



SOL PLAATJE MUNICIPALITY

INFRASTRUCTURE SKILLS DEVELOPMENT GRANT PROGRAMME MENTORS FOR THE FOLLOWING DISCIPLINES:

Registered Professionals to Mentor Candidates

(Contract Performance related)

Registered Professionalised individuals are hereby invited to apply to be a Mentor for the various disciplines at Sol Plaatje Local Municipality in the Frances Baard District Area.

Sol Plaatje Local Municipality will require the mentor to support the qualified candidates in their respective disciplines to develop Graduate Interns through experiential training to become registered professionals, in line with the requirements of the relevant professional body. The disciplines are:

- Civil Technicians and Civil Technologists; and
- GIS Technicians.

Hourly Rates to be negotiated and agreed on being successful and on appointment.

Minimum Qualifications for Mentors: • Relevant Degree/Qualification (Civil Engineering; GIS). • Mentoring exposure. • Attended the "Road to Registration" Training. • Registered Professional with relevant professional body.

Key Skills and Knowledge: • We are looking for mentors with passion for development to guide young people to achieve professionalisation. • The mentor must be professionalised with the relevant professional body and be in good standing with the body. • Have years of experience in the relevant field. • Have mentored candidates. • Excellent communication and interpersonal skills.

Tasks: The Mentor will be responsible to: • Draw up and develop the training plans with the candidate and supervisor. • Provide guidance and support to both graduates and the supervisors on the activities to be carried out as per the requirements of the relevant professional body. • Hold meetings periodically with graduates and supervisors to assess the training progress and made and provide recommendations when/where necessary. • Provide progress report for each candidate every second month. • Provide referee report for each candidate as per professional body requirements. • Review initial and final application for professionalisation (for the relevant professional body) for each candidate before submitting to the relevant professional body to ensure compliance with the body's requirements. • Assess the candidate's quarterly progress in accordance with the guidelines set out in the policy statements by the relevant professional body. • Maximum mentoring rates of 4 hours/candidate per month. (Ratio 1:6 per discipline). • Travel is to be claimed according to the Sol Plaatje Local Municipality Subsistence and Travelling policy and procedure (if so required).

Preference will be given to applicants who permanently reside in the Frances Baard District Area. The programme is restricted to South African citizens only. Appointment will also be made in the context of Infrastructure Skills Development Grant (ISDG) Programme guidelines. The programme is strictly for registered professionals.

Short-listed applicants may be subjected to competency assessment / or security clearance and will be required to produce original certificate.

TELEPHONE ENQUIRIES: MS L MARAIS, (053) 830 6717, between 08:00 – 16:00 (Monday to Friday).

Your application must be completed on an official Sol Plaatje Local Municipality application form and will not be considered if not submitted. Application forms are available on the municipal website (www.solplaatje.org.za). Interested persons are requested to submit a Sol Plaatje application form, together with their CV's and certified copies of qualifications and proof of residence to Imarais@solplaatje.org.za or drop off in the application box between 08:00 and 16:00 on the 3rd Floor, New Civic Building for Attention: Mrs van Zyl. These requirements must be met and failure to do so will result in the applicant's immediate disqualification.

No CV's and certified copies of qualifications will be returned on the applicant's request. **Late applications will not be accepted. Please ensure the completion of your application by the specified closing date and time.**

If you do not receive a reply within four (4) weeks of the closing date, please consider your application unsuccessful.

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.

Sol Plaatje Local Municipality is an equal opportunity employer. Preference will be given to suitable candidates from the designated groups in line with the company's employment equity policy and plan.

THE SOL PLAATJE LOCAL MUNICIPALITY RESERVES THE RIGHT NOT TO MAKE AN APPOINTMENT.

