

MOSSEL BAY MUNICIPALITY

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

SECURITY GUARD: SECURITY & ACCESS CONTROL **(COMMUNITY SAFETY)**

MOSSEL BAY

PERMANENT APPOINTMENT

APPLICANTS RESIDING WITHIN THE BOUNDARIES OF THE MOSSEL BAY MUNICIPAL BOUNDARIES MAY RECEIVE PREFERENCE

ONLY HARDCOPY APPLICATIONS WILL BE ACCEPTED

REQUIREMENTS

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

- Grade 12 (NQF Level 4)
- Grade A Security Officer certificate
- Valid Code B driver's license (manual vehicle)
- Proof of clean criminal record
- Proficient in at least 2 of the 3 official languages of the Western Cape
- Minimum of 2 to 5 years' relevant experience
- Physically fit and able-bodied
- Required to work in all weather conditions
- Required to work outside normal working hours during emergencies and planned overtime

PREFERRED REQUIREMENTS

- CCTV Operator certificate

COMPETENCIES REQUIRED

Core Professional Competencies:

- Takes a systematic approach to gather information and identifies inconsistencies
- Reliable in a crisis, remains calm and thinks clearly
- Responds to challenges rationally, avoiding inappropriate emotion
- Able to provide accurate, clear testimonies in a court of law

Functional Competencies:

- Responds to calls promptly and effectively
- Recognises unusual activity and intervenes appropriately
- Maintains physical control over individuals as necessary

Public Service Orientation:

- Relates to people at all levels of the Municipality
- Professional in interaction with general public and stakeholders

Personal Competencies:

- Responds constructively to adverse situations and has a calming influence on others
- Demonstrates logical, consequential thinking

KEY PERFORMANCE AREAS

- Responsible for all safety, security and access control aspects of municipal buildings/premises
- Secures premises and personnel by patrolling property
- Monitors surveillance equipment and inspects buildings/equipment
- Guards property and assets against theft and fire hazards
- Monitors and reports rule violations such as loitering and smoking at the workplace
- Checks equipment, goods and permits before entrance and exit of building or premises
- Assists with public queries and directs public to appropriate municipal official
- Ensures strict adherence to corporate security laws and regulations
- Informal & formal reporting
- Diplomatic interaction with various stakeholders

SALARY SCALE: All-inclusive total package of ±R242 254.61 – R304 641.36 per annum. Benefits eg medical aid scheme, pension fund, group life scheme, 13th cheque included.

BASIC SALARY: R160 770.48 – R208 686.96 per annum (T6)

CLOSING DATE: 1 SEPTEMBER 2023
(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 in writing 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 hard copy 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. 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 or Ms F Mpondo 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.
- ***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

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

SEKURITEITSWAG: SEKURITEIT & TOEGANGSBEHEER
(GEMEENSKAPSVEILIGHEID)

MOSELBAAI

PERMANENTE AANSTELLING

AANSOEKERS WOONAGTIG BINNE DIE GRENSE VAN DIE MOSELBAAI MUNISIPALE
GRENSE MAG VOORKEUR GENIET

SLEGS HARDEKOPIE AANSOEKE SAL AANVAAR WORD

VEREISTES

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

- Graad 12 (NKR Vlak 4)
- Graad A Sekuriteitsbeampte Sertifikaat
- Geldige Kode B Bestuurderslisensie (handrat voertuig)
- Bewys van skoon kriminele rekord
- Vlot in ten minste 2 van die 3 amptelike tale van die Wes-Kaap
- Minimum 2 tot 5 jaar verwante ondervinding
- Fisies fiks en liggaamlik geskik
- Vereiste om in alle weerstoestande te werk
- Vereiste om buite normale werksure gedurende noodgevalle en beplande oortyd te werk

VOORKEUR VEREISTES

- CCTV Operateur Sertifikaat

VEREISTE BEVOEGDHEDE

Kern Professionele Bevoegdheede

- Neem 'n sistematiese benadering tot die insameling van inligting en identifiseer onkonsekwenheid
- Betroubaar in 'n krisis, bly kalm en dink helder
- Reageer rasioneel op uitdagings, vermy onvanpaste emosie
- In staat om akkurate, duidelike getuienis in 'n hof te lewer

Funksionele Bevoegdheede:

- Reageer stiptelik en effektief op oproepe
- Herken ongewone aktiwiteite en tree toepaslik in
- Behou fisiese beheer oor individue soos nodig

Publiekediens Oriëntasie:

- Skakel met mense op alle vlakke van die organisasie
- Professioneel in interaksie met algemene publiek en belanghebbendes

