

# THEEWATERSKLOOF

## Munisipaliteit \* Municipality \* uMasipala

*Theewaterskloof Municipality currently awaits applications from persons to be appointed on a Temporary basis.*

### TEMPORARY CLERK: OCCUPATIONAL HEALTH AND SAFETY (CALEDON)

**Remuneration:** R11 027.00 per month (all-inclusive)

**Period of Temporary appointment:** As soon as possible until 30 June 2026

The most eligible candidate must be in possession of a Senior Certificate (***originally certified copy must be attached***). Computer literate. Basic knowledge of health and safety principles will serve as an advantage. 0 – 2 years relevant experience (***Experience must be clearly stated in the application form***). Applicants must be able to communicate in at least two (2) of the three (3) official languages in the Western Cape, namely English, Afrikaans and Xhosa.

#### **Special conditions:**

The prescribed application form must be accompanied with originally certified copies of the following documents before the closing date and time of this advertisement – Failure to attach the required documents will automatically disqualify an applicant.

- Originally certified copy of Senior Certificate
- Originally certified copy of ID document

Responsibilities: Assist with general administrative duties within the health and safety section \* documenting incidents \* maintain safety files \* assist with risk assessments \* handle health and safety related enquiries \* other duties as requested from time to time.

**Enquiries:** Mr. J Amansure – Senior Manager Human Resources

**Tel: 028 - 2143300**

*If you do not receive any feedback within one (1) month after the closing date of this advertisement, then you must accept that your application was unsuccessful.*

Theewaterskloof Municipality is committed to affirmative action and equal opportunity.

W Hendricks: Municipal Manager - P O Box 24, 10 Church Street, Caledon 7230

Applicants must complete the prescribed application form (TWK Application Form) accompanied by a detailed CV with originally certified copies of qualifications and ID document in order to be considered for the position. Application forms must be forwarded to the Senior Manager: Human Resources, Theewaterskloof Municipality, and P O Box 24 Caledon 7230.

Shortlisted candidates will be subjected to a qualification verification, reference check and where necessary undergo screening and vetting.

**Please note: No e-mailed, scanned, or faxed applications will be accepted. Only original applications forms will be accepted.**

Canvassing will disqualify any candidate from being considered for appointment.

**APPLICANTS WHO DO NOT COMPLETE THE PRESCRIBED APPLICATION FORM WILL AUTOMATICALLY BE DISQUALIFIED.**

**Closing date: 15 October 2025 at 12:00 pm. (no applications will be accepted or considered after the closing date)**