



STELLENBOSCH
STELLENBOSCH • PNIEL • FRANSCHHOEK

MUNICIPALITY • UMASIPALA • MUNISIPALITEIT

**FOREPERSON: CEMETERIES
PARKS AND CEMETERIES
COMMUNITY AND PROTECTION SERVICES
REF: CP/CS/PC/CEM/03**

The successful incumbent will report to the Foreperson: Cemeteries Stellenbosch and must be in possession of:

Minimum Requirements: Grade 10 • 2 years supervisory experience preferably in maintenance and related experience with cemetery or open spaces • Valid Code C1 with a valid PrDP • 2 years Driving experience in a working environment • Computer Literacy.

Other Requirements: Good interpersonal skills • ability to perform manual labour • Willingness to work in all weather conditions • Required to work outside normal working hours during and planned overtime • Must be able to work in a team • Must be physically fit and be able to lift heavy objects and help interdepartmentally when required • Ability to communicate in English (essential); proficiency in Afrikaans or isiXhosa will be an added advantage • Literacy and numeracy skills to execute worksheets and compile and complete reports • must be suitable qualified to drive truck and transport staff • Willing to work overtime /standby.

Responsibilities/Duties: Care Professional competencies managing work, planning and organizing • Functional competencies Facilities specific skills, Workplace safety • Public Service Orientation Competencies – Interpersonal Relationships, Communication, Service Delivery Orientation • Personal Competencies, Action Orientation, Resilience, Change Readiness, Learning Orientation, Problem Solving, Accountability and Ethical Conduct • Management/Leadership Competencies/Direction Setting, Impact and Influence, Coaching and Mentoring, Team Orientation • Ensure that the cemeteries in the Stellenbosch Municipality Area are operated maintained according to prescribed guidelines • Ensure that graves are measured and prepared according to the exact measurement and that administrative processes are checked • Ensure proper inspections are carried out in all cemeteries • Ensure that proper weed control is exercised and weed killer is applied as required • Ensure that trees, grass and scrubs are maintained to present well-kept cemeteries to the broader public • Ensure that duties are executed effectively and provide a positive work environment • Ensure that safety precautions are exercised and protective clothing use in order to comply with the conditions of the Occupational Health and Safety Act • Ensure that vehicles inspections are carried out and any defects reported prior to department from the depot • Ensure that all administrative duties are carried out according to prescribed requirements.

Job related enquiries: Ms. Dione Swartz 021 808 8419 or Ms Nazeema Mohamed 021 808 8235

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

Salary: R 221 548,50 – R 287 505,11

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: Comprotect.Jobs@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.