EMALAHLENI LOCAL MUNICIPALITY

EXTERNAL ADVERTISEMENT

NOTICE NO: HR 03/2026

POSITIONS: DIRECTOR CORPORATE SERVICES AND CHIEF FINANCIAL OFFICER.

Emalahleni Municipality, a category 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.

Location: Cacadu, Eastern Cape

Applications are invited from suitable qualified candidates for the filling of the following positions (Preference will be given to African Females). Those who applied before for the position of Director- Corporate Services are encouraged to re-apply.

REMUNERATION: The annual total remuneration package for the position will be in terms of Local Government 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.

1. CORPORATE SERVICES

1.1 DIRECTOR: CORPORATE SERVICES(PERMANENT) RE-ADVERT

Minimum Requirements:

- Bachelor's 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.
- Certificate in Municipal Finance Management (MFMP) or Certificate in Management Development for Municipal Finances (CPMD) in line with minimum competency requirements as per Notice R493 in Government Gazette 2996 of 15 June 2007, and as amended by GNR.1146 published under GG.41996 of 26 October 2018. Applicants who have not yet attained

the aforesaid minimum competency level, will be expected to attain them within **18 months from date of appointment.**

- A Valid Driving License.
- Computer literacy.

Minimum 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 Competency Requirements:

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

Key Performance Areas:

- The candidate reports directly to the Accounting Officer on Strategic Corporate management issues and provides adequate advice to the accounting Officer, Executive Committee and Council.
- 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.

2. BUDGET & TREASURY OFFICE (BTO)

2.1 CHIEF FINANCIAL OFFICER (PERMANENT)

Minimum Requirements:

- A Bachelor's degree or B.Tech in accounting, Finance or Economics or relevant qualification registered on the National Qualifications Framework at a (NQF Level 7) with a minimum of 360 credits.
- A minimum of (5) five years' experience at Senior and Middle management level.
- Certificate in Municipal Finance Management (MFMP) or Certificate in Management Development for Municipal Finances (CPMD) in line with minimum competency requirements as per Notice R493 in Government Gazette 2996 of 15 June 2007, and as amended by GNR.1146 published under GG.41996 of 26 October 2018. Applicants who have not yet attained the aforesaid minimum competency level, will be expected to attain them within **18 months from date of appointment**.
- Computer literacy, knowledge and understanding of computerised system, spreadsheet, database and word processing.
- Valid driving license.
- Willingness to work irregular hours with extensive travelling.
- A post-graduate degree, MFMP qualification and registration with relevant professional body will serve as a strong recommendation/ added advantage.

Minimum Knowledge

- Comprehensive knowledge and understanding of Municipal Finance Management Act, Treasury regulations and other legislation including proven experience in its application.
- Good practical knowledge of GRAP (General Recognise Accounting practices).
- Track record in preparation and management of strategic plans, business plans and budgeting.
- An excellent track record in the implementation of and maintenance of sound financial system.
- The ability to work under pressure.

Key Performance Areas:

- The candidate reports directly to the Accounting Officer on Strategic Financial management issues and provides adequate financial management advice to the accounting Officer, Mayor and Council.
- Effectively and efficiently implements and manages the financial management system.

- Develops and implements key strategic/business plans to ensure effective implementation and management systems, processes, procedures and controls relating to Supply Chain Management, Revenue Management, Expenditure Management, Budget Preparation and Reporting, prepares Annual Financial Statements and other mandatory financial management reports.
- Performs duties and functions delegated to the Chief Financial Officer in terms of the Municipal Management Financial Act and Systems of Delegation approved by Council as well as other functions as delegated by Accounting Officer.
- Ensures compliance to relevant legislations, regulations, policies and procedures.
- Implement effective processes, support and co-ordination for the compilation of the Integrated Development Plan, Budget and Service Delivery and Budget Implementation Plan.
- Strategically engages with external auditors and provide appropriate and timely responses to audit queries.
- Be responsible for the execution and timely delivery of departmental outputs as outlined in the departmental SDBIP and CFO'S performance contract.
- Facilitate stakeholder participation in relevant matters.

Core Competency Requirements:

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

APPLICATION PROCESS

Applicants for the above-mentioned positions 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 and subjected to competency assessments. 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 25 & 26 April 2026.

MS TT MADOTYENI
MUNICIPAL MANAGER

09/04/2026
DATE