

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:



Principal Clerk: Sales & Leases

DIRECTORATE

Planning & Development

DEPARTMENT

Property Management

REFERENCE NUMBER

WC0324882

SALARY

Basic: R221 676 p.a

CLOSING DATE

16 September 2026

EMPLOYMENT TYPE

Permanent

PLACE OF WORK

Hermanus/Onrusttrivier

Requirements:

- Grade 12
- Computer Literacy: MS Office
- Valid Code B/C/C1 Driver's License
- Communication skills in at least two of the three official languages of the Western Cape.
- Minimum of 2-5 years relevant administrative experience

Key Performance Areas:

- Coordinate and administer the processes involved with renewal of leases in relation to municipal properties managed by the Property Management Division.
- Drafting of various types of agreements (i.e. lease, sale, servitudes) for review by the direct supervisor.
- Contract Management to ensure timeous renewal of agreements, extension of periods of suspensive conditions.
- Updating and maintaining the database and registers for operating leases, acquisition and disposal agreements, and other agreements.
- Preparation of reconciliation and discrepancy reports relating to the leasing of municipal properties, as well as the annual lease audit report for the annual financial statements.
- Ensure that the transfer, notarial, and related documents are correct and prepare the recommendation for the signature thereof by the delegated authority.
- Liaison with the Finance Department regarding payments and rental levies.
- Compile and submit comprehensive reports to the Municipal Manager as well as the Portfolio, Executive Mayoral and Council meetings.
- General administrative duties on electronic systems – Ignite, Collaborator, Samras, ESS Payday, Kronos and Microsoft Office.
- Attend to appeals in terms of Section 62 of Act 32 of 2000.

Minimum competency framework:

As provided for in the Local Government: Municipal Staff Regulations

<u>Core Professional Competences:</u> - Written and Oral Communication - Attention to Detail - Ethics and Professionalism - Organisational Awareness - Problem Solving - Planning and Organising	<u>Functional Competencies:</u> - Business Processes - Use of Technology - Data Processing & Analysis Ability
<u>Public Service Orientation Competencies:</u> - Interpersonal Relationships - Communication - Service Delivery Orientation - Client Orientation and Customer Focus	<u>Personal Competencies:</u> - Action Orientation - Resilience - Change Readiness - Cognitive ability - Learning Orientation
<u>Management /Leadership Competencies:</u> - Impact and Influence - Team Orientation - Direction Setting - Coaching and Mentoring	

Special Conditions:

- Follow the prescribed policies and regulations
- Attending meetings and site visits
- Must adhere to urgent deadlines
- Ability to work independently and with confidential information
- Ability to work under pressure.

How to Apply:

Apply online:

External candidates:

www.overstrand.gov.za

Internal staff: [Overstrand Municipality Intranet](#)

- Original qualifications must be available on request.
- All fully completed and signed application forms must be accompanied by a cover letter, comprehensive CV, copy of ID, valid driver's license (if required) and academic qualifications.
- Applications not made on a prescribed application form (available via the online link) will not be 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 Mrs. A Le Roux (028) 316 5623.

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- and pension fund contributions, housing subsidy/allowance and relocation costs under certain conditions.