



CEDERBERG MUNICIPALITY
VAKATURES / VACANCIES
NOTICE NUMBER: 105 / 2026



The Cederberg Municipality, which includes the towns, Citrusdal, Clanwilliam, Graafwater, Lamberts Bay and Elands Bay, as well as a large rural area, invites applications from suitably qualified candidates to fill the following position within its establishment. The Cederberg Local Municipality is an equal opportunity, and Affirmative Action Employer. Persons designated in terms of applicable legislations as historically disadvantaged South Africans as well as people with disabilities are encouraged to apply.

LOCAL ADVERTISEMENT (CEDERBERG MUNICIPAL AREA)

DIRECTORATE: COMMUNITY SERVICES & PUBLIC SAFETY

JOB TITLE: SECRETARY

(THIS POSITION WILL BE STATIONED IN CLANWILLIAM)

Duties: To render management and line function executive support services to the directorate. • Execute logistic and secretarial services • Provide planning, research, analyses and reporting services to the Director • Provides secretarial support services to the Director: Community Services & Public Safety and undertaking of receptionist and telephonist functions, the arrangement of appointments, the performing of activities associated with the receipt, typing, handling, sending and safekeeping of correspondence or other documents and the performing of other general administrative tasks and functions • The full scope of duties is contained in the job description.

Requirements: Grade 12 • Relevant tertiary qualification will be advantageous • Code B Drivers Licence will be advantageous • Fluent in two of the three official languages of the Western Cape • Computer Literate in MS Word / Excel / Outlook • Accurate typing (35-40 words per minute) Attention to detail • Administration skills • Good communication abilities • Able to handle conflict • Able to work under pressure • Time management • Sound minute taking skills • 2-5 years' relevant experience.

Remuneration: T10 (R 294 659.76 – R 382 470.48) plus normal municipal benefits.

The competency level for this position is a level 2 (ADMINISTRATIVE COMPETENCY FRAMEWORK) as stipulates in Annexure A of the Municipal Staff Regulations Government Notice R890 as promulgated in Government Gazette 45181 dated 20 September 2021 and comprises of the following competencies.

Core Professional Competencies	Functional Competencies	Public Service Orientation Competencies	Personal Competencies	Management / Leadership Competencies
<ul style="list-style-type: none"> • Written Communication • Oral Communication • Attention to Detail • Influencing • Ethics and Professionalism • Organisational Awareness • Problem Solving • Planning and Organising 	<ul style="list-style-type: none"> • Business Processes • Use of Technology • Data Processing & Analysis 	<ul style="list-style-type: none"> • Interpersonal Relationships • Communication • Service Delivery Orientation • Client Orientation and Customer Focus 	<ul style="list-style-type: none"> • Action Orientation • Resilience • Change Readiness • Cognitive Ability • Learning Orientation 	<ul style="list-style-type: none"> • Impact and influence • Team Orientation • Direction Setting • Coaching and Mentoring



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DIVISION: THUSONG CENTRE & FACILITIES

JOB TITLE: 2 X CARETAKER

(THIS POSITIONS WILL BE STATIONED IN LAMBERT'S BAY & CLANWILLIAM)

Duties: Executing caretaker duties at community hall to ensure efficient caretaking duties so that the public is satisfied to provide good service delivery to public • Transfer information to the public regarding use of the facilities • Complete application forms regarding the booking of the centre Ensure that the hall is ready for functions • The full scope of duties is contained in the job description.

Requirements: Basic literacy / Minimum Grade 10 • Code B driver's license advantageous • Fluent in two of the three official languages of the Western Cape • Attention to detail • Protocol and business ethics • Good Communication abilities • Ability to handle conflict • Able to work under pressure • Time management • 0 - 2 years' experience preferably in facility maintenance.

Remuneration: T6 (R 170 772.36 – R 221 688.60) per annum plus normal municipal benefits.

The competency level for these positions is a level 1 (FACILITIES MANAGEMENT FRAMEWORK) as stipulates in Annexure A of the Municipal Staff Regulations Government Notice R890 as promulgated in Government Gazette 45181 dated 20 September 2021 and comprises of the following competencies.

