CEDERBERG MUNICIPALITY

VAKATURES / VACANCIES

NOTICE NUMBER: 293 / 2026

The Cederberg Municipality, which includes the towns, Citrusdal, Clanwilliam, Graafwater, Lamberts Bay and Elands Bay, as well as a large rural area, invites applications from suitably qualified candidates to fill the following position within its establishment. The Cederberg Local Municipality is an equal opportunity, and Affirmative Action Employer. Persons designated in terms of applicable legislations as historically disadvantaged South Africans as well as people with disabilities are encouraged to apply.

PROVINCIAL ADVERTISEMENT

DIRECTORATE: COMMUNITY SERVICES & PUBLIC SAFETY

JOB TITLE: MANAGER: ECONOMIC DEVELOPMENT, LIBRARIES & FACILITIES

(THIS POSITION WILL BE STATIONED IN CLANWILLIAM)

Duties: Provide strategic leadership, coordination and performance management for the Community Services component and its staff, programmes, facilities, budgets and service-delivery commitments ● Lead the review and implementation of the Municipality's Local Economic Development Strategy and drive investment facilitation, enterprise development, SMME support, informal-trading development, business retention and expansion, job-creation initiatives and economic partnerships ● Lead and coordinate tourism development and destination management, including tourism strategy implementation, product and route development, destination marketing, events/economic activation, stakeholder partnerships, investment opportunities and mobilisation of external funding ● Oversee rural economic-development programmes, including support to emerging farmers, rural enterprises, agri-processing/value-chain opportunities, rural forums and partnerships with provincial/national departments and development agencies ● Manage and coordinate Library Services in accordance with applicable provincial frameworks, municipal policy, budgets, service standards, staffing and community-access objectives ● Manage and coordinate Thusong Service Centres/Multi-Purpose Centres and associated community facilities to ensure accessible government services, functional facilities, stakeholder coordination, utilisation, maintenance planning and service-delivery reporting ● Oversee municipal resorts and related tourism/community facilities, including operational performance, revenue enhancement, occupancy/utilisation, customer service, maintenance planning, asset protection, budgeting and financial sustainability ● Manage Integrated Human Settlements and Informal Housing functions within the approved municipal mandate, including programme coordination, housing administration, informal-settlement interventions, stakeholder engagement, beneficiary/process oversight and intergovernmental reporting ● Coordinate CPA and rural-area matters, including municipal service-delivery interfaces, community structures, development priorities, stakeholder engagement and interdepartmental follow-through ● Oversee sport administration and municipal sport-facility coordination, including governance support, facility utilisation, programmes, partnerships, funding opportunities and liaison with relevant government and sporting structures ● Manage operational and capital budgets, expenditure, revenue opportunities, grants and funding, procurement planning and contract/project monitoring in accordance with the MFMA, SCM requirements, approved delegations and municipal policies ● Develop business plans, funding proposals and project concepts and actively leverage external resources for LED, tourism, rural development, facilities, housing and community-development programmes ● Ensure effective people management, work allocation, performance management, staff development, discipline, succession/continuity planning and a culture of accountability and service delivery ● Prepare and quality-assure high-level reports, portfolio items, management submissions, business cases, presentations, SDBIP/performance reports and recommendations for the Director, Municipal Manager, MAYCO, Portfolio Committees and Council ● Manage stakeholder and intergovernmental relationships with communities, businesses, tourism

bodies, CPAs, emerging farmers, NGOs/CBOs, provincial and national departments, WESGRO and other development partners ● Ensure sound governance, risk management, legislative compliance, records management, internal controls and implementation of Council resolutions within the portfolio ● Support the Director with strategic analysis, operational problem-solving, cross-directorate coordination, community engagements and implementation of priority/special projects ● Undertake regular travel and attend community, stakeholder and Council-related engagements after hours or over weekends when operationally required.

Requirements: Relevant tertiary qualification, preferably a B. degree relevant to Facilities Management / Horticulture ● A minimum of eight (8) years' relevant experience, preferably within local government or a comparable public-sector/development environment, of which at least three (3) years should be at supervisory or management level ● Demonstrable experience in Local Economic Development and/or Tourism Development, including strategy implementation, project/programme management, stakeholder partnerships, SMME/business support, investment or funding facilitation ● Demonstrable experience in managing multi-functional programmes, staff, operational and capital budgets, projects, contracts and performance reporting ● Sound knowledge of the local-government legislative and governance environment, including the Municipal Systems Act, Municipal Structures Act, MFMA, SCM framework, IDP/SDBIP and performance-management requirements ● Strong financial-management ability, including budgeting, expenditure control, revenue enhancement, grant/funding management, business planning and interpretation of financial/performance information ● Advanced report-writing, analytical, presentation and communication ability, with proven capacity to prepare management, committee and Council-quality reports and recommendations ● Computer literacy, including MS Word, Excel, PowerPoint, Outlook and the ability to work with electronic reporting/performance systems ● A valid Code B driver's license and willingness to travel extensively throughout the municipal area.

Remuneration: T16 (R707 855.76) per annum plus normal municipal benefits.

The competency level for this position is a level 4 (FACILITIES MANAGEMENT COMPETENCY FRAMEWORK) as stipulates in Annexure A of the Municipal Staff Regulations Government Notice R890 as promulgated in Government Gazette 45181 dated 20 September 2021 and comprises of the following competencies.

