



## INTERNAL VACANCY

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

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

### SENIOR CLERK: IMMS (1 X BREDASDORP)

**Requirements:** Grade 12. Two (2) – five (5) years relevant experience required. Computer Literacy: MS Office. A Valid Code B driver's licence. The candidate must be able to work under pressure, have effective communication skills and accurate data capturing skills.

**Other requirements:** Ability to perform complex administration functions which require a specialised knowledge. Operates under limited supervision. Applicants must be literate in at least two of the three official languages of the Western Cape.

**Responsibilities/ Duties:** The incumbent will be responsible for scrutinizing daily worksheets of personnel for capturing on the system. Checking and rectifying incorrect logs submitted. Assist with registration and de-registration of employees as well as contract employees. Registration of projects and providing job numbers where applicable. Ensure that all submitted logs and overtime sheets have been signed and checked by Senior Management. Check all relevant documentation in regards to leave and sick leave. Balancing daily hours on system for all registered peronnels and investigate discrepancies. Administrative duties, including, printing of reports; report problems on the system to system administrators; compare readings of plant for discrepancies; filing, acting as telephone receptionist when required. The incumbent will be responsible for keeping attendance register of employees and reconciling it with leave. Calculate and sort overtime of personnel.

*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 Competencies   | Funtional 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> |

**Job related enquiries:** Mr A Klink at (028 425 1157)

**Salary:** T-6= R 164 076 – R 213 000 per annum (Subject to Task Evaluation) plus the normal fringe benefits of a Local Authority.

**Closing date: 30 April 2025**

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 [aaugust@odm.org.za](mailto:aaugust@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.