



## NOTICE 44 OF 2023

The Oudtshoorn Local Municipality, with its head office in Oudtshoorn, includes the towns of Oudtshoorn, De Rust and Dysselsdorp and 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 and hospitality and tourism sectors.

Candidates with at least 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.

### MUNICIPAL MANAGER LOCATION: OUDTSHOORN

*Fixed-term contract not exceeding one year after the next local government election*

***A total remuneration package of a Category 3 Municipality (in terms of the prevailing Government Notice on the Upper Limit of Total Remuneration Packages Payable to Municipal Managers) per annum may be offered subject to compliance with the minimum prescribed higher education qualification, experience and attainment of demonstrated evidence of competent, advanced or superior competency level as measured against the competency framework for Senior Managers contained in Annexure A to the Regulations on Appointment and Conditions of Employment of Senior Managers [GNR. 21. Published under GG. 37245 of 17 January 2014].***

**Minimum Requirements:** A Bachelor Degree in Public Administration / Political Sciences / Social Sciences / Law or equivalent with at least five years' experience at a senior management level and a proven record of successful institutional transformation within the public or private sector • Advanced knowledge and understanding of relevant policy and legislation; advanced understanding of institutional governance systems and performance management; advanced understanding of council operations and delegation of powers; good governance; audit and risk management establishment and functionality; budget and finance management; and good knowledge of supply chain management regulations and the Preferential Procurement Policy Framework Act, 2000 (Act No 5 of 2000) • The ability to engage strategically with Executive Mayor and Councillors, communities and residents • An aptitude for strategic/operational planning and implementation management, decision-making, leadership, innovation and motivation • Compliance with the Municipal Regulations on Minimum Competency Levels [GNR. 493 published under GG. 29967 of 15 June 2007 and as amended by GNR. 1146 published under GG. 41996 of 26 October 2018] • Sound knowledge of and exposure to local government operations and municipal financial management. Solid knowledge and understanding of the relevant policies and legislation and a good understanding of institutional governance systems and performance management • In-depth knowledge of local government legislation and the statutory requirements pertaining to the post • Excellent management and computer skills • Excellent facilitation and communication skills in at least two of the three official languages of the Western Cape • South African citizenship • A valid Code B driver's license.



**Competencies:** The following competencies, as described in Annexure A to Government Notice No 21 published under Government Gazette No 37245 of 17 January 2014, are essential: Leadership: Strategic Direction and Leadership • People Management • Programme and Project Management • Financial Management • Change Leadership • Governance Leadership • Core Competencies: Moral Competence • Planning and Organising • Analysis and Innovation • Knowledge and Information Management • Communication • Results and Quality Focus.

**Key Performance Areas:** The development and management of an economically effective, accountable administration which is equipped to implement the Municipality's Integrated Development Plan, to operate in accordance with the Municipality's performance management system and to understand the needs of the local community • The management of the provision of services to the local community in a sustainable and equitable manner • The appointment, training, discipline and effective utilisation of staff • The promotion of sound labour relations and compliance with applicable labour legislation • Advising the political structures and political office bearers, managing communications between these parties as well as carrying out their decisions • The administration and implementation of the Municipality's by-laws and other legislation • Exercising of any powers and performing any duties delegated by the Municipal Council, or by other delegating authorities of the Municipality • Developing and maintaining a system for the assessment of community satisfaction with Municipal services • The performance of any other function that may be assigned by the Municipal Council and as Accounting Officer • Responsible for all income and expenditure of the Municipality, all assets, the discharge of all liabilities of the Municipality, as well as the proper and diligent compliance with applicable Municipal Finance Management Legislation • Facilitate the coordination of the economic development initiatives • Other relevant duties.

Please Note:

1. Application forms can be downloaded from the Municipality's website at [www.oudtshoorn.gov.za](http://www.oudtshoorn.gov.za).
2. 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 can be contacted and their qualifications, credit and criminal records be verified.
3. Appointment is subject to the signing of an employment contract and performance agreement in terms of Section 57 of the Municipal Systems Act, 32 of 2000 and disclosure of financial interests.
4. Application must be made on the official application form for Senior Managers 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 contactable references and submitted to **Chief Officer: HR Support Services, Department Corporate Services, P.O. Box 255, Oudtshoorn, 6620 (submit applications to Recruitment & Selection section, Oudtshoorn Municipality, Voortrekker Road, Oudtshoorn).**

All enquiries may be directed to Mr R.S. Claassen at 044 203 3006 or [rudi@oudtmun.gov.za](mailto:rudi@oudtmun.gov.za)

**CLOSING DATE: 13 March 2023 at 12:00**



# OUDTSHOORN

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A TOWN TO GROW, WORK, PLAY AND PROSPER



**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 or fax will be considered. Oudtshoorn Municipality is fully committed to its Employment Equity Policy.

**MR W. HENDRICKS**  
**ACTING MUNICIPAL MANAGER**  
*Advertisement date: 25 & 26 February 2023*