



# 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 vacancy to an appropriately qualified and experienced individual.

## ARTISAN: FACILITIES MANAGEMENT

### Job Profile:

- Assist with the coordinating, planning and supervising functions associated with building maintenance management
- Perform building related maintenance tasks
- Monitoring and correcting the productivity and performance outputs of support personnel
- Attend to routine general administrative recording requirements that contribute to the accomplishment of departmental objectives

### Requirements:

- Trade certificate (Carpentry or Joinery)
- Valid Code EB Driver's licence
- 3 – 5 years' post apprenticeship experience required
- Required to work in all weather conditions
- Required to work outside normal working hours during emergencies and planned overtime
- Physically fit and able-bodied
- Must not have a fear of heights

CORE PROFESSIONAL COMPETENCIES	FUNCTIONAL COMPETENCIES	PUBLIC SERVICE ORIENTATION COMPETENCIES	PERSONAL COMPETENCIES	MANAGEMENT / LEADERSHIP COMPETENCIES
<ul style="list-style-type: none"><li>• Managing work</li><li>• Problem solving</li><li>• Planning and organizing</li><li>• Quality orientation</li></ul>	<ul style="list-style-type: none"><li>• Workplace safety</li><li>• Discipline specific skills</li></ul>	<ul style="list-style-type: none"><li>• Service delivery orientation</li><li>• Interpersonal relationships</li><li>• Communication</li><li>• Customer orientation and customer focus</li></ul>	<ul style="list-style-type: none"><li>• Action orientation</li><li>• Resilience</li><li>• Accountability and ethical conduct</li><li>• Learning orientation</li></ul>	<ul style="list-style-type: none"><li>• Direction setting</li><li>• Impact and influence</li><li>• Team orientation</li><li>• Coaching and mentoring</li></ul>

**Salary band:** R240 732 – R312 360 per annum

**Post Level:** T9

**Work Centre & Reference:** Stellenbosch (375)

**Closing date for applications:** 08 September 2023 at 15:00

**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

**PAARL OFFICE**

194 Main Street  
PAARL  
7646

**WORCESTER OFFICE**

51 Trappes Street  
WORCESTER  
6850

**CERES OFFICE**

27 Munnik Street  
CERES  
6835

**ROBERTSON OFFICE**

40 Van Reenen Street  
ROBERTSON  
6705

**MONTAGU OFFICE**

50A Bath Street  
MONTAGU  
6720

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Fringe benefits include: pension / retirement fund, medical scheme, group life insurance, 13<sup>th</sup> cheque and a non-pensionable accommodation allowance. Details regarding the comprehensive list of fringe benefits are available on request.

The closing date for applications is regarded the date on which minimum requirements as stipulated in this advertisement should be met by applicant. No supplementary documents will be accepted after the closing date. Applicants must acquire the prescribed application form from Ms KA August on (021) 8885120 or Ms TI Mpoli on (021) 8885159. [Duly 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 forwarded 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.**

The appointment will be subject to the need for signing of an employment contract and, where applicable, a performance agreement and disclosure of benefits and interest.

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 31 December 2023 candidates may assume that their applications have been unsuccessful.*

*Canvassing will disqualify a candidate.*



# CAPE WINELANDS DISTRICT

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Die Kaapse Wynland Distriksmunisipaliteit strewende na dinamiese en doeltreffende dienslewering aan die gemeenskap binne sy regsgebied. As 'n gelyke indiensneming-werkgewer, beskik ons tans oor die onderstaande vakature vir 'n toepaslik gekwalifiseerde en ervare persoon.

## AMBAGSMAN: FASILITEITSBESTUUR

### Posbeskrywing:

- Verleen hulp met die koördinerende, beplanning en toesighouding oor funksies in verband met gebou-instandhoudingsbestuur
- Verrig gebouverwante instandhoudingstake
- Monitering en regstelling van die produktiwiteit en prestasie-uitsette van steunpersoneel
- Hanteer roetine- algemene administratiewe aantekeningseisendes wat tot die bereiking van departementele doelwitte bydra

### Vereistes:

- Ambagsertifikaat (timmerwerk of skryfwerk)
- Geldige Kode EB-bestuurslisensie
- 3-5 jaar ervaring na vakleerlingskap word vereis
- Word verwag om in alle weerstoestande te werk
- Word verwag om buite normale werkure tydens noodgevallen en beplande oortyd te werk
- Fisies fiks en liggaamlik geskik
- Moenie aan hoogtevrees ly nie

