STELLENBOSCH
STELLENBOSCH • PNIEL • FRANSCHHOEK
MUNICIPALITY • UMASIPALA • MUNISIPALITEIT

PERSONAL ASSISTANT: EXECUTIVE MAYOR
(Term contract linked to term of Executive Mayor)
COUNCILLOR SUPPORT SERVICES
CORPORATE SERVICES
REF: CS/CS/EM/01

The successful incumbent will report to the Manager Councillor Support.

Minimum Requirements: Grade 12 • A relevant post matric qualification • Minimum of 3 years relevant experience • Valid Code B driver's license • Computer literacy in MS Office applications.

Other Requirements: Sound interpersonal management skills • Ability to work under pressure and with conflicting deadlines • must be able to communicate on all levels (councilors/public/administration/provincial/national level) • 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 • leadership skills • strong administrative skills • Strong organizational skills • Client Orientation & Customer Focus •Strong multi-tasking skills • Understand the roles, functions, responsibilities and separation of administration and politics • Ability to work with high degree of confidentiality • line management/supervisory skills.

Responsibilities: Manage the office and the diary of the Executive Mayor • Manage staff reporting in the office of Executive Mayor • manage and provide the administrative and logistical support to the Executive • compile reports and communications for the Executive Mayor on instruction • prepare meeting packs and handle the administration of meetings, eg minutes, liaison • Administration of accounting in the office of the Executive Mayor • Manage and provide communication and liaison function for the Executive Mayor with various stakeholders • do research and write speeches and presentation as and when required • Co-ordinate the formal functions of the Executive Mayor [conceptualize, coordinate, manage and implement in line with requirements as per the function] • provide support services on a personal level • assist with the procurement of goods and services for the office and the Executive Mayor • assist with the delivery, collection, coordination of documentation, goods and services if and when required by Executive Mayor.

Added advantage: Line management 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 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.