



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 vacancy to an appropriately qualified and experienced individual.

PRINCIPAL CLERK: RECORDS

Job Profile:

- Provide effective administrative support ensuring the maintenance of institutional records and intellectual property in adherence to procedures of the Cape Winelands District Municipality
- Responsible for capturing of incoming and outgoing mail and emails on Collaborator, as well as distribution thereof to the applicable official(s)
- Responsible for the safe keeping of contracts, agreements, lease agreements, deeds of transfer and business plans in securities, as well as vehicle licences and vehicle registration certificates
- Responsible to maintain contracts, agreements and business plans by removing such items from active filing system and archive it once these items reach the expiry dates
- Responsible for regular updating of Destruction Register
- Responsible for maintaining the electronic filing system on Collaborator, including opening of new files on Collaborator
- Ensure proper execution of tasks of subordinate

Requirements:

- Grade 12
- Computer Literacy: MS Office
- 1 – 3 years' relevant administrative experience
- Experience in the fields of paper-based and electronic records management
- Physically fit and healthy
- Attention to detail
- Ability to adhere to set procedures
- Good communication skills and sound interpersonal skills
- Ability to work accurately, under pressure and with confidential information
- Knowledge of storage and retrieval procedures

CORE PROFESSIONAL COMPETENCIES	FUNCTIONAL COMPETENCIES	PUBLIC SERVICE ORIENTATION COMPETENCIES	PERSONAL COMPETENCIES	MANAGEMENT / LEADERSHIP COMPETENCIES
• Written communication • Oral communication • Attention to detail • Advice and guidance • Organisational awareness • Computer literacy • Managing work	• Discipline specific orientation • Information management	• Service delivery orientation • Interpersonal relationships • Client orientation and customer focus	• Action and outcome orientation • Resilience • Change readiness • Cognitive ability • Learning orientation	• Leadership • Impact and influence • Team orientation • Coaching and mentoring

Salary band:

R189 924 – R246 456 per annum

Post Level:

T7

Work Centre & Reference:

Worcester (24)

Closing date for applications:

25 August 2023 at 15:00

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

CERES OFFICE

27 Munnik Street
CERES
6835

ROBERTSON OFFICE

40 Van Reenen Street
ROBERTSON
6705

MONTAGU OFFICE

50A Bath Street
MONTAGU
6720

Fringe benefits include: pension / retirement fund, medical scheme, group life insurance, 13th cheque and a non-pensionable accommodation allowance. Details regarding the comprehensive list of fringe benefits are available on request.

The closing date for applications is regarded the date on which minimum requirements as stipulated in this advertisement should be met by applicant. No supplementary documents will be accepted after the closing date. Applicants must acquire the prescribed application form from Ms KA August on (021) 8885120 or Ms TI Mpoli on (021) 8885159. Duly 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 forwarded 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.

The appointment will be subject to the need for signing of an employment contract and, where applicable, a performance agreement and disclosure of benefits and interest.

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 30 November 2023 candidates may assume that their applications have been unsuccessful.

Canvassing will disqualify a candidate.



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

EERSTE KLERK: REKORDS

Posbeskrywing:

- Verskaf doeltreffende administratiewe ondersteuning en verseker die handhawing van institusionele rekords en intellektuele eiendom volgens die prosedures van die Kaapse Wynland Distriksmunisipaliteit
- Verantwoordelik vir die vaslegging van inkomende en uitgaande pos en e-posse op Collaborator, asook die verspreiding daarvan aan die betrokke amptenaar/amptenare
- Verantwoordelik vir die beveiliging van kontrakte, ooreenkomste, huurooreenkomste, oordragaktes en sakeplanne in sekuriteite, asook voertuiglisensies en voertuigregistrasiesertifikate
- Verantwoordelik vir handhawing van kontrakte, ooreenkomste en sakeplanne deur sulke items uit die aktiewe liasseerstelsel te verwyder en te argiveer sodra hierdie items die vervaldatum bereik
- Verantwoordelik vir die gereelde bywerking van die Vernietigingregister
- Verantwoordelik vir handhawing van die elektroniese liasseerstelsel op Collaborator, asook die oopmaak van nuwe lêers op Collaborator
- Verseker die behoorlike uitvoering van ondergeskikte se take

Vereistes:

- Graad 12
- Rekenaargeletterdheid: MS Office
- 1 - 3 jaar toepaslike administratiewe ondervinding
- Ondervinding op die gebied van papiergebaseerde en elektroniese rekordbestuur
- Fisies fiks en gesond
- Noukeurigheid
- Vermoë om aan gestelde prosedures te voldoen
- Goeie kommunikasievaardighede en deeglike interpersoonlike vaardighede
- Vermoë om akkuraat, onder druk en met vertroulike inligting te werk
- Kennis van berging- en herwinningsprosedures

