



# 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.

## HUMAN RESOURCES INTERNSHIP (2 X POSTS) (One-year Contract Appointment)

### Job Purpose:

To assist the Division: Human Resources with the execution of various administrative and logistical tasks including Individual- and Organisational Performance Management, implementation of training projects, liaison and communication with personnel regarding human resource development related issues, typing and provision of general administrative support.

### Minimum Requirements:

- National Diploma in Human Resource Management or National Diploma in Public Administration (NQF Level 6) or B-degree in Industrial- and Organisational Psychology (NQF Level 7)
- Valid driver's licence will serve as a recommendation
- Excellent administrative skills in MS Office (MS Word, MS Excel) and basic knowledge of Report Writing/Minute-Taking
- Excellent communication skills in at least two of the three official languages of the Western Cape Province

**All Inclusive Annual Salary:** R75,600.00

**Centre & Reference:** Worcester (2 x posts)

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

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 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 29 February 2024 candidates may assume that their applications have been unsuccessful.*

*Canvassing will disqualify a candidate.*



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*Kaapse Wynland Distriksmunisipaliteit strew na dinamiese en effektiewe dienslewering aan die gemeenskap binne sy jurisdiksiegebied. As 'n Gelyke Indiensneming-werkgewer, beskik ons tans oor die onderstaande geleentheid vir 'n toepaslike gekwalifiseerde en ervare persoon.*

## MENSLIKE HULPBRONBESTUUR INTERNSKAP (2 X POSTE) (Eenjaar-kontrakaanstelling)

### Posprofiel:

Om die Afdeling: Menslike Hulpbronne te help met die uitvoering van verskeie administratiewe en logistieke take, insluitend Individuele- en Organisasie Prestasiebestuur, implementering van opleidingsprojekte, skakeling en kommunikasie met personeel rakende menslike hulpbronontwikkelingsverwante kwessies, tikwerk en voorsiening van algemene administratiewe ondersteuning.

### Minimum Vereistes:

- Nasionale Diploma in Menslikehulpbronbestuur of Nasionale Diploma in Publieke Administrasie (NKR Vlak 6) of B-graad in Bedryfs- en Organisasiesielkunde (NKR- vlak 7)
- Geldige bestuurderslisensie sal as aanbeveling dien
- Uitstekende administratiewe vaardighede in MS Office (MS Word, MS Excel) en basiese kennis van verslagskrywing en die neem van notules
- Uitstekende kommunikasievaardighede in ten minste twee van die drie amptelike tale van die Wes-Kaap Provinsie

**Alles-insluitende jaarlikse salaris:** R75,600.00

**Standplaas & Verwysing:** Worcester (2 x poste)

**Sluitingsdatum vir aansoeke:** 08 Desember 2023 om 15:00

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 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 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.**

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 29 Februarie 2024 ontvang is nie, kandidate kan aanvaar dat hul aansoeke onsuksesvol was.*

*Gunsverwing sal 'n kandidaat diskwalifiseer.*



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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 KWEZENGQESHO (2 X IZIKHUNDLA) (IsiVumelwano sokuQeshwa sonyaka omnye)

### Injongo yomsebenzi:

Ukunceda iSebe: lezeNgqesho ngokwenza imisebenzi eyahlukeneyo yolawulo namalungiselelo ukuquka uLawulo loKwenza lomntu-lombutho, ukuzalisekisa amaphulo okuqeqesha, uqhagamshwano nonxibelelwano ngokuphathelele kuphuhliso lwengqesho ngokunxulumene kwimiba, kukuchwetheza nolungiselelo lwenkxaso yolawulo jikelele.

### Ubuncinane beemfuneko:

- INational Diploma kwi-*Human Resource Management* okanye iNational Diploma kwi- *Public Administration (NQF Level 6)* okanye kwisidanga se- *Industrial- and Organisational Psychology (NQF Level 7)*
- Ikopi elifungelweyo lweerekhodi zokufunda neziphumo kufuneka zihambe nesicelo
- Izakhono zokulawula ezibalaseleyo kwi- MS Office (MS Word, MS Excel) nolwazi olusiseko lokubhala ingxelo/nokuthatha imizuzu
- Izakhono zonxibelelwano ezilungileyo kwiilwimi ezimbini ubuncinane zeelwimi ezintathu ezisemthethweni zaseNtshona Koloni

**Umvuzo wonyaka uqukene:** R75,600.00

**Iziko & noBhekiselelo:** eWorcester (2 x izikhundla)

**Umhla wokuvalwa kwezicelo:** 08 kweyoMnga wowama-2023 ngentsimbi ye- 15:00

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/Nkzn NP Mtuta kule nombolo (021) 8885120. [Izicelo ezigqityiweyo zokugala ezikhatshwa zikopi zeziqinisekiso/izatifikethi ezizizo zokugala ezifungelweyo \(izidanga, iidiploma, izatifikhethi, izatifikhethi zesikolo, njalo, njalo\) namaphepha-mvume afunekayo. Amaphepha-mvume okughuba obuchule nezatifikhethi ezibhaliswe kumagela obuchule, apho kuyimfuneko,](#) zingeniswa ku *Municipal 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.**

*Nceda uqaphele ukuba xa ingekho ingxelo oyifumeneyo ngomhla wama-29 kweyoMdumba wowama-2024 umgqatswa uya kucinga ukuba isicelo sakhe asiphumelelanga.*

*Ukukhankasa kuya kuthintela umgqatswa.*