

**GEMEENSKAPS DIENSTE****COMMUNITY SERVICES****EKSTERNE ADVERTERING****EXTERNAL ADVERTISEMENT****SEISOENALE WERK OORDE****SEASONAL WORK RESORTS****EPWP: ADMINISTRASIE & ONTVANGS WERKER****EPWP: ADMINISTRATION & RECEPTION WORKER****STRUISBAAI, WAENHUISKRANS****STRUISBAAI, WAENHUISKRANS****Vereistes:**

- Fisies gesond
- Registreer op EPWP werklose data basis
- Graad 12 / Tersiëre Opleiding
- Slegs Applikante met SOBER gewoontes en vorige ondervinding van soortgelyke werk sal oorweeg word.

Requirements:

- Physically healthy
- Registered on the EPWP unemployment data base
- Grade 12 / Tertiary Education
- Only Applicants with SOBER habits and who has previous relevant experience will be considered.

Struisbaai :

- 2 dames

Waenhuiskrans:

- 1 dame
- 1 man

Struisbaai:

- 2 females

Waenhuiskrans:

- 1 female
- 1 male

Funksies:

- Administrasie & ontvangs (inboek & uitboek van oord besprekings, antwoord van telefoon oproepe ens.)

Functions:

- Administration & reception (checkin & checkout bookings, answering of telephones etc.)

Vergoeding: R150 per dag**Remuneration:** R150 per day**Navrae:** Ms N Newman
Tel: 028 425 5500**Enquiries:** Ms N Newman
Tel: 028 425 5500**SLUITINGS DATUM: / CLOSING DATE: 24 November 2017**

Aansoekvorms van Kaap Agulhas Munisipaliteit is 'n vereiste vir die oorweging van 'n aansoek. Hierdie vorms, tesame met 'n volledige CV, kan ingehandig word by Me Nichole Newman van die Menslike Hulpbronne Afdeling, telefoonnommer 028-425 5500. Slegs volledig voltooide aansoekvorms met gesertifiseerde afskrif van identiteitsdokument asook tersiëre opleiding sal oorweeg word.

Aansoeke wat na die sluitingsdatum ontvang word sal nie oorweeg word nie. Kandidate wat nie gekontak is teen 10 Desember 2017 moet hul aansoeke as onsuksesvol beskou. Geen aansoekvorms, CV's kan teruggeëis word van die munisipaliteit nie. Die Raad behou die reg voor om nie 'n aanstelling te maak nie.

Application forms of Cape Agulhas Municipality are a prerequisite for consideration of an application irrespective of an accompanying CV. These forms can be obtained from and handed in to Ms Nichole Newman telephone number 028 – 425 5500, at the Human Resource Division. Only fully completed application forms with certified copy of identity document and tertiary education will be considered.

Applications received after the closing date by the human resources office will not be considered. Candidates who have not been contacted by 10 December 2017 must consider their applications to be unsuccessful. No application forms, CV's can be reclaimed from the municipality. The Council reserves the right not to make any appointment.

CAM is guided by the principles of Employment Equity. Disabled candidates are encouraged to apply and an indication in this regards would be appreciated.

DEAN O'NEILL, MUNICIPAL MANAGER, CAPE AGULHAS MUNICIPALITY, P.O.BOX 51, BREDASDORP, 7280