PRINCE ALBERT MUNICIPALITY

PRIVATE BAG X53

PRINCE ALBERT, 6930

KENNISGEWING 144/2026 – EKSTERNE VAKATURE

Prince Albert Munisipaliteit is 'n werkgewer wat gelyke indiensnemingsgeleenthede en regstellende aksie bevorder en benodig die dienste van 'n geskikte gekwalifiseerde persoon met toepaslike ervaring om die volgende eksterne vakature te vul. Persone wat ingevolge toepaslike wetgewing as voorheen benadeelde individue aangewys word, asook persone met gestremdhede, word aangemoedig om vir hierdie **EKSTERNE** vakature aansoek te doen:

TOESIGHOUER: ODENDAAL SPORTGRONDE

Posidentifikasienommer: WC052-1.3.2.3.2
Direktoraat: Gemeenskapsdienste

MINIMUM VEREISTES

- Graad 12 of 'n gelykwaardige tegniese kwalifikasie.
- Bestuurslisensie Kode C, tesame met 'n PDP (Professionele Bestuurspermit).
- 2-5 jaar toepaslike werkservaring.
- Rekenaar geletterd: MS Office.
- Vermoë om te lees en te skryf.
- Fisies fiks en in staat om hande arbeid te verrig.
- Ondervinding in terreinonderhoud en die instandhouding van sportvelde sal 'n bykomende voordeel wees.
- Goeie interpersoonlike en kommunikasievaardighede.
- Vermoë om onafhanklik sowel as in spanverband te werk.

AANBEVELING

- Relevante kort kursus in tuinboukunde of gelykwaardige kwalifikasie.

VEREISTE BEVOEGDHEDE

Die bevoegdheidsvlak vir hierdie pos is Vlak 2 van die Fasiliteitsbestuur Raamwerk op bladsy 252 van 770, soos uiteengesit in Bylae A van die Munisipale Personeelregulasies, Staatskennisgewing Nr. 890, soos afgekondig in Staatskoerant 45181 van 20 September 2021 en is verkrygbaar by https://www.gov.za/sites/default/files/gcis_document/202109/45181gon890.pdf

SLEUTELPRESTASIE AREAS

- Ontvang instruksies/werkopdragte van die onmiddelike toesighouer om die besonderhede van take (voertuig, materiaal en personeel) vas te stel.
- Bespreek en skeduleer prioriteite (terreine, ens.) en verduidelik spesifieke vereistes vir die toewysing en uitvoering van werk op terreine.
- Inspekteer veiligheidsmeganismes, beheertoestelle, smeermiddelvlakke, ens. op voertuie en toerusting, en rapporteer enige gebreke aan die Superintendent.
- Koördineer, monitor en/of neem deel aan die laai- en aflaaiprosesse van materiaal en toerusting, en stel afwykings van veiligheidsprosedures reg.
- Vervoer personeel, materiaal en toerusting na en van spesifieke plekke deur 'n trekker met sleepwa of 'n vragmotor te bestuur.

- Vervoer tuinafval na stortingsterreine.
- Voer die relevante inligting (kwantitatief/kwalitatief) en/of besonderhede van aktiwiteite in.
- Stuur dit aan die betrokke personeel vir verwerking.
- Raadpleeg werkskedules en registers om afwykings tydens die verwerking reg te stel.
- Monitor bywoning, gedrag en werkuitsette, en spreek afwykings van ooreengekome prestasie-aanwysers aan deur middel van vergaderings, berading en/of ander goedgekeurde metodes wat daarop gemik is om personeel te verbeter en te motiveer.
- Voer kwartaallikse personeel-evaluerings deur middel van individuele prestasiebeoordelings uit.
- Bepaal of daar voldoende en beskikbare personeel is om ooreengekome uitkomste te bereik, en motiveer by die onmiddellike toesighouer vir addisionele hulpbronne indien nodig.
- Hou personeel ingelig oor nuwe ontwikkelings, wetgewing, omsendbriewe en beleide.
- Hanteer konflik en gedragskwessies in die werkplek deur die inisieer en koördinering van konsultatiewe prosesse en die toepassing van toepaslike dissiplinêre prosedures.
- Identifiseer vaardigheidstekorte en opleidingsbehoeftes, en inisieer prosedures wat daarop gemik is om individue te ontwikkel en te bemagtig.

