



NOTICE 233 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 MUNICIPAL VALUER - (WC/045/FS/FS/049)
DEPARTMENT: FINANCIALSERVICES
DIVISION: REVENUE MANAGEMENT
T12 (R 377 562 - R 490 101)**

SUBJECT TO TASK EVALUATION

REQUIREMENTS

- A relevant three (3) year qualification (Property Studies/Real Estate).
- Registration as a professional valuer or professional associated valuer in terms of the Property Valuers Profession Act, 2000 (Act 47 of 2000).
- Knowledge of; Mass appraisal techniques and processes, the ability to create and analyze datasets, Geographical Information Systems (GIS), will be an added advantage.
- Five (5) years of relevant experience in property valuation is required.
- Valid Code B driver's license
- Computer Literacy (MS Office, Excel)
- Proficient in at least two (2) of the three (3) official languages of the Western Cape

KEY PERFORMANCE AREAS

- Perform market valuations of all types of properties
- Represent the City as an expert in the field of valuations when interfacing with key stakeholders.
- Implementing Section and Department communication strategy
- Oversee contractors (External Valuers)
- Coordinate, collect and analyze valuation data and formulate valuation.
- Values properties for rating purposes by inspecting properties, measuring the improvements and applying



personal knowledge of local conditions

- Doing market-related research on prevailing selling prices, and the availability of services
- Follows up on objections lodged by the public against their respective valuations, in preparation for Appeal Board hearings
- Monitor changes in legislation affecting property for rating purposes and property in general and assist the City Valuer in interpreting and implementing said changes
- Updating of amendments and sales on the computer system of rural properties
- Values properties in terms of the Property Rates Act (act 6 of 2004) for the purpose of levying rates by utilizing data recorded in the section
- Analyses building costs to establish construction costs by using available contract figures and consultation with local contractors
- Analyses property sales in terms of the Municipal Property Rates Act prior to a General Valuation by utilizing data recorded in the section

COMPETENCIES

- **Core professional competencies:** Written Communication, Organisational Awareness, Task Management, Discipline-specific skills
- **Functional Competencies:** Compilation of general and supplementary valuations, maintenance of valuation roll, management of objections and appeals, Information management, project management, and Financial Management.
- **Public Service orientation competencies:** Interpersonal relationships, communication, Service delivery 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, a pension fund, a medical aid fund, a study assistance scheme and the transport of furniture under certain conditions.

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 recent 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.**

CLOSING DATE: 20 October 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**

Date published: 5, 6 & 7 October 2023
