



## NOTICE 05 of 2026

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 that meet 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. **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 criminal record check to their application.**

**1 X CONTROL ROOM OPERATOR**  
**DEPARTMENT: COMMUNITY SERVICES**  
**DIVISION: FIRE, RESCUE & DISASTER MANAGEMENT**  
**RATE: R6 065.10 pm**

**STATION: OUDTSOORN**  
**TEMPORARY – 4 MONTHS FIXED TERM CONTRACT**

### **REQUIREMENTS**

- Grade 12 (Proof to be attached)
- 0-2 years' experience
- Computer literacy MS Office
- Physically and Mentally Fit
- No Criminal Record
- Proficient in at least two (2) of the three (3) official languages of the Western Cape

### **KEY PERFORMANCE AREAS**

- Daily handover/takeover, the control room operator is to perform a hand-over/take-over checklist at the beginning and end of their shift.
- Manage all emergencies and after hour complaints of the Oudtshoorn Municipality.
- Handle dispatch callouts according to existing guidelines.
- Report to the immediate senior person all matters that hinder job performance, system delays, hardware, etc.
- Attend and follow training programs internally and externally.
- Remain professional and assertive in all levels of communication with users, responders, management, and other staff as well as the public.
- Perform daily control room tasks with high integrity and efficiency.
- Monitor and report any unusual activity.
- Respond promptly to random checks and keep accurate records of all communication.
- Log all emergency and municipal calls on the Live Computer Call Taking System of the Municipality.
- Communicate with all types of communication systems available in the Municipal area.
- To ensure quick and effective communication for service delivery to public
- Must be willing to work overtime on short notice



## **COMPETENCIES**

- **Core Competencies:** written communication, oral communication, attention to detail, influencing, ethics and professionalism, organizational awareness, problem solving, planning and organizing.
- **Functional Competencies:** business processes, use of technology, data processing & analysis.
- **Public Service Orientation Competency:** interpersonal relationships, communication, service delivery orientation, client orientation and customer focus.
- **Personal Competencies:** action orientation, resilience, change readiness, cognitive ability, learning orientation.
- **Management/Leadership Competencies:** impact and influence, team orientation, direction setting, coaching and mentoring

Candidates must be willing to be subjected to an interview and 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 Jean Heunis at 044-203 3136 or [heunis@oudtmun.gov.za](mailto:heunis@oudtmun.gov.za)**

**CLOSING DATE: 13 February 2026 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's 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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