**MOSSEL BAY MUNICIPALITY**

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

**OCCUPATIONAL HEALTH AND SAFETY INSPECTOR**

***(APPLICANTS RESIDING IN THE WESTERN CAPE WILL RECEIVE PREFERENCE)***

**REQUIREMENTS**

* NQF 5 Qualification (at least 120 credits) in Occupational Health and Safety with up to 2 years experience **OR**
* NQF 4 qualification with SAMTRAC Certificate (10 credits) with up to 3 years experience
* Good knowledge of legislation pertaining to Occupational Health and Safety Act & Compensation for Occupational Injuries and Diseases Act
* Computer literate (Ms Office)
* Code B Driver’s License
* Fluent in at least 2 of the 3 official languages of the Western Cape
* Must not have fear of heights or confined spaces
* Must be self-motivated, attuned to detail, assertive, possess high integrity and display own initiative
* Good communication and analytical skills (written and oral)

**KEY PERFORMANCE AREAS**

* Represents the Municipality on aspects related to Occupational Health and Safety
* Assist OHS Officer in implementing an effective system, standards and safe working procedures that are consistent with the principles of the municipality and OHS legislation
* Reporting to Safety Committee
* Compiling and updating statistical information in conjunction with OHS Officer
* Maintaining the OHS record keeping system
* Develop action plans to support the delivery of safety targets for continuous improvement
* Ensure that all accidents and incidents are investigated and reported
* Training of staff
* Assist with compilation and approval of OHS specifications and Safety files for construction related projects conducted by contractors and conduct monthly audit inspections on sites

**SALARY SCALE: R165 628.68 – R214 996.08 per annum (T9)**

**CLOSING DATE : 27 JANUARY 2017**

**(No applications received after 13:00 will be accepted)**

**GENERAL:**

- Shortlisted candidates may be subjected and required to undergo a theoretical and practical 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. These conditions are compulsory and failing to comply will automatically lead to disqualification of the applicant. Application forms are available on the Municipal web-site (www.mosselbay.gov.za) or electronically available from the contact person mentioned hereunder.

- Original Certified copies of proof of qualifications should accompany the CV.

- **Electronic applications will be accepted.**

- For equity purposes please indicate your race, gender and disability status.

- Further details are obtainable from Ms C Wagenaar or Ms L de Vos 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.

**ADV MG GILLIOMEE**

**MUNICIPAL MANAGER**

**MOSSELBAAI MUNISIPALITEIT**

**Mosselbaai Munisipaliteit, ‘n werkgewer wat verbind is tot gelyke indiensneming, nooi persone om aansoek te doen vir die ondergenoemde vakature**

**BEROEPSGESONDHEID EN VEILIGHEID INSPEKTEUR**

***(APPLIKANTE WAT IN DIE WES-KAAP WOONAGTIG IS SAL VOORKEUR GENIET)***

**VEREISTES**

* NKR 5 Kwalifikasie (ten minste 120 krediete) in Beroepsgesondheid en Veiligheid (BGV) met tot 2 jaar ervaring **OF**
* NKR 4 kwalifikasie met SAMTRAC Sertifikaat (10 krediete) met tot 3 jaar ervaring
* Goeie kennis van wetgewing met betrekking tot Wet op Beroepsgesondheid en Veiligheid en Wet op Beroepsgesondheid en Veiligheid
* Rekenaargeletterd (MS Office)
* Kode B Bestuurderslisensie
* Vlot in ten minste 2 van die 3 amptelike tale van die Wes-Kaap
* Moenie hoogtevrees of engtevrees hê nie
* Moet selfgemotiveerd, ingestel op detail en, selfversekerd wees, hoë integriteit hê en eie inisiatief openbaar
* Goeie kommunikasie en analitiese vaardighede (skriftelik en mondeling)

**SLEUTEL PRESTASIE AREAS**

* Verteenwoordig die Munisipaliteit in aspekte wat verband hou met Beroepsgesondheid en Veiligheid (BGV)
* Help BGV beampte met implementering van effektiewe stelsel, standaarde en Veilige Werksprosedures wat ooreenstem met die beginsels van die munisipaliteit en BGV wetgewing
* Verslagdoening aan Veiligheidskomitee
* Opstel en opdatering van statistiese inligting in samewerking met BGV Beampte,
* Instandhouding van die BGV rekordhouding stelsel
* Ontwikkel aksieplanne om die lewering van veiligheidsdoelwitte te ondersteun vir deurlopende verbetering
* Verseker dat alle ongelukke en voorvalle ondersoek en rapporteer word soos deur wetgewing vereis
* Opleiding van personeel
* Help met opstel en goedkeuring van BGV spesifikasies en Veiligheid lêers vir konstruksie verwante projekte deur kontrakteurs
* Onderneem maandelikse ouditinspeksies op terreine van kontrakteurs

