

MOSSEL BAY MUNICIPALITY

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

**GENERAL WORKER / GENERAL ASSISTANT:
CLEANING & GARDENING SERVICES**

PLACE OF WORK:

**MOSSEL BAY
GREAT BRAK RIVIER / FRIEMERSHEIM
HARTENBOS
HERBERTSDALE**

PERMANENT APPOINTMENT

**A SEPARATE APPLICATION FORM MUST BE COMPLETED FOR EACH VACANCY
AND /OR TOWN (PLACE OF WORK)**

***Only hardcopy applications will be accepted
(Electronic applications will not be considered)***

**GENERAL WORKER/GENERAL ASSISTANT APPLICATION FORMS ARE AVAILABLE AT
THE HR OFFICE & MOSSEL BAY MUNICIPALITY'S WEBSITE**

REQUIREMENTS

(Relevant proof / documentation must accompany application)

- Grade 3 (AET Level 1)
- Physically strong and healthy to perform hard labour
- Able to work with a pick, spade and other hand equipment
- Able to load and carry weights of up to 25kg
- 0 – 1 Year experience as a general worker/labourer

PREFERRED REQUIREMENTS

- Grade 5 (AET Level 2)
- More than 1 year experience as a general worker/labourer
- Proficient in at least 2 of the 3 official languages of the Western Cape

COMPETENCIES REQUIRED

Functional Competencies:

- Performs routine work and takes basic instruction
- Performs digging, sweeping, lifting, packing, cleaning, tea-making etc.
- Uses and stores tools safely
- Understands signs and follows work rosters

Public Service Orientation:

- Shows commitment to excellence and quality
- Friendly and responsive to members of the public
- Cooperates and communicates effectively

Personal Competencies:

- Displays a drive to do things better
- Accepts criticism about performance in stride while maintaining work standards

- Demonstrates honesty, keeps commitments and behaves in a consistent manner
- Participates actively as a member of a team

CERTIFIED COPIES OF THE FOLLOWING DOCUMENTS MUST BE ATTACHED TO THE APPLICATION FORM

- Identity document
- Proof of academic (school) qualification
- Proof of residential address (municipal account / affidavit)

SALARY SCALE:

All-inclusive total package of ±R181 290.98 – R207 531.28per annum. Benefits eg medical aid scheme, pension fund, group life scheme, 13th cheque included.

BASIC SALARY: R115 334.88 – R135 488.88 per annum (T3)

CLOSING DATE: 23 JUNE 2023
(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 hand delivered to the HR Offices. 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)
- Original certified copies of proof of qualifications and other required documentation must accompany the CV and application form.
- 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 F Mpondo 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

ALGEMENE WERKER / ALGEMENE ASSISTENT:

SKOONMAAK & TUINDIENSTE

WERKSPEK:

MOSSELBAAI

GROOT- BRAKRIVIER / FRIEMERSHEIM

HARTENBOS

HERBERTSDALE

PERMANENTE AANSTELLING

'N APARTE AANSOEKVORM MOET VIR ELKE VAKATURE EN/OF DORP (WERKSPEK) VOLTOOI WORD

Slegs hardekopie aansoeke sal aanvaar word

(Elektroniese aansoeke sal nie oorweeg word nie)

ALGEMENE WERKER/ALGEMENE ASSISTENT AANSOEKVORMS IS BESIKBAAR BY DIE HR-KANTOOR & MOSSELBAAI MUNISIPALITEITSE WEBTUISTE

VEREISTES

(Verwante bewys / dokumentasie moet aansoek vergesel)

- Graad 3 (AET Vlak 1)
- Fisies sterk en gesond om hardearbeid te verrig
- In staat om met 'n pik, graaf en ander handtoerusting te werk
- In staat om gewigte van tot 25kg te laai en te dra
- 0 – 1 Jaar ondervinding as 'n algemene werker/arbeider

