



## EXTERNAL NOTICE NOTICE 205 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.**

**2 X EPWP DATA CAPTURERS  
DIVISION: PMU & CAPITAL PROJECTS  
DEPARTMENT: INFRASTRUCTURE SERVICES  
STATION: OUDTSHOORN  
12 MONTH FIXED TERM CONTRACT  
R8500 PER MONTH**

### REQUIREMENTS

- Grade 12 (Proof to be attached)
- 0-2 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

- Capturer is responsible for all administrative matters concerning the reporting of projects, attendance of meetings, and correspondence between the Municipality and the Department.
- Administrative tasks will typically include but are not confined to the following:
  - Gathering project information from the various departments
  - Registering projects
  - Reporting on projects
  - Submitting business plan annually
  - Correspondence between the Department of Public Works and Champions.
  - Attending meetings, workshops, and information sessions
  - Liaise with service providers and contractors
  - Receive progress reports
- The Data Capturer will closely liaise with the champions in a concerted effort to coordinate the Municipality's EPWP implementation.



## 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.

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: 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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