



# Namakwa

District Municipality

## EXTERNAL ADVERTISEMENT

A golden opportunity to be part of the unique charm of Namaqualand and its people!

With its head office in Springbok and a regional office in Calvinia, Northern Cape, NDM is an affirmative action employer. Applications, on the Council's prescribed application form, which is available at Reception or on the Council's website (see below ad) are awaited from competent persons to apply for the following vacancy in Springbok.

### EPWP SYSTEM SUPPORT FIXED-TERM CONTRACT UNTIL 30 JUNE 2027 REFERENCE: 42/2026

**REQUIREMENTS AND EXPERIENCE:** • Grade 12 (Matric) • Computer literacy (MS Word, Excel) • Previous experience in computer systems and/or data capturing • Must be able to provide administrative support and follow standard procedures • Ability to work under direct supervision, handle conflict, and maintain strict confidentiality • Proficiency in Afrikaans and English • Good human relations, interpersonal, and communication skills • A high level of responsibility and attention to detail.

**KEY PERFORMANCE AREAS:** • User support • Data capturing • Leave administration • Reporting • Communication

**COMPETENCY LEVELS:** The competency level for these positions is at level 1 of the Administrative Competency Framework as stipulated in Annexure A of the Municipal Staff Regulations (Notice No. 890), as promulgated in Government Gazette 45181 dated 20 September 2021, and comprises the following competencies:

| Core Professional Competencies                                                                                                                                                                                | Functional Competencies                                                        | Public Service Orientation Competencies                                                                                         | Personal Competencies                                                                                                      | Management / Leadership Competencies                                                                |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------|
| 1. Written communication<br>2. Oral communication<br>3. Attention to detail<br>4. Influencing<br>5. Ethics & Professionalism<br>6. Organisational awareness<br>7. Problem solving<br>8. Planning & organising | 1. Business processes<br>2. Use of technology<br>3. Data Processing & analysis | 1. Interpersonal Relationships<br>2. Communication<br>3. Service Delivery Orientation<br>4. Client orientation & Customer focus | 1. Action & Outcome Orientation<br>2. Resilience<br>3. Change Readiness<br>4. Cognitive ability<br>5. Learning orientation | 1. Impact and Influence<br>2. Team Orientation<br>3. Direction Setting<br>4. Coaching and Mentoring |

**SALARY:** All-inclusive fixed term contract package of R 65 000 per annum.

**GENERAL** • The total remuneration package includes all benefits, (no separate or additional municipal contributions towards medical aid, pension, or group life schemes will be paid). Membership to any available scheme must be structured within the allocated cost to employer package, and proof of medical aid membership is mandatory to obtain the benefit. • Originally certified copies of your identity document, qualifications, driver's license and two recent references or testimonials younger than 1 year, with a full Curriculum Vitae should accompany your application • **INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED** • If you do not hear from us within 14 days, you must accept the application as unsuccessful • No Faxes and late applications will be considered • Candidates who do not meet requirements, should not apply • Application Forms must be signed • **THE PRESCRIBED FORM OF NDM MUST BE COMPLETED AND NOT A Z83 FORM** • A separate application form with proof is required for each post • Applications must reach the Springbok office before / on the closing date and time indicated • Successful candidates must register with SARS and proof of registration must be submitted • **WOMEN, YOUTH AND PERSONS WITH DISABILITIES ARE ENCOURAGED TO APPLY. CANDIDATES WILL BE SUBJECTED TO SECURITY SCREENING AND VERIFICATION PROCESSES. THE MUNICIPALITY IS UNDER NO OBLIGATION TO FILL THE ADVERTISED POSITION. CANVASSING WITH COUNCILLORS OR OFFICIALS WITH THE PURPOSE OF OBTAINING PREFERENCE WILL LEAD TO IMMEDIATE DISQUALIFICATION.**

FOR ELECTRONIC SUBMISSION:

[applications@namakwa-dm.gov.za](mailto:applications@namakwa-dm.gov.za)

Tel: (027) 712 8000, Fax: (027) 712 8040

Website: [www.namakwa-dm.gov.za](http://www.namakwa-dm.gov.za)

SEND APPLICATIONS TO:

The Municipal Manager  
Namakwa District Municipality  
Hendrik J Visser Building  
Private Bag X20  
SPRINGBOK

8240 and mention the relevant reference number

CLOSING DATE: 18 SEPTEMBER 2026 AT 12:00

*Handwritten signature and date:*  
03/09/2026