

Drakenstein Municipality, an employer that is committed to equal employment opportunities, invite people who qualify to apply for the below mentioned vacancy within its Financial Services Department.

**PERSONNEL VACANCY**  
**EXTERNAL APPLICATIONS WILL BE CONSIDERED**

**ADMINISTRATOR: PROPERTY RECORDS**

**REF NO: PL-SR-PRO2**

**DEPARTMENT: FINANCIAL SERVICES**

**SECTION: REVENUE & EXPENDITURE**

**DIVISION: Valuations**

<b>SALARY SCALE</b>	<b>TASK LEVEL 09 – Total cost to company – R456 074.85 – R566 484.21 per annum</b> <b>BENEFITS: Housing subsidy, Medical aid, Pension and Group life</b>
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**JOB PURPOSE:**

To conduct technical valuation field and remote inspections, draft and check valuation building sketches, record value adding building attributes, ensuring that the correct data is recorded for the creation of property records, conduct face to face customer surveys and respond to customer information requests.

**SELECTION REQUIREMENTS FOR THE POST:**

- Grade 12
- Computer literacy (MS Office)

**OTHER REQUIREMENTS/SKILLS:**

- Applicable drafting certificate, AutoCAD certificate and or National Diploma: Real Estate
- Must be able to read and understand building plans and property information
- General knowledge of property valuation process and data collecting
- Numerical skills
- Code B or EB drivers' license
- Good human relations, communication and interpersonal skills
- Fluent in at least two of the official languages of the Western Cape
- Attention to detail

**EXPERIENCE:**

- Relevant experience in a municipal valuation environment with 3 – 4 years relevant experience working within a property valuation environment especially data collecting.

**COMPETENCIES**

<ul style="list-style-type: none"> <li>• Oral communication</li> <li>• Written communication</li> <li>• Attention to detail</li> <li>• Influence</li> </ul>	<ul style="list-style-type: none"> <li>• Business processes</li> <li>• Use of technology</li> <li>• Data processing and analysis</li> <li>• Interpersonal relationships</li> </ul>
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<ul style="list-style-type: none"> <li>• Organisational awareness</li> <li>• Ethics and professionalism</li> <li>• Planning and organising</li> <li>• Change readiness</li> <li>• Cognitive ability</li> <li>• Learning orientation</li> <li>• Impact and influence</li> </ul>	<ul style="list-style-type: none"> <li>• Communication</li> <li>• Service delivery orientation</li> <li>• Client orientation and customer focus</li> <li>• Action orientation</li> <li>• Resilience</li> <li>• Direction setting</li> <li>• Team orientation</li> </ul>
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**GENERAL INFORMATION:**

1. A service bonus equivalent to one month’s salary, where applicable, will be payable and be supplemented by the normal benefits applicable to the Municipality including housing allowance for homeowners subject to certain conditions.
2. The Municipality is an equal opportunity employer and respects the conditions of the Employment Equity Act. Preference will be given to candidates who comply with the Employment Equity Targets but will not be the only criteria applied.
3. All applications are subject to reference checking and verification of qualification checking, which means that by applying for a position at the Municipality, you give us consent to do the various checking.
4. Applications received after the closing date, or which have been received without the application form and documentation/s mentioned below will not be considered.
5. Canvassing of any councillor and/or member of the Appointment Committee and/or any personnel member of the Municipality will not be allowed and will immediately disqualify applicants.
6. Only short-listed applicants will be contacted for interviews. Applicants can regard their applications as being unsuccessful if no feedback has been received within three (3) months from the closing date.
7. Placement of candidates for work can be done in any area of Drakenstein. This area covers Simondium, Paarl, Wellington, Gouda, Hermon and Saron.
8. Applications within the **Drakenstein municipal area** will be receiving preference.
9. The Municipality respects the conditions of the Protection of Personal Information Act. By submitting your information and application you confirm that the information you have provided to us is true, correct and up to date.
10. Successful candidates will be expected to sign a contract of employment, disclosure of benefits and interest and a performance contract (where applicable) with the employer.
11. Candidates that arrive late for interviews will be disqualified.
12. The Municipality reserves the right not to make an appointment.

Application forms can be obtained from the Human Resources Offices at the Civic Centre, Berg River Boulevard, Paarl, 7622 (Mondays to Fridays from 08:00 until 15:30) or on the Drakenstein Municipal website [www.drakenstein.gov.za](http://www.drakenstein.gov.za). Clearly indicate the reference number for the post you are applying for on the pre-scribe application form. Your fully completed application form must be accompanied by your CV and relevant certified supporting documents when handing it in. Certified copies must not be older than three (3) months **No fax copies will be accepted. No CVs will be returned on the applicant’s request, therefore please do not send us your original certificates.**

Your application can be submitted via email to: [financejobs@drakenstein.gov.za](mailto:financejobs@drakenstein.gov.za), hand delivered or posted to Drakenstein Municipality, Human Resource Offices, PO Box 1, Berg River Boulevard, Paarl, 7622.

**Closing date for emailed applications: 26 June 2026 at 23h59**

**Closing date for hardcopies: 26 June 2026 at 15h30**

**CITY MANAGER**