



## EXTERNAL NOTICE NOTICE 243 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 COMMUNITY DEVELOPMENT OFFICER  
DEPARTMENT: STRATEGIC SERVICES & TOURISM  
DIVISION: SOCIAL DEVELOPMENT & SPORT  
T12 (R394,56 - R512,156)**

**PERMANENT  
OUTDTSHOORN STATION**

**REF: (WC/045/MM/MM/050)**

### REQUIREMENTS

- Relevant 3 year tertiary qualification preferably a B-degree or National Diploma in Social Development or Community Development
- 3 - 5 Year's relevant experience
- Valid Code B drivers' license
- Good Physical and Mental Health
- Computer literacy (Excel, Word, Power Point, outlook, etc.) essential
- Proficient in two of the three official languages of the Western Cape

### KEY PERFORMANCE AREAS

- Collaborate and networking with Community Structures
- Manage Municipal Grant-In-Aid Policy in line with IDP needs
- Implement Provincial and National Programmes
- Ensure adherence to human rights-based approach in all municipal services
- Identify Community Development needs
- Prepare reports for Municipal Council



## COMPETENCIES

- **Core Professional Competencies:** Conceptual Thinking, Organisational Awareness, Attention to Detail Monitoring and Controlling, Planning and Organising.
- **Functional Competencies:** People Management, Professional / Technical Proficiency
- **Public Service Orientation Competencies:** Interpersonal Relationships, Communication, Service Delivery Orientation, Client Orientation and Customer Focus.
- **Personal Competencies:** Resilience, Change Readiness, Learning Orientation, Accountability and Ethical Conduct, Problem Solving.
- **Management/Leadership Competencies:** Impact and Influence, Team Orientation, 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 signing of employment contract and performance agreement and disclosure of benefits and interest;

## BENEFITS:

The Council offers competitive benefits such as a housing subsidy, a thirteenth cheque, pension fund, 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 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: 29 November 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's will not be returned. 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. M. YEKANI**  
**ACTING MUNICIPAL MANAGER**

**Date published: 14, 15 & 16 November 2024**