STELLENBOSCH
STELLENBOSCH • PNIEL • FRANSCHHOEK
MUNICIPALITY • UMASIPALA • MUNISIPALITEIT

OFFICE ASSISTANT
HOUSING ADMINISTRATION
PLANNING AND ECONOMIC DEVELOPMENT X 1
REF: PED/IHS/HA/O5

The incumbent will report to Manager: Housing Administration

Minimum requirements: Grade 10 ● 1 years relevant experience as an office assistant/messenger ●

Other Requirements: Written and oral communication skills in 2 of the 3 official languages of the Western Cape (English, Afrikaans & Xhosa) ● Code B Drivers Licence

Duties/Responsibilities: Responsible for cleaning of offices, toilets and kitchen ● Serving of coffee and tea as well as refreshments from time-to-time ● Execution of any other task given by immediate supervisor ● Deliver documents to other Directorates within the Municipality in WC024● Deliver confidential documents to Law firms and other state departments in and around Cape Town area ● Ensure that all documents to be delivered are properly documented and signed for to acknowledge receipt ● Must be reliable to handle confidential documentation with the necessary care ● Must be presentable ● Good human relation skills ● Must be disciplined and organised ● Good attendance record● Responsible for cleaning tasks ● Assist with preparing and serving of refreshments for meetings when required ● Replenish stock of refreshments, cleaning material and keep inventory of stock

Job-related enquiries: Ms. Rotanda Godlo 021 808 8757 or Ms. Thabisa Manyingiza 021 808 8358

General enquiries: Ms. Lucretia Koegelenberg 021 808 8102/ Ms Evan Williams 021 808 8059/

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: 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.