



**BEAUFORT WEST**  
**MUNICIPALITY \* UMASIPALA \* MUNISIPALITEIT**  
**External Vacancy**  
**Notice Nr: 157/2026**



**DATA CAPTURER/CLERK – WC0531068 - ING 221**  
**DEPARTMENT: INFRASTRUCTURE SERVICES**  
**SECTION: PMU/CAPITAL PROJECTS & GIS**  
**36 MONTHS FIXED TERM CONTRACT**

**SALARY: T6: R14 065.39 pm      R168 784.63– R219 103.61 per annum**

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**JOB PURPOSE:**

To administer sequences associated with administrative/financial control regarding capital project administration (MIG, MIS, EPWP, etc.) and maintenance programmes through the implementation of laid down policies and procedures, preparing and presenting investigational and qualitative reports and processing specific transactional documentation in order to ensure that projects are executed in accordance with agreed timeframes and budgets.

**Requirements:**

Grade 12; and Computer Literacy: MS Office

**Added Advantages**

National Certificate: End User Computing (SAQA US ID: 49077) and  
Code B Driver's License

**Skills Required:**

- Computer literacy (Excel, EPWPRS and MIG MIS)
- Proficiency in at least 2 of the official languages of the Western Cape
- Good human relations, interpersonal and communication skills
- Ability to give attention to detail
- High level of responsibility

**Experience:**

2 - 5 years' relevant experience.

**Competency Requirements of the Post: MSR Level 2**

- **Core Professional Competencies:** Written Communication, Oral Communication, Attention to Details, Influencing, Ethic and Professionalism, Planning and Organizing, Organizational Awareness and. Problem Solving.
- **Functional:** Business Processes and Use of Analysis
- **Public Service Orientation Competencies:** Interpersonal Relationships, Communication, Services Delivery Orientation and Client Orientation and Customer Focus.
- **Personal Competencies:** Action Orientation, Resilience, Change readiness, Cognitive ability and Learning Orientation.
- **Management/ Leadership Competencies:** Impact and Influence, Team Orientation, Direction Setting, Coaching and Mentoring.

**KEY DUTIES:**

**Information Capturing/ Processing/ Update:** Capture, process and update information related to activities associated with PMU.

**Data Maintenance:** Performs specific applications associated with maintaining project/programme records and databases

**Information Presentation:** Attends to the production of information in various forms (reports, field forms, etc.) used in analysis, discussion and decision-making processes

**Procedures And Applications:** Oversee the collection, verification and capturing of EPWP data on the Management Information System for all Capital projects.

**Interaction and Communication:** Interacts and communicates on specific issues associated with the administration of capital/maintenance projects/programmes

**Report to the following Institutions/ Persons:** Informal Reporting: Informal meetings with supervisor

Formal Reporting: Agendas, recommendations, research, Council report, cash flow charts, tender documents

**PHYSICAL REQUIREMENTS OF THE POST**

- Must be mentally fit and healthy

**General instructions:**

Please Note: By applying for this position, the candidate consents to verification checks of qualifications and criminal records. Candidates must be willing to be subjected to a rigorous evaluation process. Completed applications, accompanied by certified true copies of qualification certificates (degrees, diplomas, certificates, school certificates, etc.) as well as required driver's licences, Professional Driver's Permits and registration certificates from professional bodies, where applicable. The appointment will be subject to an initial probationary period of 6 (six) months after which the permanent confirmation of the appointment shall be reconsidered. Applicants must apply for the vacancy on the official BWM 5 Application for Vacancy form and if not your application will result in disqualification.

Canvassing with councillors or any other decision-maker/member of the Selection Committee, is not permitted and proof thereof will result in disqualification of your application.

Beaufort West Municipality is an Equal Opportunity Employer. Candidates from the designated groups, including those with disabilities are encouraged to apply. The requirements of the Employment Equity Act will be considered as part of the selection criteria/process. If you do not hear from us within 3 (three) months of the closing date, please regard your application as unsuccessful. For more details on vacancies visit our website [www.beaufortwestmun.co.za](http://www.beaufortwestmun.co.za). The Council reserves the right not to make an appointment and to add/amend/change the salary package.

**Closing Date: Friday 6 November 2026 at 12H00**

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**Job Related Enquiries:** Mrs. Joanne Abrahams – 023 414 8161

**General HR Enquiries:** Mr. Pablo Mokoaleli – 023 414 7549

Complete Applications, clearly marked, accompanied by a comprehensive CV and details of contactable referees for the abovementioned vacancy must be sent to/handed in at –

The Office of the Municipal Manager, Private Bag 582/112 Donkin Street, Beaufort West 6970

Or email to

[erecruit@beaufortwestmun.co.za](mailto:erecruit@beaufortwestmun.co.za)

**F. SABBAT**

**ACTING MUNICIPAL MANAGER**

**21 October 2026**