



NOTICE 152 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 with 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 SNR HR OFFICER: RECRUITMENT, SELECTION AND EMPLOYMENT EQUITY
DEPARTMENT: CORPORATE SERVICES
DIVISION: HUMAN RESOURCES MANAGEMENT
T12 (R 440 509 – R 571 811)**

**OUTTSHOORN STATION
REF: (WC/045/CS/CS/014)**

REQUIREMENTS

- A relevant 3-year tertiary qualification in Human Resource Management or related field
- 5 years' Recruitment, Selection and Employment Equity experience
- Knowledge of Human Resource Information Systems relevant to Recruitment & Selection/EE
- Knowledge of the municipalities functional directorates and understands integration across these directorates
- Knowledge of legislation, policies, practices relevant to Human Resources Management
- Valid Code B drivers' license
- Computer literacy essential (MS Word, MS Excel, MS PowerPoint)
- Proficiency in at least two (2) of the three (3) official languages of the Western Cape

KEY PERFORMANCE AREAS

- To render specific HR recruitment, selection and induction functions
- To administer the recruitment and selection process in liaison with the immediate superior
- To handle all enquiries regarding vacancies and advertisements, internally and externally
- Responsible for the compilation and implementation of an Employment Equity Plan
- To ensure that all new employees are inducted into the culture, conditions of service and policies of Council
- Coordinates and controls tasks / activities associated with controlling personnel performances, productivity and discipline.



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. They must also be aware that previous employers and recent references may be contacted, and their qualifications, credit and criminal records be verified. The appointment will be subject to signing of employment contract and performance agreement and disclosure of benefits and 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, must be submitted to **Roune Morrison, HR MANAGER: Support Services, Department Corporate Services, P.O. Box 255, Oudtshoorn, 6620 (submit applications to Recruitment & Selection section), Oudtshoorn Municipality, Voortrekker Road, Oudtshoorn. Application forms can be downloaded from our website.**

CLOSING DATE: 11 September 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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