

# THEEWATERSKLOOF Munisipaliteit \* Municipality \* uMasipala

Theewaterskloof Municipality currently awaits applications from persons to be appointed on a Temporary basis in the undermentioned position.

## TEMPORARY MANAGER IDP & STRATEGIC STAKEHOLDER RELATIONS – OFFICE OF THE MUNICIPAL MANAGER - CALEDON

**Remuneration:** R35 052.00 per month (all-inclusive)

**Period of Temporary appointment:** As soon as possible until 30 June 2026 or to a date when the Manager IDP returns to his position, whichever comes first.

The most eligible candidate must be in possession of a National Diploma in Public Administration or equivalent NQF6 qualification (*originally certified copy must be attached*) Three (3) years administrative experience. A valid Code B or EB driver's license (*originally certified copy must be attached*). Computer literate (High proficiency in MS Word / Excel) Applicants must have a basic understanding of the IDP processes. (*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 National Diploma in Public Administration or equivalent NQF6 qualification 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: Provide comprehensive clerical; organizational and operational support in the IDP department \* maintain transparent communication with stakeholders \* synchronize IDP related activities across departments \* handle IDP related enquiries \* Manage the prioritization of programs and projects \* assist the office of the municipal manager in monitoring the IDP processes \* participate in meetings on matters affecting the functionality of the function \* other duties as requested from time to time.

**Enquiries:** Mr. GW Hermanus – Acting Municipal Manager

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)**