STELLENBOSCH
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MUNICIPALITY • UMASIPALA • MUNISIPALITEIT

# CLERK MAINTENANCE
# FACILITY MANAGEMENT
# CORPORATE SERVICES
# REF: CS/PMBM/FM/02

We are seeking a reliable and detail-oriented incumbent to support our maintenance department by performing clerical and administrative tasks. This role plays a key part in ensuring efficient operations by maintaining accurate records, scheduling maintenance activities, and facilitating communication within the team.

**Minimum Requirements:** 1-2 years 'experience • Grade 12 • Computer Literacy: MS Office

**Other Requirements:** Prior experience in a maintenance, facilities, or operations department • Familiarity with maintenance management software • Knowledge of inventory and supply chain processes • Good verbal and written communication skills • Proficiency in at least two of the three official Languages of the Western Cape (English, Afrikaans and Xhosa) • Strong attention to detail and problem-solving abilities • Strong organizational and time management skills.

**Responsibilities/Duties:** Maintain and update maintenance records, logs, and databases • Process work orders and track maintenance requests • Schedule preventive and corrective maintenance activities • Order and maintain inventory of maintenance supplies and equipment • Assist in preparing reports, budgets, and maintenance schedules • Communicate with vendors, contractors, and internal departments • File, photocopy, and scan documents as required • Ensure compliance with company policies and safety regulations • Support maintenance staff with administrative needs .

**Added Advantage:** Knowledge of invoicing/ capturing data on excel

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

**Salary: R 141 814.55 - R 183 178.95** **Plus benefits**

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