



STELLENBOSCH
STELLENBOSCH • PNIEL • FRANSCHHOEK

MUNICIPALITY • UMASIPALA • MUNISIPALITEIT

**MANAGER: PROPERTY MANAGEMENT AND MUNICIPAL BUILDING
MAINTENANCE
PROPERTY MANAGEMENT AND MUNICIPAL BUILDING MAINTENANCE
SERVICES
CORPORATE SERVICES
REF: CS/PMBM/01**

Minimum Requirements: A relevant three-year tertiary qualification, preferably a National Diploma/ B degree in Property Management/ / Built Environment/ Project Management or a related field • 8 years' experience within Property Management/Building Management of which at least 3 years must be at supervisory level • A valid code B driver's license • Experience must be related to property management and at least 3 years' experience in project management of implementing capital projects • Required Minimum Competency Unit Standards as provided for in the MFMA or if candidate is not in possession of the required MMCL, the unit standard must be obtained within 18 months of appointment.

Other Requirements: Leadership skills • Analytical thinking • Attention to detail • Project management skills • Computer literate • Function independently • Must be prepared to work long hours • Handle stress and conflicting deadlines • Solution seeking qualities • Handle conflict • Proficiency in at least two of the three official languages of the Western Cape (English, Afrikaans and Xhosa).

Responsibilities: To render properties and facilities management of land and property transactions and maintain all municipal buildings excluding housing stock • Ensure drafting of contracts for commercial leases according to stipulated, developed policies and procedures and administer land and properties purchases, sales and leases • Maintain all municipal buildings excluding housing stock • Initiate, coordinate and monitor portfolio management processes of all council properties • Plan and develop capital projects and render project management services • Draw up and maintain property asset management policies

Job related enquiries: Dr Lungelwa Kaywood- 021 808 8018/ 021 808 8182

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

Salary: R614 665.14 – R797 855.97

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: 25 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.