KERN- PROFESSIONELE BEVOEGDHEDE	FUNKSIONELE BEVOEGDHEDE	STAATSDIENS- GEORIËNTEERDE BEVOEGDHEDE	PERSOONLIKE BEVOEGDHEDE	BESTUURS-/ LEIERSKAP- BEVOEGDHEDE
• Skriftelike kommunikasie • Mondelinge kommunikasie • Noukeurigheid • Advies en leiding • Organisatoriese bewustheid • Rekenaargeletterdheid • Bestuur van werk	• Dissipline-spesifieke oriëntasie • Inligtingsbestuur	• Dienslewering-oriëntasie • Interpersoonlike verhoudinge • Kliëntgerigtheid en kliëntfokus	• Aksie- en uitkomsoriëntasie • Veerkragtigheid • Gereedheid vir verandering • Kognitiewe vermoëns • Leeroriëntasie	• Leierskap • Impak en invloed • Spanoriëntasie • Afrigting en mentorskap

Salarisreeks:

R189 924 – R246 456 per jaar

Posvlak:

T7

Werksentrum en verwysing:

Worcester (24)

Sluitingsdatum vir aansoek:

25 Augustus 2023 om 15:00

AANSOEKERS WORD AANGEMOEDIG OM HUL AANSOEKE PER KOERIER NA DIE VOLGENDE ADRESSE TE STUUR:

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

CERES KANTOOR

Munnikstraat 27
CERES
6835

ROBERTSON KANTOOR

Van Reenenstraat 40
ROBERTSON
6705

MONTAGU KANTOOR

Bathstraat 50A
MONTAGU
6720

Byvoordele sluit in: pensioen-/aftreefonds, mediese skema, groeplewensversekering, 13^{de} tjem en 'n niepensioendraende akkommodasietoelae. Besonderhede oor die omvattende lys byvoordele is op aanvraag beskikbaar.

Die sluitingsdatum vir aansoeke word beskou as die datum waarop aansoekers aan die minimum vereistes, soos in die advertensie gestipuleer, moet voldoen. Geen aanvullende dokumente sal na die sluitingsdatum aanvaar word nie. Aansoekers moet die voorgeskrewe aansoekvorm by me KA August by (021) 888 5120 of me TI Mpoli by (021) 888 5159 verkry. Behoorlik voltooië aansoeke, vergesel van oorspronklik gewaarmerkte, ware afskrifte van kwalifikasiesertifikate (grade, diplomas, sertifikate, skoolsertifikate, ens.), asook die vereiste rybewyse, professionele bestuurspermitte en registrasiesertifikate van beroepsliedgame, waar toepaslik, moet in 'n verseelde koevert waarop die betrokke posnaam aangedui word, na die Munisipale Bestuurder, Kaapse Wynland Distriksmunisipaliteit, Posbus 100, Stellenbosch, 7599 gestuur word.

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.

Die aanstelling is onderworpe daaraan dat 'n dienskontrak en, waar van toepassing, 'n prestasie-ooreenkoms en bekendmaking van voordele en belange as noodsaak onderteken word.

In die geval van enige teenstrydigheid tussen die Engelse, Afrikaanse en isiXhosa-advertensie, sal die Engelse advertensie voorrang geniet.

Let asseblief daarop dat indien geen terugvoering teen 30 November 2023 ontvang is nie, kandidate kan aanvaar dat hul aansoek 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 izithuba kumntu olungele ngokufanelekileyo kwaye onamava.

UNOBHALA OYINTLOKO: IIREKHODI

Iprofayile yomsebenzi:

- Ukubonelela ngenkxaso yolawulo olusebenzayo ukuqinisekisa ukugcina iirekhodi zeziko nolwazi lwengqondo ukunamathela kwiinkqubo zikaMasipala wesiThili waseCape Winelands
- Ukuba noxanduva lokufaka iposi nee-imeyile ezingenayo neziphumayo umntu osebenza nomnye (Collaborator) nokuhambisela igosa/amagosa afanelekileyo
- Ukuba noxanduva lokugcina ngokukhuselekileyo iimvumelwano nezivumelwano, izivumelwano zokuqasha, izenzo zokugqithisa neeyilo zamashishini kukhuseleko kunye namaphepha-mvume ezithuthi neziqinisekiso zokubhaliswa kwezithuthi
- Ukuba noxanduva lokugcina iimvumelwano, izivumelwano neeyilo zamashishini ngokususa ezo zinto kwisixokelelwano sokufayilisha esisebenzayo nezibhalo ezibalulekileyo ezigciniweyo ezikhe ezi zinto zafikelela kwimihla eseyiphelelwe
- Ukuba noxanduva lokuhlaziya ngokulungelelanisa iRejista yokuTshabalalisa
- Ukuba noxanduva lokugcina isixokelelwano sokufayilisha sombane kumntu osebenza nomnye (Collaborator), ukuquka ukuvulwa kweefayile ezintsha kumntu osebenza nomnye (Collaborator)
- Ensure proper execution of tasks of subordinate

Iimfuneko:

