UMSOBOMVU LOCAL MUNICIPALITY
Continuously Rising

INTERNAL ADVERTISEMENT

NOTICE NO: 28/2026

Umsobomvu Local Municipality, with its seat in Colesberg and servicing the towns of Colesberg, Noupoort and Norvalspont seeks applications from suitably qualified candidates for appointment in the below-mentioned post. The municipality subscribes to the principles of equal employment opportunities and affirmative action. We are committed to achieving a diverse and inclusive workplace and preference will be given in terms of the municipality's Employment Equity targets.

HOUSING OFFICER

DIRECTORATE	:	Community Services
PLACE OF WORK	:	Colesberg (Northern Cape)
DURATION	:	Permanent
SALARY	:	Task Grade 9 (R277 247.00 per annum) plus, normal fringe benefits applicable to local government.

Requirements: Qualifications and Experience

- Grade 12
- 2-3 years' relevant experience.
- Ability to communicate in two or more of the local official languages.
- Computer literacy.
- Problem solving skills, creative and analytical thinking.
- NQF Level 5 in the relevant field will be an added advantage
- Driver's License will be an added advantage.

Job Purpose:

Performs administrative tasks associated with the verification of processed housing information in respect of registrations, applications and occupation, generating reports detailing the status of the housing programme, attending to and/ or forwarding disputes, queries/ complaints to specific departments for attention and resolution, communicating outcomes and, providing guidance on applications and processes pertaining to housing. Keep and update accurate data on back-log and number of informal settlements in Umsobomvu Municipality's communities. Provide and render effective records on management of cemeteries and commonages.

Key Performance Areas:

- Housing Administrative functions
- Co-ordinates procedures related to the administrative applications pertaining to Housing.
- Reporting on Housing related functions, informal settlements and commonages.
- Conduct housing needs surveys and reports
- Extracts specific reports and forwards to relevant personnel, officials and Committees for perusal and action.
- Housing queries and complaints
- Attends to queries/ complaints associated with the allocation of housing and sites from the general public/ officials.

Competencies:

The competency level for this position is at level 1 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 of the following competencies:

Core Professional Competencies	Functional Competencies	Public Service Orientation Competencies	Personal	Management / Leadership Competencies
• Influencing • Technical communication • Organisational awareness • Conceptual thinking	• Property or Housing management • Financial management • Information measuring and monitoring • Technology usage	• Service Delivery orientation • Interpersonal Relationships • Communication • Client Orientation and Customer Focus	• Action orientation • Resilience • Change readiness • Learning orientation • Problem solving	• Team Orientation • Direction Setting • Impact and influence • Coaching and mentoring

Closing date: The closing date shall be **Tuesday, 23 June 2026, at 16:30.**

Application Instructions:

Applicants **MUST** use the official Application for Employment and supplement it with a comprehensive CV together with certified copies of qualifications (not older than six months) and MIE Background screening form obtainable on the municipality's website and Human Resource Management Office. Applications, including all relevant documentation must be submitted to the **Registry Office** addressed to: The Municipal Manager Umsobomvu Local Municipality, 21A Church Street, **Colesberg,** 9795 or e-mailed to gomotsang@umsobomvumun.co.za . Should applicants not receive any response within three months after the closing date, please accept that your application has not been successful.

All enquiries must be directed to the HR Officer. Canvassing and/or lobbying of Councilors and or municipal officials will result in the disqualification of an applicant. No late applications will be considered.

Enquiries to be directed to Gomotsang Mogomane at 051 753 0040 or send an e-mail to gomotsang@umsobomvumun.co.za

T.W. MSENGANA
MUNICIPAL MANAGER

Date: 08 June 2026
Ref: 28/2026

UMSOBOMVU MUNICIPALITY
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COLESBERG
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