



NOTICE 171 of 2026

The Oudtshoorn Local Municipality which includes the towns of Oudtshoorn, De Rust and Dysseisdorp 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 PERSONAL ASSISTANT: MUNICIPAL MANAGER
DEPARTMENT: OFFICE OF THE MUNICIPAL MANAGER
SECTION: EXECUTIVE SUPPORT**

**SALARY SCALE T10
T10 (316 061,21 - R 410 246,21)**

**PERMANENT
STATION: OUDTSHOORN
REF: (WC/045/MM/MM/002)**

REQUIREMENTS

- Grade 12 (Proof to be attached) with a relevant executive secretarial certificate
- 5-8 years' relevant experience of managing an office
- Computer Literacy (MS Office)
- Proficient in Afrikaans and at least one (1) other of the three (3) official languages of the Western Cape

KEY PERFORMANCE AREAS

- Ensure a well-managed and accurate administrative support function to the office of the Municipal Manager
- Render effective receptionist service for the office of the Municipal Manager
- Preparing and taking minutes of meetings
- Disseminate audit findings to the relevant directorates
- Typing of memorandums, letters and minutes
- Filling of correspondence and other documents
- Manage incoming and outgoing mail
- Organizing, confirming and scheduling meetings/appointments with internal and external departments
- Co-ordinate and distribute Request for information
- Operating and maintaining office equipment such as Facsimiles, Copiers, Scanning Equipment and computers
- Compiling requisitions forms for purchase of stock and stationary
- Manage and distribute correspondence on the Document Management Systems (ProMun, Collaborator, SDBIP)
- Responsible for updating information of the Municipal Manager for SDBIP on Ignite System and meeting the



required deadlines

- Responsible for updating the information of the Municipal Manager on the PMS System and meeting the required deadline
- Responsible for the electronic correspondence system (Collaborator)
- Use initiative and work independently in any situation that needs to be resolved, arranged or organized
- Responsible for drafting of documents and letters for manager signatures
- Handling of sensitive and confidential documents and information
- Liaison with office of the Mayor
- Perform all other relevant duties as required by the Municipal Manager
- Make travel arrangements and accommodation for the Municipal Manager

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. Candidates must also be aware that previous employers and recent references may be contacted, and their qualifications and criminal records be verified. The successful 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: 09 October 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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