

WEST COAST DISTRICT MUNICIPALITY



West Coast District Municipality - with its Head Office at Moorreesburg - strives towards rendering a dynamic and effective service to the community under its jurisdiction. As an Employment Equity employer, we currently offer the following vacancies to appropriately qualified and experienced individuals.

Financial Services Department Division: Resorts

HANDYMAN (RESORTS) (1 POST)

•Centre: Ganzekraal •Salary: R99 568 - R129 250 per annum (TASK Grading 6) •Ref. No.: GR4

Requirements: •Grade 10 •A valid Code EB driver's licence •Communication skills •Interpersonal skills •Carpentry/Plumbing skills •Electrical appliance repairing skills •Fluent in two of the three official languages of the Western Cape •6 months relevant experience •Knowledge required in order to perform the job functions.

Duties: •Responsible to do general maintenance at the resort.

GENERAL ASSISTANT (CLEANER) (1 POST)

•Centre: Ganzekraal •Salary: R74 918 - R88 436 per annum (TASK Grading 3) •Ref. No.: GR7

Requirements: •Basic life skills •Attention to detail •Good reporting and cleaning skills •Good interpersonal and communication skills •Ability to work independently •Fluent in two of the three official languages of the Western Cape.

Duties: •Perform activities/tasks associated with the cleaning and maintenance of the Resort's offices, chalets, conference centre, toilets and buildings at Ganzekraal Holiday Resort on a continuous basis and to serve tea/coffee to personnel and visitors.

INTERNSHIP (2 POSTS)

•One-year Renewable Contract •Centre: Moorreesburg
•Salary: R96 000 - R144 000 per annum (all-inclusive) •Ref. No.: FS 3

Requirements: •At least a three-year Bachelor's degree or an annual diploma with majors in Accounting, Economics or Finance, including either Risk Management and/or Auditing •Willingness to sign an internship agreement in addition to the employment contract (in order to ensure commitment to the programme which requires, amongst other things, full participation in the educational and workplace assignments and observance of policies and procedures) •Applicants must be 21 - 35 years of age.

Internship Overview: The MFIP is a structured professional training and work experience programme with the goal of providing high-quality training and practical exposure in all aspects of a Municipal Budget and Treasury Office, which is governed by the Municipal Finance Management Act, 2003 (Act 56 of 2003) and the underlying reforms. The programme has a logical training sequence that builds on the skills and competencies acquired during university and technikon training. It ends where appropriate, credits for the qualification in Municipal Finance Management in line with the Municipal Minimum Competency Regulations, Gazette 29967 of June 2007 are completed.

Focus Areas: Internal Auditing/Finance.

Term of Contract: One-year contract with the option of renewal for a further year.

In addition to the salaries mentioned for the positions and subject to certain conditions, the District Municipality offers competitive fringe benefits, such as a housing subsidy, a 13th cheque, membership of pension/retirement and medical aid funds, as well as conditional coverage of furniture removal costs.

CLOSING DATE: 17 JUNE 2016 AT 14H00

The prescribed application forms are available during office hours from Ms PS. Boer, tel. 022 433 8400 or on the website at www.westcoastdm.co.za/vacancies.html. Completed application forms, accompanied by comprehensive CVs and certified copies of diplomas/certificates/registrations and driver's licences, are to be forwarded to West Coast District Municipality, Human Resources: Recruitment and Selection, P.O. Box 242, Moorreesburg, 7310.

Please Note: Council reserves the right not to make an appointment. No late applications, or applications via fax or email will be accepted. CVs will not be returned to candidates. Canvassing will disqualify a candidate.

Should no feedback from this office be received within 60 days of the closing date, candidates may assume that their applications have been unsuccessful.