

INTERNSHIPS AVAILABLE



Garden Route District Municipality, the leading, enabling and inclusive district, characterised by equitable and sustainable development, high quality of life and equal opportunities for all.

Garden Route District Municipality (GRDM), with its Head Office situated in George, serves the people in the Southern Cape and Little Karoo. GRDM seeks to achieve the integrated, sustainable and equitable, social and economic development of its area as a whole by: ensuring integrated development planning; promoting bulk infrastructure development; building the capacity of local municipalities in its area to perform their functions and exercise their powers where such capacity is lacking; promoting the equitable distribution of resources between local municipalities in its area, to ensure appropriate levels of municipal services.

10 X GARDEN ROUTE SKILLS MECCA TECHNICIANS

Garden Route District Municipality, invite unemployed youth currently residing within the Garden Route District municipal area to apply for an opportunity to become a Garden Route Skills Mecca Technician. Positions are currently available within the following municipal areas within Garden Route District.

Municipality	Town	Total Interns available
Garden Route District Municipality	George	3
George Municipality	George	1
Bitou Municipality	Plettenberg Bay	1
Knysna Municipality	Knysna	1
Mossel Bay Municipality	Mossel Bay	1
Oudtshoorn Municipality	Oudtshoorn	1
Hessequa Municipality	Riversdale	1
Kannaland Municipality	Ladismith	1

Requirements

- NQF Level 5 Qualifications in either Business, Economics, Finance, Engineering, Human Resources or Public Administration
- Computer Literate with expertise in MS Office and Internet skills;
- The ability to interact and communicate in a professional manner

Duties

- Work with the Economic Development Unit in each B Municipality or District Municipality to continuously identify employers and their skills development needs in the municipality and update and maintain an employer database of all employers within the Municipality. The database will be hosted at the District Municipality.
- Identify funding opportunities and develop proposals for such funding opportunities for the local municipality or district municipality for skills development or any other investment opportunity for the municipality.
- Prepare quarterly reports and presentations for the Municipal area representative to table at the GRSM Task Team that meets on a quarterly basis.
- Support the GRSM Task Team and GRSM Forum with administrative and secretarial functions.
- Create, build and maintain a Portfolio of Evidence to allow for a future relevant Recognition of Prior Learning process.

Stipends will be provided and communicated on success of the application. Please note that no travelling expenses will be covered by Garden Route District Municipality and applicants should therefore apply only for positions where they currently reside.

Application forms are available at the Garden Route District Municipality (GRDM) and satellite offices within the district during normal office hours (Monday – Thursday 07:30 – 16:30; Friday 07:30 – 13:30). Application forms are also available from the GRDM's website at www.gardenroute.gov.za.

THE GARDEN ROUTE DISTRICT MUNICIPALITY WILL ONLY CONSIDER APPLICATIONS COMPLETED IN FULL AND IF THE DOCUMENTS MENTIONED BELOW, AS AND WHERE APPLICABLE, HAVE BEEN INCLUDED.

A detailed curriculum vitae and covering letter, application form and certified copies of the following documentation must be attached: certified copy of qualification; certified copy of I.D.

Please forward the application form and all documents to: **Records, Garden Route District Municipality, 54 York Street, P.O. Box 12, George 6530, for attention: Training and Development Section.**

For any enquiries, do not hesitate to contact Mr Reginald Salmons at 044-803 1363, Ms Angeline Naidoo at 044 803 1420 or Mrs Angela-Ziva Coetsee at 044 803 1344 during office hours.

Only short-listed candidates will be contacted. Should candidates not be contacted within two-months of the closing date, they must consider their application as unsuccessful.

Closing date: 28 July 2022

Notice number: 89/2022

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Garden Route Distriksmunisipaliteit (GRDM), met sy hoofkantoor in George, bedien die gemeenskap in die Suid-Kaap en Klein-Karoo. GRDM poog om die geïntegreerde, volhoubare en billike, sosiale en ekonomiese ontwikkeling van sy gebied as geheel te bereik deur: geïntegreerde ontwikkelingsbeplanning te verseker; die bevordering van grootmaat-infrastruktuurontwikkeling; die bou van die kapasiteit van plaaslike munisipaliteite in sy gebied om hul funksies te verrig en hul bevoegdhede uit te oefen waar sodanige kapasiteit ontbreek; die bevordering van die billike verspreiding van hulpbronne tussen plaaslike munisipaliteite in sy gebied, om toepaslike vlakke van munisipale dienste te verseker.

Tuinroete Distriksmunisipaliteit, nooi werklose jeugdiges wat tans in die Tuinroete distrik area woon om aansoek te doen vir 'n geleentheid om 'n Garden Route Skills Mekka Tegnikus te word. Posisies is tans beskikbaar binne die volgende munisipale gebiede binne die Garden Route distrik.

