

THEEWATERSKLOOF

Munisipaliteit * Municipality * uMasipala

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

TEMPORARY ADMINISTRATOR: SPORTS AND RECREATION: CALEDON

Remuneration: R22 342.00 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 (Grade 12) (**Originally certified copy must be attached**) 1 – 2 years administrative experience. Experience in sports and recreation events will serve as an advantage (**Experience must be clearly stated in the application form**). A valid Code B or EB driver's license (**originally certified copy must be attached**). Computer literate. 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 not older than 6 months
- Originally certified copy of Driver's license not older than 6 months
- Originally certified copy of ID document not older than 6 months

Applicants will automatically be disqualified for non-adherence to the instructions on the advertisement.

Responsibilities: * Planning and coordinate sport development through contact with sport councils * preparing an annual work plan * build relationships and liaise with the Sport Councils and other institutions * attending sport council meetings * assist with MIG applications for the upgrade and building of new sport facilities * manage and coordinate local sports events * ensure adherence of safety at Sport and Recreational events * facilitate the optimal use of sports facilities * assisting local clubs with applications for assistance with the club development programme of the Provincial Department of Cultural Affairs and Sport * other duties as requested from time to time.

Enquiries: Mr. W Solomons- Johannes: Director Community Services

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.

GW Hermanus: Acting 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.

The Municipality reserves the right not to make an appointment.

Closing date: 10 April 2026 at 12:00 pm. (no applications will be accepted or considered after the closing date)