STELLENBOSCH
STELLENBOSCH • PNIEL • FRANSCHHOEK
MUNICIPALITY • UMASIPALA • MUNISIPALITEIT

PRINCIPAL CLERK: METERING
ELECTRICAL SERVICES
INFRASTRUCTURE SERVICES
REF: IS/ELS/MLD/SD/01

Minimum Requirements: Grade 12 • 3 - 5 years' relevant experience of which 1 year in a supervisory capacity • Computer proficiency regarding work processing and spread sheets (MS Office applications).

Other Requirements: Interpersonal skills • Administrative and organizational skills • Time management skills • Numerical skills • Physically fit and able-bodied • Good typing skills • Good interpersonal skills • Excellent customer service skills • Excellent telephone etiquette • Sound report-writing and oral communication skills in English; proficiency in a second official language of the Western Cape (Afrikaans and/or Xhosa) will be an added advantage.

Responsibilities: Delivering efficient service to the public, electrical contractors, electricians, department staff and supervisors • Administration and issuing of meters, keypad, meter tokens and relays • Complete and capture registration forms of meters • Adding of new customers, generating and activating of meter on the system for the vending of electricity tokens • Generating of meter specific tokens such as key change (for tariff changes), power limit (meter trip limit), clear tamper (meter has gone into tamper) and clear credit (to clear electricity tokens that was issued by mistake) tokens • Capture all information on data base and update data base • Compiling record of customer purchase/transactions on request of clients, Customer Complaint Centre, Supervisor and treasury department to assess last purchases, amounts and units received on the pre-paid meter • Replacement of faulty meters and updating of customer information • Ensure that the correct documents are received for meter applications • Check that the payments is done on the system and arrange appointments for the installation of the meter • Ensure correct tariff has been applied on pre-paid meters in the vending system • Contacting and reporting to the relevant person(s) if system is offline • Registering clients as required on the prepaid vending system and activating prepaid meters • Metering administration • Handling enquiries • Liaising with electrical contractors • Compile monthly reports and documents for supervisor • Keep records of work carried out by the installation inspector • Data management updates • Supervision of subordinates.

Job related enquiries: Ms Nombulelo Zwane 021 808 8333

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

Salary: R 226 772.16 – R 294 335.52 **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: infrastructurejobs@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: 07 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.