



**CEDERBERG MUNICIPALITY**  
**VAKATURES / VACANCIES**  
**NOTICE NUMBER: 84 / 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: CORPORATE & STRATEGIC SERVICES**  
**DIVISION: HUMAN RESOURCES MANAGEMENT**  
**JOB TITLE: HUMAN RESOURCE OFFICER (RECRUITMENT & SUPPORT)**  
(THE POSITION WILL BE STATIONED IN CLANWILLIAM)

**Duties:** Renders an administrative support function with regards to Human Resource Management Functions • Administer the recruitment and selection processes in liaison with the Manager: Human Resources • Ensure on-boarding and induction of new employees • Performs tasks / activities associated with organisational design and development • Performs tasks / activities associated with the work study function • Administration of HR electronic systems • Performs tasks associated with providing of a statistical function for the municipality / government departments • The full scope of duties is contained in the job description.

**Requirements:** A relevant 3 year tertiary qualification in Human Resources Management • Code B drivers' licence • Attention to detail • Good interpersonal and communication skills • Be able to work independently • Fluent in two of the three official languages of the Western Cape • Computer literate in Ms Word / Excel / PowerPoint / Outlook • Good writing, reporting and administration skills • Good minute taking skills • Good reporting skills • Able to work under pressure • Adhere to pre-determined deadlines • Protocol and business ethics • Time Management • 2-5 years relevant experience.

**Remuneration:** T12 (R410 689.20 – R533 086.68 per annum plus normal municipal benefits).

**JOB TITLE: HUMAN RESOURCE OFFICER (OHS & ERM)**  
(THE POSITION WILL BE STATIONED IN CLANWILLIAM)

**Duties:** To render, coordinate and administer specific Occupational Health and Safety processes • To ensure that the prevention of accidents and damage is an essential prerequisite of all the activities and to ensure an effective and efficient Occupational Health and Safety System to protect Municipal employees from injuries and occupational diseases • To coordinate all the health and Safety functions attached to Construction regulation 2014 • Develop, implement and sustain the Employee Assistance & wellness programme through sound intervention, awareness and education initiatives • Manages and provide guidance on controls processes and procedures associated with the formulation of the Municipality Health and Safety Audit Plan and Organizational Risk Management Programme • The full scope of duties is contained in the job description.

**Requirements:** A relevant 3-year tertiary qualification in Health & Safety/Environmental/Physical Science • A valid Code B drivers' licence • SAMTRAC Certificate will be an added advantage • Knowledge of ISO 9001:2015 ANDC ISO 45001:2081 Management Systems • Knowledge of Risk Management. • King V awareness will be an added advantage. Good interpersonal and communication skills • Be able to work independently • Fluent in two of the three official languages of the Western Cape • Computer literate in Ms Word / Excel / PowerPoint / Outlook • Good writing, reporting



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and administration skills • Good minute taking skills • Good reporting skills • Able to work under pressure • Adhere to pre-determined deadlines • Protocol and business ethics • Time Management • 2-5 years relevant experience.

**Remuneration:** T11 (R 347 854.56 – R 451 556.52) per annum plus normal municipal benefits

**The competency level for these positions is a level 2 (HUMAN RESOURCES 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
<ul style="list-style-type: none"> <li>• Organisational Awareness</li> <li>• Consulting</li> <li>• Planning and Organising</li> <li>• Monitoring and Control</li> <li>• Negotiation</li> <li>• Oral Communication</li> <li>• Written Communication</li> </ul>	<ul style="list-style-type: none"> <li>• Change Management</li> <li>• HR Technology / Information Management</li> <li>• HR Service Delivery</li> <li>• Strategic HR Management</li> <li>• Talent Management</li> <li>• Workforce Planning</li> <li>• Learning &amp; Development</li> <li>• Occupational Health &amp; Safety</li> <li>• Compensation and Benefits Management</li> <li>• Performance Management</li> <li>• Employee Wellness</li> <li>• Industrial and Labour Relations</li> </ul>	<ul style="list-style-type: none"> <li>• Interpersonal Relationships</li> <li>• Communication</li> <li>• Service Delivery Orientation</li> </ul>	<ul style="list-style-type: none"> <li>• Action and Outcome Orientation</li> <li>• Conflict Management</li> <li>• Resilience</li> <li>• Learning Orientation</li> <li>• Problem Solving and Analysis</li> </ul>	<ul style="list-style-type: none"> <li>• Direction Setting</li> <li>• Impact and Influence</li> <li>• Coaching and Mentoring</li> <li>• Team Orientation</li> </ul>

**DIRECTORATE: OFFICE OF THE MUNICIPAL MANAGER**

**DIVISION: INTERNAL AUDIT**

**JOB TITLE: INTERNAL AUDITOR**

(THE POSITION WILL BE STATIONED IN CLANWILLIAM)

**Duties:** Performing tasks / activities associated in supplying direction to the Audit section, co – ordinating and managing audit activities and reports; supplying a consultation service to management regarding audit regulations and activities • Co-ordinates processes and procedures associated with the formulating of the Municipality's risk based audit plan and program • Co-ordinating the Internal Audit function • Planning the audit function • Co-ordinating, Control and evaluate financial and performance audit functions and reports • Perform special investigations to determine irregularities, fraud and / or non-compliance • Monitors applications, procedures and processes associated with specific statutory financial responsibilities and functions/ activities of the Municipality • By special request investigate and advice division managers on designing and implementing controls • Disseminates guidance and information on key performance areas and requirements associated with the Audit program and procedures • The full scope of duties is contained in the job description.



