Overstrand Municipality, an equal opportunity employer, strives to render a dynamic and effective service to the community. Competent and self-motivated candidates and candidates from designated groups who enjoy challenges are invited to join our leading team by applying for the following post:

Munisipaliteit • U-Masipala • Municipality
OVERSTRAND

Administrator

DIRECTORATE
Municipal Manager

DEPARTMENT
Strategic Support Services

REFERENCE NUMBER
WC0320430

SALARY
Basic: R280 896 p.a.

CLOSING DATE
12 August 2026

EMPLOYMENT TYPE
Permanent

PLACE OF WORK
Hermanus

Requirements:

- Grade 12 Certificate
- National Certificate in Public Administration or a Higher Certificate in Public Management
- Computer Literacy: MS Office
- Valid Code B/08 Driver's license
- 5 - 8 years relevant experience with supervisory experience. Relevant experience in the functions associated with the post
- Communication skills in at least two of the three official languages of the Western Cape.

Key Performance Areas:

- To render administrative services with regards to Public Liaison, Ward Committee administration, and supervision of municipal services in accordance with legislative requirements to the community of Hermanus.
- Responsible for administration in the office of the Public Liaison Manager.
- Render Public Liaison services to external and internal clients.
- Meetings: Ward Committee (3, 7, 8, and 13), Event Meetings, Ad hoc consultation between stakeholders and the Manager.
- Ward Committee Administration and Operation.
- Bookings and Preparation of Meeting venues.
- Processing of Events Applications, Trading/Business Licenses and Filming/Photography applications.

Minimum competency framework:

As are provided for in the Local Government: Municipal Staff Regulations

Core Professional Competencies:	Functional Competencies:
- Written Communication - Oral Communication - Attention to Detail	- Business Processes - Use of Technology - Data Processing & Analysis

- Influencing - Ethics and Professionalism - Organisational Awareness - Problem Solving - Planning and Organising	**Management/Leadership Comptencies:** - Impact and Influence - Team Orientation - Direction Setting - Coaching and Mentoring
Personal Competencies: - Action Orientation - Resilience - Change Readiness - Cognitive ability - Learning Orientation	**Public Services Orientation Competencies:** - Interpersonal Relationship - Communication - Service Delivery Orientation - Client Orientation and Customer Focus

Special Conditions:

- Must be willing to work outside normal working hours and meet deadlines.
- Political awareness.
- Perseverance.
- Interpersonal and diplomatic relations.
- Strong self-discipline.
- Attention to detail in processing applications/requests and drafting letters, memos and minutes etc.
- Ability to summarise discussions during meetings and to identify the core content.
- Must have the ability to multi-task

How to Apply:

Apply online:

Internal staff: ***Overstrand Municipality Intranet***

- Original qualifications must be available on request.
- All completed application forms must be accompanied by a comprehensive CV, copy of ID, valid driver's license (if required) and academic qualifications.
- Applications not made on a prescribed application form (available via the online link) will not be accepted.
- Shortlisted candidates will be subjected to a qualification verification, a reference check and where necessary, undergo screening and vetting.
- Successful candidates will be required to sign an employment contract, where applicable, a performance agreement and disclosure of benefits and interest
- Applications/ supporting documents larger than 25MB will not be accepted

Please Note: Further communication will be limited to shortlisted candidates. If you do not receive feedback within six weeks of the closing date, please consider your application unsuccessful. For further information please contact **Ms N Mtholo** (028) 313 8112. **The Council reserves the right not to make an appointment**.

In addition to the above-mentioned salary, this position offers competitive benefits which include a 13th cheque, medical aid, pension, housing subsidy/allowance and relocation costs under certain conditions.