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

PERSONNEL VACANCY
EXTERNAL APPLICATIONS WILL BE CONSIDERED

CHIEF CLERK: SOCIAL AUXILIARY WORKER
REF NO: CS-HL-EACL
DEPARTMENT: CORPORATE AND PLANNING SERVICES
SECTION: HUMAN RESOURCES
DIVISION: EAP

SALARY SCALE	**TASK LEVEL 08 – Total cost to company – R432 259.42 – R534 394.24 per annum** **BENEFITS: Housing subsidy, Medical aid, Pension and Group life**

JOB PURPOSE:
To support the EAP Officer in achieving the Employee Assistance and Wellness Intervention strategies of Drakenstein Municipality. Performs specific confidential administrative tasks such as the updating of client information, data capturing, transcribing information, filing, dealing with clients' enquiries, managing client appointments, and assist with provision of support services in implementing awareness and educational employee wellness programmes.

SELECTION REQUIREMENTS FOR THE POST:
- Grade 12
- Computer literacy: MS Office
- Certificate in Social Auxiliary Work an advantage

OTHER REQUIREMENTS/SKILLS:
- Computer literacy (MS Office Applications)
- Code EB and B drivers' license
- Proficiency in at 2 of the official languages of the Western Cape (read, write and speak)
- Must maintain confidentiality

EXPERIENCE:
- 0 – 2 years relevant experience

COMPETENCIES

• Organisational awareness • Attention to detail • Influence • Ethics and professionalism • Problem solving • Planning and organising	• Business processes • Use of technology • Data processing and analysis • Interpersonal relationships • Communication • Service delivery

• Client orientation • Customer focus • Resilience • Change readiness	• Cognitive ability • Learning orientation • Impact and influence • Team orientation • Direction setting

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. 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: corporatejobs@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: 04 December 2026 at 23h59
Closing date for hardcopies: 04 December 2026 at 15h30

ACTING CITY MANAGER