

MOSEL BAY MUNICIPALITY

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

SMALL PLANT OPERATOR
HORTICULTURE AND RECREATION
(COMMUNITY SERVICES)
MOSEL BAY / GREAT BRAK RIVER
PERMANENT APPOINTMENT

APPLICANTS RESIDING WITHIN THE MOSEL BAY MUNICIPAL BOUNDARIES MAY RECEIVE PREFERENCE

ONLY HARDCOPY APPLICATIONS WILL BE ACCEPTED

ESSENTIAL REQUIREMENTS

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

- Grade 9 (NQF 1)
- Proficient in at least 2 of the 3 official languages of the Western Cape
- Physically fit and able-bodied with the ability to load and carry weights of ± 25 kilograms
- Required to work in all weather conditions
- Able to stand bad odours
- Required to work outside normal working hours during emergencies and planned overtime
- 0 - 1 Year relevant experience
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PREFERRED REQUIREMENTS

- Chainsaw Operator Certificate

COMPETENCIES REQUIRED

- Operation monitoring • Quality control analysis • Operation and control • Troubleshooting • Workplace safety • Planning and organising • Service delivery orientation • Resilience • Interpersonal relationships • Action orientation • Communication • Team orientation • Accountability and ethical conduct • Learning orientation • Impact and influence

KEY PERFORMANCE AREAS

- Operating/ machinery /tools (chainsaws, brush cutters, slashers, ride-on lawnmowers etc.)
- Cleaning, maintenance and inspecting of machines and tools
- Felling and cutting of trees
- Climbing, positioning and cutting of branches
- Cutting and trimming lawns and verges
- Weeding, cleaning and shaping flower beds
- Excavating and backfilling trenches
- Picking up litter and items lying in open spaces
- Application of basic pest control
- Cleaning of vehicle and cleaning, care and storage of tools
- Informal and formal reporting

SALARY SCALE:

All-inclusive total package of $\pm R200\ 480.90$ – $R244\ 742.70$ per annum. Benefits eg medical aid scheme, pension fund, life scheme, 13th cheque included.

BASIC SALARY: R130 063.20– R164 058.72 per annum (T4)

CLOSING DATE: 25 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 gelyke indiensneming nooi persone om vir die ondergemelde vakature aansoek te doen

KLEINMASJIENOPERATEUR
TUINBOUKUNDE EN REKREASIE
(GEMEENSKAPSDIENSTE)
MOSSELBAAI / GROOT BRAKRIVIER
PERMANENTE AANSTELLING

AANSOEKERS WOONAGTIG IN DIE MOSSELBAAI MUNISIPALE GRENSE MAG
VOORKEUR ONTVANG
SLEGS HARDEKOPIE AANSOEKE SAL AANVAAR WORD

NOODSAAKLIKE VEREISTES

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

- Graad 9 (NKR Vlak 1)
- Vlot in ten minste 2 van die 3 amptelike tale van die Wes-Kaap
- Fisies fiks en liggaamlik in staat met die vermoë om gewig van ±25 kilogram te lig en te dra
- Vereiste om in alle weerstoestande te werk
- In staat om slegte reuke te verdra
- Vereiste om buite normale werksure gedurende noodgevalle en beplande oortyd te werk
- 0 - 1 Jaar verwante ondervinding

VOORKEURVEREISTES

Kettingsaag Operateur Sertifikaat

VEREISTE BEVOEGDHEDE

•Operasionele monitorering •Kwaliteitsbeheer analise •Hantering en beheer •Foutopsporing
•Werksplekveiligheid • Beplanning en organisering • Dienslewering-oriëntering • Veerkrachtigheid
•Interpersoonlike verhoudings •Aksie-oriëntering •Kommunikasie •Span-oriëntering
•Aanspreeklikheid en etiese gedrag • Leer-oriëntering • Impak en beïnvloeding

SLEUTEL PRESTASIEAREAS

- Werk op/met masjinerie /gereedskap (kettingsae, bossiekappers, kapmes, mobiele grassnyers ens.)
- Skoonmaak, instandhouding en inspeksie van masjine en gereedskap
- Bome snoei en afsny
- Klim, posisionering en takke sny
- Sny en snoei grasperke en rande
- Onkruiduitwissing, skoonmaak en vorm blombeddings
- Sloot uitgrawing en opvul
- Tel rommel en items op wat in oop ruimtes rondlê
- Aanwending van basiese insekbeheer
- Skoonmaak van voertuig, sorg en berging van gereedskap
- Formele en informele verslagdoening

SALARISSKAAL:

Alles-insluitende totale pakket van ±R200 480.90 –
R244 742.70 per jaar. Voordele bv. mediesefondsskema,
pensioenfonds,
lewensskema, 13^{de} tjek ingesluit.

