



HESSEQUA MUNISIPALITEIT

VAKATURES

Die Munisipaliteit van Hessequa benodig die dienste van geskikte persone in die volgende vakatures:

DEPARTEMENT GEMEENSKAPSDIENSTE EN BEHUISING

Programkoördineerder : Riversdal – 2 vakatures (T7 – R 120 375.24 tot R 156 253.44)

Vereistes: Graad 12 plus toepaslike tersiëre kwalifikasie • Kode B Bestuurderslisensie • Rekenaarvaardigheid • Vermoë om in twee van die drie amptelike tale van die Wes-Kaap te kommunikeer • Twee jaar ondervinding in gemeenskapsontwikkeling sal as aanbeveling dien.

Vakature 1:

Pligte: Fasiliteer en koördineer programme t.o.v dwelmmisbruik; voorskoolse ontwikkeling en beskerming van kinderregte • Inisiëer en koördineer MIV/VIGS en voedsel sekuriteit, programme • Administratiewe take

Vakature 2:

Pligte: Fasiliteer en koördineer programme t.o.v bejaardes; gestremde persone; geslagsgelykheid; asook jeug- en sport ontwikkeling • Administratiewe take.

Die Munisipaliteit van Hessequa is 'n gelyke geleentheid werkgewer en moedig gestremdes, asook persone vanuit die voorheen benadeelde groepe aan om aansoek te doen om betrekkings. Kandidate kan aan 'n praktiese toets onderwerp word.

'n Munisipale aansoekvorm is verpligtend en 'n CV kan addisioneel aangeheg word. Slegs sertifikate / dokumente wat aan die minimum vereistes voldoen moet aangeheg word. (CV's en aansoekvorms van 4MB en groter kan nie via e-pos versend word nie.)

Volledig voltooide aansoekvorms moet aan Hessequa Munisipaliteit, Menslike Hulpbronbestuur, Posbus 29, Riversdal, 6670 of per e-pos aan lemona@hessequa.gov.za of faks 086 518 7229 versend word. Onvolledige aansoeke sal lei tot diskwalifikasie. Ontvangs van aansoeke sal nie erken word nie en geen ondersteunende dokumentasie sal terugbesorg word nie. Vir enige navrae kontak me Lemona Kleinhans by 028 713 7808.

Sluitingsdatum : 27 Januarie 2016

Aansoeke wat na die sluitingsdatum ontvang word, sal nie oorweeg word nie. Persone wie teen 31 Maart 2016 geen terugvoering ontvang het nie, moet aanvaar dat hul aansoek onsuksesvol was. Die Raad behou die reg voor om nie die vakatures te vul nie.





HESSEQUA MUNICIPALITY

EMPLOYMENT

The Hessequa Municipality requires the services of suitable persons in the following vacancies:

DEPARTMENT COMMUNITY SERVICE AND HOUSING

Programme Coordinator : Riversdale - 2 vacancies (T7 – R 120 375.24 to R 156 253.44)

Requirements: Grade 12 plus applicable tertiary qualification • Code B driver's license • Computer literacy • Ability to communicate in two of the three language of the Western Cape • Two years' experience in community development will serve as a recommendation.

Vacancy 1:

Duties: Facilitate and coordinate programmes relating to drug abuse; early childhood development and the protection of the rights of children • Initiate and coordinate programmes relating to HIV/AIDS and food security • Perform administrative duties.

Vacancy 2:

Duties: Facilitate and coordinate programmes relating to the elderly; people with disabilities; gender equality, as well as youth and sport development • Perform administrative duties.

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 may be required to undergo a practical test.

A Municipal application form is compulsory and a CV may be attached. 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 lemona@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 Lemona Kleinhans at 028 713 7808.

Closing date: 27 January 2016

Applications received after the closing date will not be considered. Applicants whom are not notified by 31 March 2016, must accept that their applications were unsuccessful and that the application documents will be destroyed. Council reserves the right not to fill any vacancies.

