STELLENBOSCH
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MUNICIPALITY • UMASIPALA • MUNISIPALITEIT

CLERK: CONTRACT MANAGEMENT
PROPERTY MANAGEMENT AND MUNICIPAL BUILDING MAINTENANCE
CORPORATE SERVICES
REF: CS/PMBM/TL/02

We are seeking a meticulous senior clerk to join our Contract Management team. The successful candidate will be responsible for providing administrative and clerical support to the Contract Management department, managing documents and assisting with the efficient operation of the contract management processes. This role requires strong organisational skills, attention to detail, and the ability to handle a high workload.

Minimum Requirements: Grade 12 • 1–2 years' relevant experience • Computer Literacy: MS Office.

Other Requirements: Strong writing skills and report writing capabilities • analytical, conceptual, formulation and problem-solving skills • sound interpersonal skills • administrative and organisational skills • strong liaison capabilities at various levels • customer service skills • time management skills •ability to work under pressure and meet conflicting deadlines • high level of confidentiality in work performance and interaction with various stakeholders • excellent communication skills in at least two of the three official Languages of the Western Cape (English, Afrikaans and Xhosa).

Responsibilities/Duties: To support, administer and coordinate the administrative process within the office of the Head Contract Management • Prepare reports regarding activities and statistics • drafting of responses to general correspondence from the public and internal departments • distribute correspondence, items and contracts • maintaining record keeping and filing system • management of day to day running of the office of the Head Contract Management • assist with inspections of leased properties • delivering of letters and notices to tenants.

Job related enquiries: Ms Yolande van den Berg 021 808 8073

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

Salary: R 148 919.45 - R 192 356.22 **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.

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: corporatejobs@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.
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