STELLENBOSCH
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MUNICIPALITY • UMASIPALA • MUNISIPALITEIT

# ADMINISTRATVE OFFICER: TRAFFIC FINES
# TRAFFIC DEPARTMENT
# COMMUNITY AND PROTECTION SERVICES
# REF: CP/PRS/TL/TS/87

**Minimum Requirements**: Grade 12 or equivalent ● Relevant National Diploma ● 3 years relevant experience ● A valid Code B or Code EB driving license ● No criminal record.

**Other Requirements:** Good communication skills ● Honest • Be fluent in two of the three official languages (Afrikaans, English, Xhosa) • Good interpersonal skills • Good negotiating skills • Strong organisational and time management skills • Proficiency in office software and systems • Attention to detail and accuracy ● Strong problem solving and analytical skills ● Ability to work under pressure • Proactive and adaptable.

**Responsibilities/Duties**: Manage and control the personnel within court section ● Manage and control all stationary and legal documents required in the court section ● Financial management ● Control accounts of court section from service provider ● Liaise with Justice Department and public ● Supervise and manage duties conducted by staff members within the court section ● Ensure the compliance of the back office ● Ensure effective and efficient flow of administrative functions between back office and municipal court.

**Job related enquiries**: Mr Gavin Solomons 021 808 8801 or Mr Ayanda Royi 021 808 8846

**General Enquiries**: Ms Lucretia Koegelenberg 021 808 8102 or Ms Evan Williams 021 808 8059 or Ms Lisa Patience 021 808 8064

**Salary: R 287 387.35 - R 373 022.34** **Plus Benefits**

***Note: Both the T-grade and post name is subject to re-evaluation and changes will be implemented on receipt a of T.A.S.K outcome***

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***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: 19 May 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.***