



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.

DISASTER MANAGEMENT INTERNSHIP (One-year Contract Appointment)

Job Purpose:

To assist the Division: Disaster Management with various administrative and logistical tasks such as assisting in operational activities i.e. responding to incidents/disasters, compiling Disaster Management reports, liaising with Disaster Management role-players regarding Disaster Management issues such as incidents, early warnings etc., implementation of training and awareness as well as the provision of general administrative support.

Requirements:

- National Diploma or relevant qualification in Disaster Management
- Certified copy of academic records with results sheet must accompany the application
- Valid Code B driver's licence will serve as recommendation
- Computer literacy (MS Word, MS Excel, MS PowerPoint, GIS (minimum requirement is the ability to use Google Earth)
- Excellent communication and written skills in at least two of the three official languages of the Western Cape
- Physically fit
- Ability to work in inclement weather conditions

All-inclusive annual salary: R75,600.00

Centre: Robertson

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

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

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

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Kaapse Wynland Distriksmunisipaliteit strew e 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 toepaslike gekwalifiseerde en ervare persoon.

INTERNSKAP: RAMPBESTUUR (Eenjaar-kontrakaanstelling)

Doel van die pos:

Om die Afdeling: Rampbestuur by te staan met verskeie administratiewe en logistieke take soos hulpverlening met operasionele werksaamhede, onder meer reaksie op voorvalle/rampe, die opstel van Rampbestuursverslae, skakeling met rolspelers in Rampbestuur oor rampbestuursaangeleenthede soos voorvalle, vroeë waarskuwings, ens., implementering van opleiding en bewusmaking asook die lewering van algemene administratiewe ondersteuning.

Vereistes:

- Nasionale Diploma of toepaslike kwalifikasie in Rampbestuur
- 'n Gewaarmerkte afskrif van akademiese rekords met 'n uitslaeblad moet die aansoek vergesel
- Geldige Kode B bestuurderslisensie sal as aanbeveling dien
- Rekenaargeletterdheid (MS Word, MS Excel, MS PowerPoint, GIS (minimumvereiste is die vermoë om Google Earth te gebruik)
- Uitstekende kommunikasie- en skryfvaardighede in ten minste twee van die drie amptelike tale van die Wes-Kaap
- Fisies fiks
- Vermoë in onder gure weerstoestande te werk

Allesinsluitende jaarlikse salaris: R75,600.00

Standplaas: Robertson

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

PAARL KANTOOR

Hoofstraat 194
PAARL
7646

WORCESTER KANTOOR

Trappesstraat 51
WORCESTER
6850

ROBERTSON KANTOOR

Van Reenenstraat 40
ROBERTSON
6705

CERES KANTOOR

Munnikstraat 27
CERES
6835

MONTAGU KANTOOR

Badstraat 50
MONTAGU
6720

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.

Gunsverwing 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 WOKULAWULA INTLEKELE (IsiVumelwano seNgqesho sonyaka omnye)

Injong yomsebenzi:

Ukunceda iSebe: UkuLawula iNtlekele ngenisebenzi yolungiselelo nokulawula eyahlukeneyo njengokuncedisa kwimisebenzi esebenzayo efana nokuphendula kwisehlo/kwintlekele, ukwenza iingxelo zokuLawula iNtlekele, ukudibana nabadlali-ndima boLawulo lweNtlekele ngokuphathelele kwimibandela yoLawulo lweNtlekele efana nezehlo, izilumkiso zangaphambili njalo njalo, ukuzalisekisa uqeqesho nengqiqo kunye nolungiselelo lwenkxaso yolawulo jikelele.

Iimfuneko:

- INational Diploma okanye isiqinisekiso esifanelekileyo so;awulo lweNtlekele
- Ikopi efungelweyo yeerekhodi zokufunda ezinephepha leziphumo kufuneka lihambe nesicelo
- Iphepha-mvume lokuqhuba elisemthethweni elinguKhowudi B liya kusebenza njengesincomo
- Ulwazi lwekhompyutha (MS Word, MS Excel, MS PowerPoint, GIS (ubuncinane buyimfuneko kubuchule bokusebenzisa Google Earth)
- Izakhono zonxibelelwano lokuthetha nokubhala ezibalaseleyo ubuncinane kwiilwimi ezimbini kwezintathu ezisemthethweni eNtshona Koloni
- Ukuphila qete ngokomzimba
- Ubuchule bokusebenza kwiimeko zemozulu embiAbility to work in inclement weather conditions

Umvuzo wonyaka kuqukwe konke: R75,600.00

Iziko & neSalathiso: eRobertson

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

ABACELI BAKHUTHAZWA UKUBA BATHUMELE NGEPOSI IZICELO ZABO KWEZI DILESI ZILANDELAYO:

I-OFFISI 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-OFISI YASEROBERTSON

40 Van Reenen Street
ROBERTSON
6705

I-OFISI YASEMONTAGU

50A Bath Street
MONTAGU
6720

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/izatifikhethi 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 evunywe 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 ukuguquguquka 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.