

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:



Senior Administrative Officer

DIRECTORATE

Planning & Development

DEPARTMENT

Property Management

REFERENCE NUMBER

WC0329834

SALARY

Basic: R373 272 p.a

CLOSING DATE

28 October 2026

EMPLOYMENT TYPE

Permanent

PLACE OF WORK

Hermanus/Onrustrivier

Requirements:

- Grade 12
- Relevant NQF5 certificate/ Diploma / B Degree in Property Management or Build Environment
- 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 5-8 years relevant experience with supervisory experience.

Key Performance Areas:

- Administration, managing and updating of all memorial bench applications, agreements, waiting list and register.
- Administration, managing and updating of all encroachment applications, agreements, consents and registers.
- Supervise the maintenance of a database tracking the status of property transactions and the different stages of the process.
- Implement procedures and executing resolutions related to applications for municipal properties.
- Attending to appeals in terms of Section 62 of Municipal Systems Act 32 of 2000.
- Liaison with Finance Services Directorate regarding service providers and the levying of fees.
- Supervising subordinate.
- Assisting with disciplinary matters.

Minimum competency framework:

As provided for in the Local Government: Municipal Staff Regulations

<u>Core Professional Competences:</u>	<u>Functional Competencies:</u>
- Influencing - Technical Communication - Organisational Awareness	- Project Management - Financial Management - Information

- Conceptual Thinking	Measuring and Monitoring - Technology Usage
<u>Public Service Orientation Competencies:</u> - Service Delivery Orientation - Interpersonal Relationships - Communication - Client Orientation and Customer Focus	<u>Personal Competencies:</u> - Action Orientation - Resilience - Change Readiness - Learning Orientation - Problem Solving
<u>Management /Leadership Competencies:</u> - Team Orientation - Direction Setting - Impact and Influence - Coaching and Mentoring	

Special Conditions:

- The duties listed in this job description are not exhaustive, and the employer is entitled to instruct the employee at any time to carry out additional duties or responsibilities which fall reasonably within the ambit of the job description, or in accordance with operational requirements.
- Fair knowledge and ability to comprehend, interpret and apply the provisions and prescriptions of legislations, regulations and policies such as the Local Government: Municipal Finance Management Act (Act 56 of 2003), the Municipal Asset Transfer Regulations, the Municipal Supply Chain Regulations and the Administration of Immovable Property Policy of Overstrand Municipality.
- Ability to apply the required level of assertiveness and discernment to ensure engagement and cooperation from subordinates and co-workers.
- Ability to engage in discussions and negotiations with developers and applications often with financial consequences.
- Ability to function under pressure
- Ability to handle stressful conditions
- Ability to plan, organize and lead others
- Willingness to work long hours and overtime.
- Outstanding report writing skills

How to Apply:

Apply online:

www.overstrand.gov.za

- 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.