



EXTERNAL NOTICE NOTICE 218 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.

**1 X MANAGER: FLEET & MECHANICAL
DEPARTMENT: INFRASTRUCTURE SERVICES
DIVISION: ELECTRO & MECHANICAL SERVICES**

**SALARY SCALE T15
(R 614,587.87 - R 797,775.29 PER ANNUM)**

**STATION: OUDTSHOORN
REF: (WC/045/IS/IS/328)**

REQUIREMENTS

- A relevant National Diploma in Mechanical Engineering and eligibility to register as a Pr Techni Eng
- 8 years or more relevant experience
- Valid code B driver's license
- Computer Literacy: MS Office
- Proficient in at least two (2) of the three (3) official languages of the Western Cape
- Willingness to work standby hours and overtime as and when required

KEY PERFORMANCE AREAS

- Identifies and defines the immediate and short-term objectives/plans associated with the Municipality's fleet and mechanical workshop.
- Ensure that critical performance indicators are identified and specific measures established to enable and guide to division, to plan, manage and/or prioritise outcomes accordingly.



- Responsible for fleet reports in terms of fuel and maintenance.
- Responsible for controlling/examining the monthly report of the service provider in respect of fuel consumption against actual kilometers travelled, as well as the maintenance of vehicles.
- Prepares capital and operating estimates and controls expenditure against approved budget allocations to support budget planning sequences.
- Ensure that accurate estimates are prepared in relation to requirements, enabling the Municipality to contribute positively towards meeting fleet maintenance, including preventative maintenance, regular scheduled maintenance and emergency maintenance, objectives and sustaining the quality and standards of service delivery.
- Manages and controls the key performance indicators and outcomes associated with the utilisation, productivity and performance of personnel within the Sub-section.
- Ensure that the climate conducive to promoting and sustaining motivational and performance levels is cultivated and maintained, enabling the Sub-section to contribute positively to the Municipality's service level objectives and outcomes.
- Manages the formulation of specific contracts and tender documents and controls contractual obligations.
- Ensure that contractual terms and conditions entered into are complied with, specific responsibilities discharged accordingly, without any risk to Council.
- Manages the implementation of specific procedures, systems and controls to regulate specific mechanical work and associated sequences associated with the functionality.
- Ensure that mechanical maintenance activities, projects and assignments are monitored for unsafe conditions and/or hazards identified and deviations addressed to curb non-conformance, poor quality and performance, enabling the Sub-section to deliver in accordance with the laid down objectives, procedures and cost parameters.
- Co-ordinates and controls the work sequences, programs and outcomes associated with management and maintenance of the Municipality's fleet machinery, tools and equipment.
- Ensure that Municipal assets associated with the fleet and mechanical workshop are managed and maintained in accordance with laid down quality standards and service delivery objectives and outcomes accomplished.
- Disseminates functional and operational information on the immediate and short-term objectives and current developments, problems and constraints.
- Ensure that information, advice opinions on relevant matters are made available and/or



- communicated through the various mediums and accurately interpreted through the provision of adequate and clear explanations.
- Completes internal transactional/operational documentation and related forms.
- Ensure that details of activities are accurately recorded to facilitate the processing of information related to productivity, personnel, time and material allocation and utilisation for specific assignments.

COMPETENCIES: Engineering Professionals Competency Framework - Technician Level 4

- **Core Professional Competencies:** planning, organisational awareness, attention to detail
- **Functional Competencies:** design, project management, construction, operations and maintenance,
- **Public Service Orientation Competencies:** interpersonal relationships, service delivery orientation, communication,
- **Personal Competencies:** action and outcome orientation, resilience, change readiness, cognitive ability, learning orientation, accountability and ethical conduct
- **Management/Leadership Competencies:** impact and influence, team orientation, direction setting, 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 Rouné Morrison at 044-203 3041 or rmorrison@oudtmun.gov.za



CLOSING DATE: 19 December 2025

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**

Date published: 04 & 05 December 2025