- IBanga le-12
- Ulwazi lwekhompyutha: MS Office
- 1 – 3 iminyaka yamava olawulo olufanelekileyo
- Amava kwisifundo esisekelwe kwiphepha nakulawulo lweerekhodi zombane
- Ukuphila qete nempilo
- Ingqalelo kwinkcukacha
- Ubuchule bokunamathela kwiqela leenkqubo
- Izakhono zoxibelelwano ezilungileyo nezakhono zobudlelwane
- Ubuchule bokusebenza ngokuchanekileyo, phantsi koxinzelelo nangolwazi oluyimfihlo
- Ulwazi logcino nokubuyiswa kweenkqubo

UBUCHULE BOKUSEBENZA OBUNGUNDOQO	UBUCHULE BOKUSEBENZA	UBUCHULE BOQHELANISO NENKONZO YOLUNTU	UBUCHULE BOBUQU	UBUCHULE BOLAWULO NOBUNKOKHELI
• Unxibelelwano lokubhala • Unxibelelwano lokuthetha • Ingqalelo kwiinkcukacha • Ukuphembelela • Ukuqonda ulungiselelo • Ukusombulula iingxaki • Ulwazi lwekhompyutha • Iingqiqo yokulungiselela • Ukulawula umsebenzi	• Uqheliso oluthile lwengqeqesho • Ulawulo lolwazi	• Ubudlelwane • Unxibelelwano • Uqheliso lokuhanjiswa kweenkonzo • Uqheliso lomxumi nengqalelo yomxhasi	• Uqheliso lokwenza lwezenzo neziphumo • Ukunyamezela • Ukulungela inguquko • Ubuchule bokuqonda • Uqheliso lokufunda	• UbunkokheliLeadership • Iimpembelelo • Uqheliso lweQela • Ukuqeqesha nokucebisa

Umvuzo ohlawulwayo: R189 924 - R246 456 ngonyaka
Umgangatho wesikhundla: T7
Iziko lokusebenza& negunya: eWorcester (24)
Umhla wokuvalwa kwezicelo: 25 kweyeThupha wowama-2023 ngentsimbi ye- 15

ABACELI BAKHUTHAZWA UKUBA BATHUMELE NGEPOSI IZICELO ZABO KWEZI DILESI ZILANDELAYO:

I-OFIGI YASESTELLENBOSCH

29 Du Toit Street / 46 Alexander Street
STELLENBOSCH
7600

OKANYE BAHAMBISE IZICELO ZABO KWEZI DILESI ZILANDELAYO:

KWI-OFIGI YASESTELLENBOSCH

29 Du Toit Street /46 Alexander Street
STELLENBOSCH
7600

KWI-OFIGI YASEPAARL

194 Main Street
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CERES OFFICE

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CERES
6835

I-OFIGI YASEROBERTSON

40 Van Reenen Street
ROBERTSON
6705

I-OFIGI YASEMONTAGU

50A Bath Street
MONTAGU
6720

Umphepo wenzuzo uquka: Ipenshini/ingxowa-mali yomhlala-phantsi, inkqubo yonyango, i-inshorensi yobom beqela, itsheki ye-13 nesibonelelo sendawo yokuhlala. Iinkcukacha eziphathelele kuluhlu olubanzi lomphetho wenzuzo luyafumaneka xa luceliwe.

Umhla wokuvalwa kwezicelo uthathwa njengomhla apho iimfuneko ezimiselwe njengobuncinane kwesi sibhengezo kufuneka zifezekiswe ngabaceli. Akukho maxwebhu ongezelelweyo aya kwamkelwa emva komhla wokuvalwa. Abaceli kufuneka bazuze ifomu yesicelo emiselweyo kuNksz/Nkzn KA August kule nombolo (021) 8885120 okanye kuNksz/Nkszn TI Mpoli kule nombolo (021) 8885159. [Izicelo ezigqityiweyo zokugala ezikhatshwa zikopi zeziginisekiso/izatifikhethi 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 evunye ligama leposi efanelekileyo elikwimvulophu.](#)

[Kufuneka kuqatshelwe ukuba izicelo ezingahambisani nemiyalelo echazwe ngasentla azisayi kuthathelwa ngqalelo, nezisemva kwexesha, ezifekisiwe okanye zizicelo zombane.](#)

Ukuqeshwa kuya kuxhomekeka kwisidingo sokusayina isivumelwano sokuqeshwa, nalapho kusebenzayo, isivumelwano sokwenza nokuvezwa kwenzuzo nomdla.

Kwimeko apho kukho ukuguquguquka kwisibhengezo sesiNgesi, sesiBhulu nesesixhosa, isibhengezo sesiNgesi siya koyisa.

Nceda uqaphele ukuba xa ingekho ingxelo oyifumeneyo ngomhla wama-30 kweyeNkanga umgqatswa uya kucinga ukuba isicelo sakhe asiphumelelanga.

Ukukhankasa kuya kuthintela umgqatswa.