

# INTERNSHIP AVAILABLE

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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.

## 1 X GARDEN ROUTE SKILLS MECCA TECHNICIAN

GRDM invites unemployed youth currently residing within the Garden Route District municipal area to apply for an opportunity to become a Garden Route Skills Mecca Technician. A position is currently vacant in the George Municipal area.

Municipality	Town	Total Interns available
George Local Municipality	George	1

### Requirements

- NQF Level 5 Qualification 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.
- Preference will be given to persons who have experience in coordinating programmes with unemployed learners in the Garden Route.
- Language proficiency in at least two of the three official languages of the Western Cape (Afrikaans and/or English and/or IsiXhosa).

### Duties

- Work with the Economic Development Unit in each B-Municipality and District Municipality to continuously identify employers and their skills development needs within the municipal area.
- 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 municipal areas.
- Compile, manage and present reports/ presentations at the local Municipal Skills INDABA on a quarterly basis and report on such quarterly INDABAs.
- Set up, administer and coordinate meetings, workshops and processes with relevant Stakeholders in support of the Skills Mecca processes within the local municipal area.
- Support the Garden Route Skills Mecca with recruitment, contracting, monitoring and management of learners on skills development programmes implemented at local and district level.
- Participate in mentoring and training processes as implemented by the District Municipality.

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

Application forms are available at the 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](http://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, application form and recent three month certified copies of the following documentation must be attached: certified copy of qualification(s); 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 Reginald Salmons at 044-803 1363, Angela-Ziva Coetzee at 044 803 1344 or Nolwando Sambokwe at 044 803 1345 during office hours.

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

**Closing date: 24 January 2024**

**Notice number: 01/2024**