



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.

RISK, FRAUD & COMPLIANCE MANAGEMENT INTERNSHIP (One-year Contract Appointment)

Job Profile:

To assist the Division: IDP, Performance & Risk Management with the performance of various tasks, e.g.

- Risk Management;
- Fraud Management;
- Compliance Management;
- Communication;
- Reporting;
- Administration, record keeping and provision of general administrative support, as and when required.

Minimum Requirements:

- A National Diploma (or higher) in Business Management Systems, Project Management, Public Management, Public Administration, Internal Audit or a Degree in Law or Commerce (Compliance- or Risk Management)
- Academic records with results sheet must accompany the application
- Valid Code B driver's licence
- Excellent communication skills in at least two of the three official languages of the Western Cape Province

All Inclusive Annual Salary: R72,000.00

Centre & Reference: Stellenbosch

Closing date for applications: 24 June 2022 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 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 30 September 2022 candidates may assume that their applications have been unsuccessful.

Canvassing will disqualify a candidate.



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Kaapse Wynland Distriksmunisipaliteit strewende 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.

RISIKO-, BEDROG- EN NAKOMINGSBESTUUR INTERNSKAP (Eenjaar-kontrakaanstelling)

Sleutelprestasie-area:

Om die Afdeling: GOP, Prestasie en Risikobestuur te help met die uitvoering van verskillende take, bv.

- Risikobestuur;
- Bedrogbestuur;
- Nakomingsbestuur;
- Kommunikasie;
- Verslagdoening;
- Administrasie, rekordhouding en voorsiening van algemene administratiewe ondersteuning, soos nodig.

Minimum Vereistes:

- Nasionale Diploma (of hoër) in Ondernemingsbestuurstelsels, Projekbestuur, Openbare Bestuur, Openbare Administrasie, Interne Oudit of 'n Graad in die Regte of Handel (Nakomings- of Risikobestuur)
- Akademiese rekords met uitslae moet aansoeke vergesel
- Geldige Kode B bestuurderslisensie
- Uitstekende kommunikasievaardighede in ten minste twee van die drie amptelike tale van die Wes-Kaap Provinsie

Alles-insluitende jaarlikse salaris: R72,000.00

Standplaas & Verwysing: Stellenbosch

Sluitingsdatum vir aansoeke: 24 Junie 2022 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 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 30 September 2022 ontvang is nie, kandidate kan aanvaar dat hul aansoeke onsuksesvol was.

Gunswerwing sal 'n kandidaat diskwalifiseer.