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

PERSONNEL VACANCY
INTERNAL AND EXTERNAL APPLICATIONS WILL BE CONSIDERED

EVENTS ADMINISTRATIVE OFFICER
REF NO: C-FD-AOE
DEPARTMENT: SAFETY AND COMMUNITY SERVICES
DIVISION: FIRE SAFETY AND DISASTER MANAGEMENT
SECTION: Fire Services

SALARY SCALE	**TASK LEVEL 09 -Total cost to company – R 475 376.92 – R 590 356.92 per annum** **Benefits: Housing subsidy, Medical aid, Pension and Grouplife**

JOB PURPOSE:
Co-ordinate, facilitate and attend to process related to the applications and approvals for events, as well as film and still shoots applications in the Drakenstein municipal area in compliance with strategies, regulations, by-laws, policies and procedures. Providing a support function related to the coordination of municipal services required to support events as well as film and still shoots initiatives in the Drakenstein Municipal area. Providing guidance to stakeholders related to events, as well as film and still shoots processes and procedures that needs to be followed.

SELECTION REQUIREMENTS FOR THE POST:

- Grade 12
- Personal Assistant/ Senior/ executive secretary also required a relevant secretarial certificate
- National Diploma in Public Administration or equivalent

OTHER REQUIREMENTS FOR THE POST:

- Computer literacy (MS Office)
- Proficiency in at least 2 of the official languages of the Western Cape (read, write & speak)
- Good word processing and clerical skills
- Good human relations, interpersonal and communication skills
- Ability to give attention to detail
- High level of responsibility
- Ability to work under pressure
- Must maintain confidentiality

EXPERIENCE:

- 5-8 years relevant experience with supervisory experience

COMPETENCIES

• Written Communication • Oral Communication • Attention to detail • Influence • Organisational Awareness • Problem Solving • Planning and Organising • Business Processes • Use of Technology • Data Processing and Analysis • Interpersonal Relationships	• Communication • Service delivery orientation • Client Orientation and Customer Focus • Action Orientation • 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 prescribed 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.

Only the prescribed application form available at below mentioned sites will be accepted:

(a) Municipal Website (www.drakenstein.gov.za); and

(b) Human Resources Offices at Civic Centre, Berg River Boulevard, Paarl, 7622 (Mondays to Fridays from 08:00 until 15:30).

(c) No other application form will be accepted.

Clearly indicate the reference number for the post you are applying for on the prescribed 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: communityjobs@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

CITY MANAGER