STELLENBOSCH
STELLENBOSCH • PNIEL • FRANSCHHOEK
MUNICIPALITY • UMASIPALA • MUNISIPALITEIT

Senior Clerk: Fleet Management
FINANCIAL SERVICES

Minimum Requirements: Grade 12 with Mathematic and Accountancy ● Minimum of 2 years' relevant experience within an accounting environment.

Other Requirements: ● Computer literacy (MS Word, Excel) ● Interpersonal and human relation skills. ● Proficiency in at least 2 of the official languages of the Western Cape (read, write & speak). ● Ability to work independently. ● Driver's license.

Responsibilities/Duties: ● Ensure specific administrative tasks associated with the monitoring of vehicles, usage of vehicles, record keeping of vehicles and general administrative duties, to ensure municipal fleet requirements are attended to in accordance with laid down departmental guidelines and procedures.

Added Advantage: Knowledge of municipal finance and administration environment.

Job related enquiries: Vinolan Narainsamy - 021 808 8526

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

Salary: R 166 555.47- R 216 217.30 **Plus benefits**

Note: Both the T-grade and post name are subject to re-evaluation and changes will be implemented on receipt of a T.A.S.K outcome

---

Applications, clearly marked and accompanied by an application form, 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: financejobs@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 Councilors 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.