**SALARISSKAAL: R165 628.68 – R214 996.08 per jaar (T9)**

**SLUITINGSDATUM : 27 JANUARIE 2017**

**(Geen aansoeke ontvang na 13:00 sal aanvaar word nie)**

**ALGEMEEN:**

* Kortlys kandidate mag onderwerp en verplig wees om ‘n teoretiese- en praktiese toets af te lê.
* ***Ondanks enige******vertoë******tot die teendeel****,* ***sal******geen******dienskontrak******in werking tree******totdat 'n******skriftelike aanbod******gemaak is******deur******die******munisipaliteit******aan****,* ***en******deur*** *die* ***aansoeker aanvaar is nie****.*
* Skriftelike aansoeke op die amptelike aansoekvorm moet vergesel word van ‘n omvattende CV, wat as vertroulik beskou sal word, en moet gerig word aan: Die Senior Betuurder Menslike Hulpbronne, Posbus 25, Mosselbaai, 6500. Hierdie vereistes is verpligtend en indien dit nagelaat word sal die aansoek onmiddellik gediskwalifiseer word. Aansoekvorms is beskikbaar op die Munisipale webwerf (www.mosselbay.gov.za), of elektronies beskikbaar by die kontakpersone wat hieronder genoem word.
* Oorspronklik gesertifiseerde afskrifte ter stawing van kwalifikasies moet die CV vergesel.
* **Elektroniese aansoeke sal aanvaar word.**
* Vir gelykheidsdoeleindes moet u geslag, ras en ongeskiktheid status aangedui word.
* Verdere besonderhede is verkrygbaar by Me C Wagenaar en Me L de Vos by telefoonnommer (044) - 6065000.
* Indien applikante nie binne 40 dae na die sluitingsdatum gekontak word nie, kan aanvaar word dat hulle nie suksesvol was nie.
* Die Mosselbaai Munisipaliteit is verbind tot die nakoming van die vereistes van die Wet op Gelyke Indiensneming, Wet 55 van 1998, ter bevordering van voorheen benadeelde en gestremde persone.

**ADV MG GILLIOMEE**

**MUNISIPALE BESTUURDER**

**UMASIPALA WASEMOSSEL BHAYI**

**UMasipala waseMossel Bhayi,njengoMqeshi,uzibophelele kwingqesho ngokulingana kwaye umema abantu ukuba benze izicelo zesi sithuba sichazwe apha ngezantsi**

**UMHLOLI WEZEMPILO NOKHUSELEKO EMSEBENZINI**

**(ABENZI-ZICELO ABAHLALA ENTSHONA-KOLONI BAYAKUFUMANA INGQWALASELA EPHAMBILI)**

**IIMFUNO/OKULINDELEKILEYO:**

* Isiqu seNQF 5 (ubuncinane ube uphumelele amanqaku ali-120) kwiMpilo noKhuseleko eMsebenzini kwisithuba seminyaka emibini(2) **OKANYE**
* Isiqu seNQF 4 kunye nesiQinisekiso seSAMTRAC (amanqaku ali-10) kunye namava eminyaka emithathu(3).
* Ulwazi oluphangaleleyo lomthetho omalunga neOHS kunye neCOID.
* Ulwazi ngeKhompyutha(MS Office)
* Iimpepha-mvume zokuqhuba zeNqanaba B
* Ube uyiNgcali yokuFakela Umbane
* Ulwazi olugqibeleleyo lweelwimi ezimbini kwezintathu ezisesikweni eNtshona-Koloni.
* Ube awuzoyiki iindawo eziphakamileyo okanye ezimxinwa.
* Ube uyakwazi ukuzikhuthaza ubuqu,unikezela ingqwalasela ebanzi kwinto yonke,ube uyakwazi ukuzimela wedwa,ube uyakwazi ukuthabatha izigqibo ezizezakho.
* Izakhono zoQhagamshelwano noluntu kunye nezoCwangciso(ngokubhaliweyo nangokuthetha).

