

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 ADVERTISEMENT **Notice No.14/2026**

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

DIRECTORATE: CORPORATE SERVICES DEPARTMENT

X1 MANAGER HUMAN RESOURCES

[TASK GRADE 16] NOTCH 1

[Salary Scale: R707 857.00 – R918 841.00 per annum excluding benefits]

MINIMUM REQUIREMENTS:

- Grade12
- Bachelor's degree in human resources management/public administration (NQF level 7)
- Minimum of 5 years related working experience in Human Resources Field of which three (3) years must be at supervisory level (preferable in Local Government)
- Certificate in Municipal Finance Management Programme (MFMP) (added advantage)
- Good interpersonal skills and ability to communicate at all levels
- Code EB Drivers Licence

KEY PERFORMANCE AREAS:

- Leading and managing the human resource and administration personnel to deliver comprehensive Human Resources.
- Measure employee satisfaction and identifying areas that require improvement.
- Monitor the training and development programmes, in conjunction with the HR personnel
- Ensure that all municipal policies and procedures are up to- date and in line with relevant legislation.

AMAHLATHI LOCAL MUNICIPALITY
"Together for Prosperity"

- Provide current and prospective employees with information about policies, jobs description, job evaluation and general basic working conditions.
- Plan, supervise, coordinate and manager work activities of the subordinate staff at HR.
- Cooperate with and provide advice to the Director & Management on issues of HR.
- Identifies and defines the immediate, short- and long-term objectives and plans associated with Section.
- Manages and control functionality of the recruitment, selection, benefit administration, termination functions and develops long and medium-term plans/ objectives, specific policies and procedures.
- Manage, Planning and coordinate Employee Assistance Programme
- Monitor, consult and provide advice and consult on matters pertaining health and safety and Compensation for Occupational Injuries and Diseases Act.
- Participating in the development of the Service Delivery and Budget Implementation
- Manages and controls procedures and processes associated with maintaining employee relations and industrial peace
- Developing Employment Equity Plan to provide guidance on measures and barriers to employment equity
- Analysing trends, operating requirements and forward plans to establish/determine funding for the period and consolidating the department's operating budget.
- Conducting appraisals to measure performance against agreed objectivities, counselling and consulting with personnel on developmental goals, career paths and, short term targets and standards

The Amahlathi 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 Coloured male, African female/male.

FRINGE BENEFITS

- Membership of Medical Aid, Pension, Provident or Retirement Fund.
- Annual Leave, in accordance with the standard leave regulations.
- 13th Cheque after completion of one year service.
- Housing Subsidy scheme subject to certain conditions.
- Study bursary and incentive scheme subject to certain conditions.

Interested persons should fill the application forms that are available at the Amahlathi Offices and website www.amahlathi.gov.za. The covering letter and detailed CV must be attached to the application forms together with certified copies of relevant certificates including ID, driver's License and submitted to: Amahlathi Local Municipality, Corporate Services Department, 14 Long Street, Stutterheim, or post applications to Private Bag X 4002, Stutterheim, 4930.

For enquiries, please contact Ms T. Ndlamhlaba/ Mr. S. Booie at (043) 285 0971/2

Closing Date: 6 October 2026 @ 15h30

Only short-listed candidates will be contacted and if you are not contacted within 30 days after the closing date, you may regard your application as unsuccessful. It must be noted that Amahlathi Local Municipality reserves the right to not appoint in this position.

NB: No faxed, e-mailed, incomplete and late applications will be considered. Canvassing with Councillors and whoever, is not permitted and proof thereof will result in disqualification.

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Dr. Z SHASHA
MUNICIPAL MANAGER

17/09/2026

