



## EXTERNAL NOTICE NOTICE 160 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 who meet the minimum requirements, have necessary integrity, and an 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.**

**SENIOR HR OFFICER: BENEFITS & ADMINISTRATION  
DEPARTMENT: CORPORATE SERVICES  
DIVISION: HR: SUPPORT SERVICES**

**SALARY SCALE T12  
(R 420 533.52 - R 545 881.56 PER ANNUM)  
STATION: OUDTSHOORN  
REF: (WC/045/CS/CS/016)**

### **REQUIREMENTS**

- A relevant 3-year tertiary qualification in Human Resource Management or a related field
- 5 years' experience in Benefits and administration
- Knowledge of Human Resource Information Systems relevant to Benefits and Administration
- Knowledge of legislation, policies, and practices relevant to Human Resources Management
- Computer literacy essential (MS Word, MS Excel, MS PowerPoint)
- Proficient in at least two (2) of the three (3) official languages of the Western Cape
- Valid code-B driver's license

### **KEY PERFORMANCE AREAS**

- To ensure a comprehensive Pension Fund administrative support system for personnel.
- To ensure professional support in the operation and management of a modern and efficient statistical information system.
- To coordinate and administer appropriate administrative support regarding home loans, medical aid, leave, UIF and employment contracts
- To coordinate the administration of leave in compliance with audit protocols and practices.
- To ensure that employment contracts are in line with relevant legislation and processed to meet payroll deadlines.



- Coordinates and controls tasks/activities associated with direct and indirect staff performance, productivity and discipline.

## **COMPETENCIES**

- **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 and a written/competency assessment. They must also be aware that previous employers and recent references may be contacted, and their qualifications and criminal records be verified. The appointment will be subject to the signing of an employment contract, performance agreement and disclosure of interest.

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. Applications must be submitted to **HR Manager: Support Services, Department Corporate Services, P.O. Box 255, Oudtshoorn, 6620** or **Oudtshoorn Municipality, 69 Voortrekker Road, Oudtshoorn, 6620**. Application forms can be downloaded from the Oudtshoorn Municipality website [www.oudtshoorn.gov.za](http://www.oudtshoorn.gov.za).

For any enquiries, contact Rouné Morrison at 044-203 3041 or [rmorrison@oudtmun.gov.za](mailto:rmorrison@oudtmun.gov.za)

**CLOSING DATE: Monday, 01 September 2025 at 16:00**

**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. 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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