



EXTERNAL NOTICE NOTICE 123 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 MEDIA & COMMUNICATION OFFICER
DEPARTMENT: OFFICE OF THE MUNICIPAL MANAGER
DIVISION: OFFICE OF THE POLITICAL OFFICE BEARERS
T10 (R283,087.37 - R367,446.20)

OUTDSHOORN STATION
REF: (WC/045/EM/EM/003)

CONTRACT PERIOD LINKED TO THE TERM OF OFFICE OF THE EXECUTIVE MAYOR

REQUIREMENTS

- Relevant 3-year tertiary qualification, preferably a diploma / national diploma or degree in Media& Communication/Journalism
- 2 - 5 years' experience relevant to the functional domain with supervisory experience
- Willingness to work after hours to maintain productivity within the workplace
- Must be able to handle a heavy workflow in a busy office environment
- Computer literacy (Excel, Word, PowerPoint, Outlook, etc.) is essential
- Proficient in two of the three official languages of the Western Cape

KEY PERFORMANCE AREAS

- Rendering effective communication and media services to the Executive Mayor.
- To ensure that long-standing and outstanding complaints receive immediate and remedial action and to facilitate a culture of service delivery in terms of the Municipality's values.
- To ensure that assistance is given regarding strategic presentations to other spheres of government.
- To ensure adherence to legislation and collective agreements.
- To support main job functions in the Office of the Executive Mayor and to ensure a quality public relations service delivery
- To ensure the effective functioning and utilizing of the communication and public relations function and to make



improvements where necessary.

COMPETENCIES

- **Core Professional Competencies:** Written Communication, Oral Communication, Attention to Detail, Influencing, Organisational Awareness, Problem Solving, Planning and Organising, Business Processes
- **Functional Competencies:** Use of Technology, Data Processing & Analysis
- **Public Service Orientation Competencies:** Interpersonal Relationships, Communication, Service Delivery Orientation, 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 and Mentoring.
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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.

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: 11 July 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. 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
MUNICIPAL MANAGER**

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