



## EXTERNAL NOTICE NOTICE 188 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, the business community, industries, and the 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.**

**1 X COORDINATOR: DYSELSDORP & DE RUST  
DEPARTMENT: OFFICE OF THE MUNICIPAL MANAGER  
DIVISION: DYSELSDORP & DE RUST (Spieskamp, De Hoop & Volmoed)**

**SALARY SCALE T11 - (R 356,208.96 - R462,394.10)**

**PERMANENT  
STATION: DYSELSDORP & DE RUST  
REF: (WC/045/MM/MM/027)**

### REQUIREMENTS

- Grade 12
- 2 - 5 years relevant supervisory experience within a Municipal Environment
- Valid Code B driver's license
- Computer literacy (Excel, Word, PowerPoint, Outlook, etc.) is essential
- Proficient in two of the three official languages of the Western Cape

### KEY PERFORMANCE AREAS

- Identify and define the immediate, short and long-term objectives/ plans associated with the provision of support services to Dysselsdorp and De Rust
- Implement procedures, systems, and controls to regulate specific work and related applications associated with the functionality
- Coordinates the implementation of functional procedures, systems and controls associated with the key performance areas and result indicators of the functionality
- Render co-ordination and line function administrative support services to the region
- Monitor the region's office administration and service provision activities
- Render a liaison service between the municipality and the community



- Maintain effective working relations with line functionaries and the community so that services rendered by the Municipality is effectively integrated in Dysselsdorp and De Rust, and the requirements of the area are understood at Head Office.
- Monitor the implementation of all Council decisions in Dysselsdorp and De Rust.
- Report, on a regular basis, to the Senior Manager: Office of the Municipal Manager to ensure that Management/Council is fully aware of the status of the area.
- To ensure that prescribed procedures are adhered to, and an effective service delivery is maintained.

## **COMPETENCIES**

- **Core Professional Competencies:** Written Communication, Oral Communication, Attention to detail, Influencing, Ethics and Professionalism, Organisational Awareness, Problem Solving, Planning and Organising.
- **Functional Competencies:** Design, Project Management, Construction, Operations and Maintenance, Business Process, Use of Technology, Data Processing & Analysis.
- **Public Service Orientation Competencies:** Service Delivery Orientation, Resilience, Change Readiness, Cognitive Ability, Learning Orientation, Accountability and Ethical Conduct.
- **Management/Leadership Competencies:** Direction Setting, Impact and Influence, Team Orientation, Coaching and Mentoring.

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 the **Acting 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 Roune Morrison at 044-203 3041 or [rmorrison@oudtmun.gov.za](mailto:rmorrison@oudtmun.gov.za)

**CLOSING DATE: 10 October 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. Applications sent via e-mail/late applications will not be considered. Any misrepresentation in your application will lead to automatic disqualification.



# LOUDTSHOORN

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A TOWN TO GROW, WORK, PLAY AND PROSPER



**MR M. YEKANI**  
**MUNICIPAL MANAGER**

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**Prosperity for all**