
DIRECTORATE
ECONOMIC GROWTH

DEPARTMENT
Property Transactions

SALARY

Basic Salary: R532737.00 p.a.

REFERENCE NUMBER

EG 16/26 Ext

CLOSING DATE

14.07.2026

ELIGIBILITY

Suitably qualified candidates

Property Officer - Conveyancing

Requirements

- BTech or First Degree within a property management or legal related field
- Up to 5 years property related experience including supervision of staff
- Computer Proficiency
- A valid driver's licence.

Key Performance Areas

- Manage and execute the prioritization and preparation of each individual property identified for disposals, closures, reservations, granting of real rights, disposal by demolition and acquisitive prescriptive claims in accordance with the Municipal Finance Management Act (MFMA) and the Immovable Property By-Law (IPBL).
- Providing functional specific training and control and general guidance within the Conveyancing Section.
- Manage and execute the process of obtaining all relevant approvals from all delegated authorities, including consents and removal of restrictive conditions as prescribed by the MFMA, Policy on the Management of Certain Council's Immovable Property and the PMBL and manage the content of all reports presented to the respective delegated authorities in order to ensure statutory compliance.
- Applying the communication strategy of the department to the preparation of all correspondence, reports and enquiries received and to adhere to prescribed time frames for responses and to manage the correspondence of subordinates to ensure compliance.
- Provide complex property legal and procedural advice regarding immovable property.



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How to Apply

By submitting your application for a position at the City of Cape Town, you are consenting to the use of your personal information provided as part of your application and/or Recruitment process for Recruitment and Selection purposes. In addition, you may be required to undergo, including but not limited to, Criminal and Security Checks, Personal Verification, and Lifestyle Audits, throughout your recruitment process and/or subsequent employment.

External candidates: APPLY ONLINE VIA
www.capetown.gov.za/careers

Internal staff: APPLY ONLINE VIA SAP PORTAL

Certified copies of qualifications must be available on request. Applicants are respectfully informed that, if no notification of appointment is received within three months of the closing date, they must accept that their applications were unsuccessful.



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