STELLENBOSCH
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MUNICIPALITY • UMASIPALA • MUNISIPALITEIT

SENIOR ADMINISTRATIVE OFFICER: MUNICIPAL PLANNING TRIBUNAL & APPEALS
LAND USE MANAGEMENT
PLANNING AND ECONOMIC DEVELOPMENT
REF: PED/DM/LUM/MPT/01

Minimum requirements: Grade 12 ● 5-8 years' relevant experience with 1-year supervisory experience ● A valid Code B driver's license ● Computer literacy (Microsoft Office suite).

Other Requirements: Language proficiency in at least two of the three official languages of the Western Cape (Afrikaans, English and Xhosa) ● Report writing skills with attention to detail ● Good human relations, interpersonal and communication skills ● High level of responsibility and professional and ethical conduct of duties ● Knowledge of relevant land use planning legislation relating to administrative processes ● Ability to interpret and implement legislative procedures ● Ability to develop and implement work processes and operating procedures ● Knowledge on general Local Government matters ● Supervisory skills and practices ● Knowledge of basic budgeting theories and principles ● Maintain confidentiality with sensitive information.

Responsibilities/Duties: Enhances the effectiveness of the Land Use Management (LUM) Section by providing administrative services in the processing of town planning applications and appeal, attending to core administrative activities to promote an effective and efficient land use management service ● Develop and implement relevant processes, procedures and controls to guide and direct administrative compliance and ensure that the operations of the section are effective and efficient ● Draft and implement Standard Operational Procedures that will enhance the relevant administrative processes ● Maintain and update databases, records and registers ● Undertake secretariat and administrative support services to the Municipal Planning Tribunal (MPT) ● Manage and coordinate financial control and monitoring over expenses of the MPT ● Administrative processing of land use appeals and secretariat and support services to the Appeals Authority (AA) ● Accurate compilation, preparation and distribution of agendas, minutes, decision letters and other relevant documents and correspondence, and record keeping ● Manage, update and maintain the Planning Portal of the Stellenbosch Municipal Website with appropriate information ● Attend to public enquiries and correspondence and provide advice and make information available to the public, land owners, stakeholders or authorities regarding the status of relevant processes ● Attend to matters relating to the requests and applications for access to information and sourcing of land use management related information from municipal records in liaison with Information Officer.

Added will be an advantage: Relevant experience in land use administration or planning related field.

Job related enquiries: Mr Stiaan Carstens 021 808 8674

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

Salary: R 420 598.99 - R 545 953.71 **Plus benefits**

Note: Both the T-grade and post name is subject to re-evaluation and changes will be implemented on receipt of a 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: pedjobs@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