CLOSING DATE: 15 February 2024 @ 13:00

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SOL PLAATJE

LOCAL MUNICIPALITY

1 Sol Plaatje Drive, Kimberley, 8301

Recruitment Tel (053) 830 6705

Email work@solplaatje.org.za

Website www.solplaatje.org.za

APPLICATION FORM FOR EMPLOYMENT

1. This form must be completed in full, accurately and legibly in your own handwriting with a black pen. All relevant substantial information must be provided in this form. Any additional information may be provided on a CV.
2. A separate application form is required should you apply for more than one position.
3. Candidates shortlisted for interviews may be requested to furnish additional information that will assist Sol Plaatje Municipality to expedite recruitment and selection process.
4. All information received shall be treated with confidentiality and shall not be used for any other purpose than to assess suitability to the advertised position.
5. Canvassing for appointment will disqualify an applicant.
6. If you have not been contacted within 60 days, your application was unsuccessful.
7. This application form is used to assist Sol Plaatje 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 in the advert)

Advertised post applying for																																
Reference Number	2	0			/																									Notice service period		
Employment Status	Unemployed <input type="checkbox"/>			Employed <input type="checkbox"/>			Self-employed <input type="checkbox"/>																									

PERSONAL DETAILS

Internal Candidate	Yes <input type="checkbox"/> No <input type="checkbox"/>		Intern	Yes <input type="checkbox"/> No <input type="checkbox"/>		If yes, from						Employee Pay Number												
Surname																								
First Names																								
ID / Passport Number																								
Gender	Male <input type="checkbox"/> Female <input type="checkbox"/>		Race	African <input type="checkbox"/>				Coloured <input type="checkbox"/>				Indian <input type="checkbox"/>				White <input type="checkbox"/>								
Do you have a disability?	Yes <input type="checkbox"/> No <input type="checkbox"/>		If yes, elaborate.																					
Are you a South African Citizen?	Yes <input type="checkbox"/> No <input type="checkbox"/>		If not, what is your nationality?																					
			Do you have a valid work permit?	Yes <input type="checkbox"/> No <input type="checkbox"/>																				
Do you hold a professional membership with any professional body?	Yes <input type="checkbox"/> No <input type="checkbox"/>		Membership Number																					
Name of professional body													Expiry Date											
Languages (Read, Write & Speak)	Afrikaans <input type="checkbox"/>			English <input type="checkbox"/>			Ndebele <input type="checkbox"/>			Northern Sotho <input type="checkbox"/>			Southern Sotho <input type="checkbox"/>			Swazi <input type="checkbox"/>								
	Tswana <input type="checkbox"/>			Tsonga <input type="checkbox"/>			Venda <input type="checkbox"/>			Xhosa <input type="checkbox"/>			Zulu <input type="checkbox"/>			Sign Language <input type="checkbox"/>								
Drivers Licence	Yes <input type="checkbox"/> No <input type="checkbox"/>		Licence Code	A <input type="checkbox"/>	A1 <input type="checkbox"/>	B <input type="checkbox"/>	C1 <input type="checkbox"/>	C <input type="checkbox"/>	EB <input type="checkbox"/>	EC1 <input type="checkbox"/>	EC <input type="checkbox"/>	PDP <input type="checkbox"/>	Learners <input type="checkbox"/>											

CONTACT DETAILS

Mobile Phone Number												<i>Please ensure the number is correct. If it changes, please inform us.</i>														
Residential Address																								Postal Code		
Residential Province	EC <input type="checkbox"/>		FS <input type="checkbox"/>		GP <input type="checkbox"/>		KZN <input type="checkbox"/>		LP <input type="checkbox"/>		MP <input type="checkbox"/>		NC <input type="checkbox"/>		NW <input type="checkbox"/>		WC <input type="checkbox"/>									
Postal Address																								Postal Code		

(Please submit an email address and ensure it is correct, as we mostly communicate via email)

Email Address																										
Preferred Language of Communication																										

QUALIFICATIONS (Please elaborate on CV)

Highest secondary qualification obtained

Name of School																								
Highest Grade			Year Obtained					Province																
City / Town																								

Highest tertiary qualification obtained

Name of Institution																								
Name of Qualification																								
NQF Level			Year Obtained																					
Name of Institution																								
Name of Qualification																								
NQF Level			Year Obtained																					
Name of Institution																								
Name of Qualification																								
NQF Level			Year Obtained																					

WORK EXPERIENCE (Please elaborate on CV) – Start with the most recent (i.e. current employer)

