



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.

VISUAL MEDIA INTERNSHIP (One-year Contract Appointment)

Job Purpose:

- The intern will assist with visual design and related tasks in the Division: Communications. Including but not limited to: Downloading and uploading, sorting, and editing of the photography and videography archive. Assistance with conceptualising, designing, and editing of artwork for ad-hoc requests from other divisions. Assistance with developing multi-visual material for the website and social media platforms. Updating and maintaining the online gallery and multimedia pages on CWDM website. Coordinate and liaise with departments in obtaining information / completion of tasks.

Requirements:

- National Diploma/ Degree in: Visual Communication Design/Graphic Design/Digital Media Design
- Valid Code B driver's licence
- Computer Literacy is essential - Windows Suite (Word, PowerPoint, Excel & Access), Adobe Creative Suite (Photoshop, InDesign, Illustrator & Premiere Pro), digital photography & videography, video compilation and editing
- Excellent communication and writing skills enabling Freehand illustration and story board development
- Excellent research and interpretation skills
- Attention to detail
- Sound interpersonal relations
- Ability to work independently as well as in a team
- Strong work ethic, positive attitude, with the ability to handle multiple tasks and set priorities
- Good time and project management skills
- Ability to work under pressure
- Preparedness to work after hours and some weekends

All-inclusive annual salary: R75,600.00

Centre: Stellenbosch

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

CERES OFFICE

27 Munnik Street
CERES
6835

ROBERTSON OFFICE

40 Van Reenen Street
ROBERTSON
6705

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 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 toepaslik gekwalifiseerde en ervare persoon.

INTERNSKAP: VISUELE MEDIA (Kontrakaanstelling vir een jaar)

Posbeskrywing:

- Die intern sal in die Afdeling: Kommunikasie behulpsaam wees met visuele ontwerp en verwante take, insluitend maar nie beperk nie tot: Die aflaai en laai, sortering en redigering van die fotografie- en videografie-argief. Hulpverlening met die konseptualisering, ontwerp en redigering van kunswerk vir ad hoc-versoeke van ander afdelings. Hulpverlening met die ontwikkeling van multivisuele materiaal vir die webwerf en sosialemediaplatforms. Bywerking en byhou van die aanlyn galery en multimedia-bladsye op die KWDM-webwerf. Koördinering en skakeling met departemente om inligting in te samel/take af te handel.

Vereistes:

- Nasionale diploma/graad in: Visuele Kommunikasie-ontwerp/Grafiese Ontwerp/Digitale Media-ontwerp
- Geldige Kode B-bestuurslisensie
- Rekenaargeletterdheid is noodsaaklik – Windows Suite (Word, PowerPoint, Excel & Access), Adobe Creative Suite (Photoshop, InDesign, Illustrator & Premiere Pro), digitale fotografie en videografie, videosamestelling en -redigering
- Uitstekende kommunikasie- en skryfvaardighede ten einde met die vry hand te illustreer en storieborde te ontwikkel
- Uitstekende navorsing- en interpretasievaardighede
- Noukeurigheid
- Sterk interpersoonlike vaardighede
- Vermoë om onafhanklik en binne spanverband te werk
- Sterk werksetiek, positiewe ingesteldheid, en die vermoë om veelvuldige take te hanteer en prioriteite te stel
- Goeie tyd- en projekbestuursvaardighede
- Vermoë om onder druk te werk
- Gewilligheid om na ure en sommige naweke te werk

Allesinsluitende jaarlikse salaris: R75,600.00

Standplaas: Stellenbosch

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

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

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 getuigde, 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.