



STELLENBOSCH
STELLENBOSCH • PNIEL • FRANSCHHOEK

MUNICIPALITY • UMASIPALA • MUNISIPALITEIT

**ADMINISTRATIVE ASSISTANT: BUILDING DEVELOPMENT MANAGEMENT
PLANNING AND ECONOMIC DEVELOPMENT
REF: PED/DM/BDM/01**

Applications for the above position are invited from appropriately skilled and qualified candidates. The successful candidates will report to the Senior Administrative Officer.

Minimum Requirements: Grade 12 • National Certificate in Office Administration / Office Management (NQF Level 4 or 5) or equivalent recognised qualification • 3 years of relevant experience • Computer Literacy (MS Office).

Other Requirements: Communication Skills • Proficient in English (written and spoken) • Interpersonal Skills • Administrative and organizational skills • Tele-phone etiquette skills • Customer Service skills • Numerical skills • Time management skills • Ability to give attention to detail • Ability to work under pressure • Exemplary customer satisfaction and developed coordination analytical skills • Proficiency in at least two of the three Western Cape official languages (English, Afrikaans, Xhosa).

Responsibilities/Duties: Provide full support services to the Manager: Building Development Management. Responsible for office support including the preparation, circulation, safekeeping and retrieval of confidential/general documents/correspondence, communicating with visitors, sourcing and Perform administrative support tasks related to the department as a whole • Handle comprehensive administrative functions related to Building Development Management • Oversee office administration, including supervising, assisting, and providing on-the-job training for subordinate clerks and assistants • Assist with formulating staff work plans, performance agreements, and monitoring and evaluating progress • Manage departmental acquisitions and assist with the financial budget • Compile Building Development reports and letters • Schedule departmental meetings and take minutes • Provide general administrative assistance to technical staff • Perform any other related ad hoc tasks and duties as requested or required by management from time to time.

Added advantage: Valid Code B driver's license

Job related enquiries: Ms. Liezel Poulton 021 808 8664

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

Salary: R 155 993,13 – R 201 493,14

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: 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: 07 October 2026



Stellenbosch Municipality is an Equal Opportunity employer. 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. Candidates from the designated groups, especially those with disabilities, are encouraged to apply. Candidates are encouraged to self-identify their designated group status on the application form. 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.