



EXTERNAL VACANCY

The **OVERBERG DISTRICT MUNICIPALITY**, situated in Bredasdorp in the Overberg Region of the Western Cape, has the following permanent vacancy in the Directorate: Corporate Services.

SENIOR MANAGER: CORPORATE SUPPORT SERVICES

As the Senior Manager of the Corporate Support Services Department, the incumbent will assume overall management for the provision of:
Contract Management / Legal Services / Information & Communications Technology (ICT) / Facilities/Building Maintenance / Pool Fleet Management / Front Desk and Client Care

Requirements: A relevant 3-year tertiary qualification, preferably a B Degree in Law (Commercial Law will be an advantage). 5-8 Years or more relevant experience required. Computer Literacy: MS Office. A Valid Code B driver's licence.

Other Requirements: Successful completion of all Unit Standards prescribed in Regulation 7 of the Municipal Minimum Competency Level Regulations, Government Gazette No. 29967, dated 15 June 2007, as amended by Government Gazette No. 41996, dated 26 October 2018, alternatively completion of the prescribed Unit Standards within 18 months from date of appointment. Applicants must be literate in at least two of the three official languages of the Western Cape.

Responsibilities/Duties: •Legal advice to council and the Administration. •Oversee the distribution of new legislation and amendments to council and managers. •Monitor general legal compliance by all directorates. •Administer and develop a legal compliance system. Administer litigation. •Liaise with external Legal Advisors. •Ensure that legal opinions are well prepared to advise all structures in the municipality. •Ensure that the municipality's own legislation is properly managed, new external legislation is interpreted and input is given to draft external legislation thereby protecting the interests of the municipality. •Prepare and comment on legal documents. •Provide legal support in respect of property transactions. •Perform general functions pertaining to Legal Services to ensure it is well-managed and coordinated. •Advise and assist line departments and senior management with contract management to ensure legal compliance. •Contractor management and performance evaluation of services provided. •Manage, coordinate and control the tasks/activities of personnel in the department and allocate and prioritize outcomes. •Deliver an effective ICT services that is aligned to the ICT strategic plan and budget. •Identify, manage, mitigate and report on potential risks in the ICT environment. •Provisioning of efficient and effective facilities/building maintenance services. •Motivate for funding for the maintenance of council infrastructure and the safety of personnel. •Prioritisation of building maintenance requests. •Execution and reporting of progress as per building maintenance plans. •Ensure buildings are OH&SA compliant. •Ensure sound management, reporting and administration of the pool fleet management function. •Ensure the provisioning of an efficient and professional front desk and client service.

The competency level for this position is a level 3 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
• Written Communication • Oral Communication • Advocacy/ Negotiation • Ethics and Professionalism • Organisational Awareness	• Litigation Management • Research and Analysis	• Interpersonal Relationships • Communication • Service Delivery Orientation	• Action Orientation • Resilience • Change Readiness • Cognitive Ability • Learning Orientation	• Impact and Influence • Team Orientation • Direction Setting • Coaching and Mentoring

Job related enquiries Ms V Zeeman on 028 425 1157 or vanessa@odm.org.za

Salary: T-17: R876,324 per annum plus the normal fringe benefits of a Local Authority

Closing date: 6 November 2026

Please note: Due to no Post Office in Bredasdorp, it is preferred that applications be delivered by hand or emailed.

All applications must be submitted on the prescribed ODM application form (found on 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 A August or emailed to aaugust@odm.org.za. Incomplete and late applications and applications with no proof of requirements will not be processed or considered.

Please note:

1. Overberg District Municipality is committed to Equal Opportunity. Candidates from designated groups, including those with disabilities, are encouraged to apply.
2. 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.
3. 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.
4. 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.
5. The permanent appointment includes the signing of an employment contract, declaration of interest and performance agreement.
6. The appointed employee will be appointed on a minimum probationary period of three months and a maximum probationary period of twelve months.