



## EXTERNAL VACANCY

The **OVERBERG DISTRICT MUNICIPALITY** has the following vacancy in the Directorate: Community Services, Division Resorts, to be filled permanently as soon as possible.

### SUPERVISOR (1 X UILENKRAALSMOND RESORTS)

**Requirements:** Grade 12; 2 - 5 years relevant experience; Basic Computer Literacy: MS Office. A Valid Code C1 drivers' licence with PDP.

**Other Requirements:** Supervise a team and perform a great variety of maintenance work. Responsible for the deployment and control of necessary equipment, tools, machinery, plant, and vehicles to perform the work. Works independently and regularly reports back to the Superintendent.

**Responsibilities/ Duties:** Reporting the requirements of the terrain, bungalows, ablution blocks and vehicles. Gives written and oral feedback of the bungalows and ablution blocks repairs. Request quotes from suppliers to buy the necessary items for repairs. Reporting health and safety requirements and incidents of workers. Reporting of fuel and water meter readings. Pre-tip inspection of council vehicles. Supervision of the safe usage of machinery by the workers. Supervision and ensure maintenance of infrastructure, Terrain, Bungalows, Ablution blocks and Council Buildings.

The competency level for this position is a level 2 as stipulated in Annexure A of the Municipal Staff Regulations Government Notice No. 890 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>Planning and organizing</li></ul>	<ul style="list-style-type: none"><li>Facility specific skills</li><li>Workplace safety</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 Orientation</li><li><b>Resilience</b></li><li><b>Change Readiness</b></li><li><b>Learning Orientation</b></li><li><b>Problem Solving</b></li><li><b>Accountability and Ethical Conduct</b></li></ul>	<ul style="list-style-type: none"><li>Direct Setting</li><li><b>Impact and Influence</b></li><li><b>Coaching and Mentoring</b></li><li><b>Team Orientation</b></li></ul>

**Job related enquiries:** Mr F Myburgh (028 425 1157)

**Salary:** T-7 = R 189 816 - R 246 384 per annum plus the normal fringe benefits of a Local Authority.

**Closing date: 31 October 2023**

All applications must be submitted on the prescribed ODM application form, (found on [www.odm.org.za](http://www.odm.org.za)) together with a detailed CV, certified copies of original qualifications, ID document and driver's licence, the names of three references from current and previous employers including their current e-mail addresses. All documents are to be returned to the Department: Human Resources, 26 Long Street, Bredasdorp 7280, for attention Ms Anita August or emailed to [aagust@odm.org.za](mailto:aagust@odm.org.za). Incomplete and late applications and applications with no proof of requirements will not be processed or considered.

Please note:

- Overberg District Municipality is committed to Equal Opportunity. Candidates from designated groups, including those with disabilities, are encouraged to apply.
- It would be expected of candidates to be subjected to evaluations and that previous and current employers, as well as references, will be contacted. Verification will be done on qualifications, criminal and credit records.
- Overberg District Municipality complies with the Protection of Personal Information Act (POPIA), Act 4 of 2013. Applicants agree that their personal information may be recorded and processed by the Municipality.
- If no notification is received within 90 days, please regard your application as unsuccessful. The right not to make an appointment or to re-advertise is reserved by council.
- The permanent appointment includes the signing of an employment contract, declaration of interest and performance agreement.
- The appointed employee will be appointed on a minimum probationary period of three months and a maximum probationary period of twelve months.