



OUTDSHOORN

Munisipaliteit • Umasipala • Municipality
A TOWN TO GROW, WORK, PLAY AND PROSPER



EXTERNAL NOTICE NOTICE 204 OF 2024

The Oudtshoorn Local Municipality, which includes the towns of Oudtshoorn, De Rust, and Dysselsdorp 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 EPWP SKILLS MECCA TECHNICIAN
DIVISION: PMU & CAPITAL PROJECTS
DEPARTMENT: INFRASTRUCTURE SERVICES
STATION: OUTDSHOORN
12 MONTH FIXED TERM CONTRACT
R8500 PER MONTH**

REQUIREMENTS

- Grade 12 (Proof to be attached)
- NQF Level 5 Qualification in either Business, Economics, Finance, Engineering, Human Resources or Public Administration
- 0 Years relevant experience
- Able to work under pressure
- Time management
- Fluent in two of the three official languages of the Western Cape
- Computer literate in MS Office: Word, Excel, Outlook & PowerPoint

KEY PERFORMANCE AREAS

- Work with all the relevant units in the Municipality or District Municipality to continuously identify skills development needs in the municipal area.
- Identify funding opportunities, develop proposals, and implement processes to apply for such funding opportunities for the skills development needs identified in the municipal area.
- Support the recruitment, administration, and monitoring of learners, skills development providers, and/or host employers for Skills Mecca and/or relevant Municipal Training Unit Programmes within their Municipal areas.
- Implement and administer a multi-stakeholder-based quarterly, Local Municipal Skills Indaba in the local municipal area. This includes facilitating progress on actions agreed at each INDABA with relevant Stakeholders.
- Support the Municipal Training Section with all relevant Skills Development functions and processes.
- Commit to a formal mentoring programme as implemented by the Skills Mecca



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Coordinator inclusive of facilitating progress on actions agreed upon at each mentoring session.

COMPETENCIES:

- Administration skills
- **Core professional competencies:** written communication, oral communication, attention to detail, influencing, Ethics and professionalism, organizational awareness, problem-solving, planning, and organizing.
- **Functional competencies:** Business process, use of technology, data processing & analysis.
- **Public service orientation competencies:** service delivery orientation, communication, interpersonal relationships, client orientation, and customer focus.
- **Personal competencies:** action orientation, resilience, change readiness, cognitive ability, learning orientation.
- **Management/leadership competencies:** direction setting, impact and influence, team orientation, coaching, and mentoring.

CONDITIONS

- No criminal record

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.

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 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, Voortrekker Road, Oudtshoorn.** Application forms can be downloaded from our website, www.oudtshoorn.gov.za.

CLOSING DATE: 12 SEPTEMBER 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/late applications will not be considered.

MR. N VAN STADE

ACTING MUNICIPAL MANAGER

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