



# HESSEQUA MUNICIPALITY

## VACANCY

The Hessequa Municipality requires the service of a suitable person in the following vacancy:

**Internship: Development Planning: Riversdale**  
**R250.00 per day**  
**Contract: 28 January 2019 – 29 June 2019**

**Requirements:** Grade 12 • Computer literate (MS Word, Excel and Powerpoint) • Good communication skills • Knowledge regarding municipal processes and EPWP.

**Duties:** Provide support with the planning of EPWP projects • Assist in the administration of EPWP contracts • Monitor attendance of EPWP employees • Liaise with internal and external stakeholders • Plan environmental education and awareness events • Liaise with Eco-schools • Provide general administrative support in the Directorate: Development Planning.

The Hessequa Municipality is an equal opportunity employer and encourage disabled, as well as people from the previous disadvantage groups to apply for vacancies. Candidates will be required to undergo a practical test.

A Municipal application form as well as a CV is compulsory. Only certificates / documents as per minimum requirements may be attached. (CV's and applications larger than 4MB cannot be accommodated via e-mail)

Completed applications must be forwarded to Hessequa Municipality, Human Resources, PO Box 29, Riversdale, 6670 or via e-mail to [applications@hessequa.gov.za](mailto:applications@hessequa.gov.za) or fax 086 518 7229. Incomplete applications will lead to disqualification. Receipt of applications will not be acknowledged and no supporting documentation will be returned. For any enquiries contact me A. Groenewald at 028 713 7800.

**Closing date:** 17 February 2019

Applications received after the closing date will not be considered. Applicants whom are not notified by 28 February 2019, must accept that their applications were unsuccessful and that the application documents will be destroyed. Council reserves the right not to fill any vacancies.