



**PROJECT COORDINATOR
PROPERTY AND MAINTENANCE
CORPORATE SERVICES
REF: CS/PMBM/CPC/01**

Minimum Requirements: A recognized three-year qualification in Project Management, Facilities Management, Building Sciences, Civil Engineering, Financial Management, Public Administration, or a closely related technical field
• 2 Years relevant experience

Other Requirements: Exceptional ability to communicate professionally and maintain collaborative relationships with internal departments, external contractors, and members of the public or local community forums • Problem-Solving & Critical Thinking • A proactive approach to identifying operational bottlenecks, resolving unexpected technical site challenges, and making sound decisions under pressure • Proven capacity to manage multiple competing maintenance projects simultaneously, meet strict deadlines, and adapt to shifting municipal priorities or emergency breakdown situations • A strong sense of accountability and transparency, essential for navigating public funds, municipal supply chain processes, and fair vendor relations • Clear and concise written and verbal communication in English; proficiency in a second official language of the Western Cape (Afrikaans and/or Xhosa) will be an added advantage.

Responsibilities/Duties: Plan, schedule, and oversee preventative, corrective, and emergency maintenance projects across all municipal buildings, sports facilities, and housing assets • Conduct regular on-site inspections of municipal properties to assess maintenance needs, identify structural defects, and verify compliance with health and safety regulations • Interpret architectural drawings, bills of quantities, and technical specifications to ensure project alignment with municipal standards • Supervise external service providers, contractors, and artisans, ensuring that project deliverables are met within stipulated timelines, quality standards, and budget allocations • Serve as the primary point of contact for contractors on-site, resolving technical bottlenecks and managing variations or disputes • Verify work completion certificates and sign off on job cards to authorize payment processes for completed service provider invoices • Ensure strict adherence to the Occupational Health and Safety (OHS) Act, environmental regulations, and local building bylaws on all active work sites • Assist in compiling scope-of-work documentation and technical specifications for municipal tenders and formal quotations • Monitor project expenditures against assigned maintenance budgets, providing early warnings for potential cost overruns and assisting in cost-reception planning • Maintain an up-to-date municipal asset register, tracking the historical maintenance data and lifecycle costs of physical infrastructure.

Added Advantage: Valid Code B driver's license.

Job related enquiries: Dr Lungelwa Kaywood 021 808 8018 or 021 808 8182

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

Salary: R 643 861,73 – R 835 754,12

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: 07 October 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.
