STELLENBOSCH
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MUNICIPALITY • UMASIPALA • MUNISIPALITEIT

DATA CAPTURER: HR PROCESS MANAGEMENT x2
(2-Year contract Position)
HUMAN RESOURCE MANAGEMENT
CORPORATE SERVICES
REF: NO REFERENCE

We are looking for a dependable and organized individual to support our Human Resources department with day-to-day administrative tasks. This role is key to ensuring the HR office runs smoothly by providing assistance with documentation, coordination, and clerical support across various HR functions.

Minimum requirements: 1-2 years' experience • Grade 12 • Computer Literacy: MS Office.

Other Requirements: Knowledge of basic HR processes and recordkeeping • Strong interpersonal and communication skills • Ability to handle confidential information with discretion • Excellent attention to detail and organizational skills • Ability to work under pressure and meet deadlines • Proficiency (read, write, & speak) in at least two of the three Western Cape Official languages (English, Afrikaans, isiXhosa.

Duties/Responsibilities: Capture applicant information from CVs onto a longlist • Schedule and arrange interview processes • Assist with reference checks • Create new employee files • Provide overall administrative support to the immediate supervisor through specific administrative tasks associated with HR recruitment and selection • Driven to meet deadlines• .Capture employee related data, including appraisal scores, performance improvement plans, and manager feedback into HR systems • Maintain accurate records of performance reviews, goal-setting documents, and evaluation forms • Input KPIs, departmental objectives, and individual targets into tracking tools or dash-boards • Update organisational structure data, reporting lines, and job role information as provided • Assist in the collation of data for talent reviews, skills audits, and succession planning • Support the preparation of performance trend reports and analytics for management reviews • Track and record employee training linked to performance and development plans • Ensure all documents and data entries are properly filed, labeled, and stored securely • Liaise with HR Business Partners and line managers to clarify and confirm data where necessary • Adhere to data confidentiality policies and ensure accuracy and integrity of captured information.

Job related enquiries: Ms Lucretia Koegelenberg 021 808 8102

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

Salary: R 141 814.55 - R 183 178.95

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

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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.