Employer																								
Post Held																								
From	Month	Year	To	Month	Year																			
Reason for Leaving																								
Employer																								
Post Held																								
From	Month	Year	To	Month	Year																			
Reason for Leaving																								
Employer																								
Post Held																								
From	Month	Year	To	Month	Year																			
Reason for Leaving																								

DISCIPLINARY RECORD

Have you been dismissed for misconduct during the past ten (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 ten (10) years?	Yes	No
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If yes, type of criminal act	
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Date criminal case finalised	
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Outcome / Judgement. Please attach proof.	
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REFERENCES (Please elaborate on CV)

Name of Referee	
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Relationship	
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Telephone number – office hours ()		Mobile Phone Number	
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Email Address	
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Name of Referee	
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Relationship	
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Telephone number – office hours ()		Mobile Phone Number	
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Email Address	
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Name of Referee	
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Relationship	
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Telephone number – office hours ()		Mobile Phone Number	
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Email Address	
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DECLARATION

- I hereby certify that all information provided in this application and any attachments in support thereof is to the best of my knowledge true and correct. All relevant information to assist in my application has been disclosed.
- I realise that if this application should lead to my appointment and there is proof that false information has been provided, this may lead to legal proceedings and immediate dismissal.
- I confirm that my contact details given here are correct and if anything changes, I will inform Sol Plaatje Municipality as it is my obligation to provide correct contact information. All correspondence from Sol Plaatje Municipality is done via email and / or sms (text messaging).
- I will avail myself on the date and time scheduled for interviews by Sol Plaatje Municipality as I understand that interview dates cannot be altered.
- The Sol Plaatje Municipality complies with the provisions of the POPIA and you are hereby giving consent that your information will only be used for the purpose of the position you have applied for.
- I hereby also give consent that Sol Plaatje Municipality can access my personal information and conduct the following checks as and when necessary qualification(s), memberships, work permits, employment references, criminal record, ID verification, drivers' licence and PDP.

Signature	Date
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FOR SOL PLAATJE MUNICIPALITY RECRUITMENT OFFICE USE ONLY

Appointed as	From	
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Salary Scale	Notch	
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Remarks	Post ID	
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Directorate	Appointments Committee
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Vote number	Reference No	20____ / _____
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Application processed (Recruitment)	Date	
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Comments	
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Comments	
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Approval – Executive Director	Date	
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Approval – Municipal Manager	Date	
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Approval – Human Resource Manager	Date	
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COMPANY DETAILS "Company" **To be completed by Company Agent**

Company Name: Sol Plaatjie Municipality Email: cgouws@solplaatje.org.za
 Agent Name: Christine Gouws Mobile No: 053 830 6705

CANDIDATE PERSONAL INFORMATION **To be completed by the Candidate**

Surname: _____
 Full Names: _____ Maiden Name _____
 Mobile Number: _____ Date of Birth: _____
 ID Number / Identifier:

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 Description of Identifier: _____
 E.g. South African ID Number, Zimbabwean Passport Number, etc.

BACKGROUND SCREENING CHECKS **To be completed by the Company Agent**

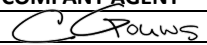
<input type="checkbox"/> Credit Check <input type="checkbox"/> Qualification <input type="checkbox"/> Employment References <input type="checkbox"/> Criminal Checks <input type="checkbox"/> Fraud Check	<input type="checkbox"/> Sanctions <input type="checkbox"/> Identity Verifications <input type="checkbox"/> Insurance Regulations <input type="checkbox"/> Drivers license & Vehicles <input type="checkbox"/> Social Media Screening Checks
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DEFINITIONS

