

MOSEL BAY MUNICIPALITY

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

BUILDING PLAN EXAMINER **(PLANNING & ECONOMIC DEVELOPMENT)**

MOSEL BAY

PERMANENT APPOINTMENT

APPLICANTS RESIDING WITHIN THE WESTERN CAPE MAY RECEIVE PREFERENCE

ESSENTIAL REQUIREMENTS

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

- Relevant three-year tertiary qualification (minimum NQF Level 6) in the building environment (e.g. Architecture or Building)
- Valid Code B driver's license
- **Proof of own vehicle or proof of access to a private vehicle for inspections/duties to accompany application**
- Two years of Building Control experience (in local government) or similar architectural experience.
- Proficient in at least two of the three official languages of the Western Cape
- Computer literate (MS Office applications)
- Proof of clean criminal record (not older than 6 months) and eligible to register as a Peace Officer (Law Enforcement Officer)
- Good knowledge of the National Building Regulations
- Willing to work after-hours, should the need arise
- Physically fit and healthy

COMPETENCIES REQUIRED

• Written communication • Oral communication • Problem solving • Examination of plans • Planning and prioritization • Interpersonal relationships • Service delivery orientation • Client orientation • Action orientation • Resilience • Change readiness • Learning orientation • Accountability and ethical conduct • Problem solving • Impact and influence • Team orientation • Direction setting • Coaching and mentoring

KEY PERFORMANCE AREAS

- Scrutinize building plan applications to ensure compliance with the National Building Regulations
- Inspect properties for which building plan applications have been received and check the accuracy of the information contained therein
- Inspect building sites and operations and check for compliance with relevant legislation
- Report illegal building operations and/or structures
- Advise, assist, educate and liaise with developers, architectural professionals, engineers and the general public with regards to the requirements of the National Building Regulations and other relevant legislation, as well as the submission of building plans
- Handle complaints telephonically, in person, via e-mail or other correspondence
- Building Plan and general administration related to the function

SALARY SCALE:

All-inclusive total package of ± R393 458,04 – R500 262,36 per annum. Benefits eg medical aid scheme, pension fund, group life scheme, 13th cheque included.

A monthly scarce skills allowance may be payable to qualifying employees as per the relevant policy.

BASIC SALARY: R277 401,24 – R360 067,80 per annum (T10)

CLOSING DATE: 04 October 2024

(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 completed 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 hardcopy 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 **in the event that the advert does not specify that only hardcopy applications will be accepted.** 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/Ms F Mpondo/Ms C Daniels 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, and therefore encourage persons from these groups to apply.**
- ***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**

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

BOUPLANNASIENER
(BEPLANNING & EKONOMIESE ONTWIKKELING)

MOSSELBAAI
PERMANENTE AANSTELLING

AANSOEKERS WOONAGTIG IN DIE WES-KAAP MAG VORKEUR GENIET

NOODSAAKLIKE VEREISTES

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

- Verwante drie 3-jaar tersiêre kwalifikasie (minimum NKR Vlak 6) in die bou-omgewing (bv. Argitektuur of Konstruksie)
- Geldige Kode B Bestuurderslisensie
- **Bewys van eie voertuig of bewys van toegang tot 'n private voertuig vir inspeksies/pligte moet aansoek vergesel**
- Twee jaar Boubeheer ondervinding (in Plaaslike Regering) of soortgelyke argitektoniese ondervinding.
- Vlot in ten minste twee van die drie amptelike tale van die Wes-Kaap
- Rekenaargeletterd (MS Office toepassings)
- Bewys van skoon kriminele rekord (nie ouer as 6 maande nie) en kwalifiseer om te registreer as 'n Vredesbeampte (Wetstoepassingsbeampte)
- Goeie kennis van die Nasionale Bouregulasies
- Bereid om na-ure te werk, indien nodig
- Fisies fiks en gesond

VEREISTE BEVOEGDHEDE

• Geskrewe kommunikasie • Mondelinge kommunikasie • Probleemoplossing • Inspeksie van planne • Beplanning en prioritisering • Interpersoonlike verhoudings • Diensleweringsoriëntasie • Kliëntoriëntasie • Aksieoriëntasie • Veerkragtigheid • Veranderingsgereedheid • Leer-oriëntasie • Verantwoordbaarheid en etiese gedrag • Probleemoplossing • Impak en beïnvloeding • Spanoriëntasie • Rigtingstelling • Opleiding en mentorskap

