



Overstrand Munisipaliteit is 'n gelyke geleentehede werkgewer wat daarna streef om 'n dinamiese en effektiewe diens aan sy gemeenskap te lewer. Kandidate vanuit die aangewese groepe word aangemoedig om aansoek te doen. Aansoeke word ingewag vir die volgende EPWP seisoenale vakatures vir die tydperk vanaf 01 Desember 2021 tot 16 Januarie 2022 (tydperk mag gewysig word)

## GANSBAAI

Pos	Afdeling
<b>Skoonmaker: Geriewe en Sleephellings</b>	Karavaanpark
	Strande
	Sleephelling: Kleinbaai
	Sleephelling: Buffeljachtsbaai
<b>Toegangsbeheerbeampte</b>	Karavaanpark
<b>Algemene Werker</b>	Sanitasie
	Riooltenkdienste/Waternetwerke
<b>Kus Moniteerder</b>	Sleephellings: Bluewaterbay (Pearly Beach)
	Sleephelling: Buffeljachtsbaai
<b>Strand Moniteerder</b>	Wetstoepassing
<b>Fees Seisoen Toesighouer</b>	Strande
	Sanitasie
	Riooltenkdienste/Waternetwerke
<b>Fees Seisoen Administrateur</b>	Administrasie

## STANFORD

Pos	Afdeling
<b>Kus Moniteerder</b>	Du Toit Staat: Stanford
<b>Skoonmaker: Geriewe</b>	Parke

### Skoonmakers: Geriewe en Sleephellings

**Minimum vereistes:** • funksionele geletterdheid • aansoekers moet 18 jaar en ouer wees • die vermoë om mondelinge opdragte te verstaan en uit te voer en om te kommunikeer • kommunikasievaardighede in ten minste twee van die drie amptelike tale van die Wes-Kaap • moet in Overstrand woonagtig wees (geen vakansiegangers sal oorweeg word nie) • voorkeur sal gegee word aan werklose persone wat in dieselfde munisipale area woonagtig is • persone wat in diens geneem word moet by die verskeie standplase rapporteer, soos in hulle aanstellingsbriewe aangedui • moet beskikbaar wees om oor naweke en op openbare vakansiedae te werk • fisies sterk en gesond.

**Hooffunksies:** • handhaaf netheid van aangewese areas insluitend publieke ablusie-/kleedkamers • hou strande en fasiliteite higiënies en skoon • hou die gronde, ingangsareas en omgewing van die kampeerarea, swembad en strande (omliggende areas, parkeerplekke) in stand volgens neergelegde standaarde.

## Toegangsbeheerbeamptes

**Minimum vereistes:** • Graad 12/NKR-vlak 4 • aansoekers moet 18 jaar en ouer wees • goeie kommunikasie/openbare betrekingsvaardighede • Kommunikasievaardighede in ten minste twee van die drie amptelike tale van die Wes-Kaap • moet met geld kan werk om toegangsgelde te versamel en te bestuur • moet in Overstrand woonagtig wees (geen vakansiegangers sal oorweeg word nie) • voorkeur sal gegee word aan werklose persone wat in dieselfde munisipale area woonagtig is • persone wat in diens geneem word moet by die verskeie standplase vir diens rapporteer, soos in hulle aanstellingsbriewe aangedui • moet beskikbaar wees om oor naweke en op vakansiedae te werk • die vermoë om 'n professionele diens aan publiek te voorsien • fisies sterk en gesond.

**Hooffunksies:** • invordering van toegangsfooie van alle persone wat die fasiliteite gebruik • voorsiening van inligting en verduideliking van reëls en gedragskode, asook kostes en boetes • daaglikse rekonsiliasie van die totale invorderings teenoor kwitansies • voorbereiding van skedules op 'n weeklikse basis vir verifikasie voordat kontant en tjeks aangestuur word.

