STELLENBOSCH
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# WARD ADMINISTRATOR x22
# (WARDS: 1; 2; 3; 4; 5; 6; 7; 8/9; 10; 11; 12; 13; 14; 15; 16; 17; 18; 19; 20; 21; 22 and 23)
# COUNCILLOR SUPPORT SERVICES
# CORPORATE SERVICES
# REF: CS/CS/ECS

**The successful incumbents will report to: Executive Support Officer.**

**Minimum Requirements:** Grade 12 ● 2 years' relevant work experience ● Computer literacy.

**Other Requirements:** Good reporting and writing skills ● typing skills ● Ability to take minutes of meetings ● Proficiency in at least two of the three official languages in the Western Cape (Afrikaans/English/Xhosa) ● **Must be a resident in the respective ward (proof of residency to be provided with application)** ● be willing to work overtime if and when required ● be willing to work odd hours if and when required ● attention to detail ● work under conflicting deadlines and stress.

**Responsibilities:** Act as a referral point and facilitate interaction between Ward residents, ward councilor(s) and the Municipality ● Liaise with Ward Councilor(s), Ward Committee Members, Community Development Workers (CDW's), Interest Groups and Communities regarding ward issues • Deliver an administrative service to Ward Councilor(s) and Ward Committee • Organising of meetings ● typing and distributing of agendas and minutes ● any other reasonable instruction related to the ward committee functions.

**Added advantages:** Proficiency in English ● Valid Code B driver's licence.

**Job related enquiries**: Ms Jacqueline Beerwinkel 021 808 8618

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

**Salary: R 187 574.28 – R 243 479.40** **Plus Benefits**

**Preference will be given to Stellenbosch Residence. Please also note that all contracts are linked to the term of office of the ward Councilor(s).**

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***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***

***Please state the name of the position in the subject of your email for identification purposes. (Example – ward administrator: ward 1)***

***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.***