



## INTERNAL VACANCY

The **OVERBERG DISTRICT MUNICIPALITY** has the following vacancy in the Directorate Corporate Services, Department Corporate Support Services, to be filled permanently as soon as possible.

**(Only employees currently employed at the Overberg District Municipality may apply)**

### OFFICE ASSISTANT (1 X HEAD OFFICE - BREDASDORP)

**Requirements:** Basic literary; 0-1 years' relevant experience required.

**Other requirements:** Able to perform basic routine functions and follow basic instructions. Perform manual functions e.g. sweeping, lifting, packing, cleaning and tea-making. Must be literate in at least two of the three official languages of the Western Cape.

**Responsibilities/ Duties:** The incumbent will be responsible for cleaning and tidiness of the offices, general working areas (council chamber, kitchen, training room and boardroom) and ablution facilities. Keeping record of inventory, refreshments and replenishment and storage of cleaning material and refreshment stock. Prepare venues for meetings and/or training sessions. Serve beverages as per time schedules to personnel/ guests visiting the Offices. Distribution of mail and parcels from reception to recipients. Assist as relief receptionist.

*The competency level for this position is a level 1 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.*

| Functional/Professional Competencies                                                                                                                                                | Public Service Orientation Competencies                                                                                                      | Personal Competencies                                                                                                                                                                                                           |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"><li>• Managing Work</li><li>• Workplace safety</li><li>• Task accountability</li><li>• Quality Orientation</li><li>• Oral Communication</li></ul> | <ul style="list-style-type: none"><li>• Interpersonal Relationships</li><li>• Service delivery Orientation</li><li>• Communication</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><li>• Impact and Influence</li><li>• Team Orientation</li></ul> |

**Job related enquiries:** Ms C Domingo (028 425 1157)

**Salary:** T-3= R 138 552 – R 163 560 per annum plus the normal fringe benefits of a Local Authority.

**Closing date: 7 August 2026**

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

**Please note:**

1. Overberg District Municipality is committed to Equal Opportunity. Candidates from designated groups, 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.