

Overstrand Munisipaliteit is 'n gelyke geleentheid vir werkgewer wat daarna streef om 'n dinamiese en doeltreffende 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 12 November 2018 tot 15 Januarie 2019 (tydperk mag gewysig word)

KLEINMOND

Pos	Afdeling	Tydperk
Skoonmaker: Geriewe	Karavaanpark: Palmiet	12 November 2018 - 15 Januarie 2019
	Karavaanpark: Kleinmond	12 November 2018 - 15 Januarie 2019
	Strande: Kleinmond Hoof Strand	12 November 2018 - 15 Januarie 2019
	Strande: Palmiet Dag Kamp	12 November 2018 - 15 Januarie 2019
	Strande: Fairy Glen	12 November 2018 - 15 Januarie 2019
	Strande: Bettiesbaai Hoof Strand	12 November 2018 - 15 Januarie 2019
	Strande: Dawids Kraal	12 November 2018 - 15 Januarie 2019
	Strande: Silver Sands	12 November 2018 - 15 Januarie 2019
	Strande: Rooi Els	12 November 2018 - 15 Januarie 2019
	Strande: Pringle Bay Hoof Strand	12 November 2018 - 15 Januarie 2019
	Strande: Pringle Bay Klein Strand	12 November 2018 - 15 Januarie 2019
Toegangsbeheerbeampte	Karavaanpark: Palmiet	12 November 2018 - 15 Januarie 2019
	Karavaanpark: Kleinmond	12 November 2018 - 15 Januarie 2019
Algemene Werker: Vullisverwydering	Sanitasie	12 November 2018 - 15 Januarie 2019
Algemene Werker	Waternetwerke	12 November 2018 - 15 Januarie 2019
Kus Moniteerder	Sleephelling: Kleinmond	12 November 2018 - 15 Januarie 2019
	Sleephelling: Maanskynbaai	12 November 2018 - 15 Januarie 2019

	Sleephellings: Rooi Els	12 November 2018 - 15 Januarie 2019
Strand Moniteerder	Wetstoepassing	10 Desember 2018 - 10 Januarie 2019
Fees Seisoen Toesighouer	Strande	12 November 2018 - 15 Januarie 2019
	Sanitasie	12 November 2018 - 15 Januarie 2019
Fees Seisoen Administrateur	Administrasie	12 November 2018 - 15 Januarie 2019

Skoonmakers: Geriewe

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 toegangsfooi 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 plekke • leegmaak van vullisdromme in die strate en groot houe • 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: 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 tydige 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 • Rapporteer alle voorvalle of noodgevallye aan wetstoepasing beampies.

Fees Seisoen Toesighouers: Strande en Sanitasie

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 tydstate • verantwoordelik vir toesighouding oor EPWP werkerspanne terwyl hulle take met betrekking tot instandhouding uitvoer • Verseker tydige en akkurate tydstate 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 betrekkingsvaardighede • 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

Volledige besonderhede en aansoekvorms is by Overstrand Munisipaliteit, Kleinmond Kantore verkrygbaar. Skakel asseblief die LED kantoor by 028 313 5010/5020 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, 05 Oktober 2018 om 15:00

Indien u nie binne drie weke na die sluitingsdatum terugvoering ontvang nie, beskou asseblief u aansoek as onsuksesvol. Neem asseblief kennis dat die aanstellings van die Strand Moniteerders sal eers later gedoen word aangesien die kontrakte eers 10 Desember 2018 begin. 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 12 November 2018 to 15 January 2019 (period may be amended)

KLEINMOND

Pos	Division	Period
Cleaner: Amenities	Caravan Park: Palmiet	12 November 2018 - 15 January 2019
	Caravan Park: Kleinmond	12 November 2018 - 15 January 2019
	Beaches: Kleinmon Main Beach	12 November 2018 - 15 January 2019
	Beaches: Palmiet Day Camp	12 November 2018 - 15 January 2019
	Beaches: Fairy Glen	12 November 2018 - 15 January 2019
	Beaches: Betty's Bay Main Beach	12 November 2018 - 15 January 2019
	Beaches: Dawids Kraal	12 November 2018 - 15 January 2019
	Beaches: Silver Sands	12 November 2018 - 15 January 2019
	Beaches: Rooi Els	12 November 2018 - 15 January 2019
	Beaches: Pringle Bay Main Beach	12 November 2018 - 15 January 2019
	Beaches: Pringle Bay Little Beach	12 November 2018 - 15 January 2019
Access Control Officer	Caravan Park: Palmiet	12 November 2018 - 15 January 2019
	Caravan Park: Kleinmond	12 November 2018 - 15 January 2019
General Worker: Refuse Removal	Sanitation	12 November 2018 - 15 January 2019
General Worker	Water Networks	12 November 2018 - 15 January 2019
Coastal Monitors	Slipways: Kleinmond	12 November 2018 - 15 January 2019
	Slipways: Maanskynbaai	12 November 2018 - 15 January 2019

	Slipways: Rooi Els	12 November 2018 - 15 January 2019
Beach Monitors	Law Enforcement	10 December 2018 - 10 January 2019
Festive Season Supervisors	Beaches	12 November 2018 - 15 January 2019
	Sanitation	12 November 2018 - 15 January 2019
Festive Season Administrator	Administration	12 November 2018 - 15 Januarie 2019

Amenity Cleaners

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: 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 and Sanitation

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.

Full particulars and application forms are obtainable from Overstrand Municipality, Kleinmond Offices. For more information contact the LED Office on 028 313 5010/5020.

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 Job seekers database before the closing date of these positions. Candidates must please specify on application forms for positions they apply. Candidates may not apply for more than two positions and must please specify on the application form their first and section option. Candidates, who do not submit all the supporting documentation or information as requested, will not be considered for these positions.

Closing date: Friday, 05 October 2018 at 15:00

If you do not hear from us within three weeks of the closing date, please regard your application as unsuccessful. Please note that the appointment of the beach monitors will only be done a little later, as their contracts will only start on 10 December 2018. The Council reserves the right not to make any appointments.