

Amahlathi Local Municipality



OFFICE OF THE MUNICIPAL MANAGER

12 Maclean Street

Private Bag X4002, Stutterheim, 4930

Tel: 043 683 5024 Fax: 043 683 1127

Website: www.amahlathi.gov.za

EXTERNAL ADVERT **Notice No 04/2026**

The Amahlathi Local Municipality is a category B (Grade 3) Municipality established in terms of the Municipal Structures Act. It encompasses towns of Stutterheim, Cathcart, Keiskammahoek, Kei Road and number of surrounding rural areas. The municipality is looking for high- calibre, trend-setting strategists who are visionary, inspirational, customer centre and suitably qualified to fill the following position:

DIRECTOR CORPORATE SERVICES

All –inclusive salary package: Minimum: R965 958 - Midpoint: R1,103 953 – Maximum: R1,224 083

[Total remuneration package payable in terms of the Government Gazette No 50737]

Term of Employment: Permanent

Department	Corporate Services
Name of the position	Director Corporate Services
Duration	Permanent based on government notice no 46470 of 17 August 2022
Remuneration Package	Minimum R965 958 Midpoint R1 103 953 Maximum R1 224 083
Advertised	Local and National News paper
Minimum Requirements	<ul style="list-style-type: none">✓ Bachelor's degree in Public Administration / Social Sciences / Management Sciences / Law or equivalent qualification✓ Certificate in Municipal Financial Management [SAQA qualification ID No. 48965)✓ Minimum of five (5) years' experience at middle management level in a local government environment.✓ Have proven successful management experience in administration

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	<ul style="list-style-type: none"> ✓ Advanced knowledge and understanding of relevant policy and legislation ✓ Advanced understanding of institutional governance systems and performance management ✓ Good knowledge of Corporate Support Services, including: <ul style="list-style-type: none"> • Human Capital and Talent Management • Fleet and Facilities Management • Employee Wellness and OHS • Information Communication Technology; and • Council Support / Legal Services and Records Management ✓ Good knowledge of supply chain management regulations and the Preferential Procurement Policy Framework Act, 2000(Act No 5 of 2000) ✓ Excellent communication and negotiation skills at all levels of Local Government. ✓ Good knowledge of coordination and oversight of all specialised support functions ✓ Good skills in conflict resolution, problem solving and ability to be decisive ✓ Labour Relations Act and other labour related prescripts ✓ Legal background and human capital management ✓ Knowledge of co-ordination and oversight of all specialised support function; a valid code B driver's licence.
<p>Key Responsibilities</p>	<ul style="list-style-type: none"> ✓ Providing of strategic guidance and leadership towards the rendering of Human Resources Management and Administrative services for the Municipality ✓ Implementation, monitoring and evaluation of strategies and programmes that work towards the achievement of goals relating to personnel. ✓ Development and management of policies and systems to ensure smooth running of day-to-day operations, procedures and processes that relate to all the above stated functions ✓ Providing an advisory service to the Senior Management and Council Leadership regarding relevant policy and legislative issues to compliance, compiling and managing the Directorate's annual capital and operational budget ✓ Preparing and submitting reports to the Municipal Manager and committees so that they are informed of the issues relevant to Corporate Services Department ✓ Compilation of annual reports ✓ Taking responsibility for Performance Management System of the

	employees of the Municipality ✓ Ensuring optimum utilisation of Council resources, leading and managing staff and all related resources ✓ Ensuring that the approved budget is executed in line with Service Delivery and Budget Implementation Plan (SFBIP) for directorate of Corporate Services
CLOSING DATE	FRIDAY 17th APRIL 2026 @ 16H30

Kindly note that the candidates will be required to undergo security vetting. The successful candidate will be required to conclude both a written employment contract as well as a performance agreement with the municipality and will be required to disclose his/her financial interest, furthermore, the successful candidate must attain the minimum competency levels as prescribed in terms of the Municipal Finance Management Act 2003, within 18 months of the date of appointment.

Interested persons should fill the **Annexure C** application forms for employment as required by **Government Gazette no 37245**, for Senior Managers that is available at the Amahlathi Offices and website www.amahlathi.gov.za. The detailed CV's must be attached to the application form together with certified copies of relevant certificates including ID, Drivers licence for the attention of Dr. Z. Shasha, Municipal Manager. Amahlathi Local Municipality, Corporate Services Department, 14 Long Street Stutterheim or post applications to Private Bag x 4002 **STUTTERHEIM** 4930 .Faxed, Emailed and late applications will not be considered, canvassing with Councillors and whoever, is not permitted and proof thereof will result in disqualification of an applicant.

Further enquiries regarding the position are available from the Human Resources Department on **043 285 0971/2** during office hours. Contact person **Ms. Thandile Ndlamhlaba / Mr. Sivenathi Booï**, with whom applications and CV's must be lodged. Only shortlisted candidates will be contacted within 30 days after the closing date. Should candidates not be notified of the outcome of the application within 30 days after the closing date, they may regard themselves as having been unsuccessful. Amahlathi Local Municipality is an equal opportunity employer and thus in terms of its approved employment equity plan, persons from previously disadvantaged groups will be given preference.



Dr. Z SHASHA
MUNICIPAL MANAGER