



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 SUPPORT SERVICES INTERNSHIP (One-year Contract Appointment)

Job Profile:

- Provide general administrative support to the Division: Internal Audit including telephonic duties, physical delivery and distribution of Internal Audit documents to various CWDM offices
- Provide administrative and audit related support to the Audit and Performance Committee
- Responsible for electronic capturing of internal audit data and filing of records and internal audit documents
- Responsible for quarterly updates and maintenance of various performance management systems
- Responsible for taking minutes at audit related meetings

Requirement:

- An appropriate National Diploma in Office Administration or Public Administration or an equivalent qualification

All Inclusive Annual Salary: R75,600.00

Centre & Reference: Stellenbosch

Closing date for applications: 18 July 2023 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

ROBERTSON OFFICE

40 Van Reenen Street
ROBERTSON
6705

CERES OFFICE

27 Munnik Street
CERES
6835

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 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.**

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 October 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 ONDERSTEUNINGSDIENSTE: INTERNSKAP (Kontrakaanstelling vir een jaar)

Posbeskrywing:

- Verskaf algemene administratiewe steun aan die Afdeling: Interne Oudit, insluitend telefoondiens, fisiese aflewering by en verspreiding van Interne Oudit-dokumente na verskeie KWDM-kantore
- Verskaf administratiewe en ouditverwante steun aan die Oudit- en Prestasiekomitee
- Verantwoordelik vir elektroniese vaslegging van interne oudit-data en liassering van rekords en interne oudit-dokumente
- Verantwoordelik vir kwartaallikse opdatering en instandhouding van verskeie prestasiebestuurstelsels
- Verantwoordelik vir die neem van notules op ouditverwante vergaderings

Vereiste:

- 'n Toepaslike nasionale diploma in kantooradministrasie of openbare administrasie of 'n gelykwaardige kwalifikasie

Alles Insluitende Jaarlikse Salaris: R75,600.00

Standplaas & Verwysing: Stellenbosch

Sluitingsdatum vir aansoeke: 18 Julie 2023 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 en Mej 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 beroepsliiggame, 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 Oktober 2023 ontvang is nie, kandidate kan aanvaar dat hul aansoeke onsuksesvol was.

Gunswerwing 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 WEENKONZO ZENKXASO ZOMPHICOTHI-ZINCWADI WANGAPHAKATHI (IsiVumelwano sokuQeshwa sonyaka omnye)

IProfayile yomSebenzi:

- Ukunika inkxaso jikelele kwiSebe: UmPhicothi-zincwadi wangaPhakathi ukuquka imisebenzi yefowuni, ukuhanjiswa kwento ebambekayo nokusasaza amaxwebhu omPhicothi-zincwadi wangaPhakathi kwii-ofisi zeCWDM ezahlukeneyo
- Ukunika inkxaso ngokunxulumene nolawulo nokuphicotho lweencwadi kwiKomiti yoKwenza nokuPhicotha iincwadi
- Unoxanduva ukufaka ngokombane idatha yomPhicothi-zincwadi wangaphakathi nokufayilisha iirekhodi/iingxelo zamaxwebhu zomPhicothi-zincwadi wangaPhakathi
- Ukuba noxanduva kuhlaziyo ngonyangantathu nogcino lwezixokelelwano zokwenza ezahlukeneyo
- Ukuba noxanduva lokuthatha imizuzu kwiintlanganiso ezinxulumene nokuphicotha iincwadi

Imfuneko

- INational Diploma efanelekileyo kwi-Office Administration okanye Public Administration okanye isiqinisekiso esilinganayo

Umvuzo wonyaka uqukene: R75,600.00

Iziko &noBhekiselelo: eStellenbosch

Umhla wokuvalwa kwezicelo: 18 kweyeKhala wowama-2023 ngentsimbi ye- 16:00

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

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 KA August kule nombolo (021) 8885120. [Izicelo ezigqityiweyo zokugala ezikhatshwa zikopi zeziginisekiso/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 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 kweyeDwarhai umgqatswa uya kucinga ukuba isicelo sakhe asiphumelelanga.

Ukukhankasa kuya kuthintela umgqatswa.