STELLENBOSCH
STELLENBOSCH • PNIEL • FRANSCHHOEK
MUNICIPALITY • UMASIPALA • MUNISIPALITEIT

MESSENGER/DRIVER/ACCESS
(Term Contract Linked to the Executive Mayor)
COUNCIL SUPPORT
OFFICE OF THE EXECUTIVE MAYOR
CORPORATE SERVICES
REF:CS/CS/EM/03

The successful incumbent will report to the Personal Assistant of the Executive Mayor.

Minimum Requirements: Grade 10 or equivalent • 2 years relevant experience • Valid Driver's Licence • No Criminal record.

Other Requirements: The ability to work under pressure • self-discipline • sound interpersonal relations • punctuate • sound health • must be physically fit and healthy • sober habits • work in all weather conditions • must be able to work after hours and overtime • must be able to read and write in at least 2 of the 3 Western Cape official languages • ensure the safety of the Executive when rendering driver duties to official functions • presentable at all times.

Responsibilities: Transport the Executive Mayor or other Executive to functions/meetings • Perform driver duties • do messenger duties • ensure access control and security to the full-time Council offices and operating functions on sport facilities • Ensure the safety of the Executive Mayor/Executive in the vehicle whilst transporting to and from events/meetings. Assist with access control to the building in which Executive Mayor and Councilors are situated within the Main Building.

Added advantage: Security Services training/experience.

Job related enquiries: Mr Donovan Muller 021 808 8314

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

Salary: R 159 666.36 – R 206 239.92 **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.