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**Requirements:** A relevant 3 year qualification with preference in auditing or Internal Audit/Finance • Code EB driver's license • Supervisory skills • Computer Literate in Ms Word / Excel / Access • Attention to detail • Must be able to communicate in two of the three official languages of the Western Cape • Good interpersonal and communication skills • Able to work independently • Good accounting, writing, reporting and calculating skills • 2 – 5 years relevant experience required.

**Remuneration:** T11 (R 347 854.56 – R 451 556.52) per annum plus normal municipal benefits.

The competency level for this position is a level 2 (INTERNAL AUDIT 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
<ul style="list-style-type: none"> <li>• Written Communication</li> <li>• Oral Communication</li> <li>• Research and analysis</li> <li>• Advocacy/ Negotiation</li> <li>• Ethics and Professionalism</li> <li>• Organisational Awareness</li> </ul>	<ul style="list-style-type: none"> <li>• Internal Auditing</li> <li>• Engagement Management</li> <li>• Information Management</li> </ul>	<ul style="list-style-type: none"> <li>• Interpersonal Relationships</li> <li>• Communication</li> <li>• Service Delivery Orientation</li> <li>• Client Orientation and Customer Focus</li> </ul>	<ul style="list-style-type: none"> <li>• Action Orientation</li> <li>• Resilience</li> <li>• Change Readiness</li> <li>• Cognitive Ability</li> <li>• Learning Orientation</li> </ul>	<ul style="list-style-type: none"> <li>• Impact and influence</li> <li>• Team Orientation</li> <li>• Coaching and Mentoring</li> <li>• Strategic Capability/ Leadership or Direction Setting</li> </ul>

**DIRECTORATE: TECHNICAL & PLANNING SERVICES**

**DIVISION: ELECTRICAL DISTRIBUTION NETWORK**

**JOB TITLE: ARTISAN ELECTRICIAN**

(THE POSITION WILL BE STATIONED IN CITRUSDAL)

**Duties:** Co-ordinates the set-up, work in progress and completion of tasks activities associated with medium / low voltage electrical installation, maintenance and repair and, attending to routine / general administrative recording requirements contributing to the accomplishment of departmental objectives • Completes internal transactional documentation (e.g. time sheets, progress and productivity report, etc.) and related forms (vehicle checklist) • Performs specific tasks associated with the operation of heavy and/ or specialized vehicles and equipment (Crane Trucks; etc.) during electrical installation, repair and maintenance activities • Co-ordinates activities associated with the construction and installations of medium /low voltage electrical networks • Co-ordinates activities and sequences associated with maintaining the functionality of medium/ low voltage electrical reticulation systems • Co-ordinates activities/sequences associated with trouble shooting/ fault finding and repairing to medium/low voltage reticulation and electrical systems • The full scope of duties is contained in the job description.



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**Requirements:** Trade Certificate • Grade 11 or equivalent N2 Level Certificate • Code C1 drivers' licence • Good communication in two of the three official languages of the Western Cape Attention to detail • Protocol and Business ethics • Good communication abilities • Able to handle conflict • Able to work under pressure • Time management • Good technical skills • Must work on live systems (low / medium voltage) • 2 – 3 years' relevant experience required.

**Remuneration:** T10 (R 294 659.76 – R 382 470.48) plus normal municipal benefits and vehicle allowance.

The competency level for this position is a level 2 (ARTISAN 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
<ul style="list-style-type: none"> <li>Managing Work</li> <li>Problem Solving</li> <li>Planning and Organising</li> <li>Quality Orientation</li> </ul>	<ul style="list-style-type: none"> <li>Workplace Safety</li> <li>Discipline</li> <li>Specific Skills</li> </ul>	<ul style="list-style-type: none"> <li>Service Delivery Orientation</li> <li>Interpersonal Relationships</li> <li>Communication</li> <li>Customer orientation and customer focus</li> </ul>	<ul style="list-style-type: none"> <li>Action Orientation</li> <li>Resilience</li> <li>Accountability and ethical conduct</li> <li>Learning Orientation</li> </ul>	<ul style="list-style-type: none"> <li>Direction Setting</li> <li>Impact and influence</li> <li>Team Orientation</li> <li>Coaching and Mentoring</li> </ul>

**PLEASE SPECIFY WHICH POSITION YOU APPLY FOR!**

**CLOSING DATE FOR APPLICATIONS:** 04 May 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](mailto: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](http://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.

**NO CRIMINAL RECORD (IMPORTANT – 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**

**GF MATTHYSE  
MUNICIPAL MANAGER**