



**CEDERBERG MUNICIPALITY**  
**VAKATURES / VACANCIES**  
**NOTICE NUMBER: 113 / 2024**



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.

**DIRECTORATE: CORPORATE & COMMUNITY SERVICES**

**JOB TITLE: MANAGER: HUMAN RESOURCES**  
(THIS POSITION WILL BE STATIONED IN CLANWILLIAM)

**Duties:** To render human resource management and support services to the Municipality that will sustain the optimum utilisation of the Municipality's human resources • Performs activities / tasks to plan, lead, direct and manage the Human Resources function at the Municipality through the design, development of policies, procedures, systems and controls guiding human resource interventions, applications and outcomes and providing strategic advice on the mission initiatives with respect to human resources development aimed at supporting the accomplishment of the Municipality's key performance areas and service delivery objectives • Develop and investigating short term plans for the human resources functionally • Planning the HR division's activities on a day to day basis • Managing the HR division's budget • Gives input and makes recommendations with regard to the Human Resources budget and draft the budget for discussion with Senior Management and manage expenditure against approved budget allocation in accordance with the MFMA (Municipal Financial Management Act) • Performs tasks / activities associated with the financial control of the Human Resources function • Manages the procedural administrative requirements and reporting deadlines associated with the functionality to support main job functions in the Human Resources Division and to ensure a quality human resource administration service delivery • To Manage man job functions in the Human Resources Division and to ensure a quality recruitment and selection, training and development, labour relations, organizational and work study, occupational health and safety, Employee Assistants Programmes services delivery and the compiling of an Employment Equity Plan (EEP) for the Municipality • 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 • Supervisory and managerial skills • Strategic and discretionary skills • Managerial and negotiating skills • Negotiating and advising skills • Planning and organising skills • Attention to detail • Good interpersonal and communication skills • Good report writing and presenting skills • Good interpretation skills • Be able to work independently • Computer literate (MS Word / Excel / PowerPoint / Outlook / HR Electronic System) • Fluent in two of the three official languages of the Western Cape • Excellent HR related legislative interpreting skills • 8 years or more relevant experience covering a broad range of human resources functions • 3 years supervisory experience.

**Remuneration:** T16 (R 604 705.24 – R 787 539.24) per annum plus normal municipal benefits.



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The competency level for this position is a level 4 (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>

**JOB TITLE: MANAGER: PUBLIC SAFETY**  
 (THIS POSITION WILL BE STATIONED IN CLANWILLIAM)

**Duties:** Manages the implementation, monitoring, evaluation and reporting sequences of outcomes associated with plans and programmes designated to accomplish key services delivery objectives with respect to public safety and disaster management through the co-ordination of operations associated with the enforcement of Municipal Policing Laws and, the provision of an Emergency Fire and Rescue Services in order to ensure the risk of damage to property and/or loss of lives is limited through prompt and efficient execution of sequences and applications • Monitor staff and creating a work environment that is conducive to maintain productivity • Gives direction and institute outcomes indicators within the directorate • Has overall responsibility and accountability of Protection Management Services • Manages the sections budget, implementation of spending patterns and provides information to immediate superior • Coordinates and controls key dimensions and requirements associated with provision of a security services • The full scope of duties is contained in the job description.



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**Requirements:** Relevant degree or B-Tech / policing degree • Code B drivers' licence • Able to handle conflict situations • Mentally and emotionally stable • Ability to negotiate • Computer Literacy • Adhere to deadlines • Good people skills including good public relations • Good language skills in at least 2 of the 3 official languages of the Western Cape • Good writing skills • Ability to work independently as well as in a team • Ability to determine danger situations • 8 years' or more relevant experience required inclusive of proven supervisory / managerial experience.

**Remuneration:** T16 (R 604 705.24 – R 787 539.24) per annum plus normal municipal benefits.

**JOB TITLE: TRAFFIC OFFICER (GRADE I) EXAMINER OF VEHICLES / DRIVING LICENCES X2**  
(THIS POSITIONS WILL BE STATIONED IN CLANWILLIAM & CITRUSDAL)

**Duties:** Duties: To render efficient and sustainable traffic, licensing services to all road users and public in the Municipal area of jurisdiction • To render traffic services regarding the promotion of road safety, the enforcement of road traffic legislation/regulation and municipal by-laws, driver licences, the testing of the roadworthiness of vehicles at the roadworthy test centre and the provision of other traffic services • Performs other task and liaising activities regarding traffic services, traffic safety and firefighting services and other general administrative, safety and supervisory duties • Undertake duties and activities to promote road safety in the different towns within the municipal boundaries • Undertake duties and activities regarding the enforcing of road traffic legislation/regulations and municipal by-laws in the different towns within the municipal boundaries • Undertake duties and activities regarding the testing of the roadworthiness of vehicles at the roadworthy test centre • Undertake other tasks and liaising activities with the public regarding traffic services and traffic safety • Undertake other general administrative and safety duties and activities • Undertake duties and activities regarding firefighting services in the different towns within the municipal boundaries • Performs supervisory duties • The full scope of duties is contained in the job description.

**Requirements:** Traffic officer diploma • Good human relations and communication skills • Able to handle conflict stress and work pressure • Able to act consequentially and firmly • Trustworthy and high level of integrity • Successful completion of the courses in the testing of drivers/learners 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) in both of the above registration certificates from Provincial Department of Transport • Fluent in two of the three official languages of the Western Cape • Valid Code A and EC driver's license • 5-8 years' relevant experience.

