



STELLENBOSCH
STELLENBOSCH • PNIEL • FRANSCHHOEK

MUNICIPALITY • UMASIPALA • MUNISIPALITEIT

**ADMINISTRATIVE OFFICER: LAND USE
LAND USE MANAGEMENT
PLANNING AND ECONOMIC DEVELOPMENT
REF: PED/DM/LUM/URB/12**

Applications for the above position are invited from appropriately skilled and qualified candidates. The successful candidates will report to the Senior Administrative Officer.

Minimum requirements: Grade 12 and a relevant tertiary qualification on NQF Level 5 in Administration/ Public Administration / Secretarial / Office Administration or related • 3 years' administrative experience in the field of Local Government, Planning (preferred) or in an administrative capacity • Computer literacy.

Other Requirements: Language proficiency in two of the three official languages of the Western Cape (Afrikaans, English and Xhosa) • Good human relations and interpersonal skills • Good communication and writing skills with ability to give attention to detail • High level of responsibility and professional and ethical conduct of duties • Knowledge of relevant land use planning legislation relating to administrative processes • Knowledge on general Local Government matters.

Duties/Responsibilities: Enhances the effectiveness of the Land Use Management (LUM) Section by providing administrative services in the processing of town planning applications and complaints, attending to core administrative activities to promote an effective and efficient land use management service • Update and maintain databases and records relating to information on land use applications • Process applications on relevant electronic municipal systems / platforms • The accurate and compliant administrative processing of land use applications in terms of prescribed legislative provisions and standard operating procedures and required public participation processes • Prepare letters, emails, memoranda for communication with the applicant and internal and external parties • Support and assist with the verification of compliance of conditions of approval attached to land use approvals in the processing and issuing of certificates of compliance and clearances, including any required liaison and coordination with conveyance attorneys/applicants on related matters • Communicating, interacting, advising, and making information available to the public, land owners, applicants, consultants, internal Departments or authorities regarding the status of application procedures and relevant land use planning matters.

Job related enquiries: Mr. Stiaan Carstens (021 - 808 8674)

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 of T.A.S.K outcome

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: pedjobs@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.