KERN- PROFESSIONELE BEVOEGDHEDE	FUNKSIONELE BEVOEGDHEDE	STAATSDIENS-GEORIËNTEERDE BEVOEGDHEDE	PERSOONLIKE BEVOEGDHEDE	BESTUURS-/LEIERSKAPBEVOEGDHEDE
<ul style="list-style-type: none"><li>• Bestuur van werk</li><li>• Probleemoplossing</li><li>• Beplanning en organisering</li><li>• Gehalte-oriëntasie</li></ul>	<ul style="list-style-type: none"><li>• Werkplekveiligheid</li><li>• Dissipline-spesifieke vaardighede</li></ul>	<ul style="list-style-type: none"><li>• Dienslewering-oriëntasie</li><li>• Interpersoonlike verhoudinge</li><li>• Kommunikasie</li><li>• Kliëntgerigheid en kliëntefokus</li></ul>	<ul style="list-style-type: none"><li>• Aksie-oriëntasie</li><li>• Veerkragtigheid</li><li>• Verantwoordbaarheid en etiese gedrag</li><li>• Leeroriëntasie</li></ul>	<ul style="list-style-type: none"><li>• Rigtingstelling</li><li>• Impak en invloed</li><li>• Spanoriëntasie</li><li>• Afrigting en mentorskap</li></ul>

**Salarisreeks:** R240 732 – R312 360 per jaar

**Posvlak:** T9

**Werkentrum en verwysing:** Stellenbosch (375)

**Sluitingsdatum vir aansoek:** 08 September 2023 om 15:00

**AANSOEKERS WORD AANGEMOEDIG OM HUL AANSOEKE PER KOERIER NA DIE VOLGENDE ADRESSE TE STUUR:**

### STELLENBOSCH KANTOOR

Du Toitstraat 29/Alexanderstraat 46  
STELLENBOSCH  
7600

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

**STELLENBOSCH KANTOOR**

Du Toitstraat 29/Alexanderstraat 46  
STELLENBOSCH  
7600

**PAARL KANTOOR**

Hoofstraat 194  
PAARL  
7646

**WORCESTER KANTOOR**

Trappesstraat 51  
WORCESTER  
6850

**CERES KANTOOR**

Munnikstraat 27  
CERES  
6835

**ROBERTSON KANTOOR**

Van Reenenstraat 40  
ROBERTSON  
6705

**MONTAGU KANTOOR**

Bathstraat 50A  
MONTAGU  
6720

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Byvoordele sluit in: pensioen-/aftreefonds, mediese skema, groeplewensversekering, 13<sup>de</sup> tjek en 'n niepensioendraende akkommodasietoelae. Besonderhede oor die omvattende lys byvoordele is op aanvraag beskikbaar.

Die sluitingsdatum vir aansoeke word beskou as die datum waarop aansoekers aan die minimum vereistes, soos in die advertensie gestipuleer, moet voldoen. Geen aanvullende dokumente sal na die sluitingsdatum aanvaar word nie. Aansoekers moet die voorgeskrewe aansoekvorm by me KA August by (021) 888 5120 of me TI Mpoli by (021) 888 5159 verkry. [Behoorlik voltooide aansoeke, vergesel van oorspronklik gewaarmerkte, ware afskrifte van kwalifikasiesertifikate \(grade, diplomas, sertifikate, skoolsertifikate, ens.\), asook die vereiste rybewyse, professionele bestuurspermitte en registrasiesertifikate van beroepsliggame, waar toepaslik,](#) moet in 'n verseëide koevert waarop die betrokke posnaam aangedui word, na die Munisipale Bestuurder, Kaapse Wynland Distriksmunisipaliteit, Posbus 100, Stellenbosch, 7599 gestuur word.

**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.**

Die aanstelling sal onderworpe wees aan die noodsaaklikheid om 'n dienskontrak te onderteken en, waar toepaslik, 'n prestasie-ooreenkoms en bekendmaking van voordele en belang.

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

*Let asseblief daarop dat indien geen terugvoering teen 31 Desember 2023 ontvang is nie, kandidate kan aanvaar dat hul aansoek onsuksesvol was.*

*Gunswerwing sal 'n kandidaat diskwalifiseer.*



# CAPE WINELANDS DISTRICT

MUNICIPALITY • MUNISIPALITEIT • UMASIPALA

UMasipala waseCape Winelands uzama ukunika inkonzo eshukumayo nenetsingiselo kuluntu oluphantsi kolawulo lwawo. NjengomQeshi onobuLungisa bomSebenzi sinika kutsha-nje izithuba kumntu olungele ngokufanelekileyo kwaye abanamava.

