



NOTICE 124 OF 2026

The Oudtshoorn Local Municipality which includes the towns of Oudtshoorn, De Rust and Dyssseldorp 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 SENIOR ADMINISTRATOR: AUXILIARY SERVICES/CUSTOMER RELATIONS COORDINATION & GENERAL ADMINISTRATION
DEPARTMENT: CORPORATE SERVICES
DIVISION: ADMINISTRATIVE SERVICES**

**SALARY SCALE T10
T10 (R 301 729,06 - R 391 643,15)**

**PERMANENT
STATION: OUDTSHOORN
REF: (WC/045/CS/CS/004)**

REQUIREMENTS

- Grade 12 (Proof to be attached)
- 5-8 years' relevant experience of which 1-year supervisory experience
- Valid code B driver's license will be an added advantage.
- Computer Literacy (MS Office)
- Proficient in at least two (2) of the three (3) official languages of the Western Cape

KEY PERFORMANCE AREAS

- Strategic and effective coordination of the division.
- Ensure distribution of all applications for processing to personnel.
- Ensure effective co-ordination of duties in all sections.
- Daily supervision of staff.
- Perform spot checks to ensure quality standards are maintained in accordance with the prescribed procedures.
- To ensure effective and efficient service delivery in order to put the spirit of customer service (Batho Pele) into practice.
- Develops clear and implementable service delivery improvement programs.
- In order to ensure telephonic calls and enquiries are attended to promptly and professionally in accordance



with customer service standards and objectives.

- Effective coordination of the office auxiliary services, customer relations coordination and general administration, for effective and efficient implementation of the operational plans for the department's goal achievement according to the Council delegations.
- Receiving and communicating with guests, complaints and/or members of the public, establishing the nature of the visit and assist and/or redirecting to appropriate personnel for attention.

COMPETENCIES

- **Core professional Competencies:** Written Communication, Oral communication, Attention to detail, Influencing, Ethics & Professionalism, Organizational Awareness, Problem solving and Planning and Organizing.
 - **Functional Competencies:** Business Processes, Use of technology and Data Processing and Analysis.
 - **Public Service Orientation Competencies:** Service Delivery Orientation, Communication, Interpersonal Relationships, Client Orientation and Customer Focus.
 - **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 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: 10 July 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.



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A TOWN TO GROW, WORK, PLAY AND PROSPER



**MR M. YEKANI
MUNICIPAL MANAGER**

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Prosperity for all