SALARIS

T8 van 'n Kategorie 1 Plaaslike Munisipalitiet, R 232 218,84 – R301 404,00 per jaar.

Normale byvoordele wat op die pos van toepassing is, sluit in pensioen- en mediese fondsbydraes, 'n behuisingstoelae en 'n dertiende tjek na 12 maande se diens, onderhewig aan die gedgekeurde beleide van die Raad.

STATUS VAN POS

Permanente posisie onderworpe aan 'n drie (3) maande proeftydperk.

SLUITINGSDATUM

Vrydag 27 November 2026 at 15h00.

ALGEMEEN

1. Aansoeke op die voorgeskrewe aansoekvorm, tesame met gesertifiseerde afskrifte van kwalifikasies, curriculum vitae, identiteitsdokument, bestuurslisensie en kursussertifikate, moet voor of op **VRYDAG 27 NOVEMBER 2026** om 15:00 gepos word aan:

   MNR ABRIDON SASS – MENSLIKE HUPBRONNE AFDELING
   01 ADDERLEYSTRAAT
   THUSONG SENTRUM
   PRINCE ALBERT
   6930
   TEL 023 541 1036

2. Aansoekers word aangemoedig om hul aansoeke per e-pos in te dien na: jobapplications@pamun.gov.za .

3. Kandidate moet bereid wees om aan 'n praktiese toets, onderhoud en evalueringsproses deel te neem, en moet daarvan bewus wees dat vorige werkgewers en verwysings gekontak kan word, en dat hul kwalifikasies en kredietrekord geverifieer kan word.

4. Navrae kan soos volg gerig word:

Posverwante navrae	**Mnr. Charlton Jafta** Tel: 023 541 1036 Email: charlton@pamun.gov.za
Menslike hulpbronne-, werwings- en keuringsprosesnavrae	**Mnr. Abridon Sass** Tel: 023 541 1036 Email: abridon@pamun.gov.za

5. Prins Albert Munisipaliteit is 'n gelykegeleentheidswerkgewer en moedig persone met gestremdhede, persone uit voorheen benadeelde groepe en veral vroue aan om aansoek te doen. Die Munisipaliteit behou die reg voor om geen aanstelling te maak nie. Werwing of beïnvloeding van raadslede sal tot outomatiese diskwalifikasie lei. Indien u nie binne 90 dae ná die sluitingsdatum terugvoer ontvang nie, kan u aanvaar dat u aansoek onsuksesvol was.

6. Let daarop dat die volgende tot diskwalifikasie sal lei:
   6.1) Nie-indiening van afskrifte van akademiese kwalifikasies/rekords.
   6.2) Beïnvloeding of werwing van raadslede.
   6.3) Indiening van vervalste kwalifikasies en/of dokumente.

ADV MATTHYS GILIOMEE
MUNISIPALE BESTUURDER
DATUM: 06 NOVEMBER 2026

APPLICATION FORM FOR EMPLOYMENT

PRINCE ALBERT LOCAL MUNICIPALITY

TO BE COMPLETED FOR ALL VACANCIES

Private Bag X53 / 33 Church Street
PRINCE ALBERT
6930

INSTRUCTIONS:

