



## NOTICE 49 of 2023

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.

**1 X MANAGER: OFFICE OF THE DEPUTY EXECUTIVE MAYOR**  
**DEPARTMENT: OFFICE OF THE MUNICIPAL MANAGER**  
**T15 (R499 063 - R647 816)**

**CONTRACT PERIOD LINKED TO TERM OF OFFICE**

### REQUIREMENTS

- Relevant three-year tertiary qualification
- 8 years relevant experience of which 2 years must be at a Supervisory level
- Valid code-B drivers license
- Understanding of the South African political landscape (and Oudtshoorn Municipality political dynamics)
- Computer literacy (Excel, Word, PowerPoint, Outlook, etc.) is essential.
- Good management, administrative, decision-making and communication skills
- Proficient in at least two of the three official languages of the Western Cape

### COMPETENCIES

- Written and Oral Communication
- Attention to detail
- Influencing
- Ethics and Professionalism
- Organisational awareness
- Problem-Solving
- Planning and Organizing
- Business Processes and use of technology
- Interpersonal Relationships
- Service delivery and client orientation
- Action orientation
- Resilience
- Change readiness
- Cognitive ability
- Learning orientation
- Impact and influence
- Team orientation
- Direction setting
- Coaching and Mentoring



## KEY PERFORMANCE AREAS

- Lead and manage all staff in the Office of the Deputy Executive Mayor to ensure efficiency and/or effectiveness in the office.
- Prepare, manage and control the Office of the Deputy Executive Mayor's annual operational budget, ensuring the effective and efficient functioning of the Office within the budgetary constraints of the Council.
- Facilitate and provide administrative and political support to the Deputy Executive Mayor with regard to all functions in the Deputy Executive Mayor's Office.
- Oversee the development and implementation of strategies and operational policies in the office of the Deputy Executive Mayor according to legislation and Council policies and procedures.
- Deal with high-level and confidential correspondence on behalf of the Deputy Executive Mayor that does not require political advice, but requires a direct response from the Deputy Executive Mayor.
- Oversee the provision of communications services for the Deputy Executive Mayor.
- Organize and prepare for media briefings and interviews in liaison with the Communication Unit.
- Serve as liaison between the administration and the Deputy Executive Mayor.

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.

Applications 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 documents (not older than three (3) months) as well as particulars of at least three most recent contactable references, must be submitted to **Chief HR Officer: HR 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)**. Please note that there is an error on our website with regard to submitting applications via the website.

## CLOSING DATE: 10 March 2023 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 reserves the right not to make an appointment. No applications sent via e-mail nor late applications will be considered.

**MR W HENDRICKS**

**ACTING MUNICIPAL MANAGER**

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