

***Seasonal
Municipal
Swimming Pool
Lifeguarding
Opportunities
in the
City of Cape Town
2025/26***

TO ALL PROSPECTIVE APPLICANTS

The City of Cape Town, through the Department of Recreation and Parks, annually offers a safe and pleasant summer experience for the public who make use of its Municipal Swimming Pools.

To ensure general and water-safety a number of temporary work opportunities are created for individuals with the relevant competencies and qualifications for lifeguard and senior lifeguard positions. The City uses objective criteria to select the best applicants via a comprehensive scoring system when it employs and deploys Municipal Pool Lifeguards to its swimming pools, based on the City's operational requirements.

1. Recruitment Drive

The selection of Lifeguards for the new upcoming season is a **competitive process**.

The following stringent and objective selection criteria are utilised to establish the best suited applicants for consideration for appointment. It must be noted **that every applicant is required to:**

- 1.1. Apply online only and complete the candidate profile (compulsory).
- 1.2. Upload/ attach all required documents to their online application. Hard copies will not be required unless they did not upload their documents. Documents to include **certified copies of educational and/or relevant certificates** (i.e. Lifeguard Award and latest Annual Retest, First Aid Certificates, etc.) (compulsory + scored for final results) and any other documents the applicant deems relevant.
- 1.3. Pass a **Swim Test** (the ability to swim 100 meters in 2 minutes or less) as directed by the Department at **Planned Testing Sessions** (compulsory + scored for final results).
- 1.4. Pass the **Rescue Modules and First Aid** (CPR, etc.) (compulsory + scored for final results).
- 1.5. Undergo a compulsory **drug test**.
- 1.6. Have **fingerprints taken by a party appointed by the City, or have their ID number used for the purposes of a Criminal Check** (compulsory).
- 1.7. Be **interviewed** by an **interview panel** (compulsory if a new applicant + scored to final results).
- 1.8. Have **clear criminal record and no pending criminal cases, awaiting trial or pending sentencing cases** to be considered for appointments within the City.
- 1.9. Have a positive **reference check** and referees must be contactable.

Note that applicants are not permitted to approach any City Official or any Politician/Party to exert influence on the process. Any interference by third parties will automatically exclude the applicant from the process.

2. Basic Principles for the recruitment of Lifeguards

- 2.1. Applicants agree unconditionally to adhere to the City's Recruitment & Selection Policies and procedure, including:
 - 2.1.1. Advising the City of any change to personal circumstances and/or information (i.e. change to next of kin / home address / contact numbers / temporary or permanent medical condition including pregnancy, epilepsy, etc.), which may impact upon their job performance or health.
- 2.2. The City is not able to re-employ ex-employees who were dismissed, or those who resigned to avoid disciplinary action.
- 2.3. During Reference Checking any incorrect or fraudulent information furnished by the applicant to secure a position, may lead to disciplinary action and possible dismissal.
- 2.4. Target Group:
 - 2.4.1. Where possible, preference will be given to unemployed individuals in possession of a valid South African Identity Document or a valid Work Permit, subject to meeting all the minimum requirements as stated in the advert.
 - 2.4.2. No applicant is in any way promised or guaranteed a temporary/seasonal position in the City, based on the fact that they have applied for an advertised vacancy, have successfully met all the requirements of any form of fitness pre-testing, assessments, interviews, criminal checks, etc.
 - 2.4.3. No expectations are implied or given to any applicant who was successful in securing any temporary contract in any capacity for the City in the past.
 - 2.4.4. **APPLICANTS WHO HAVE NOT BEEN CONTACTED BY THE CITY AFTER THE INTERVIEW TO SIGN A CONTRACT, MUST THEN ASSUME THAT THEY WERE UNSUCCESSFUL.**
 - 2.4.5. For this contract employees are required to be physically fit and able-bodied (i.e. rested, not under the influence of any mind-altering substance), presentable and wearing/using the clothing/equipment with which they were issued.

2.4.6. Failure to comply will compel Line Managers to send the employee home, and to have disciplinary action taken against them.

3. **Selection Criteria**

3.1. Applicants are objectively rated on:

3.1.1. Scores attained for swim test, rescue test, interview (where applicable), Educational & Lifeguarding/First Aid Certificates submitted, relevant experience.