BASIESE SALARIS: R130 063.20– R164 058.72 per jaar (T4)

SLUITINGSDATUM: 25 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..
- **Skriftelike aansoeke op die amptelike aansoekvorm tesame met '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 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. 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 kopië (nie ouer as 6 maande nie) van bewys van kwalifikasies en ander vereiste dokumentasie moet die CV en aansoekvorm vergesel.
- Kortlyskandidate wat vir voorafkeuring kwalifiseer mag onderworpe wees en van vereis word om 'n teoretiese toets en/of praktiese toets te ondergaan, insluitend 'n bestuursvaardigheidstoets.
- Kandidate wat vir voorafkeuring kwalifiseer (praktiese assesserings) wat 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 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 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 BESTURDER**

UMASIPALA WASEMOSEL BHAYI

UMasipala waseMossel Bhayi, njengomqeshi ozibopheleleyo kwingqesho ngokulingana umema abantu ukuba benze izicelo zesi sithuba silandelayo

UMSEBENZI WEZIKO ELINCINANE
EZOLIMO NOLONWABO
(IINKONZO ZOLUNTU)
E-MOSSEL BHAYI / E-GROOT BRAKA
INGQESHO ESISIGXINA

**ABENZI-ZICELO ABAHLALA PHAKATHI KWEMIDA KAMASIPALA WASE MOSEL
BHAYI BASENOKUQWALASELWA KUQALA
KUYAKWAMKELWA KUPHELA IZICELO EZINEEKUPI ZOQOBO**

IIMFUNO / OKULINDELEKILEYO

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

Izicelo ezingeniswe emva kwexesha aziyi kwamkelwa)

- IBanga le-9 (Isiqu seMfundo yoMgangatho NQF iSigaba 1)
- Ube ugqibelele kwiilwimi ezimbini (2) kwezintathu (3) ezisesikweni eNtshona-Kapa
- Ube womelele ngokwasemzimbeni kwaye ungakhubazeki futhi ube ungakwazi ukukhwelisa nokuthwala ubunzima obumalunga ne 25 khilogrami
- Kulindeleke ukuba usebenze phantsi wazo zonke iimeko zezulu
- Ube uyakwazi ukumelana namavumba anuka kakubi
- Kulindeleke ukuba usebenze iiyure ezingaphaya kwezo zisesikweni zomsebenzi ngexesha lonxunguphalo kwakunye nexesha elicwangcisiweyo elongezelelweyo
- Amava aphakathi kwe 0 – 1 unyaka kumsebenzi ofana nalo.

IIMFUNO EZIKHETHEKILEYO

Ube unesiQinisekiso sokusebenza ngeSarha Yombane.

UBUCHULE/UGQIBELELO OLUYIMFUNO

*Ukujonga inkqubo yomsebenzi *Uhlalutyo lomgangatho womsebenzi * Ulawulo lomsebenzi * Ukufumanisa umonakalo * Ukhuseleko emsebenzini * Ukucwangcisa nokuququzelela * Uqhelwaniso nokuhanjiswa kweenkonzo * Ukungalukuhleki * Ubudlelwane kunye nabanye abantu * Uqhelwaniso neentshukumo zomsebenzi * Unxibelelwano * Ukuqhelana nokusebenza neqela *Ukuthabatha uxanduva kunye nednlela yokuziphatha (isimilo) * Ukuqhelana neenkqubo zokufunda * Uxinzelelo kunye nempembelelo.

IINDIMA EZIPHAMBILI ZOMSEBENZI

- Ukukhokela umsebenzi / ukuphatha oomatshini / izixhobo (iisarha zombane , izigawuli-mithi , izixabeli , oomatshini bokusika ingca abaqhutywayo, njl-njl)
- Ukucoca, ukulungisa kunye nokuhlola oomatshini kunye nezixhobo
- Ukugawula nokusika imithi
- Ukukhwela, ukumisa ngendlela kwanokusika amasebe ajingayo
- Ukusika kwanokuhombisa ingca kunye nezityalo
- Ukususa ukhula, ukucoca nokumisa imigangatho yeentyatyambo
- Ukomba kwanokugcwalisa kwakhona imihadi
- Ukuchola ubumdaka kunye nezinto ezingeyomfuneko ezilele nje
- Ukusebenzisaa isibulali-zinambuzane esisisiseko
- Ukucoca isithuthi kubandakanya ukucoca, ukunonophela kwanokugcina izixhobo

- Ukwenza ingxelo engekho sesikweni kunye nesesikweni.

UMLINGANISELO WOMVUZO:

Umgodlo uwonke omalunga ne ±R200 480.90 – R244 742.70 ngonyaka.

Izibonelelo ezifana Noncedo Lonyango, Umhlala-phantsi, i-Inshorensi yoMqeshi, Intlawulo ye-13 i(Bhonasi) zibandakanyiwe apha

UMVUZO OSISISEKO: R130 063.20 – R164 058.72 ngonyaka(T4)

UMHLA WOKUVALA: 25 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 nekhatshwa 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 beziqinisekisiweyo zifuneka 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 zeziqinisekisiweyo zifuneka zihambe ne CV 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/C Daniels 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 behlelekile 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