



# CAPE WINELANDS DISTRICT

MUNICIPALITY • MUNISIPALITEIT • UMASIPALA

*Cape Winelands District Municipality strives towards rendering a dynamic and effective service to the community under its jurisdiction. As an Employment Equity Employer, we currently offer the following internship to an appropriately qualified and experienced individual.*

## **ADMINISTRATION INTERNSHIP (2 X POSTS) (One-year Contract Appointment)**

### **Job Purpose:**

- Coordinate specific logistical and procedural requirements associated with executive and committee meetings
- Provide secretarial support to various committees, Auditor General Steering meetings, SALGA Peer Learning Engagements and Provincial Assessments Engagements
- Perform administrative activities associated with the preparation of documents and correspondence for circulation
- Perform specific activities associated with updating the status of compliance the applicable laws and regulations
- Generate a Task List with clear timeframes, roles and responsibilities for execution of tasks that emanate from committee resolutions
- Align COMAF Register with Management Responses to audit findings by means of a hyperlink to the applicable documents' files
- Follow up on progress of outstanding responses and arrange extended timeframes with the Auditor General in conjunction with the relevant manager
- Design and implement a checklist with clear timeframes for recipients' roles and responsibilities to address all statutory reporting requirements and other administrative functions

### **Requirements:**

- National Diploma in Public Administration or Public Management (NQF Level 6)
- Valid Code B driver's licence will serve as recommendation
- Computer literacy (MS Office)
- Excellent written and verbal communication skills in at least two of the three official languages of the Western Cape
- Must display sound interpersonal skills and the ability to handle conflict
- Must be able to apply initiative, make decisions and work independently
- Must display high levels of ethical behaviour and integrity
- Must have good analytical and numerical skills

**All-inclusive annual salary:** R75,600.00

**Centre:** Stellenbosch

**Closing date for applications:** 26 February 2024 at 16:00

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**APPLICANTS ARE ENCOURAGED TO COURIER THEIR APPLICATIONS TO THE FOLLOWING ADDRESS:**

### **STELLENBOSCH OFFICE**

29 Du Toit Street / 46 Alexander Street  
STELLENBOSCH  
7600

**OR HAND DELIVER THEIR APPLICATIONS TO THE FOLLOWING ADDRESSES:**

**STELLENBOSCH OFFICE**

29 Du Toit Street /46 Alexander Street  
STELLENBOSCH  
7600

**WORCESTER OFFICE**

51 Trappes Street  
WORCESTER  
6850

**ROBERTSON OFFICE**

40 Van Reenen Street  
ROBERTSON  
6705

**PAARL OFFICE**

194 Main Street  
PAARL  
7646

**CERES OFFICE**

27 Munnik Street  
CERES  
6835

**MONTAGU OFFICE**

50A Bath Street  
MONTAGU  
6720

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The closing date for applications is regarded the date on which minimum requirements as stipulated in this advertisement should be met by applicants. No supplementary documents will be accepted after the closing date. Applicants must acquire the prescribed application form from Ms TI Mpoli on (021) 8885159 or Ms NP Mtuta on (021) 8885120. Originally completed applications, accompanied by originally-certified true copies of qualification certificates (degrees, diplomas, certificates, school certificates, etc) as well as required driver's licenses, Professional Driver's Permits and registration certificates from professional bodies, where applicable, are to be submitted to the Municipal Manager, Cape Winelands District Municipality, P.O. Box 100, Stellenbosch, 7599 in a sealed envelope and endorsed with the relevant post name on the envelope.

It should be noted that applications that do not adhere to the above-mentioned prescriptions will not be considered, neither will late, faxed and / or electronically applications be considered. **Please note that candidates whom already completed a 2-year Internship programme at the Cape Winelands District Municipality will not be considered for an internship opportunity again.**

In the event of any inconsistency between the English, Afrikaans and isiXhosa advertisement, the English advertisement will prevail.