## UMSEBENZI WEZANDLA: ULAWULO LWAMANCEDO

### Iprofayile yomsebenzi:

- Ukunceda ngemisebenzi yolungelelwaniso, yokuqulunqa neyokungomalela enxulumene nolawulo lokugcina isakhiwo
- Ukwenza isakhiwo okunxulumene nemisebenzi yokugcina
- Ukongamela nokulungisa iziphumo zokuvelisa nezenza inkxaso yabasebenzi
- Ukunceda kwiimfuneko zeerokhodi zolawulo jikelele zesiqhelo ezinegalelo ekuphumezeni iinjongo zesebe

### Iimfuneko:

- Isiqinisekiso sokurhweba/sokusebenza (ukuchwela/umchweli)
- Ikhawudi esemthethweni yephepha-mvume lokuqhuba EB
- Kufuneka iminyaka emi- 3 – 5 yamava okuqeqeshelwa umsebenzi
- Kufuneka asebenze kuzo zonke iimeko zemozulu
- Kufuneka asebenze ngaphaya kweeyure eziqhelekileyo ngexesha likaxakeka nexesha elingaphaya elicetyiweyo
- Ukuphila qete nomzimba ovumayo
- Ungabi naloyiko lweendawo eziphezulu

UBUCHULE BOKUSEBENZA OBUNGUNDOQO	UBUCHULE BOKUSEBENZA	UBUCHULE BOQHELANISO NENKONZO YOLUNTU	UBUCHULE BOBUQU	UBUCHULE BOLAWULO NOBUNKOKHELI
<ul style="list-style-type: none"><li>• Ukulawula umsebenzi</li><li>• Ukusombulula ingxaki</li><li>• Ukuqulunqa nokulungiselela</li><li>• Uqheliso lobulunga</li></ul>	<ul style="list-style-type: none"><li>• Ukhuseleko kwindawo yokusebenza</li><li>• Izakhono ezithile zokuqeqesha</li></ul>	<ul style="list-style-type: none"><li>• Uqheliso lokuhambisa iinkonzo</li><li>• Ubudlelwane</li><li>• Unxibelelwano lomxhasi</li><li>• Uqheliso nengqalelo yomxhasi</li></ul>	<ul style="list-style-type: none"><li>• Uqheliso lwesenzo</li><li>• Ukunyamezela</li><li>• Ukuphendula nokuziphatha okusesikweni</li><li>• Uqheliso lokufunda</li></ul>	<ul style="list-style-type: none"><li>• Ukubeka imiyalelo</li><li>• Impembelelo</li><li>• Uqheliso lweqela</li><li>• Ukuqeqesha nokongamela</li><li>•</li></ul>

**Umvuzo ohlawulwayo:** R240 732 – R312 360 ngonyaka

**Umgangatho wesikhundla:** T9

**Iziko lokusebenza& nesalathiso:** eStellebosch (375)

**Umhla wokuvalwa kwezicelo:** 8 kweyoMsintsi wowama-2023 ngentsimbi ye- 15

**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

### KWI-OFFISI YASEPAARL

194 Main Street  
PAARL  
7646

### I-OFFISI YASEWORCESTER

51 Trappes Street  
WORCESTER  
6850

### I-OFFISI YASECERES

27 Munnik Street  
CERES  
6835

### I-OFFISI YASEROBERTSON

40 Van Reenen Street  
ROBERTSON  
6705

### I-OFFISI YASEMONTAGU

50A Bath Street  
MONTAGU  
6720

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Umphepo wenzuzo uquka: Ipenshini/ingxowa-mali yomhlala-phantsi, inkqubo yonyango, i-inshorensi yobom beqela, itsheki ye-13 nesibonelelo sendawo yokuhlala. Iinkcukacha eziphathelile kuluhlu olubanzi lomphetho wenzuzo luyafumaneka xa luceliwe.

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

[Kufuneka kuqatshelwe ukuba izicelo ezingahambisani nemiyalelo echazwe ngasentla azisayi kuthathelwa ngqalelo, nezisemva kwexesha, ezifeksiwe okanye zizicelo zombane.](#)

Ukuqeshwa kuya kuxhomekeka kwisidingo sokusayina isivumelwano sokuqeshwa, nalapho kusebenzayo, isivumelwano sokwenza nokuvezwa kwenzuzo nomdla.

Kwimeko apho kukho ukuguquguquka kwisibhengezo sesiNgesi, sesiBhulu nesesixhosa, isibhengezo sesiNgesi siya koyisa.

*Nceda uqaphele ukuba xa ingekho ingxelo oyifumeneyo ngomhla wama-31 kweyoMnga 2023 umgqatswa uya kucinga ukuba isicelo sakhe asiphumelelanga.*

*Ukukhankasa kuya kuthintela umgqatswa.*