3.1.2. In order to ensure service excellence to the public, the City reserves the right to offer contracts to the top scoring applicants for the number of positions available at that time, subject to a clear criminal record.

4. **Availability as per Roster / Operational Requirements**

4.1. The appointment, on a contract basis as rostered, is always intended for **full time temporary employment** (i.e. normal working days, including week days, over weekends and public holidays).

4.2. Applicants who accept contracts, do so under the City's Terms and Conditions, including the requirement to be available for the duration of the contract on an **as-and-when-required rostered basis**, according to local conditions/operational requirements.

4.3. Appointments may be subject to performing duties at various facilities under the same Terms and Conditions.

4.4. Applicants who are **Scholars/Students/Employed** by other Companies, must declare these facts on their application form as well as their ability/inability to work full time for the duration of the contract. (No employee may work for another Company, or run a Private Business whilst in the employ of the City, without the City Manager's written approval).

5. **Relatives Working for the City**

5.1. Applicants are legislatively required to declare any relatives who are working for the City.

5.2. Failure to comply will result in a breach of the employment contract and result in consequence management in line with the City's Consequent Management Policy.

6. **Contracts**

6.1. The only time that an applicant can be assured of being offered a temporary position is once a contract has been accepted and signed.

6.2. No official is authorised to make any promises, commitments or guarantees of a contract being awarded, nor to deviate from prescribed and laid down Policy and Procedure.

6.3. The contract period may be for one or more intakes i.e. the full Summer Season and / or for the High Season.

6.4. The contract will be offered based on the City's operational requirements (i.e. an offer will be made based on where the City's need exists).

6.5. During the contract period the successful applicants must **continuously undertake physical training** and retain their fitness levels to pass the Swim Test standards at any time.

6.6. Successful candidates will be remunerated at an hourly rate as specified in their contracts.

6.7. There are no benefits payable to the Lifeguards.

6.8. Leave and Sick Leave will automatically accrue according to the number of hours submitted for payment to the Payroll Office.

6.9. ALL EMPLOYEES UNCONDITIONALLY AGREE TO SUBMIT THEMSELVES TO RANDOM DRUG TESTING IN THE WORKPLACE.

7. **Closing of Swimming Pools**

7.1. Due to operational requirements, pools may not be open to the public and the City reserves the right to:

7.1.1. Not require Lifeguards to be rostered for all or some of the duration of the contract.

7.2. Close Pools prior to the end of season or for a portion of time during season due to bad weather or any other operational requirements (repairs & maintenance, no demand from the public for service delivery, etc.). Under these conditions Lifeguards would not be rostered to work.

8. **General**

8.1. *Applicants who are currently employed in the City as Labour Brokers (working for an Agency), must declare this fact clearly on the application for the advertised position.*

8.2. **A Debtor of the City**

8.2.1. *The City compares all employees' ID numbers against the City database for outstanding/overdue debt.*

8.2.2. *Debtors who are appointed to a position in the City, must make arrangements with the nearest Revenue Office, in order to ensure that they are paid for work performed.*

8.3. **Declaration of Interest/Private Work**

8.3.1. *All Employees must declare their interests and, if applicable, obtain authority to conduct private work by completing the Declaration of Interests Form and, if applicable, Application for Private Work Form immediately upon appointment.*

8.3.2. *The City will compare employees' ID Numbers against the Supply Chain Management Database.*

8.3.3. *Any match with an employee will require a Declaration of Interest and Private Work Forms to be completed.*

8.3.4. *The final decision in this regard will reside with the Delegated Authority.*

8.3.5. *Failure to comply will compel Line Managers to take the necessary disciplinary action against the seasonal employees.*

8.4. **Gifts**

8.4.1. *Employees must declare **all** gifts received by completing the Gifts Register (including "Christmas Boxes").*

8.4.2. *Failure to comply will compel Line Managers to have disciplinary action taken against such employee.*

8.5. **Employment Equity Declaration**

8.5.1. **All Employees must declare their Employment Equity Status** viz. Race, Gender, Disability by completing the EEA1 form immediately upon appointment.

Chantal Michaels

DIRECTOR

RECREATION AND PARKS DEPARTMENT