STELLENBOSCH
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MUNICIPALITY • UMASIPALA • MUNISIPALITEIT

OFFICE ASSISTANT
HUMAN RESOURCE MANAGEMENT
CORPORATE SERVICES
REF: CS/HRM/03

We are looking for a dependable and organized Office Assistant 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 • Previous experience in an HR or administrative support role • Familiarity with HR processes and documentation • Knowledge of filing and recordkeeping practices • Professional demeanor and a customer service mindset • Proficiency (read, write, & speak) in at least two of the three Western Cape Official languages (English, Afrikaans, isiXhosa).

Duties/Responsibilities: Provide administrative support to the HR team, including filing, scanning, and photocopying HR documents • Assist in maintaining accurate employee files and HR records (physical and digital) • Help schedule interviews, meetings, and training sessions • Prepare HR documents such as employment contracts, warning letters, and onboarding forms • Manage incoming calls, emails, and correspondence related to HR inquiries • Distribute HR-related communication to staff (e.g., notices, memos, updates) • Greet and assist job applicants, employees, and visitors professionally • Track and order office and HR supplies as needed • Assist with data entry for leave forms, training records, or performance tracking systems • Support general HR initiatives such as wellness days, events, or induction programs.

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 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.