

Overstrand Municipality, an equal opportunity employer, strives to render a dynamic and effective service to the community. Competent and self-motivated candidates and candidates from designated groups who enjoy challenges are invited to join our leading team by applying for the following post:



DIRECTORATE

Municipal Public Safety

DEPARTMENT

Municipal Public Safety

REFERENCE NUMBER

WC0325030

SALARY

Basic: R496 140 p.a.
Essential Vehicle Allowance
Cellphone Allowance

CLOSING DATE

16 September 2026

EMPLOYMENT TYPE

Permanent

PLACE OF WORK

Hermanus

Chief Admin Officer

Requirements:

- A relevant three-year tertiary qualification, preferably a National Diploma or B-Degree in Public Administration/ Business Administration (NQF7/8)
- 8 Years or more relevant experience of which 2 years must be at a Supervisory level
- Computer Literacy
- MS Office
- Driver's License

Key Performance Areas:

- Strategic Leadership
- Provide Executive and strategic support to the Director
- Managing the Directorate SDBIP-Dashboard
- Budget and Finance Management
- Conducting Research & Management of Research Outcomes in Municipal Public Safety
- Management of Provincial Grant for Municipal Public Safety
- Management of District Funds and Projects
- Management of Fix Terms Temporary Employees within the Directorate
- Managing of Chrysalis Programme in the Municipality
- Management, Coordination of Intergovernmental Relations, and Establishment of Community Safety Forums
- Management of Public Awareness, Education, and Initiatives in Municipal Public Safety
- Day to Day Administration Role in Municipal Public Safety
- Coordinate and drive the establishment of Community Safety & Development of Safety Plan

Minimum competency framework:

As prescribed by the Local Government: Municipal Staff Regulations

Administrative Competency:	Public Service Orientation Competencies:
- Written & Oral Communication - Attention to detail - Influencing/Ethics and Professionalism - Organisational Awareness - Problem Solving - Planning and Organising	- Interpersonal Relationships - Communication - Service Delivery - Orientation - Client Orientation and Customer Focus

Functional Competencies: - Business Process - Use of Technology - Data Processing & Analysis	Management/Leadership Competencies: - Impact and Influence - Team Orientation - Direction Setting - Coaching and Mentoring
	Personal Competencies: - Action Orientation - Resilience - Change Readiness - Cognitive ability - Learning Orientation

Special Conditions:

- Demonstrate in-depth knowledge of Municipal Legislation & policy framework
- In-depth knowledge and understanding of Public Safety Environment, Traffic Management, Law Enforcement, fire safety, disaster risk reduction, and community safety frameworks, Intergovernmental Relationship
- Ability to liaise with Council, SAPS, Provincial/National departments, and Community forums
- Stakeholder Management, strong interpersonal and network skills
- Financial Management, budgeting, expenditure monitoring, grant funding, and compliance auditing.
- Oversight of grant-funded projects and financial compliance
- Knowledge of compliance verification and audit requirements
- Understanding of SCM processes and delegations
- Communication proficiency, presentation, facilitation and negotiation skills
- Strong written and verbal communication skills
- Conflict management and resolution skills when dealing with complaints and sensitive issues
- Problem -solving & decision-making skills -ability to deal with complex issues on behalf of the Director
- Research and policy analysis skills-identifying trends, risks and safety priorities, data interpretation skills-ability to use safety statistics, performance indicators, and compliance state for decision-making
- Strong analytical ability to interpret safety data, financial reports and programmes
- Ability to manage multidisciplinary public safety projects and programmes
- Project management skills-ability to plan, implement, and monitor programmes
- Organisational skills-ensuring smooth daily administration of the Directorate
- Ability to work under pressure/Confidentiality and discretion when handling sensitive matters
- Emotional intelligence, resilience, and professionalism

How to Apply:

Apply online:

External candidates:
www.overstrand.gov.za

- Original qualifications must be available on request.
- All completed application forms must be accompanied by a comprehensive CV, copy of ID, valid driver's license (if required) and academic qualifications.
- Applications not signed and not made on a prescribed application form (available via the online link) will not be

Internal staff: [Overstrand Municipality Intranet](#)

accepted.

- Shortlisted candidates will be subjected to a qualification verification, a reference check and where necessary, undergo screening and vetting.
- Successful candidates will be required to sign an employment contract, where applicable, a performance agreement and disclosure of benefits and interest
- Applications/ supporting documents larger than 25MB will not be accepted

Please Note: Further communication will be limited to shortlisted candidates. If you do not receive feedback within six weeks of the closing date, please consider your application unsuccessful. For further information please contact Director Dawie Adonis (028) 313 8054. **The Council reserves the right not to make an appointment.**

In addition to the above-mentioned salary, this position offers competitive benefits which include a 13th cheque, medical aid, pension, housing subsidy and removal costs under certain conditions.