SLEUTEL PRESTASIEAREAS

- Ondersoek bouplan aansoeke om voldoening aan die Nasionale Bouregulasies te verseker
- Inspeksie van eiendomme waarvoor bouplan aansoeke ontvang is en nagaan van die akkuraatheid van die inligting daarin vervat
- Inspeksie van boupersone en bedrywighede om voldoening aan toepaslike wetgewing te kontroleer
- Rapporteer onwettige bou-aktiwiteite en/of strukture
- Adviseer, verleen bystand, opleiding en skakel met ontwikkelaars, argitektoniese vakkundiges, professionele persone, ingenieurs en die algemene publiek met betrekking tot die vereistes van die Nasionale Bouregulasies en ander verwante wetgewing, asook die indiening van bouplanne
- Hanteer klagtes telefonies, persoonlik, per e-pos of ander korrespondensie
- Bouplan en algemene administrasie verwant aan die funksie

SALARISSKAAL:

Alles-insluitende totale pakket van ± R393 458,04 – R500 262,36 per jaar. Voordele bv. mediese fondsskema, pensioenfonds, groeplewensskema, 13^{de} tjek ingesluit.

'n Maandelikse skaarsvaardigheidstoelaag mag aan kwalifiserende werknemers soos per die verwante beleid betaalbaar wees.

BASIESE SALARIS: R277 401,24 – R360 067,80 per jaar (T10)

SLUITINGSDATUM: 04 Oktober 2024

(Aansoeke ontvang na 13h00 sal nie aanvaar word nie)

ALGEMEEN:

- Aansoekvorms is beskikbaar op die Munisipale web-tuiste (www.mosselbay.gov.za) of elektronies van die kontakpersone hieronder genoem.
- **Voltooide aansoeke op die amptelike aansoekvorm vergesel deur '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 per hand afgelewerde aansoeke aanvaar word.** Elektroniese aansoeke vergesel deur die amptelike aansoekvorm en 'n omvattende CV (verkieslik as een gekombineerde PDF dokument) kan per e-pos gestuur word aan admin@mosselbay.gov.za in die geval dat die advertensie nie spesifiseer dat slegs hardekopie aansoeke aanvaar word nie. 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 volledig voltooi moet wees. Versuim om die volledige voltooide aansoekvorm en/of gesertifiseerde afskrifte en ander vereiste dokumentasie aan te heg tot onmiddellike diskwalifikasie sal lei.
- Oorspronklike gesertifiseerde afskrifte (nie ouer as 6 maande nie) van bewys van kwalifikasies en ander vereiste dokumentasie moet die CV en aansoekvorm vergesel.
- Kandidate wie vir voorafkeuring kwalifiseer mag onderworpe wees en van vereis word om 'n teoretiese toets en/of praktiese toets, insluitend 'n bestuursvaardigheidstoets te ondergaan.
- Kandidate wat vir voorafkeuring kwalifiseer (praktiese assesserings) wie elektronies aansoek gedoen het, moet die oorspronklike gesertifiseerde afskrifte van kwalifikasies en ander vereiste dokumentasie voor of op die datum van die praktiese toets voorsien.
- Verdere besonderhede is verkrygbaar by Me N de Wet /Me F Mpondo/Me C Daniels 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 Gelyke Indiensneming, Nr. 55 van 1998, vir die bevordering van voorheen benadeelde en gestremde persone en moedig persone van hierdie groepe aan om aansoek te doen.
- *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

UMVAVANYI WEZICWANGCISO ZOKWAKHA (UCWANGCISO NOPHULISO LOQQQOSHO)

E-MOSSELBHAYI INGQESHO ESISIGXINA

ABENZI-ZICELO ABAHLALA PHAKATHI ENTSHONA-KAPA BAYAKUQWALASELWA KUQALA

IIMFUNO / OKULINDELEKILEYO

(Ubungqina obufanelekileyo / amaxwebhu afanelekileyo kunye nefomu yesicelo egcwalisiweyo kufuneka zihambe nesicelo sakho)