**Remuneration:** T10 (R 264 550.08 – R 343 387.92) plus normal municipal benefits.



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**JOB TITLE: TRAFFIC OFFICER GRADE III  
(THIS POSITION WILL BE STATIONED IN CLANWILLIAM)**

**Duties:** To render traffic services regarding the promotion of road safety, the enforcement of road traffic legislation / regulations and municipal by-laws and the provision of other traffic services • To render efficient and sustainable traffic, licensing services to all road users and public in the Municipal area of jurisdiction • The full scope of duties is contained in the job description.

**Requirements:** Grade 12 • Traffic Officer Diploma • Minimum valid Code EB drivers' licence • (Successful completion of the courses in the testing of drivers/learners 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) in both of the above registration certificates from Provincial Department of Transport is not a requirement but will be advantageous • Able to handle conflict, stress and work pressure • Be able to act consequently and firmly • Trustworthy and high level of integrity • Fluent in two of the three official languages of Western Cape • 2 - 5 years' relevant experience.

**Remuneration:** T9 (R 234 966.12 – R 304 991.76) plus normal municipal benefits.

The competency levels for this abovementioned positions is a level 4 (MANAGER: PUBLIC SAFETY), level 3 (TRAFFIC OFFICER -GRADE I: EXAMINER OF VEHICLES / DRIVING LICENCES X2) and level 2 (TRAFFIC OFFICER-GRADE III) 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
<ul style="list-style-type: none"> <li>• Community and Customer Focus</li> <li>• Problem Solving</li> <li>• Negotiation and Influencing</li> <li>• Resilience</li> <li>• Communication</li> <li>• Ethics and Professionalism</li> </ul>	<ul style="list-style-type: none"> <li>• Patrol, Enforcement and Emergency Response</li> </ul>	<ul style="list-style-type: none"> <li>• Interpersonal Relationship</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 and Outcome 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>• Team Orientation</li> <li>• Direction Setting</li> <li>• Coaching and Mentoring</li> <li>• Impact and Influence</li> </ul>



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**JOB TITLE: LIBRARIAN**

(THIS POSITION WILL BE STATIONED IN GRAAFWATER)

**Duties:** Control the services, operations and activities of the library including the performing of general library counter services to the public, the organizing, controlling and maintaining of library materials, the marketing and advancement of library services and materials, planning, co-ordinating managing and report giving activities and other general administrative and library tasks and duties • The full scope of duties is contained in the job description.

**Requirements:** B.Bibl / B.LIS / B.Tech: LIS / B. Inf (Hons) or PGDip LIS or equivalent 4-year post matric qualification • Code B Drivers Licence • Fluent in two of the three languages of the Western Cape • Computer literate Ms Word / Outlook • Attention to detail • Administration skills • Protocol and business ethics • Good communication abilities • Able to work under pressure • Time management • Supervisory skills • 3-5 years' relevant experience..

**Remuneration:** T11 (R 312 309.12 – R 405 414.36) plus normal municipal benefits

**The competency level for this position is a level 3 (LIBRARY INFORMATION 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	Public Service Orientation Competencies	Personal Competencies	Management / Leadership Competencies
<ul style="list-style-type: none"> <li>• People Management</li> <li>• Conceptual Thinking</li> <li>• Organisational Awareness</li> <li>• Attention to Detail</li> <li>• Professional / Technical Proficiency</li> <li>• Ethics and Professionalism</li> </ul>	<ul style="list-style-type: none"> <li>• Interpersonal Relationship</li> <li>• Communication</li> <li>• Service Delivery Orientation</li> <li>• Client Orientation and Customer Focus</li> </ul>	<ul style="list-style-type: none"> <li>• Accountability and Ethical conduct</li> <li>• Resilience</li> <li>• Management of learning (learning orientation)</li> </ul>	<ul style="list-style-type: none"> <li>• Direction Setting</li> <li>• Coaching and Mentoring</li> <li>• Impact and Influence (Advocacy Skills)</li> </ul>

**JOB TITLE: SECRETARY (EXECUTIVE SUPPORT SERVICES)**

(THIS POSITION WILL BE STATIONED IN CLANWILLIAM)

**Duties:** To render management and line function executive support services to the directorate. • Execute logistic and secretarial services • Provide planning, research, analyses and reporting services to the Director • Provides secretarial support services to the Director: Corporate & Community Services and undertaking of receptionist and telephonist functions, the arrangement of appointments, the performing of activities associated with the receipt, typing, handling, sending and safekeeping of correspondence or other documents and the performing of other general administrative tasks and functions • The full scope of duties is contained in the job description.



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**Requirements:** Grade 12 • Relevant tertiary qualification will be advantageous • Code B Drivers Licence will be advantageous • Fluent in two of the three official languages of the Western Cape • Computer Literate in MS Word / Excel / Outlook • Accurate typing (35-40 words per minute) Attention to detail • Administration skills • Good communication abilities • Able to handle conflict • Able to work under pressure • Time management • Sound minute taking skills • 2-5 years' relevant experience.

**Remuneration:** T10 (R 264 550.08 – R 343 387.92) plus normal municipal benefits.

The competency level for this positions is a level 2 (ADMINISTRATIVE 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>Attention to Detail</li> <li>Influencing</li> <li>Ethics and Professionalism</li> <li>Organisational Awareness</li> <li>Problem Solving</li> <li>Planning and Organising</li> </ul>	<ul style="list-style-type: none"> <li>Business Processes</li> <li>Use of Technology</li> <li>Data Processing &amp; Analysis</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>Direction Setting</li> <li>Coaching and Mentoring</li> </ul>

**CLOSING DATE FOR APPLICATIONS:** 08 August 2024 at 12h00.

**ENQUIRIES:** Contact Alice Wilton / Izaan Tieties at 027 482 8000 during office hours.

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

**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.o.za](mailto:recruitment@cederbergraad.o.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.



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**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**