Persoonlike Bevoegdhe:

- Reageer konstruktief op nadelige situasies en het 'n kalmerende invloed op ander
- Demonstreer logiese, konsekwente denke

SLEUTEL PRESTASIE AREAS

- Verantwoordelik vir alle veiligheid, sekuriteit en toegangsbeheer aspekte van Munisipale geboue/persele
- Beveilig persele en personeel deur eiendom te patroleer
- Monitor waarnemingstoerusting en inspekteer geboue/toerusting
- Beveilig eiendom en bates teen diefstal en brandgevaar
- Monitor and rapporteer reël oortreding soos drenteling en rook by die werksplek
- Gaan toerusting, goedere en permitte na voor ingang en uitgang van gebou of perseel
- Help met publieke navrae en verwys publiek na toepaslike munisipale amptenaar
- Verseker streng nakoming van korporatiewe sekuriteitswette en regulasies
- Formele & informele verslagdoening
- Diplomatieuse interaksie met verskeie belanghebbendes

SALARISSKAAL:

Alles-insluitende totale pakket van ±R242 254.61 – R304 641.36 per jaar. Voordele bv. mediesefondsskema, pensioenfonds, groeplewensskema, 13^{de} tjem ingesluit.

BASIESE SALARIS: R160 770.48 – R208 686.96 per jaar (T6)

SLUITINGSDATUM: 1 SEPTEMBER 2023

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

ALGEMEEN:

- Aansoekvorms is beskikbaar op die Munisipale web-tuiste (www.mosselbay.gov.za) of elektronies beskikbaar van die kontakpersone hieronder genoem.
- **Skriftelike aansoeke op die amptelike aansoekvorm tesame met 'n omvattende CV** wat as vertroulik beskou sal word, kan per hand afgelewer word by die Mosselbaai Munisipaliteit MH afdeling (Ou Kragstasiegebou, Santos Strand, Mosselbaai). Vir interne geadverteerde poste en/of plaaslik (binne die grense van die Mosselbaai Munisipaliteit), **Sal slegs per harde kopie aansoeke aanvaar word.** Elektroniese aansoeke vergesel deur die amptelike aansoekvorm en 'n omvattende CV (Verkieslik as een gekombineerde PDF document) per e-pos gestuur word aan admin@mosselbay.gov.za. Hierdie voorwaardes is verpligtend en versuim om te voldoen sal outomaties tot die diskwalifikasie van die aansoeker lei.
- Neem kennis dat die verwante amptelike aansoekvorm ten volle voltooi moet wees. Versuim om die voltooiende aansoekvorm en/of kopië en ander vereiste dokumentasie aan te heg, tot onmiddellike diskwalifikasie sal lei.
- Oorspronklike gesertifiseerde kopië (nie ouer as 6 maande nie) of 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 en/of praktiese toets te ondergaan, insluitend 'n bestuursvaardigheidstoets.
- Kandidate wie vir voorafkeuring kwalifiseer (praktiese assessering) wie elektronies aansoek gedoen het moet die oorspronklike gesertifiseerde kopië van kwalifikasies en ander vereiste dokumentasie op of voor die datum van die praktiese toets voorsien.
- Verdere besonderhede is verkrygbaar by Me N De Wet of Me F Mpondo 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 Diensbillikheid, Nr. 55 van 1998, vir die bevordering van voorheen benadeelde en gestremde persone.
- ***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

UNOGADA WOKHUSELEKO: ULAWULO LOKHUSELEKO KUNYE NOKUNGENA

(UKHUSELEKO LOLUNTU)

E-MOSSEL BHAYI

INGQESHO ESISIGXINA

(ABENZI-ZICELO ABAHLALA PHAKATHI KWEMIDA KAMASIPALA WASE MOSEL BHAYI BAYAKUQWALASELWA KUQALA)

IIMFUNO / OKULINDELEKILEYO

(Ubungqina obufanelekileyo / amaxwebhu afanelekileyo kunye nefomu yokwenza isicelo kufuneka ahambe nesicelo sakho.