## Algemene Werkers: Vullisverwydering

**Minimum vereistes:** • funksionele geletterdheid • aansoekers moet 18 jaar en ouer wees • die vermoë om mondelinge opdragte te verstaan en uit te voer en om te kommunikeer • kommunikasievaardighede in ten minste twee van die drie amptelike tale van die Wes-Kaap • moet in Overstrand woonagtig wees (geen vakansiegangers sal oorweeg word nie) • voorkeur sal gegee word aan werklose persone wat in dieselfde munisipale area woonagtig is • persone wat in diens geneem word moet by die verskeie standplase rapporteer, soos in hulle aanstellingsbriewe aangedui • moet beskikbaar wees om oor naweke en op openbare vakansiedae te werk • fisies sterk en gesond.

**Hooffunksies:** • vullisverwydering vanaf huishoudings • verwydering van bourommel vanaf openbare plekker • leegmaak van vullisdromme in die strate en groot houters • skoonmaak van gemors voor geboue, strate, oopruimtes, taxi- en busstaanplekke • verrigting van ander pligte soos deur toesighouer opgedra • hulpverlening aan operateurs tydens die uitvoering van werk • hulpverlening aan die werkspanne met algemene werk.

## Algemene Werkers: Riooltenkdiens/Waternetwerke

**Minimum vereistes:** • funksionele geletterdheid • aansoekers moet 18 jaar en ouer wees • die vermoë om mondelinge opdragte te verstaan en uit te voer en om te kommunikeer • kommunikasievaardighede in ten minste twee van die drie amptelike tale van die Wes-Kaap • moet in Overstrand woonagtig wees (geen vakansiegangers sal oorweeg word nie) • voorkeur sal gegee word aan werklose persone wat in dieselfde munisipale area woonagtig is • persone wat in diens geneem word moet by die verskeie standplase rapporteer, soos in hulle aanstellingsbriewe aangedui • moet beskikbaar wees om oor naweke en op openbare vakansiedae te werk • fisies sterk en gesond.

**Hooffunksies:** • handhaaf 'n skoon en higiëniese werkplek • laai en aflaai van voorraad en toerusting • graawe en vul van slote en instandhouding van terreine • hulpverlening aan senior personeel • bystand met geringe instandhouding en herstel van strukture in prioriteitsvolgorde soos deur toesighoudingspersoneel neergelê • bystand aan personeel om algemene nutswerk te doen en verseker dat die werksarea skoon en higiënies gehou word.

## Sleephelling: Kus Moniteerders

**Minimum vereistes:** • Graad 12/NKR-vlak 4 • aansoekers moet 18 jaar en ouer wees • goeie kommunikasie/openbare betrekingsvaardighede • kommunikasievaardighede in ten minste twee van die drie amptelike tale van die Wes-Kaap • moet in Overstrand woonagtig wees (geen vakansiegangers sal oorweeg word nie) • voorkeur sal aan werklose persone gegee word wat in dieselfde munisipale area woonagtig is • persone wat in diens geneem word moet by die verskeie standplase vir diens rapporteer, soos in hulle aanstellingsbriewe aangedui • moet beskikbaar wees om oor naweke en op vakansiedae te werk • die vermoë om 'n professionele diens aan publiek te voorsien • fisies sterk en gesond.

**Hooffunksies:** Hantering van administratiewe funksies met betrekking tot die lansering van bote • Prosessering van informasie vir verslagdoening doeleindes • Verseker tydig en akkurate statistieke vir die verwerking van data • Daaglikse opruiming van die sleephelling area • Voer pligte uit op 'n etiese, eerlike en onbevooroordeelde wyse

## Strand Moniteerders

**Minimum vereistes:** • Graad 10 • aansoekers moet tussen die ouderdom van 18 jaar tot 40 wees • goeie kommunikasie/openbare betrekingsvaardighede • kommunikasievaardighede in ten minste twee van die drie amptelike tale van die Wes-Kaap • moet in Overstrand woonagtig wees (geen vakansiegangers sal oorweeg word nie) • voorkeur sal gegee word aan werklose persone wat in dieselfde munisipale area woonagtig is • persone wat in diens geneem word moet by die verskeie standplase vir diens rapporteer, soos in hulle aanstellingsbriewe aangedui • moet beskikbaar wees om oor naweke en op vakansiedae te werk • die vermoë om 'n professionele diens aan publiek te voorsien • fisies sterk en gesond.

