

SWELLENDAM MUNICIPALITY
VACANCY – ASSISTANT SUPERINTENDENT
(WASTE- & ENVIRONMENTAL MANAGEMENT)

Salary scale T11 : R355 848 – R461 904 per annum (plus normal fringe benefits)

(RE-ADVERTISEMENT - those candidates that have applied previously do not need to reapply unless they would like to update their application)

Requirements:

- Grade 12 **OR** relevant Technical qualification at NQF level 4; *(candidates with post-matric qualifications and/or technical certification in the field of **Waste management** will receive preference)*
- **3–5 years'** relevant experience in waste management, waste minimization/diversion or a related field, including supervisory or coordinating experience. *(Candidates with experience leading multiple teams will receive preference.)*
- Computer literacy (MS Office) + (i) ability to use operational - and administrative digital project management systems ; (ii) proficiency in data-driven tools for waste-management decision-making; (iii) knowledge of smart-city or digital-operations technologies will be an advantage;
- Proficiency in at least two official languages of the Western Cape (written and verbal);
- A valid driver's licence. The successful candidate must obtain a valid Code C1 (or higher) driver's licence within six (6) months of appointment.
- Knowledge and experience in logistical/project management software (e.g., MS To Do, MS Project, MS Planner, or equivalent).

Post description:

The incumbent will:

- Plan and manage solid-waste operations within the municipal area.
- Manage the fleet, landfill sites, drop-off sites and transfer stations.
- Supervise, motivate and develop staff, and apply the disciplinary code where required.
- Respond to public enquiries and complaints relating to cleansing and waste.
- Perform administrative duties, including record-keeping, statistics and report writing.
- Promote environmental hygiene, operational neatness and compliance with municipal standards
- Ability to work in office, outdoors, on sites, or be on standby.

Key duties & responsibilities of the post:

1.	Supervision of Refuse Removal and Operations a) Plan routes, schedules and staff deployment for refuse removal. b) Inspect vehicles, tools and facilities and address defects. c) Manage illegal-dumping complaints and operational responses d) Investigate incidents and accidents and compile reports. e) Guide staff on procedures, waste-diversion and recycling practices.
2.	Resource Planning and Control a) Prioritise and schedule projects, maintenance and daily operations b) Optimise the use of staff, fleet, tools and materials c) Prepare budgeting inputs and manage expenditure within delegated limits.
3.	Digital Tools and Data Management a) Use digital systems to map routes, track problem areas and monitor waste trends. b) Implement digital tools for complaints, compliance tracking and operational reporting. c) Use team-linked project-management software for task tracking and reporting.

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	d) Support smart-waste technologies such as sensor-based bins and digital route planning.
4.	Service Delivery and Public Interface a) Oversee refuse collection, street cleaning and public-space cleaning. b) Manage service requests, complaints and special-event waste-bin hire. c) Conduct site inspections and ensure service quality and deadlines. d) Lead waste-minimisation projects such as organic-waste chipping and recycling initiatives. e) Audit refuse outputs for billing accuracy. f) Manage waste-related projects with businesses and the public.
5.	Administration and Reporting a) Verify requisitions, orders, leave records and appointments. b) Submit operational and incident reports timeously. c) Maintain accurate financial and operational records. d) Manage staff attendance and leave.
6.	Communication and Staff Leadership a) Conduct daily briefings and monthly meetings. b) Ensure timely responses to public enquiries. c) Build team morale and maintain discipline through fair, supportive leadership.
7.	Financial Management and Compliance a) Monitor budgets and operational expenditure. b) Ensure compliance with procurement and financial-management legislation. c) Oversee asset control, including stock-taking and asset transfers.

Enquiries relating to the content (duties) of the post can be directed to mr Johan Van Niekerk, Senior Manager (Waste- & Environmental Mngt), at telephone number (028) 514 7448 or via email to jvanniekerk@swellendam.gov.za

Applications are to be submitted on the **prescribed application** form [obtainable from the Swellendam Municipality webpage (www.swellendam.gov.za) or from all administrative offices] together with a CV, certified copies of **ALL relevant** qualifications mentioned on the CV, a copy of your Identity Document, and at least two (2) **contactable** references (**and** reference letters). Applications must be submitted to the Human Resources Manager (Mr. P. Le Roux), to reach him on or before **Friday, 10 July 2026 at 16:00**. Applications that do not include the requested supporting documentation will be **automatically** disqualified. Applications can be handed in at the various administrative offices in Swellendam, Buffeljagsrivier, Suurbraak and Barrydale. **NO** applications by fax will be accepted and **NO** late applications will be considered. Applications via e-mail (*maximum 20 pages*) can be sent to careers@swellendam.gov.za

Swellendam Municipality is an equal opportunity employer. The employer reserves the right not to make an appointment. Canvassing with councillors is a violation and will lead to disqualification of an application. If you do not receive feedback within two months after the closing date, you can assume that your application was not successful.

Swellendam Municipality
HR Office - 6 Rhenius Street/ (P.O. Box 20)
SWELLENDAM, 6740
Tel: (028) 514 8500

A. VORSTER
MUNICIPAL MANAGER

(Reference: **HR 15/2026**)

(Wednesday, 01 July 2026)