STELLENBOSCH
STELLENBOSCH • PNIEL • FRANSCHHOEK

MUNICIPALITY • UMASIPALA • MUNISIPALITEIT

SNR FIELD OFFICER X2
INTEGRATED HUMAN SETTLEMENTS
PLANNING AND ECONOMIC DEVELOPMENT
REF: PED/IHS/CFA/02+04

Minimum Requirements: Grade 12 • 5 years' of relevant working experience in a related field •Working knowledge of MS Excel • Basic computer skills (MS office, Internet, Outlook) • Code B Driver's license.

Other Requirements: Knowledge and understanding collecting and analysing and interpreting demographic and statistical data • Report writing skills data • Problem solving skills • Interpersonal skills • Able bodied • Ability to climbing and walking rough terrains, for purposes of surveys and site visits • Required to work outside normal working hours • Good communication skills in two of the three Western Cape official languages (English, Afrikaans, Xhosa) • Customer orientated.

Responsibilities/Duties: Initiating surveys and site inspections • Verification of data with respect to emergencies and disasters • Assist with procurement of goods and services • performing surveys of informal settlements and backyard dwellers • Analyse and interpret all informal settlement statistical data • Support informal settlement upgrading projects with data analytics • data collection and analysis associated with evection processes • Assist with data collection with respect to the relocation of evictees and informal settlement dwellers • Monitor and assist with data collection with respect to land invasions • Perform general administrative duties • Assis with report writing in terms of all Informal Settlement related matters • Design / maintain and upkeep all departmental registers and databases with respect to all informal Settlement related matters.

Job related enquiries: Johru Robyn – 021-808 8762

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

Ms. Lisa Patience 021 808 8064

Salary: R 255 238.85 - R 331 350.28 **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

---

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.