Core Professional Competencies	Functional Competencies	Public Service Orientation Competencies	Personal Competencies	Management / Leadership Competencies
• Managing work • Planning and organising	• Facility specific skills • Workplace Safety	• Interpersonal Relationships • Communication • Service Delivery Orientation	• Action Orientation • Resilience • Change Readiness • Learning Orientation • Problem Solving • Accountability and Ethical Conduct	• Direction Setting • Impact and Influence • Coaching and Mentoring • Team Orientation

PROVINCIAL ADVERTISEMENT

CEDERBERG MUNICIPALITY
VAKATURES / VACANCIES
NOTICE NUMBER: 293 / 2026

JOB TITLE: SUPERINTENDENT / MANAGEMENT REP TRAFFIC & LAW ENFORCEMENT
(THIS POSITION WILL BE STATIONED IN CLANWILLIAM)

Duties: To render efficient and sustainable traffic, licensing and law enforcement services to all road users and public in the Municipal area of jurisdiction to ensure compliance with regard to municipal compliance ● Identifies with the Public Safety strategy with respect to service delivery and, defines, implements and monitors the short term plans/ objectives for the Road Traffic and Law Enforcement functionality ● Directs and controls the Key Performance Indicator's and outcomes of personnel within the Road Traffic and Law Enforcement Section ● Implements procedures, systems and controls to regulate specific work and related applications associated with the functionality ● Co-ordinates and monitors sequences associated with the implementation of statutory Laws and By-Laws related to Public Safety ● Co-ordinates the implementation of specific plans associated with controlling traffic and maintaining road safety ● Disseminates guidance and information on specific key performance areas and requirements associated with the Traffic policing and Road Safety ● Co-ordinates specific administrative and reporting requirements associated with the key performance and result indicators of the functionality ● The full scope of duties is contained in the job description.

Requirements: Grade 12 ● Traffic Officer Diploma ● Successful completion of the courses in the testing of drivers / leaners licences of the Provincial Department of Transport ● Successful completion of the courses in the examination of vehicles at roadworthy test centres of the Provincial Department of Transport (Certificate as Examiner of Vehicles) ● Good communication in two of the three official languages of the Western Cape ● Valid Code A and EC Drivers driver licence ● Good human relations and communication skills ● Able to handle conflict, stress and work pressure ● Be able to act consequently and firmly ● Trustworthy and high level of integrity ● Supervisory skills ● 5 - 8 years relevant experience required of which 2 - 3 years' must be supervisory experience.

The competency level for this position is a level 3 of the (UNIFORMED COMPETENCY FRAMEWORK) as stipulates in Annexure A of the Municipal Staff Regulations Government Notice R890 as promulgated in Government Gazette 45181 dated 20 September 2021 and comprises of the following competencies

Core Professional Competencies	Functional Competencies	Public Service Orientation Competencies	Personal Competencies	Management / Leadership Competencies
• Community and Customer Focus • Problem Solving • Negotiation and Influencing • Resilience • Communication • Ethics and Professionalism	• Patrol, Enforcement and Emergency Response	• Interpersonal Relationship • Communication • Service Delivery Orientation • Client orientation and customer focus	• Action and Outcome Orientation • Resilience • Change Readiness • Cognitive Ability • Learning Orientation	• Team Orientation • Direction Setting • Coaching and Mentoring • Impact and Influence

Remuneration: T12 (R 430 196.88) plus normal municipal benefits.

PROVINCIAL ADVERTISEMENT

CEDERBERG MUNICIPALITY
VAKATURES / VACANCIES
NOTICE NUMBER: 293 / 2026

CLOSING DATE FOR APPLICATIONS: 13 November 2026 at 12h00.

ENQUIRIES: Contact Marianna Bester / Izaan Tieties at 027 482 8000 during office hours

IMPORTANT:

Forward your application in your own handwriting on the prescribed application form to: The Municipal Manager: Private Bag X2 Clanwilliam, 8135 or via email: recruitment@cederbergraad.co.za Mark the Envelope clearly: Application for Vacancy • Application forms are available from the municipal offices and the municipal website: www.cederbergmunicipality.co.za and must be completed in the applicants own handwriting • Applications must be accompanied by a comprehensive CV with certified copies of qualifications (Not older than three months) and other relevant documents • • Applications without the above will not be considered • The Cederberg Municipality reserves the right not to make an appointment • Candidates will be subjected to reference checks • Fraudulent qualifications or documentation will immediately disqualify an applicant • Direct or indirect canvassing with councillors or officials for preferential treatment will lead to immediate disqualification of the relevant applicant • Correspondence regarding the advertised position will be limited to shortlisted candidates • Do not send original documentation • No CV's or application documents will be returned to candidates for any reason. If you are not invited for an interview within 60 days, you may deem your application to be unsuccessful. Indicate clearly the vacancy you are applying for • should there be any errors or omissions on this advert; the relevant job description, grading and or municipal policies will supersede such error or omission • It is important that applicants must have a South African revenue services (SARS) registration number. Failure to provide a SARS number will disqualify your application.

VALID SAPS CLEARANCE CERTIFICATE OR PROOF OF APPLICATION OF CLEARANCE CERTIFICATE MUST ACCOMPANY APPLICATION – APPLICANTS MUST PROVIDE A VALID POLICE CLEARANCE CERTIFICATE NOT OLDER THAN 6 MONTHS ON THE DAY OF THE INTERVIEW – APPLICANTS WHO DOES NOT PROVIDE THE VALID CLEARANCE CERTIFICATE ON THE DAY OF THE INTERVIEW WILL AUTOMATICALLY BE DISQUALIFIED

G MATTHYSE
MUNICIPAL MANAGER

PROVINCIAL ADVERTISEMENT