



STELLENBOSCH
STELLENBOSCH • PNIEL • FRANSCHHOEK

MUNICIPALITY • UMASIPALA • MUNISIPALITEIT

**SENIOR CLERK
SUPPORT SERVICES
INFRASTRUCTURE SERVICES
REF: IS/SS/07**

Minimum requirements: Grade 12 • 2 – 5 years' relevant experience of which 1-year should have been in a records management environment • Valid Code B driver's license • Computer skills (MS Office, Internet and Outlook).

Other Requirements: Typing skills • Interpersonal skills • Administrative and organisational skills • Telephone etiquette skills • Customer service skills • Time management skills • Communication skills in 2 of the 3 official languages of the Western Cape (English, Afrikaans, Xhosa).

Responsibilities/Duties: Receive and capture all incoming invoices and allocate to the respective departments for authorization • Keep record of all monthly Section 71 budget documentation (hard copy and electronically) • Compile summary of all vehicle log sheets and submit to Fleet Management • Collection of items from stores • Complete Asset Transfer documentation for the Directorate and arrange for delivery of the obsolete assets to Stores • Implement and maintains procedures and systems associated with controlling the flow of functional documentation and correspondence • Capturing using sequential codes and monitoring the status of correspondence received/ dispatched on the Collaborator system Inserting registry control numbers and references to all internal correspondence, resolutions, memorandums and bulletins prior to circulation Initiating sequences to maintain/ update the correspondence reminder and filing system and creating new files • Monitoring adherence to procedural requirements related to the accessing and issuing of document files and/ or coordinating sequences to facilitate document/ file retrieval from users • Maintaining and updating copies of legislative Acts, by-laws and standing orders • Coordinating sequences to facilitate the archiving and disposal of aged/ obsolete records • Seeking approval and executing sequences to facilitate the archiving and disposal of aged/ obsolete records • Ensure the safekeeping of the Directorate records • Maintain relevant registers.

Job related enquiries: Ms. Silvia Pretorius 021 808 8261

General Enquiries: Ms. Evan Williams 021 808 8059 or Ms. Lisa Patience 021 808 8064

Salary: R 164 094.06 – R 213 021.97

Plus benefits

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: infrastructurejobs@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 December 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.