Izicelo ezingeniswe emva kwexesha aziyi kwamkelwa)

- Ibanga le-12 (NQF iNqanaba 4)
- IsiQinisekiso seSigaba A seGosa lezoKhuseleko
- Iimpepha-mvume zokuqhuba zeNqanaba B (kwisithuthi esitshintshwayo)
- Ubungqina bokuba awuzange wanerekhodi lolwaphulo-mthetho
- Ube ugqibelele kwiilwimi ezimbini (2) kwezintathu (3) ezisesikweni eNtshona-Kapa
- Ubuncinane amava eminyaka emi-2 ukuya kwemi-5 kumsebenzi ongqamene nesi sikhundla
- Ube womelele ngokwasemzimbeni kwaye ungakhubazeki
- Kulindeleke ukuba usebenze phantsi kwazo zonke iimeko zezulu
- Kulindeleke ukuba usebebze iiyure ezingaphaya kwezo zesiqhelo zomsebenzi ngexesha lonxunguphalo kwakunye nexesha elongezelelweyo elicwangcisiweyo

IIMFUNO EZIKHETHEKILEYO:

- IsiQinisekiso sokusebenza nge CCTV

OKULINDELEKE UKUBA UKWAZI UKUKWENZA

Ugqibelelo Oluphambili Lolwazi:

- Ukusebenzisa inkqubo eqiqileyo xa uthabatha iingcombolo kwanokuchonga ukungangqinelani
- Ukuthembakala xa kukho ingxaki, ukuhlala uzolile kwanokucinga ngokucacileyo
- Ukuphendula ngokusengqiqweni kwimingeni oqubisene nayo, ukuthintela imvakalelo engafanelekanga
- Ube uyakwazi ukunikezela ubungqina obuchanekileyo nobucacileyo kwinkundla yamatyala.

Ugqibelelo ngokungqamene nomsebenzi:

- Ukukhokela nokulawula imijikelo ekuthinteleni ulwaphulo-mthetho
- Ukuphendula iminxeba ngokukhawuleza nangokuchanekileyo
- Ukuziqonda iintshukumo ezingaqhelekanga ze ungenelele ngokukhawuleza
- Ukugcina ulawulo olubonakalayo eluntwini ngokwemfuneko elindelekileyo

Uqhelwaniso neNkonzo kaRhulumente:

- Ukuba nobudlelwane nabo bonke abantu kuwo onke amabakala kwaMasipala
- Ukugqibelela ngesimo xa uqhakamshelana /unxibelelana noluntu gabalala kunye nabo bachaphazelekayo.

Ubuchule obulindelekileyo emntwini-buqu:

- Ukuphendula ngendlela eyakhayo kwiimeko ezigwenxa kwaye ube nempembelelo ethoba umoya ophezulu kwabanye
- Ukubonakalisa ukucinga ngengqiqo nangokulandelelanayo

IINDIMA EZIPHAMBILI ZOMSEBENZI

- Ukuba noxanduva lwalo lonke ukhuseleko kwanolawulo lokungena kwizakhiwo/kwiindawo zikaMasipala
- Ukukhusela izakhiwo kunye nabasebenzi ngokujikeleza indawo/isakhiwo eso
- Ukuhlola izixhobo zokubeka esweni okwenzekayo kwanokuhlola izakhiwo/izixhobo
- Ukukhusela isakhiwo kunye nezinto ezinexabiso zingabiwa kwaye zingabi kumngcipheko wokutsha
- Ukuhlola kwanokwenza ingxelo ngolwaphulo lwemigaqo enjengokulahla ubumdaka nanjanina kwanokutshaya emsebenzini
- Ukuhlola izixhobo zokusebenza, izinto eziphathwayo kwaneemvume phambi kokungenwa kwesakhiwo kwanokuphuma kwisakhiwo
- Ukuncedisa kwizikhalazo/kwimibuzo yoluntu ze ubhekise uluntu kwigosa elifanelekileyo likamasipala
- Ukuqinisekisa ukuthotyelwa kwemithetho yokhuseleko yangaphakathi kunye nemigaqo ngokungqongqo
- Ukwenza ingxelo engekho sesikweni kunye nesesikweni
- Ukuqhakamshelana ngobuchule nabo bonke abachaphazelekayo.

UMLINGANISELO WOMVUZO:

**Umgodlo uwonke omalunga ne ±R242 254.61 – R304 641.36 ngonyaka
Izibonelelo ezinjengoNcedo Lonyango, ingxowa yomhlala-phantsi, i-inshorensi
yomqeshi, intlawulo yeBhonasi zibandakanyiwe apha.**

UMVUZO OSISISEKO: R160 770.48 – R208 686.96 ngonyaka (T6)

UMHLA WOKUVALA: 1 September 2023

(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 eziyakwamkwelwa.** Izicelo ezenziwe ngoBuchwepheshe ezikhatshwa yifomu esesikweni kunye neCV (ngokukhethekileyo zibe luxwebhu olunye oluyi PDF) zingathunyelwa nge-imeyile apha: admin@mosselbay.gov.za. 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 ngengetho 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**