Core Competencies	Functional Competencies	Public Service Orientation Competencies	Personal Competencies	Management / Leadership Competencies
<ul style="list-style-type: none"> Managing Work Planning and organising 	<ul style="list-style-type: none"> Facility Specific Skills Workplace Safety 	<ul style="list-style-type: none"> Interpersonal Relationships Communication Service Delivery Orientation 	<ul style="list-style-type: none"> Action orientation Resilience Change readiness Learning Orientation Problem Solving Accountability and Ethical Conduct 	<ul style="list-style-type: none"> Direction Setting Impact and influence Coaching and mentoring Team Orientation



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DIRECTORATE: FINANCIAL SERVICES
DIVISION: REVENUE SERVICES
JOB TITLE: CASHIER / HELPDESK
(THIS POSITION WILL BE STATIONED IN GRAAFWATER)

Duties: Executing the administering cashiering, receipting services • Performs activities / tasks associated with the rendering of a cashier service to the public, receiving income from the public and issue receipts, collecting money, orders, cash and responsible to administer receipts and to balance daily income transactions • Adhering to complaints by the public and diverting to supervisor for further action • Performing activities / tasks associated with receptionist and helpdesk functions in render an administrative support function regarding answering the telephone, to ensure an effective administrative and receptionist / helpdesk support service • The full scope of duties is contained in the job description.

Requirements: Grade 12 • Fluent in two of the three official languages of the Western Cape • Computer literate in Ms Word / Excel / Outlook • Attention to detail • Protocol and business ethics • Good communication abilities • Able to handle conflict • Able to work under pressure • Time management • Accounting skills • 0-2 years' experience.

Remuneration: T 7 (R 206 440.08 – R 267 989.40) per annum plus normal municipal benefits.

The competency level for this position is a level 1 (ADMINISTRATIVE COMPETENCY FRAMEWORK) as stipulates in Annexure A of the Municipal Staff Regulations Government Notice R890 as promulgated in Government Gazette 45181 dated 20 September 2021 and comprises of the following competencies.

Core Professional Competencies	Functional Competencies	Public Service Orientation Competencies	Personal Competencies	Management / Leadership Competencies
<ul style="list-style-type: none">• Written Communication• Oral Communication• Attention to Detail• Influencing• Ethics and Professionalism• Organisational Awareness• Problem Solving• Planning and Organising	<ul style="list-style-type: none">• Business Processes• Use of Technology• Data Processing & Analysis	<ul style="list-style-type: none">• Interpersonal Relationships• Communication• Service Delivery Orientation• Client Orientation and Customer Focus	<ul style="list-style-type: none">• Action Orientation• Resilience• Change Readiness• Cognitive Ability• Learning Orientation	<ul style="list-style-type: none">• Impact and influence• Team Orientation• Direction Setting• Coaching and Mentoring

PLEASE SPECIFY WHICH POSITION YOU APPLY FOR!

CLOSING DATE FOR APPLICATIONS: 06 May 2026 at 12h00.

ENQUIRIES: Contact Marianna Bester / Izaan Tieties at 027 482 8000 during office hours.

IMPORTANT:

Forward your application in your own handwriting on the prescribed application form to: The Municipal Manager: Private Bag X2 Clanwilliam, 8135 or via email: recruitment@cederbergraad.co.za Mark the Envelope clearly: Application for Vacancy • Application forms are available from the municipal offices and the municipal website: www.cederbergmunicipality.co.za and must be completed in the applicants own handwriting • Applications must be accompanied by a comprehensive CV with certified copies of qualifications (Not



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older than three months) and other relevant documents • Applications without the above will not be considered • The Cederberg Municipality reserves the right not to make an appointment • Candidates will be subjected to reference checks • Fraudulent qualifications or documentation will immediately disqualify an applicant • Direct or indirect canvassing with councillors or officials for preferential treatment will lead to immediate disqualification of the relevant applicant • Correspondence regarding the advertised position will be limited to shortlisted candidates • Do not send original documentation • No CV's or application documents will be returned to candidates for any reason. If you are not invited for an interview within 60 days, you may deem your application to be unsuccessful. Indicate clearly the vacancy you are applying for • should there be any errors or omissions on this advert; the relevant job description, grading and or municipal policies will supersede such error or omission • It is important that applicants must have a South African revenue services (SARS) registration number. Failure to provide a SARS number will disqualify your application.

NO CRIMINAL RECORD (IMPORTANT – VALID SAPS CLEARANCE CERTIFICATE OR PROOF OF APPLICATION OF CLEARANCE CERTIFICATE MUST ACCOMPANY APPLICATION – APPLICANTS MUST PROVIDE A VALID POLICE CLEARANCE CERTIFICATE NOT OLDER THAN 6 MONTHS ON THE DAY OF THE INTERVIEW – APPLICANTS WHO DOES NOT PROVIDE THE VALID CLEARANCE CERTIFICATE ON THE DAY OF THE INTERVIEW WILL AUTOMATICALLY BE DISQUALIFIED

GF MATTHYSE
MUNICIPAL MANAGER

LOCAL ADVERTISEMENT