



EXTERNAL NOTICE NOTICE 93 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 HR MANAGER: EMPLOYEE RELATIONS
DEPARTMENT: CORPORATE SERVICES
DIVISION: EMPLOYEE RELATIONS
T15 (R585 266.05 - R759 713.61)**

**PERMANENT
OUDTSHOORN STATION
REF: (WC/045/CS/CS/038)**

REQUIREMENTS

- A relevant 3-year tertiary qualification in Human Resources Management or a related field.
- 8 years or more relevant experience covering a broad range of human resources functions, and at least 3 years supervisory experience.
- Valid Code B drivers' license
- Must have own transport
- Computer literacy (Excel, Word, PowerPoint, Outlook, etc.) is essential
- Proficient in two of the three official languages of the Western Cape

KEY PERFORMANCE AREAS

- To manage the labour relations function and provide a general administrative and advisory service to management and trade unions.
- To ensure an effective administrative function regarding labour relations.



- To review and interpret all relevant labour legislation and other available literature, including reports on Labour Court and CCMA cases.
- To enhance labour relations expertise.
- To promote good human relations within the municipality.
- To ensure proper external communication in terms of the portfolio.
- To ensure an effective Trade Union function.
- To manage main job functions in the Human Resource Division and to ensure quality occupational health and safety service delivery.
- To ensure an effective Human Resource Occupational Health and Safety service to meet the Municipality's HR objectives.
- To manage main job functions in the Human Resource Division and to ensure a quality Employee Assistance Program.
- To ensure that the identified area of distress experienced by employees is adhered to.
- To ensure effective productivity from personnel and the accomplishment of laid down objectives and compliance with specific standards in terms of productivity and performance .

COMPETENCIES: Human Resources Competency Framework: Level 4

- **Core professional Competencies:** Organisational Awareness, Consulting, Planning and Organising, Monitoring and Control, Negotiation, Oral Communication, Written Communication
- **Functional Competencies:** Change Management, HR Technology/ Information Management, HR Service Delivery, Strategic HR Management, Talent Management, Workforce Planning, Learning and Development, Occupational Health and Safety, Compensation and Benefits Management, Performance Management, Employee Wellness, Industrial and Labour Relations
- **Public Service Orientation Competencies:** Service Delivery Orientation, Communication, Interpersonal Relationships
- **Personal Competencies:** Action and Outcome Orientation, Conflict Management, Resilience, Learning Orientation, Accountability and Ethical Conduct, Problem Solving and Analysis
- **Management / Leadership Competencies:** Direction Setting, Impact and Influence, Coaching and Mentoring, Team Orientation.

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 the signing of an employment contract and performance agreement, and disclosure of benefits and interests.



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. The successful candidate will participate in the car user perk scheme and or receive car allowance and will also receive a cell phone allowance.

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.**

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 reserves the right not to make an appointment. No applications sent via e-mail/late applications will be considered. Any misrepresentation in your application will lead to automatic disqualification.

**MR. M. YEKANI
MUNICIPAL MANAGER**

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