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.

DISASTER MANAGEMENT INTERNSHIP
(One-year Contract Appointment)

Job Purpose:

To assist the Division: Disaster Management with various administrative and logistical tasks such as assisting in operational activities i.e. responding to incidents/disasters, compiling Disaster Management reports, coordinating stakeholder engagements; implementation of Disaster Risk Reduction initiatives; liaising with Disaster Management role-players regarding Disaster Management issues i.e. incidents, early warning etc; implementation of training and awareness initiatives and the provision of general administrative support.

Requirements:

- National Diploma or relevant qualification in Disaster Management
- Valid Code B driver's licence will serve as recommendation
- Computer literacy (MS Word, MS Excel, MS PowerPoint, GIS (minimum requirement is the ability to use Google Earth)
- 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: Stellenbosch

Closing date for applications: 23 November 2026 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

CERES OFFICE

27 Munnik Street
CERES
6835

ROBERTSON OFFICE

40 Van Reenen Street
ROBERTSON
6705

The closing date for applications is regarded as 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 C Swartz on (021) 8885287 or Ms NP Mbikahlobo 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 electronic 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 January 2027 candidates may assume that their applications have been unsuccessful.

Canvassing will disqualify a candidate.

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Kaapse Wynland Distriksmunisipaliteit strewe 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: RAMPBESTUUR
(Eenjaar-kontrakaanstelling)

Posbeskrywing:

Om die Afdeling: Rampbestuur by te staan met verskeie administratiewe en logistieke take soos hulpverlening met operasionele werksaamhede, onder meer reaksie op voorvalle/rampe, die opstel van rampbestuursverslae, koördinering van interaksie met belanghebbendes; implementering van inisiatiewe oor ramprisikovermindering; skakeling met rampbestuurrolspelers oor verwante aangeleenthede soos voorvalle, vroeë waarskuwings, ens.; implementering van opleiding en bewusmakingsinisiatiewe en die verskaffing van algemene administratiewe steun.

Vereistes:

- Nasionale diploma of relevante kwalifikasie in Rampbestuur
- Geldige Kode B-bestuurslisensie sal as aanbeveling dien
- Rekenaargeletterdheid (MS Word, MS Excel, MS PowerPoint, GIS (minimumvereiste is die vermoë om Google Earth te gebruik)
- Uitstekende kommunikasie- en skryfvaardighede in minstens twee van die drie amptelike tale van die Wes-Kaap
- Liggaamlike fiksheid
- Vermoë om in gure weerstoestande te werk

Allesinsluitende jaarlikse salaris: R75,600.00

Standplaas: Stellenbosch

Sluitingsdatum vir aansoeke: 23 November 2026 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

CERES KANTOOR

Munnikstraat 27
CERES
6835

ROBERTSON KANTOOR

Van Reenenstraat 40
ROBERTSON
6705

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 C Swartz by (021) 8885287 of Me NP Mbikahlobo 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.

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 Januarie 2027 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 WOKULAWULA INTLEKELE (IsiVumelwano seNgqesho sonyaka omnye)

Injongo yomsebenzi:

Ukunceda iSebe: UkuLawula iNtlekele ngemisebenzi yolungiselelo neylawulo eyahlukeneyo njengokuncedisa kwimisebenzi esebenzayo efana nokuphendula kwisehlo/kwintlekele, ukwenza iingxelo zokuLawula iNtlekele, ukudibana nabadlali-ndima boLawulo lweNtlekele ngokuphathelele kwimibandela yoLawulo lweNtlekele efana nezehlo, izilumkiso zangaphambili njalo njalo, ukuzalisekisa uqeqesho nengqiqo kunye nolungiselelo lwenkxaso yolawulo jikelele.

Iimfuneko:

- I-National Diploma okanye isiqinisekiso esifanelekileyo kuLawulo lweNtlekele (Disaster Management)
- Iphepha-mvume lokuqhuba elisemthethweni elinguKhowudi B liya kusebenza njengesincomo
- Ulwazi lwekhompyutha (MS Word, MS Excel, MS PowerPoint, GIS (ubuncinane buyimfuneko kubuchule bokusebenzisa Google Earth)
- Izakhono zonxibelelwano lokuthetha nokubhala ezibalaseleyo ubuncinane kwiilwimi ezimbini kwezintathu ezisemthethweni eNtshona Koloni
- Ukuphila qete ngokomzimba
- Ubuchule bokusebenza kwiimeko zemozulu embi

Umvuzo wonyaka kuqukwe konke: R75,600.00

Iziko & neSalathiso: Inye eStellenbosch

Umhla wokuvalwa kwezicelo: 23 kweyeNkanga 2026 ngo-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 YASECERES

27 Munnik Street
CERES
6835

I-OFISI YASEROBERTSON

40 Van Reenen Street
ROBERTSON
6705

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 C Swartz kule nombolo (021) 8885287 okanye kuNksz/Nkszn NP Mbikahlobo on (021) 8885120. Izicelo eziqqityiweyo zokuqala ezikhatshwa zikopi zeziqinisekiso/izatifikethi ezizizo zokuqala ezifungelweyo (izidanga, iidiploma, izatifikhethi, izatifikhethi zesikolo, njalo, njalo) namaphepha-mvume afunekayo. Amaphepha-mvume okuqhuba obuchule nezatifikhethi ezibhaliswe kumagela obuchule, apho kuyimfuneko, zingeniswa ku*Municipal 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 osafunayo.

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

Kucelwa uqaphele kwakhona ukuba, ukuba akukho ngxelo iqhubekayo efunyenweyo ungadlulanga 31 kweyoMqungu 2026, abaviwa banokucinga ukuba izicelo zabo aziphumelelanga.

Ukurhwebesha kuya kuthintela umgqatswa.