STELLENBOSCH
STELLENBOSCH • PNIEL • FRANSCHHOEK
MUNICIPALITY • UMASIPALA • MUNISIPALITEIT

EXECUTIVE SUPPORT OFFICER
(Term contract linked to term of Speaker)
COUNCILLOR SUPPORT SERVICES
CORPORATE SERVICES
REF: CS/CS/ECS/01

The successful incumbent will report to the Manager Councillor Support.

Minimum Requirements: Grade 12 • Post Matric Qualification (Relevant Certificate/Diploma) • Minimum of 5 years administrative experience of which at least 2 years must be in a supervisory position • Valid Code B driver's licence • Computer literacy in MS Office applications.

Other Requirements: Sound interpersonal management skills • Ability to work under pressure and conflicting deadlines • must be able to communicate on all levels (councilors/public/administration/provincial) • Hardworking and willing to work outside normal working hours including overtime • conflict management skills • Strong communication skills in at least two of the three official languages of the Western Cape (written and verbal) • punctual and reliable • attention to detail • strong administrative skills • Strong organizational skills • Client Orientation & Customer Focus •Understand the roles, functions, responsibilities and separation of administration and politics • Ability to work with high degree of confidentiality Line Management skills.

Responsibilities: Manage the unit that render secretarial, administrative and logistical support services to the ward offices • compile reports and communications in regard to ward offices • prepare meeting packs and handle the administration of meetings, e.g. minutes, liaison • Administration • Manage and provide communication and liaison function for the ward officers/committees • procurement of goods and services for the ward offices • delivery, collection, coordination of documentation, goods and services if and when required • co-ordinate the minutes and meetings of ward committees • all wards meeting.

Added Advantage: Local Government experience.

Job related enquiries: Mr Donovan Muller 021 808 8314 or Ms Farida Le Roux 021 808 8941

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

Salary: R 255 321.36 – R 331 422.00 **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: corporatejobs@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: 11 December 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.