



# 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.*

## **ADMINISTRATIVE SUPPORT SERVICES INTERNSHIP (One-year Contract Appointment)**

### **Job Purpose:**

To assist with various administrative duties related to -

- Administrative Support Services
- Human Resources
- IDP and Performance Management
- Information and Communication Technology
- Typing, switchboard services and minute-taking

### **Minimum Requirements:**

- National Diploma or equivalent in Public-, Business- and/or Office Administration
- Computer Literacy: MS Office
- Excellent communication skills in at least two of the three official languages of the Western Cape Province

**All-inclusive annual salary:** R75,600.00

**Centre:** Stellenbosch

**Closing date for applications:** 27 September 2024 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

---

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 TI Mpoli on (021) 8885159 or Ms NP Mtuta 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.**

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 2024 candidates may assume that their applications have been unsuccessful.*

*Canvassing will disqualify a candidate.*



# CAPE WINELANDS DISTRICT

MUNICIPALITY • MUNISIPALITEIT • UMASIPALA

*Die Kaapse Wynland Distriksmunisipaliteit strew e na dinamiese en doeltreffende dienslewering aan die gemeenskap binne sy regsgebied. As 'n gelyke indienseneming-werkgewer, bied ons tans die volgende internskap aan 'n toepaslik gekwalifiseerde en ervare individu.*

## ADMINISTRATIEWE STEUNDIENSTE: INTERNSKAP (Kontrakaanstelling vir een jaar)

### Posbeskrywing:

Om behulpsaam te wees met verskeie administratiewe take ten opsigte van –

- Administratiewe Steundienste
- Menslike Hulpbronne
- GOP en Prestasiebestuur
- Inligting- en Kommunikasietegnologie
- Tikwerk, skakelbordpligte en die neem van notules

### Minimum vereistes:

- Nasionale Diploma of gelykwaardig in Openbare, Besigheids- en/of Kantooradministrasie
- Rekenaargeletterdheid: MS Office
- Uitstekende kommunikasievaardighede in ten minste twee van die drie amptelike tale van die Wes-Kaap Provinsie

**Allesinsluitende jaarlikse salaris:** R75,600.00

**Sentrum:** Stellenbosch

**Sluitingsdatum vir aansoeke:** 27 September 2024 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 OM AANSOEKE PER HAND BY DIE VOLGENDE ADRESSE AF TE LEWER:**

#### 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 minimumvereistes, soos in die advertensie gestipuleer, moet voldoen. Geen aanvullende dokumente sal na die sluitingsdatum aanvaar word nie. Aansoekers kan die voorgeskrewe aansoekvorm aanvra van me TI Mpoli by (021) 888 5159 of me NP Mtuta by (021) 888 5120. [Oorspronklik voltooide aansoeke, vergesel van oorspronklik gewaarmerkte, ware afskrifte van kwalifikasiesertifikate \(grade, diplomas, sertifikate, skoolsertifikate, ens.\), asook die vereiste bestuurslisensies, professionele bestuurspermitte en registrasiesertifikate van beroepsliggame, waar toepaslik,](#) moet in 'n verseëelde koevert waarop die betrokke posnaam aangedui word, na 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. **Let asseblief daarop dat kandidate wat reeds 'n tweejaar-internskapprogram by die Kaapse Wynland Distriksmunisipaliteit voltooi het, nie weer vir 'n internskapgeleentheid oorweeg sal word nie.**

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 2024 ontvang is nie, kandidate kan aanvaar dat hul aansoek onsuksesvol was.*

*Gunswerwing sal 'n kandidaat diskwalifiseer.*



# CAPE WINELANDS DISTRICT

MUNICIPALITY • MUNISIPALITEIT • UMASIPALA

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 KULAWULO LWEENKONZO ZENKXASO (isiVumelwano seNgqesho sonyaka omnye)

### Injongo yomsebenzi:

Ukunceda nemisebenzi yolawulo eyahlukeneyo enxulumene -

- NeeNkonzo zeNkxaso yoLawulo
- NeeNgqesho
- Ne-IDP nolawulo lokuSebenza
- NoLwazi nobuChwepheshe bonxibelelwano
- Nokuchwetheza, iinkonzo zebhokisi enezixhobo ezininzi zokuvula nokucima (umbane) nokuthatha imizuzu

### Ubuncinane beemfuneko:

- INational Diploma okanye okulinganayo kwi-*Public-*, *Business-* kunye/okanye *Office Administration*
- Ulwazi lwekhompyutha (MS Office)
- Izakhono zonxibelelwano lokuthetha nokubhala ezibalaseleyo ubuncinane kwiilwimi ezimbini kwezintathu ezisemthethweni eNtshona Koloni

**Umvuzo wonyaka kuqukwe konke:** R75,600.00

**Iziko & neSalathiso:** eStellenbosch

**Umhla wokuvalwa kwezicelo:** 27 kweyoMsintsi wowama-2024 ngentsimbi ye-15:00

### ABACELI BAKHUTHAZWA UKUBA BATHUMELE NGEPOSI IZICELO ZABO KWEZI DILESI ZILANDELAYO:

#### I-OFISI YASESTELLENBOSCH

29 Du Toit Street / 46 Alexander Street  
STELLENBOSCH  
7600

#### OKANYE BASE 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 zifizekise ngabaceli. Akukho maxwebhu ongezelelweyo aya kwamkelwa emva komhla wokuvalwa. Abaceli kufuneka bazuze ifomu yesicelo emiselweyo kuNksz/Nkszn TI Mpoli kule nombolo (021) 8885159 okanye kuNksz/Nkszn NP Mtuta on (021) 8885120. [Izicelo ezigqityiweyo zokugala ezikhathshwa zikopi zeziqinisekiso/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 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 osafundayo.**

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

*Kucelwa uqaphele kwakhona ukuba, ukuba akukho ngxelo iqhubekayo efunyenweyo ungalulanga owe-30 kweyeNkanga wowama- 2024, abaviwa banokucinga ukuba izicelo zabo aziphumelelanga.*

*Ukurhwebesha kuya kuthintela umgqatswa.*