



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.

COMMUNICATIONS INTERNSHIP (One-year Contract Appointment)

Job Purpose:

- Intern to assist with general administrative and support tasks in the Division: Communications. Duties including but not limited to; telephone duties, physical delivery and distribution of awareness collateral to various CWDM offices and stakeholders. Management of various notice boards and other internal communication platforms. Quarterly updates and maintenance of various performance management systems. Control and management of branding items. Assistance with procurement of approved and related goods and services. Minute taking at meetings. Coordinate and liaise with departments in obtaining information / completion of tasks.

Requirements:

- Diploma (NQF 6) in Office Administration or equivalent
- Valid Code B driver's licence
- Computer Literacy in Windows Suite is essential
- Excellent communication and writing skills
- Excellent research and interpretation skills
- Attention to detail
- Strong work ethic, positive attitude, with the ability to handle multiple tasks and set priorities
- Sound interpersonal relations
- Ability to work independently as well as in a team
- Good time and project management skills
- Ability to work under pressure
- Preparedness to work after hours and some weekends

All-inclusive annual salary: R72,000.00

Centre: Stellenbosch

Closing date for applications: 27 July 2022 at 16:00

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 CVG Theunis on (021) 8885159 and Ms KA August 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.**

Please note that, should no feedback be received by 31 October 2022 candidates may assume that their applications have been unsuccessful.

Canvassing will disqualify a candidate.



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Kaapse Wynland Distriksmunisipaliteit strewende na dinamiese en effektiewe 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.

INTERNSKAP: KOMMUNIKASIE (Kontrakaanstelling vir een jaar)

Posbeskrywing:

- Die intern sal in die Afdeling: Kommunikasie behulpsaam wees met algemene administratiewe en ondersteunende take. Pligte sluit in, maar is nie beperk nie tot; telefoonpligte, fisiese aflewering en verspreiding van bewusmakingsmateriaal by verskeie KWDM-kantore en -belanghebbers. Bestuur van verskillende kennisgewingborde en ander interne kommunikasieplatforms. Kwartaallikse bywerking en instandhouding van verskeie prestasiebestuurstelsels. Beheer en bestuur van handelsmerkitems. Bystand met verkryging van goedgekeurde en verwante goedere en dienste. Neem van notules tydens vergaderings. Koördinerende en skakeling met departemente om inligting in te samel/take af te handel.

Vereistes:

- Diploma (NKR 6) in Kantooradministrasie of gelykwaardig
- Geldige Kode B-bestuurslisensie
- Rekenaargeletterdheid in Windows Suite is noodsaaklik
- Uitstekende kommunikasie- en skryfvaardighede
- Uitstekende navorsing- en interpretasievaardighede
- Noukeurigheid
- Sterk werksetiek, positiewe ingesteldheid, en die vermoë om veelvuldige take te hanteer en prioriteite te stel
- Sterk interpersoonlike vaardighede
- Vermoë om onafhanklik en binne spanverband te werk
- Goeie tyd- en projekbestuursvaardighede
- Vermoë om onder druk te werk
- Gewilligheid om na ure en sommige naweke te werk

Allesinsluitende jaarlikse salaris: R72,000.00

Standplaas: Stellenbosch

Sluitingsdatum vir aansoeke: 27 Julie 2022 om 16:00

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 CVG Theunis by (021) 8885159 en Me KA August by (021) 8885120. [Aansoeke, vergesel van oorspronklik getuigings, ware afskrifte van kwalifikasiesertifikate \(grade, diplomas, sertifikate, skoolsertifikate, ens.\), asook die vereiste rybewyse, Professionale Bestuurderspermitte en registrasiesertifikate van beroepsriggame, 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.**

Neem asseblief ook kennis dat indien geen terugvoer teen 31 Oktober 2022 ontvang is nie, kandidate kan aanvaar dat hul aansoeke onsuksesvol was.

Gunswerwing sal 'n kandidaat diskwalifiseer.