



**STELLENBOSCH**  
STELLENBOSCH • PNIEL • FRANSCHHOEK

MUNICIPALITY • UMASIPALA • MUNISIPALITEIT

**ADMINISTRATIVE OFFICER: EMERGENCY HOUSING  
PLANNING AND ECONOMIC DEVELOPMENT  
REF: PED/IHS/CFA/14**

**Minimum requirements:** Grade 12 • 5-8 years' relevant experience with 1-year supervisory experience • Basic computer skills (MS office, Internet, Outlook).

**Other Requirements:** Good communication skills in at least two of the three Western Cape official languages (English, Afrikaans, Xhosa) • Analytical skills • Problem solving skills • Conflict management skills • Interpersonal skills • Able bodied • Hearing and speech to communicate in person and over the telephone • Climbing and walking on rough terrains, for purposes of site visits • Required to attend to consultations/interviews with the applicants/respondents in eviction applications and to work outside normal working hours during planned meetings with the community • Report writing.

**Responsibilities/Duties:** Basic knowledge and understanding of eviction processes, informal settlements, disaster management, community services • Arrange and take part in meaningful engagement sessions • Compile municipal reports for submission to the relevant Magistrate's Court • Coordinate site inspections • Coordinate eviction processes • Coordinate the relocation of evictees • Reporting of eviction cases • General administrative duties • Compile relevant departmental registers • Customer service.

**Added advantage:** Legal background • Understanding of the legislation in regards of evictions in terms of PIE and ESTA.

**Job related enquiries:** Mr Johru Robyn 021 808 8460

**General enquiries:** Ms Lucretia Koegelenberg 021 808 8102 or Ms Evan Williams 021 808 8059 or  
Ms Lisa Patience 021 808 8064

**Salary:** R 301 785.46 - R 391 710.76

**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**

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**Applications, clearly marked and accompanied by a completed official application form of Stellenbosch Municipality, a comprehensive CV, certified copies of qualifications and all documents required in terms of the minimum requirements of the advertisement, details of contactable referees, must be emailed to Human Resource Management Services at Stellenbosch Municipality at the following email address specifically linked to the above Directorate: [pedjobs@stellenbosch.gov.za](mailto:pedjobs@stellenbosch.gov.za)**

**Applicants who do not meet all/any minimum requirement(s) of the post, or who fail to submit all required supporting documentation, will not be considered. Applicants are reminded that submission of an official Stellenbosch Municipality application form is compulsory. Application forms are available on the Stellenbosch Municipal website: <https://stellenbosch.gov.za>**

**Applications for the above-mentioned vacancy must be submitted via the provided email address only. No hand-delivered or posted applications will be accepted or considered.**

**Please note: By applying for this position, candidates consent to verification checks relating to qualifications, criminal records, and any other relevant screening processes, and must be willing to be subjected to a rigorous evaluation and selection process. **Please note where driver's licenses are required shortlisted candidates will undergo a driver competency test.** Receipt of applications will not be acknowledged, and supporting documentation submitted will not be returned.**

**Canvassing with Councillors, any decision-maker, or any member of the Selection Committee is strictly prohibited, and proof thereof will lead to disqualification.**

**Closing Date: 11 May 2026**

**Stellenbosch Municipality is an Equal Opportunity Employer. Candidates from designated groups, including persons with disabilities, are encouraged to apply. The provisions of the Employment Equity Act will be considered as part of the selection criteria and process. If you do not receive any feedback within ten (10) weeks after the closing date, please consider your application unsuccessful**

**For more information on vacancies, visit [www.stellenbosch.gov.za](http://www.stellenbosch.gov.za).**

**The Council reserves the right not to make an appointment and further reserves the right to amend, vary or change the remuneration package attached to the post**

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