DRAKENSTEIN
MUNISIPALITEIT • MUNICIPALITY • UMASIPALA
Paarl | Wellington | Gouda | Saron | Simondium

PERSONNEL VACANCY - POSITION IS ONLY FOR DRAKENSTEIN RESIDENTS

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, Sub-Section: Political Office Support.

1. CHIEF CLERK (REF NR: CS-PO-CCL)
CONTRACT IS LINKED TO THE TERM OF OFFICE OF THE SPEAKER

JOB PURPOSE:
To ensure that the office of the Speaker is administratively sound. To provide administrative support to Speaker as and when required. To ensure the necessary support to councillors, to act as local coordinator for the CDW's seconded to Drakenstein Municipality. To liaise with the administration as and when required on behalf of the Speaker's office.

SELECTION REQUIREMENTS:
- Grade 12; computer literacy, MS Office
- Experience – 0 to 2 years' experience

OTHER REQUIREMENTS:
- Proficiency in at least 2 of the official languages of the WC; Code EB Driver's licence; Good supervision human relations, interpersonal and communication skills
- Give attention to detail
- High level of responsibility, Ability to work under pressure; Ability to deal with conflict situations
- Ability to maintain confidentiality

SALARY:
Total cost per annum – **TASK LEVEL 08** (R432 259.42)

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: politicalstaff@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 not that you were unsuccessful. No further correspondence will be given to you in this regard.

Closing date for emailed applications: 4 December 2026 at 23h59
Closing date for hardcopies: 4 December 2026 at 15h30

ACTING CITY MANAGER