



**STELLENBOSCH**  
STELLENBOSCH • PNIEL • FRANSCHHOEK

MUNICIPALITY • UMASIPALA • MUNISIPALITEIT

**OFFICE ASSISTANT/CLEANER  
CORPORATE SERVICES x 2  
PLANNING AND ECONOMIC DEVELOPMENT X 1**

**Minimum Requirements:**

• Grade 10 • 1 year experience in cleaning services • Communications skills in 2 of the 3 official languages of the Western Cape (English, Afrikaans & Xhosa)

**Responsibilities/Duties:**

• Responsible for cleaning of offices, toilets and kitchen • Watering of plants • Serving of coffee and tea as well as refreshments from time-to-time • Execution of any other task given by immediate supervisor • Must have experience as a messenger/office assistant/ cleaner • Must be reliable to handle confidential documentation with the necessary care • Must be presentable • Good human relation skills • Must be disciplined and organized • Good attendance record • Responsible for cleaning tasks • Assist with preparing and serving of refreshments for meetings when required

**Job related enquiries:** Corporate Services – William September @ 021 808 8774  
Planning and Economic Development - Craig Alexander @ 021 808 8196

**Salary:** R 97 674.35 -R115 335.36

Plus benefits

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**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:** [pedjobs@stellenbosch.gov.za](mailto:pedjobs@stellenbosch.gov.za)  
[corporatejobs@stellenbosch.gov.za](mailto:corporatejobs@stellenbosch.gov.za)

**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:** 13 July 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](http://www.stellenbosch.gov.za). The Council reserves the right not to make an appointment and to add/amend/change the salary package.**

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