10 X GARDEN ROUTE SKILLS MEKKA TEGNIKUSTE

Munisipaliteit	Dorp	Beskikbare studente
Garden Route Distriksmunisipaliteit	George	3
George Munisipaliteit	George	1
Bitou Munisipaliteit	Plettenbergbaai	1
Knysna Munisipaliteit	Knysna	1
Mosselbaai Munisipaliteit	Mosselbaai	1
Oudtshoorn Munisipaliteit	Oudtshoorn	1
Hessequa Munisipaliteit	Riversdale	1
Kannaland Munisipaliteit	Ladismith	1

Vereistes

- NQF Vlak 5-kwalifikasies in óf Besigheid, Ekonomie, Finansies, Ingenieurswese, Menslike Hulpbronne óf Publieke Administrasie
- Rekenaargeletterd met kundigheid in MS Office en Internetvaardighede;
- Die vermoë om op 'n professionele wyse interaksie te hê en te kommunikeer.

Pligte

- Werk saam met die Ekonomiese Ontwikkelingseenheid in elke B Munisipaliteit of Distriksmunisipaliteit om deurlopend werkgewers en hul vaardigheidsonwikkelingsbehoefes in die munisipaliteit te identifiseer en 'n werkgewerdatabasis van alle werkgewers binne die munisipaliteit by te werk en in stand te hou. Die databasis sal by die distriksmunisipaliteit gehuisves word.
- Identifiseer befondsingsgeleenthede en ontwikkel voorstelle vir sulke befondsingsgeleenthede vir die plaaslike munisipaliteit of distriksmunisipaliteit vir vaardigheidsonwikkeling of enige ander beleggingsgeleentheid vir die munisipaliteit.
- Berei kwartaallike verslae en aanbieding voor vir die Munisipale gebiedsvertegenwoordiger om by die GRSM-taakspan wat op 'n kwartaallike basis vergader, ter tafel te lê.
- Ondersteun die GRSM-taakspan en GRSM-forum met administratiewe en sekretariële funksies.
- Skep, bou en onderhou 'n Portefeulje van Bewyse om voorsiening te maak vir 'n toekomstige relevante Erkenning van Vorige Leer-proses.

Vergoeding sal verskaf en gekommunikeer word indien die aansoek suksesvol is. Neem asseblief kennis dat geen reiskoste deur Garden Route Distriksmunisipaliteit gedek sal word nie en aansoekers moet dus slegs aansoek doen vir poste waar hulle tans woon. Aansoekvorms is beskikbaar by die Garden Route Distriksmunisipaliteit (GRDM) en satelietkantore binne die distrik gedurende gewone kantoorure (Maandag – Donderdag 07:30 – 16:30; Vrydag 07:30 – 13:30). Aansoekvorms is ook beskikbaar vanaf die GRDM webwerf by www.gardenroute.gov.za.

DIE GARDEN ROUTE DISTRIKSMUNISIPALITEIT SAL SLEGS AANSOEKE WAT VOLLEDIG VOLTOOI IS OORWEEG EN INDIEN DIE DOKUMENTE HIERONDER GENOEM, SOOS EN WAAR VAN TOEPASSING, INGESLUIT IS

'n Gedetailleerde curriculum vitae en dekbrief, aansoekvorm en gesertifiseerde afskrifte van die volgende dokumentasie moet aangeheg word: gesertifiseerde afskrif van kwalifikasie; gesertifiseerde afskrif van I.D.

Stuur asseblief die aansoekvorm en alle dokumente aan: **Rekords, Garden Route Distriksmunisipaliteit, Yorkstraat 54, Posbus 12, George 6530, vir aandag: Opleiding en Ontwikkeling.**

Vir enige navrae, moet asseblief nie huiwer om mnr **Reginald Salmons by 044-803 1363, me Angeline Naidoo by 044 803 1420 of mev Angela-Ziva Coetzee by 044 803 1344 gedurende kantoorure te kontak nie.**

Slegs kortlys-kandidate sal gekontak word. Indien kandidate nie binne twee maande na die sluitingsdatum gekontak word nie, moet hulle hul aansoek as onsuksesvol beskou.

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UMasipala weSithili saseGarden Route (i-GRDM), kunye ne-Ofisi kaNdlunkulu eseGeorge, unceda abantu baseMazantsi eKapa naseLittle Karoo. I-GRDM ijonge ukufezekisa uphuhliso oludibeneyo, oluzinzileyo nolulinganayo, lwentlalo noqoqosho kwindawo yayo xa iyonke: ngokuqinisekisa ucwangciso lophuhliso oluhlanganisiweyo; ukukhuthaza uphuhliso lwezakhiwo ezininzi; ukwakha isakhono soomasipala bengingqi kwingingqi yabo ukuze benze imisebenzi yabo kunye nokusebenzisa amagunya abo apho eso sikhundla siqongopheleyo; ukukhuthaza ulwabiwo olulinganayo lwezibonelelo phakathi koomasipala bengingqi kwingingqi yabo, ukuqinisekisa amanqanaba afanelekileyo eenkonzo zikamasipala.