**IZINTO EZIPHAMBILI ZOMSEBENZI:**

* Ukuqhagamshelana nokumela uMasipala kwimibandela emalunga neMpilo eNgqeshweni noKhuseleko.
* Ukuncedisa iOHS ekufezekiseni inkqubo efezekileyo,imigangatho kunye neenkqubo ezikhuselekileyo zokusebenza nezingqamene nemithetho-siseko kamasipala kunye neOHS.
* Ukwenza ingxelo kwiKomiti yezoKhuseleko ngeenkqubo kunye neziphumo zokusebenza kwenkqubo..
* Ukuqulunqa nokulungisa iingcombolo ngokuqhagamshelana neGosa lezoKhuseleko,kubandakanya ixesha elilahlekileyo ngenxa yomonzakalo malunga nemibandela emalunga neOHS,imigangatho yokhuseleko,nezijoliso ekufikelelwe kuzo,njl-njl.
* Ukugcina inkqubo yengcombolo zeOHS.
* Ukuqulunqa izicwangciso zokusebenza ngenjongo yokuxhasa izijoliselo zokhuseleko ekuqinisekiseni uphuhliso.
* Ukuqinisekisa ukuba zonke iziganeko neengozi zomonzakalo emsebenzini ziyaphandwa ze kwenziwe ingxelo njengokuba kumiselwe ngumthetho.
* Ukuncedisa ekuqulunqeni nasekugunyaziseni izimiselo zeOHS kunye neefayile zoKhuseleko ezimalunga neeprojekthi zokwakha ezenziwa ziikontraka.
* Ukwenza uphicotho nophando lwenyanga kwiindawo zoonokontraka.

**UMLINGANISELO WOMVUZO: R165 628.68 – R214 996.08 ngonyaka(T9)**

**UMHLA WOKUVALA: 27 JANUWARI 2017**

**(Izicelo ezingeniswe emva kwentsimbi ye:13:00 aziyi kwamkelwa)**

**GABALALA:**

* Abagqatswa/abenzi-zicelo abathe bafakwa kuluhlu olufutshane bayakuindeleka ukuba benze uvavanyo lomsebenzi ngezandla nangomlomo.***Nangona kungakho nalo naluphina ummelo,akukho sivumelwano sengqesho siya kusebenza phambi kokuba esi sinikezelo sibe samkelwe ngulowo sithe samkelwa isicelo sakhe.***
* Izicelo ezibhaliweyo kwifomu esesikweni nezikhatshwa yi-CV egqibeleleyo,neyakuthatyathwa njengeyimfihlo,kufuneka zingeniswe ku:The Senior Manager(Human Resources),P.O. Box 25,Mossel Bay,6500.Le miqathango isisinyanzelo kwaye ukusilela ukuyithobela kuyakukhokelela ekukhatyweni kwesicelo sakho.Iifomu zezicelo ziyafumaneka kwi-website kamasipala([www.mosselbay.gov.za)okanye](http://www.mosselbay.gov.za)okanye) ungazithunyelwa nge-imeyile xa uthe waqhagamshelana nomntu ochazwe apha ngezantsi.Izicelo ezingeniswa nge-imeyile aziyi kwamkelwa.
* Iikopi zeziqinisekiso zeziqu zemfundo neziqinisekisiweyo njengeziyinyaniso kufuneka zikhaphe iCV yakho.
* Ngesizathu sengqesho ngokulinfgana nceeda uphawule uhlanga,ubuni kunye nokhubazeko.
* Iingcombolo ezithe vetshe ungazifumana kuNkszn C Wagenaar okanye uNkszn L de Vos kule nombolo yomnxeba(044)606 5000.
* Ukuba isicelo sakho uwufumananga mepndulo ngazo zsithuba seentsuku ezingama-40,ungathabatha ukuba isicelo sakho asamkelekanga.
* uMasipala waseMossel Bhayi uzibophele kwingqesho ngokulingana kwaneemfuno zoMthetho weNgqesho ngokulingana,Nombolo 55 ka 1998,kwabo bebekade behlelelekile ngaphambili.

**IGQWETHA. MG GILLIOMEE**

**UMPHATHI KAMASIPALA**