokubonakalisa olwakho uluvo ngendlela eqiqileyo
- Ukusebenzisa isigama ngendlela efanelekileyo phakathi kwabantu abaninzi
- Ukuqhagamshelana ngokugqibeleleyo nangembeko kunye noluntu kunye nabo bachaphazelekayo
- Ukuyiqonda imibandela yabathengi ze ufune nolwazi ngeemfuno zabo azisamileyo kunye nezexesha elizayo

Ugqibelelo-bugu:

- Ukuba nomdla kwiiprojekthi ezintsha.
- Ukuqinisekisa ukuba uyafikelela kwimida emiselweyo kwanokulawula uqhagamshelwano nabanye
- Ukubonakalisa ukumelana nomoya ophezulu kwanokuqubisana nemeko ezinzima ngokufezekileyo
- Ukuphendula ngendlela eyakhayo kwiimeko ezigwenxa kwaye ube nempembelelo yokuthoba umoya ophezulu kwabanye
- Ukubonakalisa ingcinga eqiqileyo kwanenolandeelwano.

IINDIMA EZIPHAMBILI ZOMSEBENZI

- Ukuqinisekisa ukuba yonke iminxeba engenayo iphendulwa kwangoko ze igqithiselwe kwabo bafanelekileyo kunye neempendulo ezifanelekileyo
- Ukuqinisekisa ukuthunyelwa kwamaqela kwangexesha kwiindawo ezineziganeko
- Ukunxibelelana kunye neenkonzo zomlilo kwakunye nabanye abasebenzi bakamasipala usebenzisa unomathotholo wonxibelelwano
- Ukushicilela ngokuchanekileyo yonke iminxeba eyenziweyo, izithuthi kwakunye nokuhamba kwabantu
- Ukugcina izixhobo zeGumbi Lolawulo Lonxunguphalo zikwimeko ekufaneleyo ukumelana neemfuno zokuphendula kwiimeko ezikhoyo/kwiziganeko ezenzekayo.

UMLINGANISELO WOMVUZU:

Umgodlo uwonke omalunga ne R200 175.71 – R249 485.59 ngonyaka. Izibonelelo ezinjengoncedo lonyango, ingxowa-mali yepenshini,i-inshorensi yomqeshi, iBhonasi nayo ibandakanyiwe.

UMVUZU OSISISEKO:

R129 839.40 – R167 712.12 ngonyaka(T5)

UMHLA WOKUVALA:

2 DISEMBA 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.**
- 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 zeziqumfundo neziqinisekisiweyo njengeziyinyaniso kufuneka zihambe neCV yakho kunye nefomu yesicelo
- Abagqatswa abafakwe kuluhlu olufutshane nabazenze ngobuchwepheshe izicelo zabo kufuneka baveze iikopi **zoqobo** eziqinisekisiweyo zeziqumfundo kwakunye namanye amaxwebhu ayimfuneko ngomhla okanye phambi komhla wokuvavanyelwa umsebezi.
- Ngesizathu sengqesho ngokulingana nceda uphawule uhlanga,ubuni kunye nokhubazeko kwifomu yesicelo somsebenzi.
- Iingcombolo 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