



## NOTICE NUMBER 155/2025

The Oudtshoorn Local Municipality, with its head office in Oudtshoorn, includes the towns of Oudtshoorn, De Rust and Dysselsdorp and 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 and hospitality and tourism sectors.

Candidates with at least 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.

### DIRECTOR: CORPORATE SERVICES

### STATION: OUDTSHOORN

**TOTAL REMUNERATION PACKAGE (PER ANNUM)**  
**MINIMUM R1 050 411 MIDPOINT R1 196 881 MAXIMUM R1 358 462**

### (PERMANENT POSITION)

**REFERENCE NUMBER: WC/045/CS/CS/001**

***A total remuneration package of a Category 4 Municipality (in terms of the prevailing Government Notice on the Upper Limit of Total Remuneration Packages Payable to Municipal Managers) per annum may be offered subject to compliance with the minimum prescribed higher education qualification, experience and attainment of demonstrated evidence of competent, advanced or superior competency level as measured against the competency framework for Senior Managers contained in Annexure A to the Regulations on Appointment and Conditions of Employment of Senior Managers [GNR. 21. Published under GG. 37245 of 17 January 2014].***

The successful candidate will effectively manage the Corporate Services department of the municipality [Human resource Management, Administration & Support Services] through the establishment, implementation and maintenance of a management strategy to achieve the Integrated Development Plan (IDP) objectives for the Municipality.



## **Minimum Requirements:**

A B-degree or relevant qualification (NQF 7) in Public Administration/Management Science/Law or equivalent with minimum of 5 years at middle management level • Good knowledge and understanding of relevant policy and legislation; good understanding of institutional governance systems and performance management; good understanding of council operations and delegation of powers; good governance; audit and risk management establishment and functionality; budget and finance management; and good knowledge of supply chain management regulations and the Preferential Procurement Policy Framework Act, 2000 (Act No 5 of 2000) • The ability to engage strategically with Councillors, communities and residents • An aptitude for strategic/operational planning and implementation management, decision-making, leadership, innovation and motivation • Compliance with the Municipal Regulations on Minimum Competency Levels [GNR. 493 published under GG. 29967 of 15 June 2007 and as amended by GNR. 1146 published under GG. 41996 of 26 October 2018. Candidates who have not yet attained the required Minimum Competency Level in the Unit Standards prescribed for a Senior Manager in Regulation 7 of the Regulations, will be afforded 18 months from date of appointment to attain such competency as published in Government Gazette 40593 of 03 February 2017) • The following competencies, as described in Annexure A to Government Notice No 21 published under Government Gazette No 37245 of 17 January 2014, are essential: Leading competencies: Strategic Direction and Leadership • People Management • Programme and Project Management • Financial Management • Change Leadership • Governance Leadership • Core Competencies: Moral Competence • Planning and Organising • Analysis and Innovation • Knowledge and Information Management • Communication • Results and Quality Focus. The following competencies, as described in Annexure A to Government Notice No 21 published under Government Gazette No 37245 of 17 January 2014, are essential: Leading competencies: Strategic Direction and Leadership • People Management • Programme and Project Management • Financial Management • Change Leadership • Governance Leadership • Core Competencies: Moral Competence • Planning and Organising • Analysis and Innovation • Knowledge and Information Management • Communication • Results and Quality Focus. Sound knowledge of and exposure to local government operations and municipal financial management. Solid knowledge and understanding of the relevant policies and legislation and a good understanding of institutional governance systems and performance management • In-depth knowledge of local government legislation and the statutory requirements pertaining to the post • Excellent management and computer skills • Excellent facilitation and communication skills in at least two of the three official languages of the Western Cape • South African citizenship • A valid Code B driver's license.

## **Key Performance Areas:**

Directs, visualise, identifies and deliver on the strategic mandate and objectives of the Directorate Corporate Services as set out in the IDP of Council, Render line function and corporate support to the Municipality with regards to Human Resource Management and Administration Services, to operate in accordance with the Municipality's performance management system • The training, discipline and effective utilisation of staff • The promotion of sound labour relations and compliance with applicable labour legislation • Advising the Municipal Manager, political structures and political office bearers, managing communications between these parties as well as carrying out their decisions • Exercising of any powers and performing any duties delegated by the Municipal Council, or by other delegating authorities of the Municipality • The performance of any other function that may be assigned by the Municipal Manager, • Develop and manage the directorates service delivery and budget implementation in line with relevant legislative prescripts • Provide strategic leadership in corporate support services including: Human Resource Management Support Services, Employee Relations, Administration, Records Management, Office Auxiliary Services and Customer Relations Management • Other relevant duties.



**Please Note:**

1. **Application form for Senior Managers** can be downloaded from the Oudtshoorn Municipality's website at [www.oudtshoorn.gov.za](http://www.oudtshoorn.gov.za).
2. Candidates must be willing to be subjected to an interview and competency based assessment. They must also be aware that current and previous employers and references can be contacted and their qualifications and criminal records can be verified.
3. Appointment is subject to the signing of an employment contract and performance agreement in terms of Section 57 of the Municipal Systems Act, 32 of 2000 and disclosure of financial interests.
4. Application must be made on the official application form for Senior Managers 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 and submitted to **HR Manager:Support Services, Department Corporate Services, P.O. Box 255, Oudtshoorn, 6620 or 69 Voortrekker Road, Oudtshoorn, 6620**

All enquiries may be directed to Mr R.S. Claassen at 044 203 3068 or [rudi@oudtmun.gov.za](mailto:rudi@oudtmun.gov.za)

**CLOSING DATE: 08 September 2025 at 16:30**

**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 reserves the right not to make an appointment. No applications sent via e-mail or fax will be considered. Oudtshoorn Municipality is fully committed to its Employment Equity Policy.

**MR M. YEKANI  
MUNICIPAL MANAGER**

**Advertisement date: 23/24 August 2025**



## ERRATUM

NOTICE NUMBER 155/2025  
DIRECTOR: CORPORATE SERVICES  
STATION: OUDTSHOORN  
REFERENCE NUMBER:  
WC/045/CS/CS/001

CLOSING DATE: 08 SEPTEMBER 2025

### MINIMUM REQUIREMENTS:

B-degree or relevant qualification (NQF 7) in Public Administration/Management Science/Law or equivalent with minimum of 5 years at middle management level.

Applicants who have already applied do not need to re-apply. Updated advertisement can be downloaded from the Oudtshoorn Municipality website [www.oudtshoorn.gov.za](http://www.oudtshoorn.gov.za)

All enquiries may be directed to Mr R.S. Claassen at 044 203 3068 or [rudi@oudtmun.gov.za](mailto:rudi@oudtmun.gov.za)

MR M. YEKANI  
MUNICIPAL MANAGER  
Advertisement date: 23 & 24 August 2025