- Isiqu esichaphazelekayo seMfundo ePhakamileyo yeminyaka emithathu (3) (ubuncinane uNQF iNqanaba 6) (umz.Ukuyila/Ukuzoba okanye Ulwakhiwo)
- Iimpepha-mvume zokuqhuba zeNqanaba B
- **Ubungqina besithuthi esisesakho okanye ubungqina bokufikelela kwisithuthi sabucala ekwenzeni uhlobo / imisebenzi , kufuneka buhambe nesicelo sakho**
- Amava eminyaka emi-2 kuLawulo Lwezakhiwo (kurhulumente wasemakhaya) okanye amava angqamene nolwakhiwo
- Ube ugqibelele kwiilwimi ezimbini (2) kwezintathu (3) ezisesikweni eNtshona-Kapa
- Ulwazi lweNgqondo-mtshini (iKhompyutha) [linkqubo zika MS Office]
- Ubungqina bokuba akuzange ufunyaniswe unetyala lolwaphulo-mthetho(bungabi ngaphezu kweenyanga ezi-6 ubudala) kwaye ube ungakwazi ukubhaliswa njengeGosa Loxolo (iGosa Lonyanzeliso-Mthetho)
- Ulwazi olugqibeleleyo lweMigaqo yeZakhiwo Yesizwe
- Ube uzimisele ukusebenza emva kweeyure zomsebenzi, xa kunokubakho imfuneko
- Ube womelele ngokwasemzimbeni kwaye ube sempilweni entle

UBUCHULE BOGQIBELELO OBUYIMFUNO:

*Unxibelelwano ngendlela ebhaliweyo *Unxibelelwano ngenetho *Ukusombulula iingxaki * Ukuvavanya izicwangciso *Ukucwangcisa kwanokuhlela izinto ngokungxamiseka kwazo *Ubudlelwane nabanye abantu *Uqhelwaniso nokuhanjiswa kweenkonzo *Uqhelwaniso kunye nabathengi * Uqhelwaniso kunye neentshukumo zomsebenzi *Ukungalukuhleki * Ukukulungela ukutshintsha *Ukuqhelana nokufunda * Ukuthabatha uxanduva kunye nesimilo esifanelekileyo *Uxinzelelo kunye nempembelelo *Ukuqhelana neqela lomsebenzi *Ukumisela izikhokelo * Ukuqeqesha kwanokufundisa.

IINDIMA EZIPHAMBILI ZOMSEBENZI

- Ukuhlolisisa izicelo zezicwangciso zokwakha ngenjongo yokuqinisekisa ukuba iMigaqo yeSizwe Yezakhiwo iyathotyelwa
- Ukuhlola iindawo ezingeniselwe izicelo zezicwangciso zokwakha kwanokujonga ukuchaneka kweengcombolo eziqulathwe kuzo
- Ukuhlola iindawo ekwakhiwa kuzo nakwezo kusetyenzwa kuzo ngenjongo yokuqinisekisa ukuthotyelwa komthetho ochaphazelekayo
- Ukwenza ingxelo ngemisebenzi yokwakha engekho mthethweni kunye/okanye nezakhiwo ezingekho mthethweni

- Ukucebisa, ukuncedisa, ukufundisa kwanokuthetha-thethana nabakhi, abayili-zakhiwo abagqibeleleyo, iiNjineli kunye noluntu gabalala malunga neemfuno zeMigaqo yeSizwe yeZakhiwo kunye neminye imithetho echaphazelekayo, kwakunye nokungeniswa kwezicwangciso zokwakha
- Ukuqubisana nezikhalazo ngomnxeba, ubuqu, nge-imeyile okanye ngenye indlela yembalelwano
- Ukwenza imisebenzi yeZicwangciso Zokwakha kunye neminye imisebenzi yolawulo gabalala engqamene nalo msebenzi.

UMLINGANISELO WOMVUZU:

Umgodlo uwonke omalunga ne R393 458.04 – R500 262.36 ngonyaka.

Izibonelelo ezinjengoncedo lonyango, ingxowa-mali yepenshini,i-inshorensi yomqeshi, iBhonasi nayo ibandakanyiwe.

Isibonelelo senyanga xa kubandakanya izakhono ezinqabileyo singahlawulwa kubaqeshwa abachaphazelekayo xa kuyimfuneko.

UMVUZU OSISISEKO: R277 401.24 – R360 067.80 ngonyaka(T10)

UMHLA WOKUVALA: 04 October 2024

(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 eziyakwamkelwa. Izicelo ezenziwe ngoBuchwepheshe ezikhatshwa yifomu esesikweni kunye neCV (ngokukhethekileyo zibe luxwebhu olunye oluyi PDF) zingathunyelwa nge-imeyile apha: admin@mosselbay.gov.za kwiimeko apho isithuba singacacisanga khona ukuba ziikopi zoqobo kuphela eziyakwamkelwa xa kungeniswa izicelo** .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 uNKSZ 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**