



EXTERNAL NOTICE NOTICE 92 OF 2025

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 a criminal record check to their application.**

1 X SENIOR HOUSING OFFICER
DEPARTMENT: OFFICE OF THE MUNICIPAL MANAGER
DIVISION: INTEGRATED HUMAN SETTLEMENTS
T12 (R 400 470,12- R 519 837,65)

PERMANENT
STATION: OUDTSHOORN
REF: (WC/045/MM/MM017)

REQUIREMENTS

- A relevant three (3) year tertiary qualification, preferably Human Settlements, Project Management, Town Planning or Building Control.
- 8 years or more relevant experience, of which 2 years must be at the Supervisory level.
- Code B Driver's License
- Computer literacy: MS Office
- Proficient in at least two (2) of the three (3) official languages of the Western Cape

KEY PERFORMANCE AREAS

- Administer and control the housing of the area, including informal, social and rental housing projects.
- Liaise with the public, associations and Provincial and National Departments of Human Settlements
- Know and understand the Informal settlements environment & direct on it.
- Encourage homeownership, property sales and general administration.
- Coordination between other departments & relevant stakeholders.
- Supervise and control of sub-section.
- Oversee project lifecycles, including planning, coordination and monitoring to achieve objectives and stakeholder satisfaction.



COMPETENCIES

- **Core Professional Competencies:** written communication, oral communication, attention to detail, influencing, ethics and professionalism, organizational awareness, problem solving, planning and organizing.
- **Functional Competencies:** business processes, use of technology, data processing & analysis.
- **Public Service Orientation Competencies:** interpersonal relationships, communication, service delivery, client orientation and customer focus.
- **Personal Competencies:** action orientation, resilience, change readiness, cognitive ability, learning orientation.
- **Management/Leadership Competencies:** impact and influence, team orientation, direction setting, coaching, 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, pension fund, medical aid fund, a study assistance scheme and the transport of furniture under certain conditions.

Applications 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 **HR Manager: Support 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: 06 June 2025 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. M YEKANI
MUNICIPAL MANAGER**

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