10 X GARDEN ROUTE SKILLS MECCA TECHNICIANS

UMasipala weSithili saseGarden Route, umeme ulutsha olungaphangeliyo ngoku oluhlala kummandla kamasipala weGarden Route District ukuba lufake isicelo sethuba lokuba yiGarden Route Skills Mecca Technician. Izikhundla ngoku ziyafumaneka kule mimandla ilandelayo kamasipala kwiSithili se Garden Route.

UMasipala	IDolophu	Inani labafundi abakhoyo
Garden Route District Municipality	George	3
George Municipality	George	1
Bitou Municipality	Plettenberg Bay	1
Knysna Municipality	Knysna	1
Mossel Bay Municipality	Mossel Bay	1
Oudtshoorn Municipality	Oudtshoorn	1
Hessequa Municipality	Riversdale	1
Kannaland Municipality	Ladismith	1

Imfuno

- Iziqinisekiso zeNqanaba lesi-5 le-NQF nokuba kuShishino, kuQoqosho, ezeMali, ezobuNjineli, ezaBasebenzi okanye kuLawulo lukaRhulumente.
- I-Computer Literate enobuchule kwi-MS Office nezakhono ze-Intanethi;
- Ukukwazi ukusebenzisana kunye nokunxibelelana ngendlela echubekileyo

Imisebenzi

- Ukusebenzisana neYunithi yoPhuhliso loQoqosho kuMasipala ngamnye B okanye kuMasipala weSithili ngokuqhubekayo ukuchonga abaqeshi kunye neemfuno zabo zophuhliso lwezakhono kumasipala kunye nokuhlaziya nokugcina uvimba weenkukacha wabaqeshi wabo bonke abaqeshi kuMasipala. Uvimba weenkukacha uya kubanjwa kuMasipala weSithili.
- Ukuchonga amathuba enxaso-mali nokuphuhlisa izindululo zamathuba enxaso-mali kumasipala wengingqi okanye umasipala wesithili kuphuhliso lwezakhono okanye nawaphi na amanye amathuba otyalo-mali kumasipala.
- Ukulungiswa kweengxelo zekota kunye nonikezelo kummeli wengingqi kaMasipala ukuze zandlalwe kwiQela eliSebenzayo le-GRSM elidibana rhoqo ngekota.
- Xhasa iQela eliSebenzayo le-GRSM kunye neForam ye-GRSM ngemisebenzi yolawulo neyoonobhala.
- Ukuyila, ukwakha nokugcina iPotfoliyo yoBungqina ukuvumela ukuNakana okufanelekileyo kwenkqubo yokufunda kwangaphambili.

Kuya kubonelelwa ngemivuzo kwaye kuchazwe ngempumelelo yesicelo. Nceda uqaphele ukuba akukho ndleko zokuhamba ziya kuhlulwa nguMasipala weSithili saseGarden Route kwaye abafaki-zicelo kufuneka ke ngoko bafake izicelo zezikhundla abahlala kuzo ngoku.

Iifom zezicelo ziyafumaneka kuMasipala weSithili saseGarden Route (i-GRDM) nakwii-ofisi ezikwi-satellite kwisithili ngeeyure zomsebenzi eziqhelekileyo (ngoMvulo – ngoLwesine 07:30 – 16:30; ngoLwesihlanu 07:30 – 13:30). Iifomu zezicelo zikwafumaneka nakwiwebhusayithi ye-GRDM ethi www.gardenroute.gov.za.

UMASIPALA WESITHILI SE GARDEN ROUTE UYAKUQAPHELA KUPHELA IZICELO EZIGCWALIWE NGOKUGCWELELEYO KWAYE UKUBA LAMAXWEBHU AKHANKANYWE NGEZANTSI, NJENGOKO KWAYE APHO EFANELEKILE KHONA, EBANDAKANYIWE.

Makuqhotyoshelwe i-curriculum vitae eneenkcukacha ezininzi neleta enika ingcaciso, ifom yokwenza isicelo kunye neekopi ezingqiniweyo zala maxwebhu alandelayo maziqhotyoshelwe: ikopi eqinisekisiweyo yesiqinisekiso; ikopi eqinisekisiweyo ye-I.D.

Nceda uthumele uxwebhu lwesicelo kunye nawo onke amaxwebhu: **liRekhodi, Garden Route District Municipality, 54 York Street, P.O. Box 12, eGeorge 6530, ukuze kuqwalaselwe: iCandelo loQeqesho noPhuhliso.**

Ngayo nayiphi na imibuzo, ungathandabuzi ukuqhagamshelana noMnu Reginald Salmons kule nombolo 044-803 1363, Nks Angeline Naidoo kule nombolo 044 803 1420 okanye uNkskz Angela-Ziva Coetzee kule nombolo 044 803 1344 ngamaxsha omsebenzi.

Kuya kuqhagamshelwana nabo bafawkwe kuhlulu lwabagqatswa kuphela. Ukuba kuye kungaqhagamshelwana nabagqatswa zingadlulanga iinyanga ezimbini zomhla wokuvula, mabasithathele ingqalelo isicelo sabo njengesingaphumelelanga.

Umhla wokuvula: 28 Julayi 2022

Inombolo yesaziso: 89/2022