*Please note that, should no feedback be received by 30 April 2024 candidates may assume that their applications have been unsuccessful.*

*Canvassing will disqualify a candidate.*



# CAPE WINELANDS DISTRICT

MUNICIPALITY • MUNISIPALITEIT • UMASIPALA

*Die Kaapse Wynland Distriksmunisipaliteit strew na dinamiese en doeltreffende dienslewering aan die gemeenskap binne sy regsgebied. As 'n gelyke indiensneming-werkgewer, bied ons tans die volgende internskap aan 'n toepaslik gekwalifiseerde en ervare individu.*

## **INTERNSKAP: ADMINISTRASIE (2 X POSTE)** **(Kontrakaanstelling vir een jaar)**

### **Posbeskrywing:**

- Koördineer spesifieke logistieke en prosedurele vereistes wat met uitvoerende en komiteevergaderings verband hou
- Verskaf sekretariële steun aan verskillende komitees, Ouditeur-Generaal-bestuurskomitees, SALGA Portuurleergeleenthede en Provinsiale Assesseringsgeleenthede
- Voer administratiewe aktiwiteite uit wat verband hou met die opstel van dokumente en korrespondensie vir sirkulering
- Voer spesifieke aktiwiteite uit wat verband hou met die opdatering van die status van nakoming van toepaslike wette en regulasies
- Stel 'n taaklys op met duidelike tydraamwerke, rolle en verantwoordelikhede vir die uitvoering van take wat uit komiteebesluite voortspruit
- Belyn COMAF-register met bestuursreaksie op ouditbevindings by wyse van 'n hiperskakel na die betrokke dokumente se lêers
- Opvolg van vordering met uitstaande reaksies en tref reëlins vir verlengde tydraamwerke met die Ouditeur-Generaal, in oorleg met die betrokke bestuurder
- Ontwerp en implementeer 'n kontrolelys met duidelike tydraamwerke vir ontvangers se rolle en verantwoordelikhede om alle statutêre verslagdoeningsvereistes en ander administratiewe funksies uit te voer

### **Vereistes:**

- Nasionale Diploma in Openbare Administrasie of Openbare Bestuur (NKR-vlak 6)
- Geldige kode B-bestuurslisensie sal 'n aanbeveling wees
- Rekenaargeletterdheid (MS Office)
- Uitstekende skriftelike en mondelike kommunikasievaardighede in ten minste twee van die drie amptelike tale van die Wes-Kaap
- Moet goeie interpersoonlike vaardighede openbaar en die vermoë hê om konflik te hanteer
- Moet inisiatief kan gebruik, besluite kan neem en onafhanklik kan werk
- Moet hoë vlakke van etiese gedrag en integriteit openbaar
- Moet goeie ontledings- en syfervaardighede hê

**Allesinsluitende jaarlikse salaris:** R75,600.00

**Sentrum:** Stellenbosch

**Sluitingsdatum vir aansoeke:** 26 Februarie 2024 om 16:00

**AANSOEKERS WORD AANGEMOEDIG OM HUL AANSOEKE NA DIE VOLGENDE ADRES TE KOURIER:**

### **STELLENBOSCH KANTOOR**

Du Toitstraat 29 / Alexanderstraat 46  
STELLENBOSCH  
7600

**OF AANSOEKE KAN PER HAND AFGELEWER WORD NA DIE VOLGENDE ADRESSE:**

**STELLENBOSCH KANTOOR**

Du Toitstraat 29 / Alexanderstraat 46  
STELLENBOSCH  
7600

**WORCESTER KANTOOR**

Trappesstraat 51  
WORCESTER  
6850

**ROBERTSON KANTOOR**

Van Reenenstraat 40  
ROBERTSON  
6705

**PAARL KANTOOR**

Hoofstraat 194  
PAARL  
7646

**CERES KANTOOR**

Munnikstraat 27  
CERES  
6835

**MONTAGU KANTOOR**

Badstraat 50  
MONTAGU  
6720

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Die sluitingsdatum vir aansoeke word beskou as die datum waarop aansoekers aan die minimum posvereistes soos gestipuleer in hierdie advertensie, moet voldoen. Geen ondersteunende dokumente sal na die sluitingsdatum aanvaar word nie. Die voorgeskrewe aansoekvorm waarop aansoek gedoen moet word, is verkrygbaar by Me TI Mpoli by (021) 8885159 of Me NP Mtuta by (021) 8885120. [Aansoeke, vergesel van oorspronklik gewaarmerkte, ware afskrifte van kwalifikasiesertifikate \(grade, diplomas, sertifikate, skoolsertifikate, ens.\), asook die vereiste rybewyse, Professionale Bestuurderspermitte en registrasiesertifikate van beroepsliggame, waar toepaslik](#), moet teruggestuur word aan die Munisipale Bestuurder, Kaapse Wynland Distriksmunisipaliteit, Posbus 100, Stellenbosch, 7599.

