STELLENBOSCH
STELLENBOSCH • PNIEL • FRANSCHHOEK
MUNICIPALITY • UMASIPALA • MUNISIPALITEIT

SENIOR CLERK: LEGAL SERVICES
LEGAL SERVICES
CORPORATE SERVICES
REF: CS/LCS/02

We are seeking a meticulous and experienced Senior Clerk to join our Legal Services team. The successful candidate will be responsible for providing administrative and clerical support to the legal department, managing legal documents, and assisting with the efficient operation of legal processes. This role requires strong organizational skills, attention to detail, and the ability to handle confidential information.

Minimum Requirements: Grade 12 • Diploma (NQF 6) or Legal Studies, Paralegal Studies, or related field • 2-5 years' relevant experience • Computer Literacy: MS Office.

Other Requirements: Experience with legal document management systems and case management soft-ware • Knowledge of local, national, and international legal frameworks, as applicable • Experience in contract administration or corporate legal services • Ability to perform legal research and summarize findings concisely.

Responsibilities/Duties: Prepare and manage legal documents, including contracts, pleadings, and other correspondence • Maintain accurate and organized legal files and records (both digital and physical) • Assist in preparing documentation for legal proceedings, such as trials, hearings, and arbitrations • File and serve legal documents in compliance with applicable laws and regulations • Coordinate with external legal teams, law firms, and clients for case progress and updates • Assist in drafting routine legal correspondence, contracts, and agreements • Perform legal research and gather information needed for case preparation • Schedule appointments, meetings, and hearings for legal staff and external legal teams • Monitor and track deadlines for legal filings, renewals, and other compliance-related activities • Prepare reports, summaries, and presentations for internal stakeholders • Ensure compliance with legal department policies, confidentiality requirements, and documentation standards • Assist with the administration of legal budgets, invoices, and cost tracking.

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 166 555.47- R 216 217.30 **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

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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.