**Hooffunksies:** • Strandpatrollie • Moniteer mense met honde op die strand • Bied hulp aan besoekers met rigtings • Bied hulp aan lewensredders met mense wat nie tussen die vlae swem nie • Opname van verlore eiendom • Raporteer alle voorvalle of noodgevalle aan wetstoepasing beamptes.

### Fees Seisoen Toesighouers: Strande, Sanitasie en Riooltenkdienste/Waternetwerke

**Minimum vereistes:** • Graad 12/NKR-vlak 4 • aansoekers moet 18 jaar en ouer wees • goeie kommunikasie/openbare betrekingsvaardighede • Kommunikasievaardighede in ten minste twee van die drie amptelike tale van die Wes-Kaap • moet in Overstrand woonagtig wees (geen vakansiegangers sal oorweeg word nie) • voorkeur sal aan werklose persone gegee word wat in dieselfde munisipale area woonagtig is • persone wat in diens geneem word moet by die verskeie standplase vir diens rapporteer, soos in hulle aanstellingsbriewe aangedui • moet beskikbaar wees om oor naweke en op vakansiedae te werk • die vermoë om 'n professionele diens aan publiek te voorsien • fisies sterk en gesond.

**Hooffunksies:** Hantering van administratiewe funksies met betrekking tot die werkers se tydstaats • verantwoordelik vir toesighouding oor EPWP werkerspanne terwyl hulle take met betrekking tot instandhouding uitvoer • Verseker tydig en akkurate tydstaats van EPWP werkspanne is ingehandig vir betalings • Voer pligte uit op 'n etiese, eerlike en onbevooroordeelde wyse

### Fees Seisoen Administrateur

**Minimum vereistes:** • Graad 12/NKR-vlak 4 • aansoekers moet 18 jaar en ouer wees • goeie kommunikasie/openbare betrekingsvaardighede • kommunikasievaardighede in ten minste twee van die drie amptelike tale van die Wes-Kaap • moet in Overstrand woonagtig wees (geen vakansiegangers sal oorweeg word nie) • voorkeur sal aan werklose persone gegee word wat in dieselfde munisipale area woonagtig is • persone wat in diens geneem word moet by die verskeie standplase vir diens rapporteer, soos in hulle aanstellingsbriewe aangedui • moet beskikbaar wees om oor naweke en op vakansiedae te werk • die vermoë om 'n professionele diens aan publiek te voorsien • fisies sterk en gesond.

**Hooffunksies:** Hantering van administratiewe funksies met betrekking tot EPWP werkers • verantwoordelik vir opname van EPWP seisoenwerkers roosters, bywoningsregisters en elektroniese bywoningsstelsel • Verwerking van inligting vir vergoedingsdoeleindes • Voorsien alle relatiewe administratiewe ondersteuning met betrekking tot EPWP seisoenwerkers en onderskeie toesighouers en bestuurders • Verseker tydig en akkurate vaslegging en verwerking van data • Voer pligte uit op 'n etiese, eerlike en onbevooroordeelde wyse

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**Volledige besonderhede en aansoekvorms is by die Overstrand Munisipaliteit, Gansbaai en Stanford Kantore kantore beskikbaar. [Of laai dokumente hier af.](#) Skakel asseblief die LED kantoor by 028 313 5010/8928 vir meer inligting.**

**Let wel: Oorspronklik gewaarmerkte afskrifte van u kwalifikasie/s en identiteitsdokument en inkomste belasting nommer word vir keuring vereis en moet u aansoekvorm aangeheg word. Kandidate word vereis om ook op die Overstrand werksoekers databasis te registreer voor die sluitings datum vir die poste. Kandidate moet op aansoekvorms aandui vir watter poste hulle aansoek doen. Kandidate mag ongelukkig nie vir meer as twee poste aansoek doen nie en moet op die aansoek vorm hul eerste en tweede opsie aandui. Kandidate wie nie al die ondersteunende dokumentasie indien of aan bogenoemde informasie voldoen nie, sal nie vir hierdie poste oorweeg word nie.**

**Sluitingsdatum: Vrydag, 22 Oktober 2021 om 15:00**

Indien u nie binne drie weke na die sluitingsdatum terugvoering ontvang nie, beskou asseblief u aansoek as onsuksesvol. Die Raad behou die reg om geen aanstelling te maak nie.



