SWARTLAND MUNICIPALITY

Swartland Municipality ensures the wellbeing of all communities within the Swartland region through economic growth, social wellbeing, community involvement and effective management within a safe and healthy environment. Women and persons with disabilities are encouraged to apply.

Swartland Municipality, with its head office in Malmesbury, services the towns of Malmesbury, Yzerfontein, Moorreesburg, Darling, Koringberg, Abbotsdale, Kalbaskraal, Chatsworth, Riverlands, Riebeek West and Riebeek Kasteel. The hub of the Swartland offers you the best of two worlds. You work and live in a tranquil, rural environment with all the modern amenities at hand. When you want to get away from it all, Cape Town is barely 60 km away, while various resorts along the picturesque West Coast are literally just around the corner.

The Municipality currently offers the following vacancy (ies) and awaits applications from competent persons who comply with the minimum job requirements.

VACANCY
ONLY INTERNAL APPLICANTS WILL BE ACCEPTED

JOB TITLE: EXECUTIVE SECRETARY: CIVIL ENGINEERING SERVICES

Place of Work: Malmesbury
Vacancy reference number: P28/26
DIRECTORATE: CIVIL ENGINEERING SERVICES

Requirements:	• Computer skills (Word, Excel, PowerPoint, Outlook, Collaborator) • Proficiency in spelling, grammar, punctuation, and further English language skills • Good at typewriting • Must be tactful in dealing with people • Discretion, good judgment ability, adaptable and versatile • Initiative, stress tolerance, and customer-service orientation • Responsible and organisational skills • Diplomatic when required
Qualification:	• Grade 12 plus a relevant secretarial/administrative/ management certificate
Experience:	• 2-5 Years relevant Local Government experience
Job Purpose:	• To provide high-level coordination, administrative, clerical, and correspondence support to the Director and Senior Management in the Directorate. The role ensures efficient handling of complaints, incidents, service requests, documentation, communication, scheduling, and coordination of office function. It also includes a consulting and advisory component to support the monitoring and evaluation of delegated tasks within the Directorate, ensuring that deadlines and performance expectations are consistently met.
Key Performance Areas:	• Executive support functions • Executive office administrative functions • Office support • Reporting to the relevant manager and director on daily incidents • Perform any other related duties as instructed by Supervisor

CORE PROFESSIONAL COMPETENCIES	FUNCTIONAL/ PROFESSIONAL COMPETENCIES	PUBLIC SERVICE ORIENTATION COMPETENCIES	PERSONAL COMPETENCIES	MANAGEMENT/LEADERSHIP ORIENTATION
• Written Communication • Oral Communication • Attention to Detail • Influencing • Ethics and Professionalism • Organisational Awareness • Problem Solving • Planning and Organising	• Business Processes • Use of Technology • Data Processing & 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 • Coaching and Mentoring

Salary:	R 249 480 – R 323 808 per annum (T-08 of a Category 4 Local Authority)
Enquiries:	**Rachelle van Zyl at 022 487 9400**

GENERAL:

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 a housing allowance for home owners subject to certain conditions and relocation costs (conditions apply).
2. The Municipality is committed to Employment Equity and respects the conditions of the Employment Equity Act. Preference will be given to candidates who comply with the Employment Equity Targets.
3. The Municipality is not bound to make any appointment.
4. Where necessary applicants will be subjected to screening and vetting with the consent of the applicant. Fraudulent qualifications or documentation will immediately disqualify an applicant.
5. Applications received after the closing date or that have been received without the documentation mentioned below, will not be considered.
6. Applications that do not meet all the advertised requirements for the position, will not be considered, therefore applicants must please ensure that they meet all requirements before applying for the position.
7. Applications not made on the prescribed application form will render any appointment or contract entered into, between the municipality and the successful candidate invalid.
8. Only short-listed applicants will be contacted for interviews. Applicants can regard their applications as being unsuccessful if no feedback has been received within six weeks from the closing date.
9. Canvassing of any councillor and/or member of the Selection Panel and/or any employee of the Municipality will not be allowed and will immediately disqualify applicants.
10. In addition to the minimum job requirements and station mentioned herein, applicants may be expected to work overtime or be on standby, as well as render services in other parts within the municipal area, as required.
11. 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 provide to us is true, up to date and correct.
12. Preferences will be given to internal and local candidates within the Swartland Municipal area.
13. Successful candidates will be expected to sign a contract of employment, disclosure of benefits and interests and a performance contract (where applicable) with the employer.

A covering letter with at least two (2) contactable references (managers, subordinates or peers), must accompany the completed prescribed application form (available on request at Tel. 022 487 9400 or on the municipality's website www.swartland.org.za) with certified copies of the necessary qualification, certificates, ID document, driver's license and a Curriculum Vitae (Maximum of three (3) pages). Completed applications on which the post reference numbers are clearly indicated must be delivered to the **Municipal offices, 1 Kerk Street, Malmesbury or posted to Private Bag X52, Malmesbury, 7299 for the attention of Mrs R van Zyl (Snr HR Practitioner: Recruitment and Selection)** by no later than the closing date.

NO FAXES OR ELECTRONIC APPLICATIONS WILL BE ACCEPTED.

CLOSING DATE: FRIDAY, 20 NOVEMBER 2026 AT 15:45

JJ SCHOLTZ
MUNICIPAL MANAGER

6 NOVEMBER 2026

1 KERK STREET
Private Bag X52
MALMESBURY
7299