

**MOSSEL BAY MUNICIPALITY**

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

**PROCESS CONTROLLER: WATER & WASTEWATER  
TREATMENT WORKS  
(INFRASTRUCTURE SERVICES)**

**HERBERTSDALE  
PERMANENT APPOINTMENT**

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

**REQUIREMENTS**

(Relevant proof / documentation must accompany application)

- Grade 12 (NQF Level 4)
- N3 in Wastewater Treatment
- Minimum of 1 to 2 years' relevant experience
- Qualification and experience must be in line with the DWS Schedule III requirements
- Valid Code B driver's license (manual vehicle)
- Proficient in at least 2 of the 3 official languages of the Western Cape
- Physically fit and able-bodied
- Required to work outside normal working hours during emergencies and planned overtime

**PREFERRED REQUIREMENTS**

- National Diploma in relevant field

**COMPETENCIES REQUIRED**

**Core Professional Competencies:**

- Asks questions to clarify tasks/processes
- Communicates potential risks
- Able to transcribe information into its relevant format
- Demonstrates the ability to solve standard operational problems
- Able to work with planned timeframes and complete tasks
- Follows procedures as per policy / standard operating procedures
- Aware of resources available to resolve minor ethical issues

**Functional Competencies:**

- Identifies task specific problems and analyses all factors that influence the solution
- Demonstrates a clear focus on tasks to ensure an uninterrupted process
- Demonstrates general operational knowledge of the functionality of plant equipment
- Able to accurately identify any errors relating to work tasks through appropriate checks
- Carries out activities to maintain a safe and clean environment
- Recognises the importance of cooperation with seniors

**Public Service Orientation:**

- Shows commitment to excellence and quality
- Gets on well and cooperates with others
- Checks own understanding of tasks and expectations to avoid making mistakes
- Friendly and responsive to community members when dealing with service delivery issues

### **Personal Competencies:**

- Self-starter, driven to meet deadlines
- Accepts criticism about performance whilst maintaining work standards
- Shows a willingness to learn and copes effectively with change
- Shows strong analytical reasoning and attention to detail

### **KEY PERFORMANCE AREAS**

- Check and record numerical readings from metering devices
- Perform water tests by applying established methods
- Measure, mix and dilute purifying chemicals with water to address deviations in dosing system
- Attend to remedial, corrective and procedural requirements (backwash), replacing faulty parts using handheld tools, engaging pumps and blowers
- Update procedural records and registers of investigations and inspections
- Clear and unblock inlets, outlets, valves, filters and connections
- Attend to the safekeeping of hand tools and/or apparatus
- Answer telephone calls, take messages and forward to immediate superior for attention
- Housekeeping activities such as mowing lawn, removing grit or debris with spades/rakes, removing waste and sweeping walkways
- Diplomatic interaction with various stakeholders

**SALARY SCALE:** All-inclusive total package of ± R271 224.96 – R342 490.79 per annum. Benefits eg medical aid scheme, pension fund, group life scheme, 13<sup>th</sup> cheque included.

**BASIC SALARY:** R184 409.16 – R239 351.16 per annum (T7)

**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](mailto: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](http://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

**PROESKONTROLEUR: WATER &  
AFVALWATERBEHANDELINGSWERKE  
(INFRASTRUKTUUR DIENSTE)**

**HERBERTSDALE**  
**PERMANENTE AANSTELLING**

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

**VEREISTES**

(Verwante bewys / dokumentasie moet aansoek vergesel)

- Graad 12 (NQF Vlak 4)
- N3 in Afvalwaterbehandeling
- Minimum 1 tot 2 jaar verwante ondervinding
- Kwalifikasie en ondervinding moet in lyn wees met die DWS Skedule III vereistes
- Geldige Kode B Bestuurderslisensie (handrat voertuig)
- Vlot in ten minste 2 van die 3 amptelike tale van die Wes-Kaap
- Fisies fiks en liggaamlik geskik
- Vereiste om buite normale werksure gedurende noodgevalle en beplande oortyd te werk

