STELLENBOSCH
STELLENBOSCH • PNIEL • FRANSCHHOEK
MUNICIPALITY • UMASIPALA • MUNISIPALITEIT

(Re-advertisement)
MANAGER: SECRETARIAT/COMMITTEE SERVICES
ADMINISTRATIVE SUPPORT
CORPORATE SERVICES
REF: CS/ASS/SC/01

Minimum Requirements: Relevant 3-year tertiary/NQF 7 or higher qualification, preferably a B. Degree in Administration / Public Administration • 5-years or more administrative experience required within municipal committee services and of which 2-years' or more must be at a managerial level • Computer literate in Microsoft Word, Excel & Outlook • Valid Code B drivers' licence.

Other Requirements: Knowledge of municipal government legislation • attention to detail • be able to work under pressure and with short deadlines • results and quality focus • be able to keep confidentiality • analytical and problem-solving skills • excellent people management skills • excellent written language skills • be prepared to work overtime as and when needed • excellent communication skills in at least two of the three official Languages of the Western Cape (English, Afrikaans and Xhosa).

Responsibilities/Duties: To provide secretariat/committee services to Council • All council committees/ all other committees like the LLF • Mayoral committee etcetera • Support the administration and all committees with language translation and interpreter functions • Liaise with all councillors/office bearers/senior management on preparation of agendas and minutes of all committees and Council • Ensure neat and correct minute taking for all committees and Council • Rendering administrative support at management meetings when required • Assisting Senior Management within the Directorate • Lead and exercise line management functions for the team • Assisting subordinates • Prepare all agendas and minutes for meetings within the time frames provided • General administrative duties.

Job related enquiries: Mr Mervin Williams 021 808 8991

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

Salary: R 614 665.14 – R 797 855.97 **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: 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: 09 February 2026

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.