

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

DIRECTORATE

Planning & Development

DEPARTMENT

Town Planning

REFERENCE NUMBER

WC0329998

SALARY

Basic: R211 620 p.a

CLOSING DATE

24 June 2026

EMPLOYMENT TYPE

Permanent

PLACE OF WORK

Hermanus

Requirements:

- Grade 12
- Computer Literacy: MS Office
- 2-5 years' experience
- Communication skills in two of the three official languages of the Western Cape.

Key Performance Areas:

- To provide General Office Administration.
- Administrative processing and Recording of Land Use applications.
- Public participation, Communication, Information and Customer Relations.
- Administrative processing and Recording of Zoning Certificate applications.
- Administrative processing and Recording of Liquor license applications.
- Record keeping, Registers, Statistics, and Organizational information.

Minimum competency framework:

As provided for in the Local Government: Municipal Staff Regulations

<u>Core Professional Competences:</u>	<u>Functional Competencies:</u>
<ul style="list-style-type: none"> - Written Communication - Oral Communication - Attention to Detail - Influencing - Ethics and Professionalism - Organisational Awareness - Problem Solving - Planning and Organising 	<ul style="list-style-type: none"> - Business Processes - Use of Technology - Data Processing & Analysis Ability

<p><u>Public Service Orientation Competencies:</u></p> <ul style="list-style-type: none"> - Interpersonal Relationships - Communication - Service Delivery Orientation - Client Orientation and Customer Focus 	<p><u>Personal Competencies:</u></p> <ul style="list-style-type: none"> - Action Orientation - Resilience - Change Readiness - Cognitive ability - Learning Orientation
<p><u>Management /Leadership Competencies:</u></p> <ul style="list-style-type: none"> - Impact and Influence - Team Orientation - Direction Setting - Coaching and Mentoring 	

Special Conditions:

- The incumbent is required to perform complex administrative functions which require specialised knowledge of such processes and procedures within the functional area of land use management.
- Ability to use specific vocabulary and grammatical structures and communicate clearly and concisely when dealing with the public, elected officials, and colleagues.
- Must be able to function independently, be responsible, take initiative, and be adaptable to change.

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 Mr. R Kuchar (028) 313 8900.

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.