



STELLENBOSCH
STELLENBOSCH • PNIEL • FRANSCHHOEK

MUNICIPALITY • UMASIPALA • MUNISIPALITEIT

**SENIOR CLERK
WATER AND WASTEWATER SERVICES
INFRASTRUCTURE SERVICES
REF: IS/WWS/WTW/04**

Minimum requirements: Grade 12 • 2-5 years' relevant experience • Computer skills (MS Office, Internet, Outlook).

Other Requirements: Administrative skills • Customer approach • Time management • Interpersonal communication skills • Telephone skills • Communication skills in 2 of the 3 official languages of the Western Cape (English, Afrikaans, Xhosa).

Responsibilities/Duties: Receive complaints for vacuum tanker services • Logging requests for septic tank service and give it through to the tanker Supervisor • Handles queries, regarding vacuum tanker services • Logging of data for the septic tank clearance section • Compile data sheet for payments thereof and dealing with queries • Serving refreshments as and when required • Attend to telephonic calls • Recording details of enquiries and/or messages in the absence of personnel and forwarding for attention upon availability and/or communicating routine information to the enquirer • Filing of complaints that have been dealt with of different process units in order to identify deviation/compliance with DWS standards • Update customer portal with status of requests/complaints until work has been completed.

Job related enquiries: Mr Retief Ras 021 808 8246

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

Salary: R 174 899.90 - R 227 049.79

Plus benefits

Note: Both the T-grade and post name is subject to re-evaluation and changes will be implemented on receipt of T.A.S.K outcome

Applications, clearly marked and accompanied by a completed official application form of Stellenbosch Municipality, a comprehensive CV, certified copies of qualifications and all documents required in terms of the minimum requirements of the advertisement, details of contactable referees, must be emailed to Human Resource Management Services at Stellenbosch Municipality at the following email address specifically linked to the above Directorate: infrastructurejobs@stellenbosch.gov.za

Applicants who do not meet all/any minimum requirement(s) of the post, or who fail to submit all required supporting documentation, will not be considered. Applicants are reminded that submission of an official Stellenbosch Municipality application form is compulsory. Application forms are available on the Stellenbosch Municipal website: <https://stellenbosch.gov.za>

Applications for the above-mentioned vacancy must be submitted via the provided email address only. No hand-delivered or posted applications will be accepted or considered.

*Please note: By applying for this position, candidates consent to verification checks relating to qualifications, criminal records, and any other relevant screening processes, and must be willing to be subjected to a rigorous evaluation and selection process. **Please note where driver's licenses are required shortlisted candidates will undergo a driver competency test.** Receipt of applications will not be acknowledged, and supporting documentation submitted will not be returned.*

Canvassing with Councillors, any decision-maker, or any member of the Selection Committee is strictly prohibited, and proof thereof will lead to disqualification.

Closing Date: 11 May 2026

Stellenbosch Municipality is an Equal Opportunity Employer. Candidates from designated groups, including persons with disabilities, are encouraged to apply. The provisions of the Employment Equity Act will be considered as part of the selection criteria and process. If you do not receive any feedback within ten (10) weeks after the closing date, please consider your application unsuccessful

For more information on vacancies, visit www.stellenbosch.gov.za.

The Council reserves the right not to make an appointment and further reserves the right to amend, vary or change the remuneration package attached to the post
