



STELLENBOSCH
STELLENBOSCH • PNIEL • FRANSCHHOEK

MUNICIPALITY • UMASIPALA • MUNISIPALITEIT

PERSONAL ASSISTANT TO THE DIRECTOR COMMUNITY AND PROTECTION SERVICES

REF: CP/ES/01

The successful incumbent will report to the Director Community and Protection Services

Minimum Requirements: • Grade 12 • Post matric qualification in office management/ secretarial studies • 5-8 relevant experience with supervisory experience, preferably gained at a Local Authority • A valid Code B driver's license • Able to use advanced features of MS Office packages (Word, Excel, Power point, MS Outlook)

Other Requirements: • Adhere to high level of confidentiality • Excellent interpersonal management skills • Attention to detail • Ability to work according to deadlines and to function effectively and under extreme pressure • Disciplined and assertive • Sound organising and planning abilities • Excellent oral and written communication skills in at least two (2) of the three (3) official languages of the Western Cape (English, Afrikaans, Xhosa) • Supervisory skills • Specialised knowledge of admin processes.

Responsibilities/Duties: • Coordinate and control access to the office of the director • Monitoring and updating of performance management system of the director • Rendering secretarial functions to the director • General office administration and document management • Managing correspondence and processes • Effective diary management and event planning • Rendering secretarial and telephonist functions • Any other support functions assigned by the Director • Compile reports and communications for the director • Accurate and comprehensive minute-taking • Responsible for the procurement of goods and services for the office of the director • Assist Director in monitoring expenditure in respect of budget planning and report on progress • Coordinating the interdepartmental functions, liaise with provincial departments, public, staff members and councillors

Added Advantage: Local Government experience will be an added advantage

Job related enquiries: Mr. Gary Boshoff – Tel nr. 021 808 8410

General Enquiries: Ms. Lucretia Koegelenberg 021 808 8102 or Ms. Evan Williams 021 808 8059

Salary: R 213 755.65- R 277 462.94

Plus Benefits

NOTE: Amended salary scales will be implemented in accordance with the Collective Agreement when new cost of living increase is determined

Applications, clearly marked and accompanied by an application form of Stellenbosch Municipality, a comprehensive CV, certified copies of qualifications and the details of contactable referees, must be emailed to the Human Resource Management Services at Stellenbosch Municipality at the following email address specifically linked to the above Directorate: Comprotect.Jobs@stellenbosch.gov.za

Your application must be completed on an official application form of Stellenbosch Municipality and will not be considered if not submitted. Application forms can be found on the Stellenbosch Municipal website <https://stellenbosch.gov.za>

Applications for the above-mentioned vacancy must be sent via the given email. If not, it will not be considered. No hand-delivered or posted applications will be considered.

Please note: By applying for this position, the candidate consents to verification checks of qualifications, criminal records and must be willing to be subjected to a rigorous evaluation process. Receipt of applications will not be acknowledged and no supporting documentation will be returned. Canvassing with Councillors or any other decision-maker/ member of the Selection Committee, is not permitted and proof thereof will result in disqualification of your application

Closing date: 02 September 2024



Stellenbosch Municipality is an Equal Opportunity employer. Candidates from the designated groups, including those with disabilities, are encouraged to apply. The requirements of the Employment Equity Act will be considered as part of the selection criteria/process. If you do not hear from us within ten (10) weeks of the closing date, please regard your application as unsuccessful. For more details on vacancies, visit our website www.stellenbosch.gov.za. The Council reserves the right not to make an appointment and to add/amend/change the salary package.
