



EXTERNAL NOTICE NOTICE 211 OF 2025

The Oudtshoorn Local Municipality, which includes the towns of Oudtshoorn, De Rust and Dysseisdorp 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.**

**2 X TEMPORARY EPWP DATA CAPTURERS
DEPARTMENT: INFRASTRUCTURE SERVICES
SECTION: PMU & CAPITAL PROJECTS
RATE: R 8 500pm**

6 MONTHS FIXED TERM CONTRACT

STATION: OUDTSHOORN

REQUIREMENTS

- Grade 12 (Proof to be attached)
- 0-2 Years relevant experience
- Able to work under pressure
- Good administration skills
- Time management
- Fluent in two of the three official languages of the Western Cape
- Computer literate in MS Office: Word, Excel, Outlook & PowerPoint

KEY PERFORMANCE AREAS

- Capturer is responsible for all administrative matters concerning the reporting of projects, attendance of meetings and correspondence between the Municipality and the Department.
- Administrative tasks will typically include, but are not confined to the following:
 - Gathering project information from the various departments
 - Registering projects
 - Reporting on projects
 - Submitting a business plan annually
- Correspondence between the Department of Public Works and Champions.
- Attending meetings, workshops and information sessions
- Liaise with service providers and contractors
- Receive progress reports
- The Data Capturer will closely liaise with the EPWP Administrator in a concerted effort to coordinate the Municipality's EPWP implementation in the different sections.



COMPETENCIES

- **Core professional competencies:** written communication, oral communication, attention to detail, influencing, Ethics and professionalism, organisational awareness, problem solving, planning and organising.
- **Functional competencies:** Business process, use of technology, data processing & analysis.
- **Public service orientation competencies:** service delivery orientation, communication, interpersonal relationships, client orientation and customer focus.
- **Personal competencies:** action orientation, resilience, change readiness, cognitive ability, learning orientation.
- **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 **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.

For any enquiries, contact Jean Heunis at 044-203 3136 or heunis@oudtmun.gov.za

CLOSING DATE: 28 November 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.

**MR M. YEKANI
MUNICIPAL MANAGER**

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