VOOREURVEREISTES

- Graad 5 (AET Vlak 2)
- Meer as 1 jaar ondervinding as 'n algemene werker/arbeider
- Vlot in ten minste 2 van die 3 amptelike tale van die Wes-Kaap

VEREISTE BEVOEGDHEDE

Funksionele Bevoegdhe:

- Voer roetine werk uit en neem basiese instruksies
- Spit, vee, oplig, pak, skoonmaak, tee-maak ens.
- Gebruik en stoor gereedskap veilig
- Verstaan tekens en volg werkroosters

Publiekediens Orientasie:

- Toon verbintenis tot uitstekendheid en kwaliteit
- Vriendelik en reagerend op lede van die publiek
- Werk saam en kommunikeer effektief

Persoonlike Bevoegdhe:

- Toon dryfkrag om dinge beter te doen
- Aanvaar kritiek oor prestasie terwyl werkstandaarde behou word
- Demonstreer eerlikheid, hou by verbintenis en tree op in 'n beginselvaste manier
- Neem aktief deel as lid van 'n span

GESERTIFISEERDE AFSKRIFTE VAN DIE VOLGENDE DOKUMENTE MOET AAN DIE AANSOEKVORM GEHEG WORD

- Identiteitsdokument
- Bewys van akademiese (skool) kwalifikasie
- Bewys van residensiële adres (Munisipale rekening / beëdigde verklaring)

SALARISSKAAL:

Alles-insluitende totale pakket van ± R181 290.98 – R207 531.28 per jaar. Voordele bv. mediesefondsskema, pensioenfonds, groeplewensskema, 13^{de} tjek ingesluit.

BASIESE SALARIS: R115 334.88 – R135 488.88 per annum (T3)

SLUITINGSDATUM: 23 JUNIE 2023

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

ALGEMEEN:

- Kortlykskandidate 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 per hand by die Menslike Hulpbronne Kantoor ingehandig word. 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)
 - Oorspronklike gesertifiseerde kopie van bewys van kwalifikasies moet die CV en aansoekvorm vergesel.
 - Vir gelykheidsdoeleindes, dui asseblief u ras, geslag en gestremde status aan.
 - Verdere besonderhede is verkrygbaar by Me N de Wet of Me F Mpondo 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

UMSEBENZI-GABALALA / UMNCEDISI-GABALALA UKUCOCWA & NEENKONZO ZOKUGCINA IZITIYA

INDAWAWO YOKUSEBENZA:

**MOSEL BHAYI
GREAT BRAK RIVIER / FRIEMERSHEIM
HARTENBOS
HERBERTSDALE**

INGQESHO ESISIGXINA

**IFOMU EYAHLUKILEYO YOKUFAKA ISICELO KUFUNEKA KUGCWALE
NGESITHUBA NGASINYE KUNYE/OKANYE IDOLOPHU (INDAWO YOSEBENZA).**

***Izicelo ezingeniswe-buqu kuphela eziyakwamkeleka
(Izicelo ezingeniswe nge-imeyile aziyi kwamkelwa)***

**IFOMU ZESICELO SOMSEBENZI GABALALA/UMNCEDISI GABALALA ZIFUMANEKA KWI-OFISI
YE-HR OKANYE KWIKHASI LONXIBELELWANO LIKAMASIPALA WASE-MOSSEL BHAYI.**

IIMFUNO / OKULINDELEKILEYO

(Ubungqina obufanelekileyo / amaxwebhu afanelekileyo kufuneka ahambe nesicelo sakho)

- Ibanga le-3 (AET iSigaba 1)
- Ube womelele ngokwasemzimbeni kwaye ube sempilweni entle ukwazi ukwenza imisebenzi enzima
- Ube uyakwazi ukusebenza ngepeki, umhlakulo kunye nezinye izixhobo zezandla
- Ube uyakwazi ukukhwelisa nokuthwala imithwalo enzima emalunga ne 25 khilogrami
- Amava aqala kwi 0 – unyaka omnye (1) njengomsebenzi/umncedisi-gabalala.