**VOORKEUR VEREISTES**

- Nasionale Diploma in verwante veld

**VEREISTE BEVOEGDHEDE**

**Kern Professionele Bevoegdhe:**

- Vra vrae om take/prosesse op te klaar
- Kommunikeer potensiële risiko's
- In staat om inligting in die relevante formaat oor te skryf
- Demonstreer die vermoë om standaard operasionele probleme op te los
- In staat om met beplande tydrame te werk en take te voltooi
- Volg prosedures soos per beleid / standaard operasionele prosedures
- Bewus van beskikbare hulpbronne om klein etiese kwessies op te los

**Funksionele Bevoegdhe:**

- Identifiseer taak-spesifieke probleme en analiseer alle faktore wat die oplossing beïnvloed
- Demonstreer 'n helder fokus op take om 'n ononderbroke proses te verseker
- Demonstreer algemene operasionele kennis van die funksionaliteit van aanleg toerusting
- In staat om enige foute rakend werkstake akkuraat te identifiseer deur toepaslike toetse
- Voer aktiwiteite uit om 'n veilige en skoon omgewing te behou
- Erken die belangrikheid van samewerking met seniors

**Publiekediens Oriëntasie:**

- Toon verbintenis aan uitstekendheid en kwaliteit
- Kom goed oor die weg en werk saam met ander
- Gaan eie begrip van take en verwagtings na om foute te voorkom
- Vriendelik en reagerend met gemeenskapslede wanneer met dienslewingskwessies besig is

### **Persoonlike Bevoegdhe:**

- Self-beginner, gedrewe om spertye te haal
- Aanvaar kritiek op prestasie terwyl werkstandaarde behou word
- Toon 'n bereidwilligheid om te leer en hanteer verandering effektief
- Toon sterk analitiese redenasie en aandag aan detail

### **SLEUTEL PRESTASIE AREAS**

- Gaan numeriese lesings op meteringstoestelle na en lê dit vas
- Voer watertoetse uit met toepassing van gevestigde metodes
- Meet, meng en verdun suiweringschemikalië met water om afwykings in doseringstelsel aan te spreek
- Skenk aandag aan remediërende, regstellende en prosedurele vereistes (terugspoel), vervang foutiewe onderdele met gebruik van handgereedskap, innemende pompe en blasers
- Opdateer prosedurele rekords en registers van ondersoeke en inspeksies
- Vee en oopmaak van inlate, uitlate, kleppe, filters en hegings
- Skenk aandag aan die veilige bewaring van handgereedskap en/of aparate
- Beantwoord telefoonoproepe, neem boodskappe en verwys na onmiddellike hoof vir aandag
- Huishoudingsaktiwiteite soos grassny, verwyder gruis of vullis met grawe/harke, verwyder afval en vee voetpaadjies
- Diplomatese interaksie met verskeie belanghebbendes

### **SALARISSKAAL:**

**Alles-insluitende totale pakket van ± R271 224.96 – R342 490.79 per jaar. Voordele bv. mediesefondsskema, pensioenfonds, groeplewensskema, 13de tje ingesluit.**

### **BASIESE SALARIS:**

**R184 409.16 – R239 351.16 per jaar (T7)**

### **SLUITINGSDATUM:**

**26 AUGUSTUS 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 epos gestuur word aan [admin@mosselbay.gov.za](mailto: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](http://www.mosselbay.gov.za)) of van die kontakpersone hieronder genoem.
- Oorspronklike gesertifiseerde kopië van bewys van kwalifikasies en ander vereiste dokumentasie moet die CV en aansoekvorm vergesel.
- Kortlyskandidate wie elektronies aansoek gedoen het moet die **oorspronklik** gesertifiseerde afskrifte 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.

