

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 Administrator: Human Settlement X2

DIRECTORATE

Community Services

DEPARTMENT

Integrated Human Settlements

REFERENCE NUMBER

WC0320556
WC0324842

SALARY

Basic: R373 272 p.a.

CLOSING DATE

16 September 2026

EMPLOYMENT TYPE

Permanent

PLACE OF WORK

Stanford and Gansbaai
Hermanus

Requirements:

- Grade 12 Certificate
- Relevant Certificate
- Computer Literacy: MS Office
- Valid Code B Driver's license
- 5 - 8 years in a human settlements environment closely working within the community
- Communication skills in two of the three official languages of the Western Cape.

Key Performance Areas:

- Client interaction and Customer Service
- Administer the Allocation Waiting List
- Administer per-1994 houses
- Administer the Housing Rental Stock
- Administer duties: Municipal Temporary Residential Areas (TRA's) and Emergency Housing
- Administer Informal Settlements
- Implementing Procedures, Policies, Systems and Control to support affected household during Disasters.
- Process before the Housing Project commences
- Inter Department Engagement
- Implementation of housing subsidy scheme in terms of policy guidelines: Finance Linked Individual Subsidy Program (FLISP)
- Implementation of housing subsidy scheme in terms of policy guidelines
- Co-ordinates and Conducts Education on the Housing Education Consumer (HCE) programs
- Handing over of houses after the completion of the houses
- Supervising of EPWP's in their duties.
- Conflict resolution and crowd control
- Attending meetings
- Responsibility of Municipal Vehicle
- Procurement.

Minimum competency framework:

As are provided for in the Local Government: Municipal Staff Regulations

Core Professional Competencies: - Written Communication - Oral Communication - Attention to Detail - Influencing - Ethics and Professionalism - Organisational Awareness - Problem Solving - Planning and Organising	Functional Competencies: - Business Processes - 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	Public Services Orientation Competencies: - Interpersonal Relationship - Communication - Service Delivery Orientation - Client Orientation and Customer Focus

Special Conditions:

- Must be able to handle pressure and conflict situation
- Must be able to attend meetings after hours
- Calm personality with good communication/public relation skills
- Endurance to work abnormal hours
- Must be able to communicate and work with diverse cultures and sport.

How to Apply:

Apply online:

External candidates:
www.overstrand.gov.za

Internal staff: [Overstrand Municipality Intranet](#)

- 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 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 **Mr. A Gcotyelwa** (028) 313 8148. **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/allowance and relocation costs under certain conditions.