



CEDERBERG MUNICIPALITY
VAKATURES / VACANCIES
NOTICE NUMBER: 116 / 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.

INTERNAL ADVERTISEMENT

DIRECTORATE: FINANCIAL SERVICES
DIVISION: ASSETS & FLEET MANAGEMENT
JOB TITLE: CLERK (ASSETS MANAGEMENT & INSURANCE)
(THIS POSITION WILL BE STATIONED IN CLANWILLIAM)

Duties: Assist the Senior Accountant to manage the Municipality's assets / liabilities register and provide fleet management services • Assist with departmental and fleet expense and capital budgets, to submit for approval to management • Accountable to ensure that all relevant documentation complies with financial requirements prior to approval • Supply Chain administration • Co-ordinate vehicle maintenance reports and movement on the contracted fleet management system / software • Consider all incidents, risks and reports related to damage or potential damage to council property for insurance cover • Consider and maintain good relationships with internal and external stakeholders • Facilitating and arranging for the disposal of assets in accordance with legislation and relevant policies • Ensure all assets are verified and included on the fixed asset register in compliance with GRAP standards, legislation and relevant policies • The full scope of duties is contained in the job description.

Requirements: Grade 12 • A relevant post matric qualification preferably a certificate / diploma or equivalent in property asset management / finance / property valuation will be advantageous • Code B Drivers Licence • Fluent in two of the three official languages of the Western Cape Computer in Ms Word / Excel / Outlook • Attention to detail • Good communication abilities • Administration skills • Able to handle conflict • Able to work under pressure • Time Management • 0-2 years relevant experience.

Remuneration: T7 (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	<ul style="list-style-type: none">• Business Processes• Use of Technology	<ul style="list-style-type: none">• Interpersonal Relationships• Communication	<ul style="list-style-type: none">• Action Orientation• Resilience	<ul style="list-style-type: none">• Impact and influence• Team Orientation



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<ul style="list-style-type: none">• Ethics and Professionalism• Organisational Awareness• Problem Solving• Planning and Organising	<ul style="list-style-type: none">• Data Processing & Analysis	<ul style="list-style-type: none">• Service Delivery Orientation• Client Orientation and Customer Focus	<ul style="list-style-type: none">• Change Readiness• Cognitive Ability• Learning Orientation	<ul style="list-style-type: none">• Direction Setting• Coaching and Mentoring
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CLOSING DATE FOR APPLICATIONS: 15 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 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