THEEWATERSKLOOF
Munisipaliteit * Municipality * uMasipala

Theewaterskloof Municipality is invites suitably qualified graduates to participate in the Human Resources Internship Programme. The programme aims to provide structured professional training, work experience, and exposure to Human Resource Management.

HUMAN RESOURCE INTERNSHIP: CALEDON (2 POSITIONS)

Duration of Internship: 12 months

Stipend: R8333.00 Per month (total cost to company)

Minimum Requirements:

- A relevant 3-year tertiary qualification, preferably a National Diploma (NQF6) OR Degree in Human Resources / Public Administration (NQF7). Computer Literacy: Proficiency in MS Office (Word, Excel, PowerPoint) and internet navigation. Good written and verbal communication skills in at least two of the official languages of the Western Cape. Must not have participated in a municipal internship programme before. Candidate must be aged between 21 and 35 years old. A valid Code B Driver's license. Preference will be given to unemployed youth within the Theewaterskloof Municipal area.

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 Qualification** ***(Certification must not be older than 6 months from date of application)***
- **Originally certified copy Valid driver's license** ***(Certification must not be older than 6 months from date of application)***
- **Originally certified copy of ID** ***(Certification must not be older than 6 months from date of application)***

Overview of the Key Performance Areas / Responsibilities

To provide young graduates with local government experience in all aspects of the functions of the Human Resources Division. High level of responsibility, attention to detail and the ability to work under pressure. Workplace Skills Plan (WSP): Assist in gathering departmental training needs and compiling annual WSP reports for the LGSETA. Bursaries & Training: Coordinate logistics for staff training interventions, workshops, and municipal bursary programs. Record Keeping: Maintain accurate, compliant training files, registers, and databases for audit purposes. Performance Agreements: Assist in the distribution, tracking, and filing of employee performance agreements. Assessments: Help coordinate municipal quarterly and annual individual performance reviews. Data Capture: Input performance data into electronic or manual monitoring systems to track departmental KPIs.

Enquiries: Mr. L Sheane – Human Resource Officer **Tel: 028 – 2143300**

If you do not receive any feedback, within two (2) months after the closing date, kindly assume that your application was unsuccessful. The Council reserves the right not to make any appointment.

Theewaterskloof Municipality is committed to equal opportunity and affirmative action. Preference will be given to suitably qualified candidates who are members of the designated groups as defined in Section 1 of the Employment Equity Act.

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. Application forms must be forwarded to the 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: 20 November 2026 at 12:00 pm. (no applications will be accepted or considered after the closing date)