**UMASIPALA WASE MOSSEL BHAYI**  
**UMasipala wase Mossel Bhayi, njengomqoshi ozibopheleleyo kwingqesho**  
**ngokulinganayo, umema abantu ukuba benze izicelo zesi sithuba somsebenzi**  
**silandelayo**

**UMLAWULI WENKQUBO: IMISEBENZI YOHLANJULULO**  
**LWAMANZI KUNYE NAMANZI AMDAKA**

**(IINKONZO ZEZISEKO)**

**E-HERBERTSDALE**

**INGQESHO ESISIGXINA**

**(ABENZI-ZICELO ABAHLALA PHAKATHI KWEMIDA KAMASIPALA WASE MOSSEL BHAYI BAYA**  
**KUQWALASELWA KUQALA)**

**IIMFUNO/OKULINDELEKILEYO**

(Ubungqina obufanelekileyo / amaxwebhu afanelekileyo kufuneka ahambe nesicelo sakho)

- Ibanga le-12 (NQF iSibaga 4)
- Isiqu semfundo ka N3 kuHlanjululo lwamanzi amdaka
- Ubuncinane amava onyaka omnye (1) ukuya kwemibini (2) kumsebenzi ongqamene nesi sikhundla
- Iziqu zemfundo kunye namava kufuneka angqamane kunye neemfuno zesiSihlomelo III se DWS
- Iimpepha-mvume zokuqhuba zeNqanaba B (kwisithuthi esitshintshwa igiya)
- Ulwazi olugqibeleleyo kwiilwimi ezimbini (2) kwezintathu (3) ezisesikweni eNtshona-Kapa
- Ube womelele ngokwasemzimbeni kwaye ungakhubazeki
- Kulindeleke ukuba usebenze ixesha elingaphaya kweeyure zesiqhelo zomsebenzi ngexesha lonxunguphalo kwakunye nexesha elicwangcisiweyo elongezelelweyo.

**IIMFUNO EZIKHETHEKILEYO**

- IDiploma Yesizwe kumsebenzi ofana nalo.

**UBUCHULE OBUYIMFUNO**

**Ubuchule obungqamene nolwazi lomsebenzi:**

- Ukubuzwa imibuzo xa ufuna ingcaciso ngemisebenzi/iinkqubo
- Ukunxibelelana malunga nemingcipheko engenzeka
- Ube uyakwazi ukukhuphela ulwazi lube kwisimo esifanelekileyo
- Ukubonakalisa ubuchule bokusombulula iingxaki zomsebenzi
- Ube uyakwazi ukusebenza phakathi kwezimiselo zamaxesha amiselweyo kwanokuyigqiba imisebenzi
- Ukulandela iinkqubo ngokomgaqo-nkqubo / iinkqubo ezisemgangathweno zokusebenza
- Ube unolwazi lwemithombo ekhoyo yokusombulula imibandela emincinane yobuhlanga.

**Ubuchule ngokungqamene nomsebenzi:**

- Ukuchonga iingxaki ezingqamene nomsebenzi ze uhlalutye zonke izinto ezinempembelelo zesisombululo
- Ukubonakalisa ingqalelo ecacileyo kwimisebenzi ukuqinisekisa inkqubo engenampazamiseko
- Ukubonakalisa ulwazi lomsebenzi gabalala malunga nokusebenza kwezixhobo zeziko
- Ube uyakwazi ukufumanisa cacileyo naziphina iziphene/iimpazamo ezimalunga nemisebenzi ngengqwalasela echanekileyo
- Ukwenza imisebenzi ngenjongo yokugcina isimo esikhuselekileyo nesicocekileyo
- Ukukuqonda ukubaluleka kwentsebenziswano kunye nabangentla kuwe.