Neem asseblief kennis dat aansoeke wat nie aan die bogenoemde voorskrifte voldoen nie, nie oorweeg sal word nie. Aansoeke wat laat, per faks en / of elektronies ontvang word, sal ook nie in aanmerking geneem word nie. **Neem asseblief kennis dat kandidate wat alreeds 'n 2 jaar Internskap program by die Kaapse Wynland Distriksmunisipaliteit ondergaan het, nie weer vir 'n internskap geleentheid oorweeg sal word nie.**

In die geval van enige teenstrydigheid tussen die Engelse, Afrikaanse en isiXhosa-advertensie, sal die Engelse advertensie voorrang geniet.

*Neem asseblief ook kennis dat indien geen terugvoer teen 30 April 2024 ontvang is nie, kandidate kan aanvaar dat hul aansoeke onsuksesvol was.*

*Gunswerwing sal 'n kandidaat diskwalifiseer.*



*UMasipala waseCape Winelands uzama ukunika inkonzo eshukumayo nenetsingiselo kuluntu oluphantsi kolawulo lwawo. NjengomQeshi onobuLungisa bomSebenzi sinika kutsha-nje oku kulandelayo kumntu osafundayo olungele ngokufanelekileyo nonamava.*

## UMNTU OSAFUNDAYO ONGUMLAWULI (2 X IZIKHUNDLA) (IsiVumelwano seNgqesho sonyaka omnye)

### Injongo yomsebenzi:

- Ukulungelelanisa iimfuneko zolungelelaniso oluthile nenkqubo ezinxulumene neentlanganiso zekomiti nomqondisi
- Ukubonelela inkxaso kanobhala kwiintlanganiso ezahlukeneyo, zeentlanganiso Provide secretarial support to various committees, iintlangansio eziqhubayo zomPhicothi-zincwadi zemali Jikelele, iiNdibano zokuFunda zomLingane zeSALGA neeNdibano zoHlolo lwePhondo
- Ukwenza imisebenzi yokuphatha/yolawulo enxulumene nokungiselelo lwamaxwebhu nembalelwano yencwadi ethunyelwa kwiindawo ezininzi
- Ukwenza imisebenzi ethile enxulumene nokuhlaziya isimo semithetho esebenzayo nemimiselo
- Ukwenza uluhlu lomSebenzi ngamaxesha amiselweyo ukwenzeka kwento acacileyo, iindima neemfanelo zokwenza imisebenzi evele kwizisombululo zekomiti
- Ukulungelelanisa iRejista ye-COMAF eneeMpendulo zoLawulo kokufunyenwe nguphicothi-zincwadi zemali ngendlela yoqhagamshelwano olukhulu kwiifayile zamaxwebhu asebenzayo
- Ukulandelisa inkqubela- phambili yeempendulo ezivelayo nokucwangcisa amaxesha amiselweyo ukwenzeka kwento andisiweyo noMphicothi-zincwadi zemali kunye ohlangene nomphathi ofunalekileyo
- Ukuyila nokuzalisekisa uluhlu lokukhangela ngamaxesha amiselweyo weendima neemfanelo zomamkeli ukulungisa zonke iimfuneko zokunika iingxelo ezimiswe ngokomthetho neminye imisebenzo yokulawula/yokuphatha

