



**SENIOR CLERK: ADMINISTRATIVE SUPPORT
COMMUNITY SERVICES
COMMUNITY AND PROTECTION SERVICES
REF: CP/CS/AS/02**

Minimum Requirements: Grade 12 • Minimum of 2-years' relevant experience • Computers Literacy in MS Office applications.

Other Requirements: Sound and interpersonal administrative skills • Ability to work under pressure • Fair understanding of applicable legislation • Communication skills • Customer Service skills • Proficiency in at least two of the three Western Cape official Languages (English, Afrikaans, Xhosa) • High level of confidentiality must be observed. Willingness to work overtime when required.

Responsibilities/Duties: Responsible for the effective and efficient administration functioning and coordination of the duties related to Community Services • Administrative duties • Scheduling and Coordination • Financial and Record-Keeping Tasks • Asset Management • Health and safety • knowledge sharing/training • Minute taking • Prepare reports • Handle event applications • Answer phones, emails and other inquiries from the public • maintain and update records • filling & archiving • processing of invoices • process procurement needs • loading of SCM requests.

Job related enquiries: Ms. Tashlee Ismail 021 808 8164

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

Salary: R 164 094.06 – R 213 021.97

Plus benefits

Applications, clearly marked and accompanied by the application form, a comprehensive CV, certified copies of qualifications, licenses 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: 17 February 2025



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.