Overstrand Municipality is an equal opportunity employer striving towards rendering a dynamic and effective service to its community. Candidates from the designated groups are encouraged to apply. Applications are invited for the following EPWP seasonal vacancies for the period of 01 December 2021 to 16 January 2022 (period may be amended)

## GANSBAAI

Position	Division
<b>Cleaner: Amenities and Slipways</b>	Caravan Park
	Beaches
	Slipways: Kleinbaai
	Slipways: Buffeljachts Bay
<b>Access Control Officer</b>	Caravan Park
<b>General Worker</b>	Sanitation
	Sewer Tanks/Water Networks
<b>Coastal Monitors</b>	Slipways: Bluewaterbay (Pearly Beach)
	Slipways: Buffeljachts Bay
<b>Beach Monitors</b>	Law Enforcement
<b>Festive Season Supervisor</b>	Beaches
	Sanitation
	Sewer Tanks/Water Networks
<b>Festive Season Administrator</b>	Administrasie

## STANFORD

Position	Division
<b>Coastal Monitors</b>	Du Toit Street: Stanford
<b>Cleaner: Amenities</b>	Parks

### Cleaners: Amenities and Slipways

**Minimum requirements:** • functional literacy • applicants must be older than 18 years • the ability to understand and execute verbal instructions and to communicate • communication skills in at least two of the three official languages of the Western Cape • must be resident in Overstrand (no holiday-makers will be considered) • Preference will be given to unemployed people living in the same municipal area • appointed people must report for duty to the various stations as, mentioned in their appointment letters • must be available to work over weekends and on public holidays • physically strong and healthy.

**Main functions:** • maintain cleanliness of designated areas including public ablution/change rooms • keeping the beach and facilities hygienically clean • maintaining the grounds, entrance areas and

perimeter of camping area, swimming pool and beaches (surrounding areas, parking bays) to set standards.

### **Access Control Officers**

**Minimum requirements:** • Grade 12/NQF Level 4 • applicants must be older than 18 years • good communication/public relations skills • communication skills in at least two of the three official languages of the Western Cape • must be able to work with money in order to collect and manage entrance fees • must be resident in Overstrand (no holiday-makers will be considered) • Preference will be given to unemployed people living in the same municipal area • appointed people must report for duty to the various stations as mentioned in their appointment letters • be available to work weekends and public holidays • able to provide a professional service to the public • physically strong and healthy.

**Main functions:** • collecting admission fees from all patrons using the facilities • providing information and explanation on rules and code of conduct as well as charges and penalties • daily reconciling total collections against receipts • preparing schedules for verification prior to forwarding cash and cheques for deposit on a weekly basis.

### **General workers: Refuse removal**

**Minimum requirements:** • functional literacy • applicants must be older than 18 years • the ability to understand and execute verbal instructions and to communicate • communication skills in at least two of the three official languages of the Western Cape • must be resident in Overstrand (no holiday-makers will be considered) • Preference will be given to unemployed people living in the same municipal area • appointed people must report for duty to the various stations as, mentioned in their appointment letters • must be available to work over weekends and on public holidays • physically strong and healthy.

**Main functions:** • refuse removal from households • removal of building rubble from public places • emptying street dustbins and bulk containers • cleaning of rubbish in front of buildings, streets, open spaces, taxi and bus ranks • performing other duties as may be delegated by the supervisor • assisting the artisans and operators during executing of work • assisting the working teams with general work.

### **General workers: Sewer Tanks/Water Networks**

**Minimum requirements:** • functional literacy • applicants must be older than 18 years • the ability to understand and execute verbal instructions and to communicate • communication skills in at least two of the three official languages of the Western Cape • must be resident in Overstrand (no holiday-makers will be considered) • Preference will be given to unemployed people living in the same municipal area • appointed people must report for duty to the various stations as, mentioned in their appointment letters • must be available to work over weekends and on public holidays • physically strong and healthy.

