



## EXTERNAL CIRCULATION NOTICE 70 OF 2025

The Oudtshoorn Local Municipality, which includes the towns of Oudtshoorn, De Rust and Dysseisdorp, is situated in the heart of the Little Karoo in the Western Cape. The Municipality strives to provide the best possible services and facilities to its residents, business community, industries, hospitality and tourism sectors.

Candidates with the minimum requirements, necessary integrity and excellent track record may apply for the following position(s) to enhance the town's vision of prosperity for all. **Applicants with a criminal record check report not older than six 6 months are requested to attach the outcome report to their application. Applicants with no criminal record check report are requested to attach proof of application for a criminal record check to their application.**

**1 X SENIOR MANAGER: OFFICE OF THE MUNICIPAL MANAGER  
DEPARTMENT: OFFICE OF THE MUNICIPAL MANAGER  
DIVISION: GOVERNANCE & STRATEGIC SUPPORT  
T18 (R918 444 - R1 192 230)  
PERMANENT**

**STATION: OUDTSHOORN  
REF: (WC/045/MM/MM/002)**

### REQUIREMENTS

- A relevant 3-year tertiary qualification, preferably with courses or specialisation in Public Administration or Performance Management, or Project Management
- 8 years relevant experience, of which 5 years must be on a supervisory level, inclusive of 3 years as a Manager.
- Previous experience in developing business plans within a political environment
- Valid Code B driver's license
- Computer Literacy: MS Office
- Proficient in at least two (2) of the three (3) official languages of the Western Cape

### KEY PERFORMANCE AREAS

- To manage, coordinate and provide the improvement of governance management processes and strategic services through the provision of advice and guidance on applications and processes to promote and achieve the governance objectives of the Municipality.



- Establish and maintain enterprise risk management, ethics management, and monitor compliance within the organisation.
- Manage and coordinate the integrated development plan (IDP) processes in accordance with legislative requirements.
- Provide comprehensive communication, intergovernmental relations services, and public participation processes.
- Manage and coordinate institutional performance management (PM) & service delivery and budget implementation plan (SDBIP).
- Provide integrated human settlements administration and support services to address the housing needs in the area.
- Key responsibilities are identified, objectives aligned, and appropriate procedures developed and implemented on approval to guide and direct administrative compliance.
- That human resources function in respect of the Department is capable of competently address strategic operational needs, goals, and objectives.
- Ensure a climate conducive to promoting and sustaining motivational levels, productivity, performance and improving the quality of work-life is cultivated and maintained, enabling the meeting of service delivery objectives.
- Ensure strategic support is made available, contributing to a stable and secure workforce climate to meet the service delivery objectives and standards.
- Ensure accurate estimates are prepared in relation to requirements, enabling the Department to contribute positively towards meeting maintenance objectives and sustaining the quality and standards of service delivery.
- Ensure contractual terms and conditions entered into are complied with and specific responsibilities discharged accordingly without any risk to the municipality.
- Ensure unsafe conditions and/or hazards are identified and rectified, minimizing the threat of injury to persons and/or damage to property.
- Ensure information, advice, or input on strategically important matters is made available and accurately interpreted through the provision of adequate and clear explanations.
- Ensure that a safe environment is promoted and maintained, contributing to the reduction of risk in the Municipality with respect to accidents, legal claims, etc.
- Key deliverables and critical interventions are accurately accessed and communicated, supporting the accomplishment of established outcomes.
- Ensure the Enterprise and Ethics Management function can recognise critical goals and objectives and align strategy to competently address legally sound governance practices.
- Provide strategic support and assistance to the Dysveld and De Rust Areas in terms of service delivery matters.



## COMPETENCIES

- **Core Professional Competencies:** organizational awareness/political impact, information measuring and monitoring, planning and organising, monitoring and organising.
- **Functional Competencies:** project management, information management.
- **Public Service Orientation Competencies:** service delivery orientation, interpersonal relationships, client orientation and customer focus, and communication.
- **Personal Competencies:** action orientation, resilience, change readiness, learning orientation, problem solving, accountability and ethical conduct.
- **Management/Leadership Competencies:** strategic capability and leadership, impact and influence, coaching and mentoring, team orientation.

Candidates must be willing to be subjected to an interview, practical and/or written assessment. They must also be aware that previous employers and references may be contacted and their qualifications, credit and criminal records be verified. **The appointment will be subject to the signing of an employment contract and performance agreement.**

## BENEFITS:

The Council offers competitive benefits such as a housing subsidy, a thirteenth cheque, pension fund, medical aid fund, a study assistance scheme and the transport of furniture under certain conditions. The successful candidate will participate in the perk car user scheme, and or receive car allowance and will also receive a cell phone allowance.

Application must be on the official application form of the Oudtshoorn Municipality and a covering letter accompanied by a comprehensive curriculum vitae and certified copies of qualifications and identity document (not older than three (3) months) as well as particulars of at least three recent contactable references, must be submitted to **HR Manager: Support Services, Department Corporate Services, P.O. Box 255, Oudtshoorn, 6620 (submit applications to Recruitment & Selection section), Oudtshoorn Municipality, Voortrekker Road, Oudtshoorn. Application forms can be downloaded from our website, [www.oudtshoorn.gov.za](http://www.oudtshoorn.gov.za).**

## **CLOSING DATE: 25 April 2025 at 12:00**

**Please note:** Canvassing will result in automatic disqualification. If you have not been contacted within 30 working days after the closing date of this advertisement, you may assume that your application was unsuccessful. Curriculum vitae will not be returned. Council will make appointments in line with its employment equity plan and also reserves the right not to make an appointment. Applications sent via e-mail/late applications will not be considered.

**MR M. YEKANI  
MUNICIPAL MANAGER**

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