IIMFUNO EZIKHETHEKILEYO

- Ibanga le-5 (AET iSigaba 2)
- Amava angaphaya konyaka omnye(1) njengomsebenzi-gabalala
- Ube ugqibelele ubuncinane kwiilwimi ezimbini(2) kwezintathu (3) ezisesikweni eNtshona-Kapa

UBUCHULE / UGQIBELELO OLUYIMFUNENKO

Ugqibelelo Oluphambili lomsebenzi:

- Ukwenza imisebenzi gabalala kwanokuthabatha imiyalelo esisiseko
- Ukwenza umsebenzi wokomaba, ukutshayela, ukuphakamisa, ukupakisha, ukucoca, ukwenza iti, njalo-njalo
- Ukusebenzisa nokugcina izixhobo ngokukhuselekileyo
- Ukuziqonda iimpawu kwanokulandela izihlomelo zomsebenzi.

Uqhelwano neNkonzo kaRhulumente:

- Ukubonakalisa ukuzinikela kugqibelelo kwanomgangatho womsebenzi
- Ukuba nobuhlobo kwanokuphendula ngendlela efanelekileyo kumalungu asekuhlaleni
- Ukusebenzisana kwanokunxibelelana ngokufezekileyo

Ubuchule/Ubuganga bakho ubugu:

- Ukubonakalisa intakazelelo xa usenza izinto
- Ukwamkela ukugxekwa ngomsebenzi wakho ekubeni uzama ukugcina umgangatho womsebenzi
- Ukubonakalisa intembeko, ukuzibophelela kwanokuziphatha ngendlela efanayo nabanye
- Ukuthabatha inxaxheba njengelungu kwiqela lomsebenzi.

IIKOPI EZIQINISEKISIWEYO ZALA MAXWEBHU ALANDELAYO KUFUNENKA ZINCANYATHISELWE KWIFOMU YESICELO

- EyeSazisi sakho (ID)
- Ubungqina besiGaba semfundo onayo yesikolo
- Ubungqina bendawo ohlala kuyo (incwadi yetyala likaMasipala/ingxelo efungelweyo)

UMLINGANISELO WOMVUZO:

Umgodlo uwonke omalunga ne ±R181 290.98 – R207 531.28 ngonyaka. Izibonelelo ezifana Noncedo-nkxaso Yonyango, umhlala-phantsi, i-inshorensi yomqeshi, intlawulo ye-13(iBhonasi) zibandakanyiwe apha.

UMVUZO OSISISEKO: R115 334.88 – R135 488.88 ngonyaka (T3)

UMHLA WOKUVALA: 23 JUNI 2023
(Izicelo ezifunyenwe emva kwentsimbi ye 13h00 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 ngesandla kwi Offisi zase HR Le miqathango isisinyanzelo kwaye ukusilela ukuyithobela kuyakukhokelela ekukhatyweni kwesicelo sakho.**
- lifomu zezicelo ziyafumaneka kwikhasi lothungelwano likaMasipala (www.mosselbay.gov.za)
- likopi zeziqinisekiso zeziqumfundo neziqinisekisiweyo njengeziyinyaniso kufuneka zihambene neCV yakho kunye nefomu yesicelo
- Ngesizathu sengqesho ngokulingana nceda uphawule uhlanga, ubuni kunye nokhubazeko kwifomu yesicelo somsebenzi.

- lingcombolo ezithe vetshe ungazifumana kuNkszn N De Wet okanye uNkszn F Mpondo 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 weNggesho ngokulingana,Nombolo 55 ka 1998, ngenjongo yokuxhamlisa abo bebekade behlelelekile ngaphambili kunye nabakhubazekileyo.

MNU C PUREN
UMPHATHI KAMASIPALA