1. The purpose of this form is to assist a municipality in selecting suitable candidates for an advertised post.
2. This form must be completed in full, accurately and legibly. All substantial information relevant to a candidate must be provided in this form. Any additional information may be provided on the CV.
3. Candidates shortlisted for interviews may be requested to furnished additional information that will assist municipalities to expedite recruitment and selection processes.
4. All information received shall be treated with strict confidentiality and shall not be used for any other purpose than to assess the suitability of the applicant.
5. This form is designed to assist the municipality with the recruitment, selection and appointment of staff members in terms of the Municipal Systems Act, 2000 (Act No. 32 of 2000)

DETAILS OF THE ADVERTISED POST (AS REFLECTED ON THE ADVERT)			
Advertised post applying for			
Reference number			
Name of the Municipality			
Notice service period			
PERSONAL DETAILS			
Surname			
First Names			
ID or Passport Number			
Gender	African ☐ White ☐ Coloured ☐ Indian ☐ Other ☐		
Race	Male ☐ Female ☐		
Do you have a disability?	Yes ☐ No ☐	If "YES", please elaborate	
Are you a South African Citizen?	Yes ☐ No ☐	If not, what is your Nationality?	
		Do you have a valid Work permit?	Yes ☐ No ☐
Do you hold a professional membership with any professional body?	Yes ☐ No ☐	Name of body	
		Membership number	
		Expiry date	
Are you in possession of a valid driver's license?	Yes ☐ No ☐	If "YES", please provide license code.	

CONTACT DETAILS			
Telephone number during office hours	( )		
Mobile phone number			
Home address			
		Postal code	
Email address			
Preferred language of communication			

QUALIFICATIONS (Please elaborate on your CV		
Highest educational qualification obtained		
Details of qualification:	School attended	
	Highest grade	
	Year obtained	
Detail of Tertiary Qualification:	Highest qualification obtained	
	Name of Qualification	
	NQF Level	
	Year obtained	

WORK EXPERIENCE (Please elaborate on your CV						
Employer (starting with most recent	**Post held**	**From**		**To**		**Reason for leaving**
		Month	**Year**	**Month**	**Year**	

DISCIPLINARY RECORD				
Have you ever been Have you ever been dismissed for misconduct during the past (10) years?	**YES**		**NO**	
If "yes", Name of Municipality/Employer				
Type of Misconduct/Transgression				
Date of Resignation/Disciplinary case finalised/Dismissal				
Award/Sanction				
Have you been accused of an alleged misconduct and resigned from your job pending finalisation of the disciplinary proceedings?	**YES**		**NO**	

CRIMINAL RECORD				
Have you been convicted of any criminal offence in a court of law during the past (10) years?	**YES**		**NO**	
If "yes", type of criminal act				
Date criminal case finalised				
Outcome/Judgement				

DECLARATION	
I hereby declare that all the information provided in this application and any attachments in support thereof is to the best of my knowledge true and correct. I understand that any misrepresentation or failure to disclose any information may lead to my disqualification or termination of my employment contract, if appointed.	
Signature:	
Date:	

REFERENCE CHECKING CONSENT & AUTHORIZATION FORM

Read carefully and completely before signing

CONSENT

I have applied for employment with the Prince Albert Local Municipality and have provided information about my previous employment. My signature below authorizes my former or current employers and references to release the contents of my employment record with their organizations and to provide any additional information that may be necessary for my application for employment to the Prince Albert Local Municipality, whether the information is positive or negative.

I authorize the Prince Albert Local Municipality to investigate all statements made in my application for employment and to obtain any and all information concerning my former/current employment. This includes my job performance appraisals/evaluations, salary history, disciplinary action(s) if any, and all other matters pertaining to my employment history. I knowingly and voluntarily release all former and current employers, references, and the Prince Albert Local Municipality from any and all liability arising from their giving or receiving information about my employment history, my academic credentials or qualifications, and my suitability for employment with the Prince Albert Local Municipality.

This form may be photocopied or reproduced as a facsimile, and these copies will be as effective as a release or consent as the original which I sign.

Applicant name and surname: _____

Applicant signature: _____

Date: _____