



## INTERNAL VACANCY

The **OVERBERG DISTRICT MUNICIPALITY** has the following vacancies in the Directorate: Community Services, Department Roads Services, to be filled permanently as soon as possible.

**(Only employees currently employed at the Overberg District Municipality may apply)**

### ARTISAN ASSISTANT (1 X BREDASDORP)

**Requirements:** Grade 10. Studying towards a trade or one (1) year experience required. Applicant must be literate in at least two of the three official languages of the Western Cape.

**Responsibilities/ Duties:** The incumbent will be responsible for assisting the mechanic with mechanical duties.

The competency level for this position is a level 1 as stipulated in Annexure A of the Municipal Staff Regulations Government Notice No. 890 as promulgated in Government Gazette 45181 dated 20 September 2021 and comprises of the following competencies.

Core Competencies	Functional Competencies	Public Service Orientation Competencies	Personal Competencies
<ul style="list-style-type: none"><li>Managing work</li><li>Problem solving</li><li>Planning and organising</li><li>Quality Orientation</li></ul>	<ul style="list-style-type: none"><li>Workplace Safety</li><li>Discipline Specific Skills</li></ul>	<ul style="list-style-type: none"><li>Service Delivery Orientation</li><li>Interpersonal relationships</li><li>Communication</li><li>Customer orientation and customer focus</li></ul>	<ul style="list-style-type: none"><li>Action Orientation</li><li>Resilience</li><li>Accountability and Ethical Conduct</li><li>Learning Orientation</li></ul>

**Job related enquiries:** Mr A Van Eeden (028 425 1157)

**Salary:** T-5 = R 133 668 - R 172 644 per annum plus the normal fringe benefits of a Local Authority.

**Please Note:** Shortlisted candidates will be subjected to medical testing as per the Occupational Health & Safety Act (OHASA).

**Closing date: 07 June 2024**

All applications must be submitted on the prescribed ODM application form, (found on [www.odm.org.za](http://www.odm.org.za)) together with a detailed CV, certified copies of original qualifications, ID document and driver's licence, the names of three references from current and previous employers including their current e-mail addresses. All documents are to be returned to the Department: Human Resources, 26 Long Street, Bredasdorp 7280, for attention Ms Anita August or emailed to [aaugust@odm.org.za](mailto:aaugust@odm.org.za). Incomplete and late applications and applications with no proof of requirements will not be processed or considered.

**Please note:**

- Overberg District Municipality is committed to Equal Opportunity. Candidates from designated groups, are encouraged to apply.
- It would be expected of candidates to be subjected to evaluations and that previous and current employers, as well as references, will be contacted. Verification will be done on qualifications, criminal and credit records.
- Overberg District Municipality complies with the Protection of Personal Information Act (POPIA), Act 4 of 2013. Applicants agree that their personal information may be recorded and processed by the Municipality.
- If no notification is received within 90 days, please regard your application as unsuccessful. The right not to make an appointment or to re-advertise is reserved by council.
- The permanent appointment includes the signing of an employment contract, declaration of interest and performance agreement.
- The appointed employee will be appointed on a minimum probationary period of three months and a maximum probationary period of twelve months.