SENIOR CLERK
OFFICE OF THE SENIOR MANAGER PROTECTION SERVICES
COMMUNITY AND PROTECTION SERVICES
CP/PRS/ES/02

The successful incumbent will report to the Senior Manager: Protection Services

**Minimum Requirements:**
Grade 12 ● 2 years’ relevant experience in a Municipal office environment

**Other Requirements:**
- Advance computer skills
- Well-developed interpersonal skills
- Report-writing and oral communication skills in at least two of the three Western Cape official languages (English, Afrikaans, Xhosa)
- Ability to work independently and in teams
- Ability to manage and run the office of the Senior Manager
- Ability to function effectively under pressure, meet deadlines and work accurately
- Availability and willingness to work overtime

**Duties:**
- Ensure good housekeeping in Senior Manager’s office
- Reception and enquiry duties for the office of the Senior Manager
- Perform various administrative duties for the office of the Senior Manager
- Effective Diary management and event planning
- Minute-taking and drafting agenda’s, memo’s, letters and e-mails, etc.
- Provide financial administration functions to the Departments, including procurement processes
- Monitor expenditure on the Departments Capital and Operational Votes
- Coordinate the Senior Manager’s inter-department function / coordination; liaison with the public, staff members and councillors
- Draw reports from Ignite and update Ignite monthly
- Document management (electronically and in hard copy)
- Following up on matters arising and priorities incoming correspondence as well as redirecting mail / letters
- Liaising with staff; suppliers and visitors (local and international) at all levels of seniority
- Collecting and summarising information

**Added advantage:**
A relevant tertiary qualification in Office Management or Secretarial / Administration

**Job related enquiries:**
Charl Kitching at (021 808 8815)

**General Enquiries:**
Lanese September 021 808 8064 or Lucretia Koegelenberg 021 808 8102

**Salary:**
R 137 220.86 - R 178 135.99 (subject to evaluation) Plus benefits

Applications, clearly marked, accompanied by a comprehensive CV, a covering letter and the details of contactable referees, must be emailed to the Human Resource Management Services at Stellenbosch Municipality at the following email address specifically linked to the above Directorate: Comprotect.Jobs@stellenbosch.gov.za

Please note that Stellenbosch does not have an application form.
Please state the name of the position in the subject of your email for identification purposes.
Applications for the above mentioned vacancy must be sent via the given email. If not it will not be considered. No hand delivered or posted applications will be considered.

Please note: By applying for this position, the candidate consents to verification checks of qualifications and criminal records. Candidates must be willing to be subjected to a rigorous evaluation process. Originally completed applications, accompanied by originally-certified true copies of qualification certificates (degrees, diplomas, certificates, school certificates, etc.) as well as required driver’s licenses, Professional Driver’s Permits and registration certificates from professional bodies, where applicable. Receipt of applications will not be acknowledged and no supporting documentation will be returned. No copies of certified copies will be accepted.

Canvassing with Councillors or any other decision-maker/ member of the Selection Committee, is not permitted and proof thereof will result in disqualification of your application

Closing date: 12 October 2020 @ 12:00

Stellenbosch Municipality is an Equal Opportunity employer. Candidates from the designated groups, including those with disabilities, are encouraged to apply. The requirements of the Employment Equity Act will be considered as part of the selection criteria/process. If you do not hear from us within ten (10) weeks of the closing date, please regard your application as unsuccessful. For more details on vacancies, visit our website www.stellenbosch.gov.za. The Council reserves the right not to make an appointment and to add/amend/change the salary package.