STELLENBOSCH
STELLENBOSCH • PNIEL • FRANSCHHOEK
MUNICIPALITY • UMASIPALA • MUNISIPALITEIT

SENIOR ADMINISTRATIVE OFFICER: COMMUNITY DEVELOPMENT
COMMUNITY SERVICES
COMMUNITY AND PROTECTION SERVICES
REF: CP/CS/CD/02

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

Other Requirements: Interpersonal skills • Time management skills • Numerical skills • Administrative and organizational skills • Telephone etiquette skills • customer service skills • Physically fit and able-bodied • Good communication skills in at least 2 of the official languages of the Western Cape (Afrikaans, English, Xhosa) speak, read and write.

Responsibilities/Duties: Enhances the effectiveness of the Community Development Section by coordinating activities and requirements associated with the Section through the application of administrative procedures and execution of sequences associated with the laid down instructions • Ensure administrative coordination of departmental activities as well as an effective administrative support service • Responsible for creating and compiling reports providing information regarding activities and statistics, questionnaires on behalf of the section • Preparing monthly reports • Responsible for all HR related administrative duties associated with the position • Oversee the general maintenance and cleaning of the office space and surroundings through the municipal maintenance section and/or appointed contract positions • Asset Management functions • Financial administration by compiling virementations and cashflows for operational and capital projects, Capturing and record keeping of orders • Procure and control of office stationery, cleaning materials and Social Relief of Distress Resources • Monthly implementation of tender contract management relating to Social Relief of Distress Resources. Record keeping of section expenditure including grant funding • Responsible for the compilation of the Workplace Skills Development plan for departments, monthly overtime, timesheet and standby submissions, Source, compile contracts, addendums, timesheets, and report on EPWP projects, Capturing monthly SDBIP • Prepare public notices in relating to programmes • Improve teamwork and build interpersonal relationships with relevant officials, community stakeholders and network partners to increase productivity • Perform all logistical functions and administration relating to community workshops • Represent the department on various internal committees where and when required • Willing to work overtime if and when required.

Job related enquiries: Ms Michelle Aalbers 021808 8408

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

Salary: R 356 261.52 - R 462 450.15 **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

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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: Comprotect.Jobs@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