



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 (Two-year Contract Appointment)

Job Purpose:

To assist the Division: Disaster Management with various administrative and logistical tasks such as assisting in operational activities, Disaster Management reporting, 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: Stellenbosch

Closing date for applications: 22 December 2022 at 16:00

DUE TO THE CHALLENGES CURRENTLY EXPERIENCED BY THE SOUTH AFRICAN POST OFFICE, 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 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 28 February 2023 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 toepaslike gekwalifiseerde en ervare persoon.

INTERNSKAP: RAMPBESTUUR (Tweejaar-kontrakaanstelling)

Doel van die pos:

Om die Afdeling: Rampbestuur by te staan met verskeie administratiewe en logistieke take soos hulpverlening met operasionele werksaamhede, Rampbestuur-verslagdoening, skakeling met rolspelers in Rampbestuur oor aangeleenthede soos insidente, 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: Stellenbosch

Sluitingsdatum vir aansoeke: 22 Desember 2022 om 16:00

WEENS DIE UITDAGINGS WAT TANS DEUR DIE SUID-AFRIKAANSE POSKANTOOR ERVAAR WORD, WORD AANSOEKERS 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 KA August 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.**

Neem asseblief ook kennis dat indien geen terugvoer teen 28 Februarie 2023 ontvang is nie, kandidate kan aanvaar dat hul aansoeke onsuksesvol was.

Gunswerwing sal 'n kandidaat diskwalifiseer.