STELLENBOSCH
STELLENBOSCH • PNIEL • FRANSCHHOEK
MUNICIPALITY • UMASIPALA • MUNISIPALITEIT

MANAGER: PROPERTY MANAGEMENT AND MUNICIPAL BUILDING MAINTENANCE
PROPERTY MANAGEMENT AND MUNICIPAL BUILDING MAINTENANCE SERVICES
CORPORATE SERVICES
REF: CS/PMBM/01

Requirements: Relevant B Degree (/B Comm/ Project Management/Building Construction/Business Management) • 8-years' experience within Property Management/ Building Management of which at least 3-years must be at management level • A valid code B drivers licence • Experience must be related to property management and at least 3-years' experience in project management of implementing capital projects• Required Minimum Competency Unit Standards as provided for in the MFMA or if candidate is not in possession the unit standard must be obtained within 18 months

Other requirements: Leadership skills; analytical thinking • attention to detail; project management skills • computer literate • function independently • must be prepared to work long hours; handle stress and conflicting deadlines; solution seeking qualities • handle conflict • Proficiency in at least two of the three official Languages of the Western Cape (English, Afrikaans and Xhosa).

Responsibilities/Duties: To render properties and facilities management of land and property transactions and maintain all municipal buildings excluding housing stock • Ensure drafting of contracts for commercial leases according to stipulated, developed policies and procedures and administer land and properties purchases, sales and leases • Maintain all municipal buildings excluding housing stock • Initiate, coordinate and monitor portfolio management processes of all council properties Plan and develop capital projects Render project management services • draw up and maintain property asset management policies.

Job related Enquiries: Mr Alexander Kannemeyer 021 808 8056

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

Salary: R 585 339.62 - R 759 790.46 **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.