



**SENIOR CLERK: INTEGRATED HUMAN SETTLEMENT
PLANNING AND ECONOMIC DEVELOPMENT
REF: PED/HIS/IS/02**

Minimum requirements: Grade 12 • 2-5 years' relevant experience • Computer literacy (Microsoft Office suite) • Valid Code B Driver's license.

Other Requirements: Administrative skills • Strong writing skills and report writing capabilities • Customer service skills • Time management skills • Interpersonal communication skills • Telephone and receptionist skills • ability to work under pressure and meet conflicting deadlines • high level of confidentiality in work performance and interaction with various stakeholders • Good communication skills in 2 of the 3 official languages of the Western Cape (English, Afrikaans, Xhosa).

Responsibilities / Duties: To support, administer and coordinate the administrative process within the Section: Informal Settlements • Attend to telephonic calls • Recording details of enquiries regarding informal settlements areas within the WC024 • Understanding and applying the legislative compliance • Prepare reports regarding activities and statistics • drafting of responses to general correspondence • Time management • Maintaining meticulous record management system • Assisting in the implementation of workflow and SOP's for effective update and maintenance of Informal Settlement data • Retaining and safeguarding of data and documentation obtained from within the municipality and from external sources • Financial administration in accordance with the MFMA guidelines • Analysing and resolving office administrative and procedural problems • Compile data sheets • Exemplary customer satisfaction skills • Updating of customer portal with status / complaints that relates to the section: Informal Settlement Department • Oversee the general maintenance and cleaning of the office space and surrounding through the municipal maintenance section • capture and record keeping of departmental orders • procure and control of office stationary, cleaning materials • compiling of virements and cashflow for operational and capital budgets.

Added advantage: Knowledge with local government codes, policies, regulations and procedures related to Informal Settlements.

Job related enquiries: Mr. Johru Robyn 021 808 8460

General Enquiries: Ms. Lucretia Koegelenberg 021 808 8102 or Ms. Evan Williams 021 8059 or Ms 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: 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: 13 July 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