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. PERSONAL ASSISTANT (REF NR: CS-PO-PA1)
CONTRACT IS LINKED TO THE TERM OF OFFICE OF THE EXECUTIVE MAYOR

JOB PURPOSE:
To render secretarial, administrative and logistical support services to the Executive Mayor. Coordinates activities and requirements associated with Executive Mayor's Office through the application of administrative and secretarial procedures and, execution of sequences associated with the communication, planning, prioritisation and organisation of critical, confidential and important appointments, events/functions and meeting

SELECTION REQUIREMENTS:
- Grade 12; computer literacy, MS Office
- Experience – 2 to 5 years' experience

OTHER REQUIREMENTS:
- Proficiency in at least 2 of the official languages of the WC; Telephone Etiquette; Good word processing and clerical skills.
- Good Human relations, interpersonal and communication skills
- Ability to work under pressure, must 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