- "Candidate" means the person on whom the Company will process background screening checks for lawful purposes including but not limited to employment/ continuation of employment;
- "Company" refers to MIE Client;
- "Consumer Credit Information" shall have the meaning ascribed to it in section 70 of the NCA;
- "FAIS Act" shall mean the Financial Advisory and Intermediary Services Act of 2002;
- "FSCA" refers to the Financial Sector Conduct Authority;
- "NCA" shall mean the National Credit Act, No. 34 of 2005, as amended from time to time, including any regulations made under the Act;
- "Personal Information" shall have the meaning ascribed to it in Chapter 1 of POPI and includes, but is not limited to a name, address, email address, telephone or fax number, fingerprints, criminal history and education or other personal credentials provided, or which is collected from the candidate or other third parties, before and/or during the background screening process and/or thereafter;
- "POPI" shall mean the Protection of Personal Information Act, No. 4 of 2013, as amended from time to time, including any regulations made under the Act;
- "Privacy and Data Protection Conditions" refers to the 8 (eight) statutory prescribed conditions for the lawful Processing of Personal Information;
- "Responsible Parties" have meaning to the Company and MIE together, and "Responsible Party" any one of them;
- "Verification Information Suppliers" shall mean third parties acting on behalf of MIE, including, but not limited to, criminal record bureaus, credit bureaus, governmental bodies, and any educational, training, and fraud prevention organisations;

ACKNOWLEDGMENT OF THE USE OF PERSONAL INFORMATION

- I acknowledge
- that the Company's duly authorized verification agent, Managed Integrity Evaluation (Pty) Ltd ("MIE"), will need to process my Personal Information to conduct background screening checks as indicated above which are required by the Company.
 - that verification requests form part of the background screening process and that:
 - requests for credit information from Credit Bureaus will only be conducted under the regulations defined as per the NCA and for the below prescribed purposes only;
 - For employment in a position of trust and honesty and entails the handling of cash or finances;
 - Fraud prevention or detection.
 - data obtained from the FSCA serve only for the purpose to determine the fitness and propriety as envisaged in the FAIS Act.
 - that any Personal Information supplied to the Company is provided voluntarily and is accurate and current as the Company may not be able to comply with its obligations if the correct Personal Information is not supplied to the Company, I further agree to correct and update such information when necessary;
 - that privacy is important to the Responsible Parties and the Responsible Parties will use reasonable efforts in order to ensure that any Personal Information in their possession or processed on their behalf is kept confidential, stored in a secure manner, and processed in terms of South African law and or applicable Data Protection Legislation, for the purposes I have authorised.
 - that all information, including Personal Information, supplied to the Company is accurate and current and agree to correct and update such information when necessary.
 - may be shared by the Company with MIE and may be further shared by MIE with the Verification Information Suppliers for verification or other legitimate purposes;
 - may be shared by the Verification Information Suppliers with MIE and be further stored and shared by MIE with the Company and Fraud databases or services when the information provided for verification is deemed fraudulent by the Verification information Suppliers for purposes of continued or future employment or for other legitimate purposes as per the NCA or other National or Provincial Legislation;
 - may be stored by MIE, for legislated retention periods and where such periods are not legislated then my personal information may be stored by MIE for as long as the information may be needed for verification purposes, or any other period as I may agree with the MIE. and
 - Personal Information may be transferred cross-border to countries, for verification or storage purposes. In any cross-border transfer of personal information MIE will comply with the security safeguards as provided for in the POPIA including but not limited to ensuring that the information is secured when transported to or from the recipient.
 - I take note that if the Responsible Party has utilised the Personal Information contrary to the Privacy and Data Protection Conditions, I may first resolve any concerns with that Responsible Party. If I am not satisfied with such process, I have the right to lodge a complaint with the Information Regulator.
 - A copy of Personal Information kept by the Responsible Parties will be furnished to me upon request in terms of the provisions of POPI or the NCA and I understand that I may dispute any information in the record provided.
 - "I agree that MIE, to the extent permitted by law, will not be liable for any complaint, claim or action brought by me, arising from any action or omission by MIE, to the extent that such action or omission resulted from MIE complying with the terms of this agreement and I shall indemnify, hold harmless and defend MIE from and against any such claims or actions brought against MIE."

	CANDIDATE	COMPANY AGENT
SIGNATURE		
DATE		

All signatories to this document agree that MIE will NOT be held liable for the content, factual correctness or accuracy of any Supplier Data supplied to MIE for the Company by MIE's suppliers. The Company and the Candidate hereby indemnifies and holds MIE harmless against any loss arising from neglect or damage in procuring, communicating, or failing to communicate information to the Company.