



STELLENBOSCH
STELLENBOSCH • PNIEL • FRANSCHHOEK

MUNICIPALITY • UMASIPALA • MUNISIPALITEIT

SENIOR ADMINISTRATIVE OFFICER: LEGAL SERVICES
LEGAL SERVICES
CORPORATE SERVICES
REF: CS/LS/03

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: Advanced computer literacy (MS Office, Outlook) • Experience with electronic document and case management systems • Analytical thinking • Attention to detail • Able to work under pressure, independently or in a team • Willing to work overtime when required • Ability to handle stress and conflict • Sound knowledge of local government legislation (Municipal Systems Act, Municipal Structures Act, MFMA, POPIA, PAIA, ESTA, PIE) • Understanding of municipal governance, compliance and audit processes • Proficiency in at least two Western Cape official languages (English, Afrikaans, and/or Xhosa) • Supervisory and people management experience, with the ability to lead staff • High level of professionalism, integrity, confidentiality, and attention to detail.

Responsibilities: To provide strategic, operational, and administrative support to the Office of the Chief Legal Advisor by managing office systems, coordinating legal administrative processes, supervising support staff, and ensuring efficient service delivery in line with municipal governance standards, legislative requirements, and the Municipality's competency framework and Key Performance Areas (KPA's) • Support IDP and SDBIP planning, KPI monitoring and reporting • Provide administrative and executive support, including litigation tracking, compliance monitoring, records management, and confidential document control • Oversee workflows and turnaround time • Drafting and implementation of legal strategies, policies, By-laws and procedures.

Added will be an advantage: Admitted attorney advantageous.

Job related enquiries: Mr. Mervin Williams 021 808 8991

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

Salary: R420 598.99 – R545 953.71

Plus Benefits

Note: 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:
corporatejobs@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
