

**Incorporating Makhanda, Alicedale, Riebeeck East & surrounding rural areas**

The Makana Municipality invites suitably qualified candidates to apply for the under-mentioned position based in Makhanda Alicedale & Riebeeck East. The Makana Municipality is an equal opportunity and Affirmative Action Employer, committed to the Employment Equity Act (55 of 1998). Previously disadvantaged individuals and people with disabilities are encouraged to apply.

**VACANCIES/ IMISEBENZI/ BETREKKINGS**

**EXTERNAL POSITION**

Applicants who comply with the minimum requirements for this post, possess the necessary integrity and an excellent track record; are invited to apply for the Director: Corporate & Shared Services

**POST:** 1 X DIRECTOR (Permanent)

**DIRECTORATE:** CORPORATE & SHARED SERVICES

**SALARY:** Minimum R1 291 138 per annum- Midpoint R1 353 856 per annum and  
Maximum R1 419 621per annum

The total remuneration package will be paid in line with the determined upper limits of annual remuneration packages payable to Municipal Managers and Managers directly accountable to Municipal Managers.

**MINIMUM QUALIFICATIONS**

The applicant is required to have the following minimum qualifications:

- Matric or Grade 12 Certificate or equivalent.
- Bachelor's degree in public administration, Law, Human Resources, Business Administration, or equivalent (NQF Level 7).
- Minimum of 5 -7 years' relevant experience in a senior management role, preferably in local government.
- At least three (3) years' direct experience in managing employees in a highly unionised environment, with demonstrated responsibility for supervising and managing a substantial staff complement reporting directly or indirectly to the incumbent
- Proven experience in Corporate Services functions (HR, Records Management, Administration and Committees and Customer Care).
- Proven practical experience in Corporate Services functions, particularly Human Resources, Labour Relations, Records Management and Employee Benefits, Customer Care, Fleet Management and Manage Administration.
- Knowledge of local government legislation, including MFMA, Municipal System Act, and related regulations
- Valid driver's license
- CPMD competency as directed by National Treasury; or be able to complete within the 18 months period.
- Registration with a relevant professional body (advantageous).
- Computer Literate and advance training will be an added advantage.

## REQUIREMENTS

- Undertake competency assessment.
- Undertake screening of any criminality.
- Screening of all qualifications.
- Validation of the required Drivers' Licence – Code 8 EB

## COMPETENCIES

Will be tested in line with the competency assessment in line with Performance Regulations.

## KEY PERFORMANCE AREAS

The incumbent will be accountable to the Municipal Manager and will be responsible for the following:

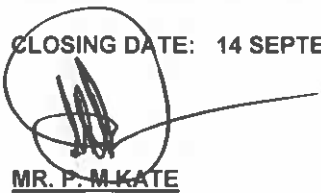
- Draft and ensure effective implementation of the Directorate's score card.
- Prepare and take control of the Directorate's budget.
- Provide administrative support including secretarial/ committee services.
- Overall responsibility for Council support services.
- Run an effective document management system and record management services.
- Oversee all facets of human resources management.
- Policies, Reviewal and Management of Records of the Municipality.
- Ensure sound labour relations within the Municipality.
- Guide and oversee the Complaints management system of the Municipality.
- Co-ordinate the development of Municipal By-Laws.
- Compile and update delegated powers, statutes and Council by laws.
- Ensure compliance with relevant provincial and national legislation.
- Manage and ensure productive utilization of personnel with the Directorate.
- Overall responsibility for the implementation of the PMS within the Directorate.
- Facilitate and champion the implementation of the PMS within the Municipality.
- Fleet Management and Customer Care Services Management

**NOTE:** All applications must be made on the Official APPLICATION FORM that can be downloaded on our website [www.makana.gov.za](http://www.makana.gov.za) accompanied by a comprehensive CV together with certified copies of Identity document, qualifications, driver's licence where required and other documents not later than 3 months. Failure to comply with the above will result in **DISQUALIFYING** your application. Canvassing of Councillors and Officials will automatically **DISQUALIFY** any application. First preference will be given to internal and local municipal applicants who meet the inherent requirements of the job. All applications may be posted to The HR Manager, Makana Municipality PO Box 176, MAKHANDA, 6139 OR hand-delivered to, 86 High Street, City Hall, MAKHANDA.

**NOTE:** All the positions will be filled in line with Makana LM Employment Equity Plan, and the Council reserves the rights not to fill the vacant positions.

**NO EMAILED / LATE / FAXED APPLICATIONS WILL BE ACCEPTED.** Enquiries may be directed to The Human Resources Practitioner on 046 603 6110

**CLOSING DATE: 14 SEPTEMBER 2026**



**MR. P. M. KATE**

**MUNICIPAL MANAGER**