



STELLENBOSCH
STELLENBOSCH • PNIEL • FRANSCHHOEK

MUNICIPALITY • UMASIPALA • MUNISIPALITEIT

HUMAN RESOURCES

CORPORATE SERVICES

CLERK: RECRUITMENT AND SELECTION

Minimum Requirements: Grade 12 • 1 year relevant work experience • Computer literacy (Ms Office)

Other Requirements: • Good people skills • the ability to function within a team as well as individually • Proficiency in at least two of the three official languages of the Western Cape (English, Afrikaans and isiXhosa) • The ability to handle pressure and meet deadlines • Attention to detail • accuracy

Added advantage: National Certificate in Human Resource Management (NQF 5) • Code B Driver's License

Responsibilities/Duties: Arranging the monthly induction of all new employees • scheduling and arranging interviews • Minute-taking • Render overall administrative support to the Recruitment and Selection

Job related enquiries: Ms L September (021 808 8064)

Salary: R 109 964.64- R 142 039.08

Plus benefits (subject to evaluation)

Applications, clearly marked, accompanied by a comprehensive CV, a covering letter and the details of contactable referees, may be posted to the Human Resource Management Services at Stellenbosch Municipality, P.O. Box 17, Stellenbosch, 7599. No e-mails or faxes will be accepted.

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, academic records with result sheet, 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: 26 August 2019 @ 12h00



Stellenbosch Municipality is an Equal Opportunity employer. Candidates from the designated groups, including those with disabilities, are encouraged to apply.

If you do not hear from us within ten 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 any appointments.
