



CEDERBERG MUNICIPALITY
VAKATURES / VACANCIES
NOTICE NUMBER: 295 / 2025



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.

REGIONAL 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 or related field • 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: T11 (R 347 854.56 – R 451 556.52) per annum plus normal municipal benefits. (Subjected to TASK job evaluation outcome)

The competency level for this position 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
- Organisational Awareness - Consulting - Planning and Organising - Monitoring and Control - Negotiation	- Change Management - HR Technology / Information Management - HR Service Delivery - Strategic HR Management - Talent Management - Workforce Planning - Learning & Development	- Interpersonal Relationships - Communication - Service Delivery Orientation	- Action and Outcome Orientation - Conflict Management - Resilience - Learning Orientation	- Direction Setting - Impact and Influence - Coaching and Mentoring - Team Orientation



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• Oral Communication • Written Communication	• Occupational Health & Safety • Compensation and Benefits Management • Performance Management • Employee Wellness • Industrial and Labour Relations		• Problem Solving and Analysis	
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CLOSING DATE FOR APPLICATIONS: 31 October 2025 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.

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

G MATTHYSE
MUNICIPAL MANAGER