

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 02 Desember 2024 tot 12 Januarie 2025 (tydperk mag gewysig word)

KLEINMOND

Pos	Afdeling
Skoonmakers: Geriewe	Karavaanpark: Palmiet (10)
	Strande: Kleinmond Hoof Strand (7)
	Strande: Palmiet Dag Kamp (3)
	Strande: Fairy Glen (3)
	Strande: Bettiesbaai Hoof Strand (3)
	Strande: Dawids Kraal (3)
	Strande: Silver Sands (3)
	Strande: Rooiels & Sleephelling (3)
	Strande: Pringlebaai Hoof Strand (3)
	Strande: Pringlebaai Little Beach, Sleephelling (5)
Toegangsbeheerbeampte	Karavaanpark: Palmiet (3)
Werker: Vullisverwydering	Sanitasie (10)
Kus Moniteerders	Kleinmond Sleephelling (3)

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 • 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 (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 • 'n minimum van 1 jaar toepaslike ervaring • fisies sterk en gesond • 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 die publiek te voorsien.

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 • 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 houers • skoonmaak van rommel 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.

Sleephelling: Kus Moniteerders

Minimum vereistes: • Graad 12/NKR-vlak 4 • 'n minimum van 1 jaar toepaslike ondervinding • aansoekers moet 18 jaar en ouer wees • goeie kommunikasie/openbare betrekingsvaardighede in ten minste twee (2) van die amptelike tale van die Wes-Kaap • fisies sterk en gesond • 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.

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.

Volledige besonderhede en aansoekvorms is verkrygbaar op die Overstrand Webtuiste: <https://www.overstrand.gov.za/looking-for-a-job/>. Die direkte aanlyn skakel na die aansoek vorm is: <https://forms.office.com/r/LkBh6gNnpz> (ook beskikbaar op die Overstrand Webtuiste). Skakel asseblief die Menslike Hulpbronne Bestuur kantoor in Hermanus (Mev Y Swart) by Tel. 028 313 8115 vir meer inligting.

Let wel: Oorspronklik gewaarmerkte afskrifte van u kwalifikasie/s (indien versoek), identiteitsdokument en inkomste belasting nommer word vereis indien u suksesvol is met u aanvanklike aansoek. Kandidate moet op aansoekvorms aandui vir watter pos hulle aansoek doen – u sal slegs toegelaat word om aansoek te doen vir een pos en slegs in die area waar u woon. Kandidate wie nie aan bogenoemde informasie voldoen nie, sal nie vir hierdie poste oorweeg word nie.

Sluitingsdatum: Vrydag, 18 Oktober 2024 om 15:00

Indien u nie binne twee weke ná die sluitingsdatum van ons verneem het nie, kan u aanvaar dat u aansoek onsuksesvol was. 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 02 December 2024 to 12 January 2025 (period may be amended)

KLEINMOND

Post	Division
Cleaner: Amenities	Caravan Park: Palmiet (10)
	Beaches : Kleinmond Main Beach (7)
	Beaches : Palmiet Day Camp (3)
	Beaches : Fairy Glen (3)
	Beaches : Betties Bay Main Beach (3)
	Beaches : Dawids Kraal (3)
	Beaches : Silver Sands (3)
	Beaches : Rooiels & Slipway (3)
	Beaches : Pringle Bay Main Beach (3)
	Beaches : Pringle Bay Little Beach, Slipway (5)
Access Control Officer	Caravan Park : Palmiet (3)
Worker: Refuse Removal	Sanitation (10)
Coastal Monitors	Kleinmond Slipway (3)

Amenity Cleaners

Minimum requirements: • functional literacy • applicants must be older than 18 years • the ability to understand and execute verbal instructions and to communicate • must be resident in Overstrand (no holiday-makers will be considered) • only unemployed people living in the same municipal area will be considered • 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 (surrounding areas, parking bays) to set standards.

Access Control Officer

Minimum requirements: • Grade 12/NQF Level 4 • applicants must be older than 18 years • good communication/public relations skills • a minimum of 1 years' related experience • physically strong and healthy • only unemployed people living in the same municipal area will be considered (no holiday-makers will be considered) • 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.

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 worker: Refuse removal

Minimum requirements: • functional literacy • applicants must be older than 18 years • the ability to understand and execute verbal instructions and to communicate • must be resident in Overstrand (no holiday-makers will be considered) • only unemployed people living in the same municipal area will be considered • 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.

Slipways: Coastal Monitors

Minimum requirements: • Grade 12/NQF Level 4 • a minimum of 1 year relevant experience • applicants must be older than 18 years • good communication/public relations skills in at least two (2) of the official languages of the Western Cape • must be physically strong and healthy • must be resident in Overstrand (no holidaymakers will be considered) • preference will be given to unemployed residents of the Overstrand 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.

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.

Full particulars and application forms are available on the Overstrand Website: <https://www.overstrand.gov.za/looking-for-a-job/>. The direct link to the application form is: <https://forms.office.com/r/LkBh6gNnpz> (also available on Overstrand Municipality website). For more information, please contact the Human Resources Management office in Hermanus (Mrs Y Swart) at Tel. 028 313 8115.

Please note: Original certified proof of your qualification/s (if required), identity document and income tax reference number is a requirement if you are successful with your initial application. Candidates must specify on application forms the positions they apply for – you are only allowed to apply for one position and only in the area where you reside. Candidates, who do not comply with all the information as requested, will not be considered for these positions.

Closing date: Friday, 18 October 2024 at 15:00

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