



# 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.*

## INTERNAL AUDIT INTERNSHIP (2 X POSTS) (Two-year Contract Appointment)

### Job Profile:

- Assist in the planning phase of the audit activity
- Assist in conducting audits as scheduled in the Internal Audit Plan
- Completion of audit files using the required templates
- Provide administrative and audit related support to the Division: Internal Audit

### Requirement:

- National Diploma/Degree in Internal Auditing/Accounting or an equivalent qualification

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

**Centre & Reference:** Stellenbosch

**Closing date for applications:** 13 October 2023 at 15:00

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

*Canvassing will disqualify a candidate.*



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

## INTERNE OUDIT: INTERNSKAP (2 X POSTE) (Kontrakaanstelling vir twee jaar)

### Posbeskrywing:

- Hulpverlening met die beplanningsfase van die oudit-aktiwiteit
- Hulpverlening met die uitvoer van oudits volgens die skedule in die Interne Ouditplan
- Voltooiing van ouditlêers op die vereiste template
- Verskaffing van administratiewe en ouditverwante steun aan die Afdeling: Interne Oudit

### Vereiste:

- Nasionale Diploma/Graad in Interne Ouditkunde/Rekeningkunde of 'n gelykwaardige kwalifikasie

**Alles Insluitende Jaarlikse Salaris:** R75,600.00

**Standplaas & Verwysing:** Stellenbosch

**Sluitingsdatum vir aansoeke:** 13 Oktober 2023 om 15:00

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**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

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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. [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 31 Desember 2023 ontvang is nie, kandidate kan aanvaar dat hul aansoeke onsuksesvol was.*

*Gunswerwing sal 'n kandidaat diskwalifiseer.*



# CAPE WINELANDS DISTRICT

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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 ONGUMPHICOTHI-ZINCWADI WANGAPHAKATHI (2 X IZIKHUNDLA) (IsiVumelwano seNgqesho seminyaka emiBini)

### IProfayile yomSebenzi:

- Ukunceda kwisigaba sokuqulunqa somsebenzi wokuphicotha iincwadi
- Ukunceda ekwenzeni ukuphicotha iincwadi njengoko kuchaziwe kuCwangciso lomPhicothi-zincwadi wangaPhakathi
- Ukuzalisa iifayile zokuphicotha iincwadi esebenzisa ithempleyithi efunwayo
- Ukunika ulawulo nophicotho zincwadi ngokunxulumene kukuxhasa iSebe: UmPhicothi-zincwadi wangaPhakathi.

### Imfuneko:

- INational Diploma okanye isiDanga kumPhicothi-zincwadi/ umBhali-ziMali okanye isiqinisekiso esilinganayo

**Umvuzo wonyaka kuqukwe konke:** R75,600.00

**Iziko & neSalathiso:** eStellenbosch

**Umhla wokuvalwa kwezicelo:** 13 kweyeDwarha wowama-2023 ngentsimbi ye-15:00

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**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-OFISI YASESTELLENBOSCH**  
29 Du Toit Street /46 Alexander Street  
STELLENBOSCH  
7600

**KWI-OFISI YASEPAARL**  
194 Main Street  
PAARL  
7646

## I-OFISI YASEWORCESTER

51 Trappes Street  
WORCESTER  
6850

## I-OFISI YASEROBERTSON

40 Van Reenen Street  
ROBERTSON  
6705

## I-OFISI YASECERES

27 Munnik Street  
CERES  
6835

## I-OFISI YASEMONTAGU

50A Bath Street  
MONTAGU  
6720

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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. [Izicelo eziqityiweyo zokuqala ezikhatshwa zikopi zeziginisekiso/izatifikethi ezizizo zokuqala ezifungelweyo \(izidanga, iidiploma, izatifikhethi, izatifikhethi zesikolo, njalo, njalo\) namaphepha-mvume afunekayo. Amaphepha-mvume okuqhuba obuchule nezatifikhethi ezibhaliswe kumaqela 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.

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

*Ukurhwebesha kuya kuthintela umgqatswa.*