



## NOTICE 212 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 SECRETARY: EXECUTIVE MAYOR**  
**SECTION: OFFICE OF THE EXECUTIVE MAYOR**  
**DIVISION: OFFICE OF THE POLITICAL OFFICE BEARERS**  
**DEPARTMENT: OFFICE OF THE MUNICIPAL MANAGER**  
**T7 (R189 803,73 - 246 374,82)**  
**(CONTRACT LINKED TO TERM OF OFFICE)**  
**STATION: OUDTSHOORN**

### REQUIREMENTS

- Grade 12 (Proof to be attached)
- 2 - 5 years relevant experience
- Computer literacy (Excel, Word, PowerPoint, Outlook, etc.) essential
- Proficient in two of the three official languages of the Western Cape

### KEY PERFORMANCE AREAS

- Coordinates and/or provides support with respect to internal executive events/functions involving the Executive Mayor.
- Performs specific tasks/activities associated with the provision of Administration and Secretarial support.
- Maintains the Executive Mayor's correspondence/information and recordkeeping system and accesses records of discussions, instructions and correspondence.
- Performs a client relationship management function and tasks associated with the provision of Reception / Telephone services.
- Renders a political support function by overseeing and assuming responsibility for the design and development of ward profiles for the wards in their identified areas.
- Provide general administrative support and advice and direction to the Executive Mayor and Mayoral Committee Members.



## COMPETENCIES

- Good management, negotiating, interpersonal and report-writing skills
- Written and Oral Communication
- Attention to Detail
- Influencing
- Ethics and Professionalism
- Organisational Awareness
- Problem Solving
- Planning and Organising
- Business Processes and Use of Technology
- Data Processing & Analysis
- Interpersonal Relationships
- Service Delivery Orientation
- Client Orientation and Customer Focus

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 application must be on the official application form of the Oudtshoorn Municipality and a cover 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 recent contactable references, must be submitted to **HR Manager: 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: 19 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 W HENDRICKS  
MUNICIPAL MANAGER**

***Date published: 12 September 2024***