



EXTERNAL NOTICE NOTICE 135 of 2024

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 TEMPORARY - COORDINATOR: THUSONG - WC/045/MM/MM/050

DEPARTMENT: STRATEGIC SERVICES & TOURISM

DIVISION: SOCIAL DEVELOPMENT & SPORT

T12 (R 377 562 – R 490 101)

PERIOD: 1 MONTH CONTRACT

REQUIREMENTS

- Grade 12
- 2 - 5 years of relevant experience
- Valid Code B drivers' license
- Computer literacy (Excel, Word, PowerPoint, Outlook, etc.) essential
- Proficient in two of the three official languages of the Western Cape

KEY PERFORMANCE AREAS

- Planning the Centre's activities on a short-, medium- and long-term basis in the Municipal Area promoting improved public service delivery to citizens.
- Providing direction and advice to the community and giving tourism-related information where necessary.
- Ensuring that the Centre functions effectively.
- Providing input regarding the compilation of the Centre's budget and making recommendations in respect of budget control.
- Attending to correspondence and complex enquiries from the community.
- Liaise with other spheres of government and organs of state to render their services at the centre.
- To support the main job functions in the Division and to ensure a quality centre for service delivery
- Managing the Centre and implementing procedures for the effective execution of public service rendering to the public.



- Operating the Centre assisting to stimulate economic development and public service delivery in the region.
- Identifying opportunities for business and other related economic development activities in co-operation with immediate supervisor and other role players and supporting relevant role players to make use of such opportunities.
- Building partnerships with organisations whose purpose and policies complement that of the Centre and to create mutual support with these organisations.
- Assisting different role players on various projects resulting from the activities of the Centre.
- Securing buy-in of the local people into the Centre and its proposed objectives.
- Establishing a network of partners that can support the purpose of the Centre.

COMPETENCIES

- **Core Professional Competencies:** Research and Analysis, Public Consultation, Socio-Economic/Socio-Political Awareness, Planning and Organising, Strategic Planning and Strategy Formulation.
- **Functional Competencies:** Programme and Project Management, Financial Management, Information Products and Reporting, Resilience, Interpersonal Relationships.
- **Public Service Orientation Competencies:** Communication, Service Delivery Orientation, Client Orientation and Customer Focus, Action Orientation, Resilience, and Change Readiness.
- **Personal Competencies:** Learning Orientation, Problem Solving, Accountability and Ethical Conduct, Impact and Influence, Team Orientation
- **Management/Leadership Competencies:** Coaching and Mentoring, Strategic Capability and Leadership

• Candidates must be willing to be subjected to an interview. They must also be aware that previous employers and recent 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: 31 May 2024



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. The council will make appointments in line with its employment equity plan and reserves the right not to make an appointment. No applications sent via e-mail/late applications will not be considered. Any misrepresentation in your application will lead to automatic disqualification.

MR W HENDRICKS
MUNICIPAL MANAGER

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