### **Uqhelwaniso neNkonzo kaRhulumente:**

- Ukubonakalisa ukuzinikela kugqibelelo nakumgangatho ophezulu womsebenzi
- Ukufikeleleka kwanokusebenzisana kunye nabanye
- Ukuziphonononga wena indlela owuqonda ngayo umsebenzi kwanoko kulindeleke kuwe ngenjongo yokuthintela iimpazamo
- Ukuba nobuhlobo kumalungu oluntu xa uqubisene nemibandela yokuhanjiswa kweenkonzo

### **Ugqibelelo wena ubuqu:**

- Kufuneka ube ngumntu okwaziyo ukuqala izinto wena ngokwakho, ube uyakwazi ukufikelela kwiminqamla-juqu (amaxesha amiselweyo)
- Ube uyakwazi ukwamkela ukugxekwa nakubeni ugcine imigangatho ephezulu yomsebenzi
- Ukubonakalisa umdla ekufundeni kwaye umelane ngokufezekileyo notshintsho
- Ukubonakalisa ingqiqo eluqilima ekuhlalutyeni kwanokuniezela ingqwalasela ngokugqibeleleyo.

### **IINDIMA EZIPHAMBILI ZOMSEBENZI**

- Ukujonga nokushicilela iingcombolo zamanani kwizixhobo zeemithara
- Ukwenza uvavanyo lwamanzi ngokusebenzisa iindlela ezimiselweyo
- Ukwenza umlinganiselo, ukuxuba nokudibanisa iikhemikhali zokuhlambulula kunye namanzi ngenjongo yokuqwalasela utyeshelo kwinkqubo
- Ukuqwalasela ulungiso lonyango, ulungiso gabalala kwaneemfuno zenkqubo, ukufakela ngokutsha amasuntswana awonakeleyo usebenzisa izixhobo zezandla, ukufakela iimpompo nezivutheli
- Ukuhlaziya iingcombolo zenkqubo kunye neerejista zophando kunye nezohlolo
- Ukuqwalasela ugcino olukhuselekileyo lwezixhobo zesandla kunye/okanye izixhobo
- Ukuphendula iminxeba, ukuthabatha imiyalezo ze uyigqithisele ngokukhawuleza kumphathi wakho ukuze ayiqwalasele
- Ukweza imisebenzi yokugcina indawo leyo enjongokusika ingca, ukususa ubumdaka okanye intsalela usebenzisa imihlakulo/iiharika, ukususa ubumdaka kwanokutshayela iindawo zokuhamba
- Uqhagamshelwano ngobunzulu kunye nabo bachaphazelekayo ngokwahlukeneyo.

**UMLINGANISELO WOMVUZO:** Umgodlo uwonke omalunga ne R271 224.96 – R342 490.79 ngonyaka. Izibonelelo ezifana noNcedo Lonyango, i-Inshorensi yomqeshi, ingxowa-mali yomhlala-phantsi, iBhonasi, zibandakanyiwe apha.

**UMVUZO OSISISEKO:** R184 409.16 – R239 351.16 ngonyaka (T7)

**UMHLA WOKUVALA:** **26 AGASTI 2022**  
(Izicelo ezifunyenwe emva ko 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](mailto:admin@mosselbay.gov.za)** Le miqathango isisinyanzelo kwaye ukusilela ukuyithobela kuyakukhokelela ekukhatyweni kwesicelo sakho.

- lifomu zezicelo ziyafumaneka kwikhasi lothungelwano likaMasipala ([www.mosselbay.gov.za](http://www.mosselbay.gov.za)) okanye ungazithunyelwa nge-imeyile xa uthe waqhagamshelana nabantu abachazwe apha ngezantsi apha ngezantsi.
- likopi zeziqinisekiso zeziqo zemfundo neziqinisekisiweyo njengeziyinyaniso kufuneka zihambe neCV yakho kunye nefomu yesicelo
- Abagqatswa abafakwe kuluhlu olufutshane nabazenze ngobuchwepheshe izicelo zabo kufuneka baveze iikopi **zoqobo** eziqinisekisiweyo zeziqo zemfundo 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 behlelelekile ngaphambili kunye nabakhubazekileyo.

**MNU C PUREN**  
**UMPHATHI KAMASIPALA**