



## EXTERNAL NOTICE NOTICE 111 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 MANAGER: OFFICE OF THE SPEAKER  
DEPARTMENT: OFFICE OF THE MUNICIPAL MANAGER  
DIVISION: OFFICE OF THE POLITICAL OFFICE BEARERS  
T15 (585,266.05 - 759,713.61)**

### **CONTRACT PERIOD LINKED TO THE TERM OF OFFICE**

#### **REQUIREMENTS**

- A relevant three-year tertiary qualification, preferably a National Diploma or B degree
- 8 years or more relevant experience, of which 2 years must be at the Supervisory level
- Valid Code B driver's license
- 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**

- Lead and manage all staff in the Office of the Speaker to ensure efficiency and/or effectiveness in the office.
- Prepare, manage and control the Office of the Speaker's annual operational budget, ensuring the effective and efficient functioning of the Office within the budgetary constraints of the Council.
- Facilitate and provide administrative and political support to the Office of the Speaker with regard to all functions in the Office of the Speaker's Office.
- Oversee the development and implementation of strategies and operational policies in the Office of the Speaker according to legislation and Council policies and procedures.
- Dealing with high-level and confidential correspondence on behalf of the Speaker that does not require political advice but requires a direct response from the Office of the Speaker.
- Oversee the provision of communications services for the Office of the Speaker.



- Organize and prepare for media briefings and interviews in liaison with the Communication Unit.
- Serve as liaison between the administration and the Office of the Speaker.

## 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

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](http://www.oudtshoorn.gov.za).

**CLOSING DATE: 27 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. 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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