### Iimfuneko:

- INational Diploma kwi-Public Administration okanye kwi-Public Management (NQF Level 6)
- Iphepha-mvume lokuqhuba elisemthethweni elingukhowudi B liya kusebenza njengesincomo
- Ulwazi lwekhompyutha (MS Office)
- Izakhono zonxibelelwano lokuthetha nokubhala ezibalaseleyo ubuncinane kwiilwimi ezimbini kwezintathu ezisemthethweni eNtshona Koloni
- Kufuneka abonise izakhono zobudlelwane ezilungileyo, izakhono zokongamela nobuchule bokulawula ingxabano
- Kufuneka abenakho ukusebenzisa iziqalelo/ilinge, ukwenza izigqibo nokusebenza ngokuzimeleyo
- Kufuneka abonise imigangatho ephezulu yemikhwa yokuziphatha nobulungisa/nemfezeko
- Kufuneka abe nezakhono zokucazulula nezokubala

**Umvuzo wonyaka kuqukwe konke:** R75,600.00

**Iziko & neSalathiso:** eStellenbosch

**Umhla wokuvalwa kwezicelo:** 26 kweyoMdumba wowama-2024 ngentsimbi ye-16:00

**ABACELI BAKHUTHAZWA UKUBA BATHUMELE NGEPOSI IZICELO ZABO KWEZI DILESI ZILANDELAYO:**

### I-OFISI YASESTELLENBOSCH

29 Du Toit Street / 46 Alexander Street  
STELLENBOSCH  
7600

**OKANYE BAHAMBISE IZICELO ZABO KWEZI DILESI ZILANDELAYO:**

**KWI-OFFISI YASESTELLENBOSCH**

29 Du Toit Street /46 Alexander Street  
STELLENBOSCH  
7600

**I-OFFISI YASEWORCESTER**

51 Trappes Street  
WORCESTER  
6850

**I-OFFISI YASEROBERTSON**

40 Van Reenen Street  
ROBERTSON  
6705

**KWI-OFFISI YASEPAARL**

194 Main Street  
PAARL  
7646

**I-OFFISI YASECERES**

27 Munnik Street  
CERES  
6835

**I-OFFISI YASEMONTAGU**

50A Bath Street  
MONTAGU  
6720

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Umhla wokuvalwa kwezicelo uthathwa njengomhla apho iimfuneko ezimiselwe njengobuncinane kwesi sibhengezo ekufuneka zifezekiswe ngabaceli. Akukho maxwebhu ongezelelweyo aya kwamkelwa emva komhla wokuvalwa. Abaceli kufuneka bazuze ifomu yesicelo emiselweyo kuNksz/Nkszn TI Mpoli kule nombolo (021) 8885159 okanye kuNksz/Nkszn NP Mtuta on (021) 8885120. [Izicelo ezigqityiweyo zokuqala ezikhathshwa zikopi zeziqinisekiso/izatifikethi ezizizo zokuqala ezifungelweyo \(izidanga, iidiploma, izatifikhethi, izatifikhethi zesikolo, njalo, njalo\) namaphepha-mvume afunekayo. Amaphepha-mvume okughuba obuchule nezatifikhethi ezibhaliswe kumagela obuchule, apho kuyimfuneko, zingeniswa kuMunicipal Manager, Cape Winelands District Municipality, P.O. Box 100, Stellenbosch, 7599 ngemvulophu evaliweyo kwaye evunyiwe ligama leposi efanelekileyo elikwimvulophu.](#)

Kufuneka kuqatshelwe ukuba izicelo ezingahambisani nemiyalelo echazwe ngasentla azisayi kuthathelwa ngqalelo, nezisemva kwexesha, ezifeksiwe okanye zizicelo zombane.

**Nceda uqaphele ukuba abagqatswa abasele begqibe inkqubo yomntu osafundayo yeminyaka emi-2 kuMasipala wesiThili saseCape Winelands abasayi kuthathelwa ngqalelo kwakhona kwithuba lomntu osafundayo.**

Kwimeko apho kukho ukuguququka kwisibhengezo sesiNgesi, sesiBhulu nesesiXhosa, isibhengezo sesiNgesi siya koyisa.

*Kucelwa uqaphele kwakhona ukuba, ukuba akukho ngxelo iqhubekayo efunyenweyo ungalulanga owe-30 Apreli 2024, abaviwa banokucinga ukuba izicelo zabo aziphumelelanga.*

*Ukurhwebesha kuya kuthintela umgqatswa.*