



EXTERNAL NOTICE NOTICE 180 OF 2024

The Oudtshoorn Local Municipality which includes the towns of Oudtshoorn, De Rust, and Dyssseldorp 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 ICT CADET
DIVISION: LIBRARY SERVICES
DEPARTMENT: COMMUNITY SERVICES
T6 (156 993,81 - 203 808,61)
STATION: GREATER OUDTSHOORN MUNICIPAL AREA
SUBJECT TO TASK EVALUATION

REQUIREMENTS

- Relevant NQF 5 ICT qualification (N+ & A+)
- 2–5 years relevant experience
- Valid Code B driver's license.
- Computer Literacy (MS Office, Excel, PowerPoint, Outlook)
- Proficient in at least two (2) of the three (3) official languages of the Western Cape

KEY PERFORMANCE AREAS

- Hardware/Software installation and system maintenance.
- End-user support.
- General and admin support.
- Collaboration with different stakeholders.
- Ability to work with the public.

COMPETENCIES

- Core Professional Competencies: Business communication, organizational awareness, consulting, planning, and organizing, monitoring and control, negotiation, written communication, and oral communication.
- Functional Competencies: information strategy, advise and guidance, business and IS & T planning, technical strategy and planning, business change management, data conversion, operations,



installation and integration, and user support.

- Public Service Orientation Competencies: interpersonal relationships, communication, service delivery orientation.
- Personal Competencies: action and outcome orientation, resilience, cognitive ability, and learning orientation.
- Management competencies: impact and influence, team orientation, direction setting, 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, a 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 an identity document (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, 69 Voortrekker Road, Oudtshoorn.** Application forms can be downloaded from our website, www.oudtshoorn.gov.za.

CLOSING DATE: 15 August 2024 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. The 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 or fax will be considered.

**MR. W HENDRICKS
MUNICIPAL MANAGER**

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