EMALAHLENI LOCAL MUNICIPALITY

NOTICE NO: HR 02/2026

ADVERTISEMENT FOR VACANT POSITIONS

Emalahleni Municipality is a Grade 2 municipality comprising of Indwe, Dordrecht and Cacadu with its seat in Cacadu. Emalahleni Municipality is an equal opportunity employer and subscribes to the principles of employment equity.

Applications are invited from suitable qualified candidates for the filling of the following positions (Preference will be given to African Females)

SALARY: Total remuneration package will be in terms of Upper limits of total remuneration packages payable to municipal managers and managers directly accountable to municipal managers, Government Gazette No.53882, dated 18 December 2025 .

Reporting directly to the Municipal Manager, the following appointment will be made in line with section 56 of the Local Government Municipal Systems Act 32 of 2000 as amended and relevant Local Government Regulations applicable to the appointment of Senior Managers. Appointment will be a permanent employment contract, subject to acceptable conduct and performance during the term.

1. CORPORATE SERVICES

1.1 DIRECTOR: CORPORATE SERVICES(PERMANENT)

MINIMUM REQUIREMENTS

- Bachelor Degree in Public Administration/Management Sciences/Law or an equivalent (NQF Level 7) qualification relevant in Corporate Services Department
- A minimum of five (5) years' experience at middle management level, preferable in Local government, and have proven successful management experience in administration.
- A certificate qualification relating to National Treasury Competency requirements for Senior Officials (e.g.CPMD, MFMP, etc.) will be an added advantage.
- A minimum of Code EB valid unendorsed Driving License.
- Computer literacy.

KNOWLEDGE

- Good knowledge and understanding of relevant policy and legislation.
- Good knowledge and understanding of institutional governance system and performance management.
- good knowledge of corporate support services, including Human 2 Capital Management, and Information Communication Technology.
- Good knowledge of Supply Chain Management Regulations and PPPFA.
- Knowledge of Good Governance, LRA and other labour-related prescripts.
- Knowledge of coordination and oversight of all specialised support functions.

CORE COMPETENCIES:

- Strategic direction and leadership
- People management
- Programme and Project Management
- Financial management
- Change management
- Governance leadership

KEY PERFOMANCE AREA:

- Provide strategic leadership in Corporate Services Department which includes Human Capital Management, Administration, and Information and Communication Technology.
- Directs organisation change and development through the formulation of specific policies and procedures to promote good governance.
- Plan and develop strategic and short-term plans for the Organisational Development and Performance Management functionality.
- Directs the implementation of specific information & Communication Technology procedures, systems and controls to guid implementation, user interface and system applications.
- Ensure compliance of the municipality with all pieces of legislation applicable to various functions of Corporate Services Department.

APPLICATION PROCESS

Applicants for the above-mentioned position are required to fully complete and submit a prescribed application form for senior managers obtainable from our reception or download from www.emalahlenilm.gov.za, detailed Curriculum Vitae together with certified copies of all qualifications and the Identity Document, Driver's licence. Applications not accompanied by the required documentation will not be considered. The Council reserves the right not to continue with the interviews and appointments if no suitable candidate is found.

Emalahleni Municipality is an equal opportunity employer with a firm commitment to employment practices irrespective of race, gender, and disability. People with disabilities are encouraged to apply. 

Faxed applications will not be accepted.

Correspondence will only be entered into with short-listed candidates. Applicants not contacted within 30 days of the closing date may safely assume that their applications were not successful. The Council nevertheless appreciates the interest shown by applicants. **Enquiries can be made with HUMAN RESOURCES MANAGER, Mr. Zamuxolo Mbotyi, at 066 2180718 Mbotyiz@emalahlenilm.gov.za** during office hours. **(08H00 to 16H30)**
Applications should be addressed to:
Email Address: Applications@emalahlenilm.gov.za
OR Physical Adress
37 Indwe Road
Emalahleni Local Municipality
Cacadu
5410

40 Fletcher Street,
Indwe
5445

Grey Street, Town Hall Building
Dordrecht,
5435

NB: Shortlisted candidates will be subjected to security vetting. The appointed candidate will be required to sign a Performance Agreement and will be required to disclose financial interests.

Late applications will not be considered, therefore post delays must be considered by the applicant.

The closing date for applications is 27 February 2026.

_____ 04 February 2026

MS TT MADOTYENI **DATE**
MUNICIPAL MANAGER