



NOTICE 19 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, and have the 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.**

**PRINCIPLE MEDIA & COMMUNICATIONS OFFICER
DEPARTMENT: OFFICE OF THE MM
DIVISION: GOVERNANCE & STRATEGIC SERVICES
SALARY SCALE T13
(R 473 465,52 - R 614 587,87 PER ANNUM)**

**PERMANENT
STATION: OUDTSHOORN
REF: (WC/045/MM/MM/014)**

REQUIREMENTS

- A relevant 3-year tertiary qualification, preferably a Diploma / National Diploma or Degree in Public Administration/Management/Public Relations/Communication.
- 5 - 8 years' relevant experience at a senior practitioner level required of which 2 years at a supervisory level.
- Computer literate (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

- Manages and facilitates the production and distribution of media content.
- Develops and reviews career-pathing options of direct reports and recommends changes in job descriptions, entry requirements, and other relevant aspects.
- Monitors actual expenditures against the approved budget and reports on variances.
- Maintains and sustains a professional relationship with all sections of the media.
- Manage external communication processes on behalf of the Municipality.
- Manage all social media platforms of the Municipality.



- Engagement of National, Provincial, District, and Local Government and organized local government through support and provision of coordination; resources; information and research.
- Develop and implement Public Participation Strategies, Build Capacity of the Ward Committees and the Public about functions and powers of Local Government.
- Ensures the compilation and editing of information required for the production of publications.

COMPETENCIES

- **Core professional Competencies:** Communication, Organizational Awareness, Conceptual Thinking.
 - **Functional Competencies:** Project Management, Financial Management, Information Measuring and Monitoring, Technology Usage.
 - **Public Service Orientation Competencies:** Service Delivery Orientation, Interpersonal Relationships, Customer Orientation, and Customer Focus.
 - **Personal Competencies:** Action Orientation, Resilience, Accountability and Ethical Conduct, Learning Orientation.
- 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 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.



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