



## NOTICE 138 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. **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 criminal record check to their application.**

**1 X MANAGER: INTEGRATED HUMAN SETTLEMENTS  
DIVISION: INTEGRATED HUMAN SETTLEMENTS  
DEPARTMENT: OFFICE OF THE MUNICIPAL MANAGER  
T14 (R454 093 - R589 432)**

### QUALIFICATIONS

- Relevant 3-year degree or equivalent advanced diploma (NQF7 with full credits)
- 5 - 8 Years experience required inclusive of proven supervisory/managerial experience of which 2 years must be within Human Settlements
- Valid Code B driver's license
- Computer literate in MS Word/Excel/Outlook
- Proficient in at least two (2) of the three (3) official languages of the Western Cape.

### KEY PERFORMANCE AREAS

- Identifies and defines the immediate and short-term objectives/plans associated with formal and informal housing management by:
- Keeping abreast with the latest provincial and national housing development guidelines to implement accordingly.
- Analyzing and aligning requirements with the operating capacity and capacity.
- Evaluating and commenting on the applicability of specific key performance indicators and measure against outcomes detailed in the divisions' strategic business implementation plans.
- Presenting a conceptual framework of current and future interventions necessary to achieve acceptable levels and standards of service delivery to the Municipal Manager for consideration and inclusion in the department's short/long-term performance and service delivery plans.
- Attending to the documentation and notification procedures, executing warrants of arrests.
- Ensure that critical performance indicators are identified and specific measures established to enable and guide the department to plan, manage and or prioritise outcomes.
- Direct and control outcomes associated with the utilization, productivity and performance of personnel within



the Human Settlement Division by:

- Defining/adjusting the key performance indicators, job design and role boundaries of personnel against service delivery requirements.
- Evaluating the capability of prospective applicants and participating in the interview and final selection process.
- Conducting appraisals to measure performance and objectives accomplished against agreed targets and reviewing goals and setting new objectives.
- To ensure accurate estimates are prepared in relation to the requirements enabling the Human Settlement Division to contribute positively towards meeting objectives and sustaining the quality and standards of service delivery.
- To enhance sustainable service delivery in the Human Settlement Division for the area/community.
- To maintain responsive and effective service delivery in the Human Settlement Division.

## COMPETENCIES

- Core/Professional competencies: Discipline Specific Skills, Financial Management, People Management, Planning and Organizing, Monitoring and Control, Organisation Awareness, Attention to Detail, Direction Setting, Dispute Resolution, Problem-Solving, Negotiation, and Interpersonal Resolution.
- Public service orientation competency: Communication, Service Delivery Orientation, Client Service Orientation & Customer Focus, Action and Outcome Orientation, Resilience, Change Readiness, Cognitive Ability, Learning Orientation, Accountability and Ethical Conduct,
- Management/Leadership Competencies: Impact and Influence, Team Orientation, Coaching and Mentoring.

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.

## BENEFITS:

The Council offers competitive benefits such as a housing subsidy, a thirteenth cheque, a pension fund, medical aid fund, a study assistance scheme and the transport of furniture under certain conditions.

The 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 documents (not older than three (3) months) as well as particulars of at least three contactable references, must be submitted to **Chief HR Officer: 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: 14 July 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 will make appointments in line with its employment equity plan and also reserves the right not to make an appointment. No applications sent via e-mail/late applications will not be considered.

**MR W HENDRICKS  
MUNICIPAL MANAGER**

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