**Main functions:** • maintaining a clean and hygienic work place • loading and unloading stock and equipment • digging and filling trenches and maintaining sites • assisting senior personnel • assisting with minor maintenance and repairing of structures which must be done according to priorities as set out by supervisory personnel • assisting personnel to executing general handyman's' work and ensuring that working areas are kept clean and hygienic.

### **Slipways: Coastal Monitors**

**Minimum requirements:** • Grade 12/NQF Level 4 • applicants must be older than 18 years • Good communication/public relations skills • communication skills in at least two of the three official languages of the Western Cape • must be resident in Overstrand (no holiday-makers will be considered) • preference will be given to unemployed people living in the same municipal area • appointed people must report for duty to the various stations as mentioned in their appointment letters • Be available to perform shift work over weekends and public holidays • the ability to provide a professional service to the public • must be physically strong and healthy.

**Main functions:** • Render administrative functions relating to the launching of vessels • Processing information for reporting purposes • Ensure timeous and accurate statistics for processing of data • Daily cleaning up of launching site • Perform duties in an ethical honest and unbiased manner.

## **Beach Monitors**

**Minimum requirements:** • Grade 10 • applicants must be between the ages of 18 and 40 years old • good communication/public relations skills • communication skills in at least two of the three official languages of the Western Cape • must be resident in Overstrand (no holiday-makers will be considered) • preference will be given to unemployed people living in the same municipal area • appointed people must report for duty to the various stations as mentioned in their appointment letters • be available to work weekends and public holidays • able to provide a professional service to the public • physically strong and healthy

**Main functions:** • Beach patrol • Monitor people with dogs on the beach • Assisting visitors with directions • Assisting lifeguards with people who are not swimming between the flags • Recording of lost property • Reporting of incidents or emergencies to the Law Enforcement Officers.

## **Festive Season Supervisor: Beaches, Sanitation and Sewer Tanks/Water Networks**

**Minimum requirements:** • Grade 12/NQF Level 4 • applicants must be older than 18 years • Good communication/public relations skills • communication skills in at least two of the three official languages of the Western Cape • must be resident in Overstrand (no holiday-makers will be considered) • preference will be given to unemployed people living in the same municipal area • appointed people must report for duty to the various stations as mentioned in their appointment letters • be available to work weekends and public holidays • the ability to provide a professional service to the public • must be physically strong and healthy.

**Main functions:** • Managing administrative functions regarding EPWP workers' time sheets • Supervision of EPWP worker teams while conducting tasks with regards to maintenance • Ensure that time sheets of EPWP work teams have been submitted timeously and accurately for payments • Carry out duties on ethical, honest and unbiased manner.

## **Festive Season Administrator**

**Minimum requirements:** • Grade 12/NQF Level 4 • applicants must be older than 18 years • Good communication/public relations skills • communication skills in at least two of the three official languages of the Western Cape • must be resident in Overstrand (no holiday-makers will be considered) • preference will be given to unemployed people living in the same municipal area • appointed people must report for duty to the various stations as mentioned in their appointment letters • be available to work weekends and public holidays • the ability to provide a professional service to the public • must be physically strong and healthy.

**Main functions:** • Render administrative functions relating to EPWP seasonal workers • Recording EPWP seasonal workers timesheets, attendance registers and electronic attendance system • Processing information for compensation purposes • Provide all relative administration support with regards to EPWP seasonal workers and respective operational supervisors and managers • Ensure timely and accurately capturing and processing of data • Carry out duties on ethical, honest and unbiased manner.

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**Full particulars and application forms are obtainable from Overstrand Municipality, Gansbaai and Stanford Offices [or you can download the form here](#). For more information contact the LED Office on 028 313 5010/8928.**

**Please note: Original certified proof of your qualification/s and identity document and income tax reference number is a requirement for selection and must be attached to your application form. Candidates are also required to register on the Overstrand unemployment database before the closing date of these positions. Candidates must please specify on application forms for which positions they apply. Candidates may not apply for more than two positions and must please specify on the application form their first and second option. Candidates, who do not submit all the supporting documentation or information as requested, will not be considered for these positions.**

**Closing date: Friday, 22 October 2021 at 15:00**

If you do not hear from us within three weeks of the closing date, please regard your application as unsuccessful. The Council reserves the right not to make any appointments.