

PERSONNEL VACANCY

DEPARTMENT: CORPORATE AND PLANNING SERVICES

Drakenstein Municipality, an employer that is committed to equal employment opportunities, invite applicants who qualify to apply for the abovementioned vacancies within its Corporate and Planning Services Department.

1. SENIOR CLERK (CONTRACT OF EMPLOYMENT IS LINKED TO TERM OF OFFICE OF THE MAYORAL COMMITTEE MEMBER) (CS-PO-TCL6) – POSITION IS ONLY FOR DRAKENSTEIN RESIDENTS

JOB PURPOSE:

Co-ordinates activities and requirements associated with the office of the **MMC Sport and Recreation, Tourism & Environment** through the application of administrative and secretarial procedures. Liaison with external organisations, Sport Federations and structures and Cultural institutions.

SELECTION REQUIREMENTS:

- Grade 12, computer literacy, proficiency in at least two (2) languages of the Western Cape (read, write and speak), good word processing and clerical skills, good human relations, interpersonal and communication skills, ability to work under pressure, must maintain confidentiality
- Experience – 2 years relevant experience

SALARY:

Total cost per annum – **TASK LEVEL 06** (R327 141.59)

Note: Clear copies of certified documents must be attached).

The requirements of the Employment Equity Act will be considered for this position but will not be the only criteria applied.

Note: Canvassing with Councillors or any members of the Appointments Committee is not permitted and will automatically disqualify applicants.

Your application can be submitted via email to: corporatejobs@drakenstein.gov.za or applications can be hand delivered at the Recruitment Office, Drakenstein Municipality, Civic Centre, Bergriver Boulevard, Paarl,

Please note that no CV's will be returned on the applicant's request, therefore please do not send us your original certificates.

NB. If you are not contacted within three (3) months after the closing date, please note that you were unsuccessful. No further correspondence will be given to you in this regard.

NB. Candidates that arrive late for the interviews will be disqualified.

Closing date for emailed applications: 21 February 2026 at 23h59

Closing date for hardcopies: 21 February 2026 at 15h30

CITY MANAGER