



**ADMINISTRATIVE OFFICER
DOCUMENT MANAGEMENT
CORPORATE SERVICES
REF: CS/ASS/RO/OAS/01**

Minimum Requirements: Grade 12 • relevant Secretarial / Office Administration Certificate (NQF Level 4 or 5) or other recognised qualification • 2 years' relevant experience • Computer literacy

Other Requirements: Should be able to function independently and within a team • Ability to function under stressful and demanding circumstances • Proficiency in English (written and spoken); proficiency in a second official language of the Western Cape (Afrikaans and/or Xhosa) will be an added advantage • Should have report writing skills.

Responsibilities/Duties: System Administration: Manage, monitor, and optimize the municipality's manual and Electronic Document and Records Management System (EDRMS) to ensure records are secure and retrievable. • Compliance & Quality Control: Enforce strict compliance with archival legislation, file plans, and corporate governance principles across all directorates • Case Administration & Upkeep: Prepare, index, capture, and safely maintain municipal files, council agendas, and legal documents • Access Control: Oversee the release of appropriate documents to internal departments and verified external parties while maintaining confidentiality • Audit Support: Retrieve, prepare, and organize supporting documentation to assist internal and external auditors during annual validation checks • Training & Support: Provide continuous technical guidance and orientation to municipal staff regarding correct record-filing procedures.

Added Advantage: Valid Code B driver's license • Basic ICT knowledge or experience

Job related enquiries: Mr William September 021 808 8774

General Enquiries: Ms. Lucretia Koegelenberg 021 808 8102 or Ms Evan Williams 021 808 8059
or Ms Lisa Patience 021 808 8064

Salary: R 316 120,27 – R 410 317,02

Plus Benefits

Applications, clearly marked and accompanied by the application form, a comprehensive CV, certified copies of qualifications, licenses 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: 07 October 2026



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. Appointments will be made in accordance with the Municipality's approved Employment Equity Plan (EE Plan) in terms of section 20 of the Employment Equity Act 55 of 1998.
