



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.

LOGISTICS INTERNSHIP (Two-year Contract Appointment)

Job Purpose:

To assist the Division: Disaster Management with various tasks such as • Ensuring that disaster management vehicles, mobile equipment and assets are maintained, cleaned, repaired and are in working order • Reporting faulty equipment and assisting with the administration thereof • Ensuring that relief stock, food parcels, blankets, etc. are properly recorded • Assisting with the setup of Joint Operations Equipment, e.g. Incident Command vehicles at events and disaster management activities • Ensuring that the Disaster Management Centre's ICT equipment is in working condition and report and deliver broken ICT devices to the Division: Information & Communication Technology.

Requirements:

- National Diploma or relevant qualification in Logistics
- Certified copy of academic records with results sheet must accompany the application
- Valid Code C1 driver's licence
- Computer literacy (MS Word, MS Excel, MS PowerPoint and MS Outlook)
- 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: Paarl

Closing date for applications: 10 October 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

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 CVG Theunis 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.**

Please note that, should no feedback be received by 31 December 2022 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 regsgebied. As 'n Gelyke Indiensneming-werkgewer, beskik ons tans oor die onderstaande vakature vir 'n toepaslike gekwalifiseerde en ervare persoon.

INTERNSKAP: LOGISTIEK (Tweejaar-kontrakaanstelling)

Doel van die pos:

Om die Afdeling: Rampbestuur behulpsaam te wees met verskillende take, onder meer • Om toe te sien dat rampbestuur se voertuie, mobiele toerusting en bates in stand gehou, skoongemaak en herstel word, en in 'n goeie werkende toestand is • Aanmelding van foutiewe toerusting en hulpverlening met die administrasie daarvan • Hulpverlening om toe te sien dat voorraad vir rampverligting, voedselpakkies, komberse, ens. behoorlik geboekstaaf word • Hulpverlening met die opstel van toerusting vir gesamentlike operasies, bv. insidentbevelvoertuie by rampbestuur se gebeure en aktiwiteite • Verseker dat die rampbestuursentrum se IKT-toerusting in 'n werkende toestand is, en rapporteer en lewer stukkende IKT-toestelle af by die Afdeling: Inligting-en-Kommunikasietegnologie.

Vereistes:

- Nasionale Diploma of toepaslike kwalifikasie in Logistiek
- 'n Gewaarmerkte afskrif van akademiese rekords met 'n uitslaeblad moet die aansoek vergesel
- Geldige Kode C1 bestuurderslisensie
- Rekenaargeletterdheid (MS Word, MS Excel, MS PowerPoint en MS Outlook)
- 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: Paarl

Sluitingsdatum vir aansoeke: 10 Oktober 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

WORCESTER KANTOOR

Trappesstraat 51
WORCESTER
6850

ROBERTSON KANTOOR

Van Reenenstraat 40
ROBERTSON
6705

PAARL KANTOOR

Hoofstraat 194
PAARL
7646

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 CVG Theunis by (021) 8885159 en 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 31 Desember 2022 ontvang is nie, kandidate kan aanvaar dat hul aansoeke onsuksesvol was.

Gunswerwing sal 'n kandidaat diskwalifiseer.