



NOTICE 26 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 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 criminal record check to their application.**

HUMAN RESOURCES MANAGER: SUPPORT SERVICES

DEPARTMENT: CORPORATE SERVICES

DIVISION: HR: SUPPORT SERVICES

SALARY SCALE T16

(R 691 969,82 - R 898 234,58 PER ANNUM)

PERMANENT

STATION: OUDTSOORN

REF: (WC/045/CS/CS/013)

REQUIREMENTS

- A relevant 3-year tertiary qualification in Human Resource Management or related field
- 8 years or more relevant experience covering a broad range of human resources functions
- At least 3 years supervisory experience
- Computer literacy essential (MS Word, MS Excel, MS PowerPoint, MS Outlook)
- Valid code B driver's license
- Proficient in at least two (2) of the three (3) official languages of the Western Cape

KEY PERFORMANCE AREAS

- Manage and oversee the administrative support function with regard to Human Resource Management functions.
- Responsible for the management of the tasks associated with the recruitment process.
- Responsible for the management of the tasks associated with the selection process.
- Responsible for the management of the tasks associated with the engagement process.
- Responsible for the management of the tasks associated with the induction process.
- Responsible for the management of the tasks/activities associated with organisational development.



- Responsible for the management of tasks/activities associated with the job description function.
- Responsible for the management of the tasks/activities associated with the compilation of an Employment Equity Plan (EEP) for the Municipality.
- Responsible for the management of the tasks associated with the medical aid administration process.
- Responsible for the management of the tasks associated with pension fund administration process.
- Responsible for the management of the tasks associated with the leave administration process.
- Responsible for the management of the tasks associated with the training and development process.
- Manage and control tasks/activities associated with controlling personnel performances, productivity, and discipline.
- Manage the compilation, update, and annual revision of the Municipality's Performance Management System for Individuals.
- Responsible for the management of the tasks associated with EPA System.

COMPETENCIES

- **Core professional Competencies:** Organizational Awareness, Consulting, Planning and Organizing, 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 written/competency assessment. They must also be aware that previous employers and recent references may be contacted, and their qualifications and criminal records may 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 Roune Morrison at 044-203 3041 or rmorrison@oudtmun.gov.za

CLOSING DATE: 27 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 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: 12 & 13 February 2026
