



SENQU LOCAL MUNICIPALITY

ADVERT

NOTICE NO: 82/2025-2026

POSITION: DIRECTOR CORPORATE SERVICES

(Ref no - 3/3/2/1/4)

Senqu Local Municipality, a category 2 municipality that incorporates Lady Grey, Sterkspruit, Barkly East, Rhodes, Rossouw and the environs invites applications from all suitably qualified candidates for the position mentioned above.

LOCATION: Lady Grey, Eastern Cape

REMUNERATION: The annual total remuneration package payable for the position will be in line with the Local Government: Upper limits of total remuneration packages payable to municipal managers and managers directly accountable to municipal managers (Government Notice No. 6967 of 18 December 2025) prescribed for a category 3 municipality. The Municipality intends to apply for a deviation from the prescribed remuneration package.

COMPETENCY REQUIREMENTS:

1. **Minimum education qualification:** Grade 12 plus a tertiary qualification - Bachelor of Public Administration / Management Sciences / Law or equivalent.
2. **Minimum experience:** Minimum experience: 5 years relevant experience at a middle management level and have proven successful management experience in administration.
3. **Minimum knowledge:**
 - Good knowledge and understanding of relevant policy and legislation;
 - Good understanding of institutional governance systems and performance management;
 - Good knowledge of corporate support services, including;
 - Human capital management;



- Legal Services;
 - Facilities Management;
 - Information Communication Technology; and
 - Council Support
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- Good knowledge of the Supply Chain Regulations and the Preferential Procurement Framework Act, 2000 Act no 5 of 2000);
 - Good Governance;
 - Labour Relations Act, and other related prescripts;
 - Legal background and human capital management, and;
 - Knowledge of coordination and oversight of all specialised support functions.
4. **Minimum competency achievement level:** a competent achievement level in the prescribed competency assessment (this requirement is only applicable to the preferred candidates for the position who will undergo this assessment).
5. **Minimum competency:** A certificate in the Required Minimum Competency Level in Unit Standards in prescribed in the National Treasury: Local Government: Municipal Regulations on Minimum Competency Levels (Government Notice no R493 of 15 June 2007). Candidates who have not attained the aforesaid certificate will be required to attain it within 18 months from the date of appointment.
6. **Other minimum requirement:** A valid motor vehicle driving licence.
7. **Added advantage:**
- 8 years relevant experience at middle management level in the relevant field within the public or private sector;
 - Post Graduate Degree in Bachelor of Public Administration / Management Sciences / Law or equivalent;

JOB PURPOSE:

The Director: Corporate Support Services of Senqu Local Municipality will be responsible and accountable for all operations of the Human Capital Management, Legal Services and Council Support; Stakeholder Relations and Administration and Facilities Management Sections.

KEY PERFORMANCE AREAS

The Director: Corporate Support Services **as a Senior Manager** designated by the Accounting Officer to be responsible and accountable for the overall performance of the Corporate Support Services Directorate **will be required to;**

- Strategically lead, manage and perform duties of the Directorate by developing and implementing departmental objectives, policies, procedures, systems, controls and monitoring and reporting mechanisms as delegated by the Accounting Officer to the Director;
- Drive and oversee the Directorates' budget inputs, implementation, monitoring and reporting;
- Develop a Legal Services Strategy that drives and monitors all deliverables associated with the provision of legal services in support of all operations of the Municipality;

- Develop an integrated Human Resources Strategy (which includes talent management) that directs and monitors all deliverables associated with human capital development and management;
- Direct and provide advice pertaining to occupational health and safety matters and ensures that the OHS plan is integrated into the business continuity plan of the Municipality;
- Oversee the development and implementation of Individual Performance Management system;
- Oversee the provision of registry services, records and archives management;
- Oversees the management and maintenance of municipal properties;
- Ensures that all municipal assets including human capital are well secured and safeguarded at all times;
- Oversee policy and by-law formulation and monitors that all the ones that drive operations of own department are properly implemented;
- Ensures that Council related committees are functional and monitors that decisions of Council and or its Committees are implemented appropriately;
- Formulates the HIV/AIDS, public participation and special programmes strategies and monitors that these are effected appropriately.
- Implement, manage and monitor the directorate's performance management systems; and
- Ensure that the directorate has adequate resources and capacity to perform its duties.

ADDITIONAL COMPETENCIES:

- Ability through a proven track record to craft and successfully execute strategy in line with the objectives of the broader organisation;
- Proven attributes of integrity, honesty, maturity, courtesy, transparency and commitment to ensure progressive democratic and accountable governance that delivers sustainable and efficient services;
- Ability to effectively manage, inspire and encourage people, respect diversity, optimise talent and build and nurture relationships in order to achieve institutional objectives;
- Ability to maintain the high quality standards while achieving desired outcomes and results;
- Ability to communicate and negotiate at all levels and with all stakeholders in government, civil society and in corporate;
- Ability to lead and successfully implement projects and programmes.

CLOSING DATE: The closing date for submission of applications is 12 noon on 20 February 2026 and no late applications will be accepted.

SUBMISSION: Applications must be submitted to the Senqu Local Municipality at 19 Murray Street Lady Grey. No emailed or faxed application packs will be accepted.

APPLICATIONS PROCESS: Any individual who wishes to apply for this position must complete and submit the Senqu Local Municipality application form obtainable from our website www.senqu.gov.za, together with a comprehensive Curriculum Vitae, certified copies of qualifications, ID, driving licence and all other supporting documents.



CONTACT PERSON: All enquiries should be directed to Ms Nixie Nelani, Manager: Human Resources: telephone 051 603 1416 during working hours or nelanin@senqu.gov.za

OTHER:

- The Council subscribes to the policies of Affirmative Action and Employment Equity and appointment will be made within these policy considerations;
- The appointment will be subject to appropriate competency assessment, reference and qualification checks as well as security vetting in line with the prescribed legal framework;
- A certificate of evaluation by the South African Qualifications Authority (SAQA) must be submitted with all foreign qualifications;
- Applicants must disclose any pending disciplinary action, any pending criminal charges and any adverse findings following disciplinary action during the past 5 years;
- Canvassing and/or lobbying of councillors and officials will not be accepted and any such prohibited conduct shall lead to the immediate disqualification of an applicant;
- Should you not receive communication from us within thirty (30) days after the closing date of this advertisement, please consider your application to be unsuccessful;
- The successful candidate will be required to sign an employment contract, a performance agreement and to disclose financial interests;
- The Council reserves the right not to fill the position.

MR THEMBINKOSI MAWONGA
MUNICIPAL MANAGER
SENQU MUNICIPALITY
19 Murray Street
Lady Grey
9755
30/01/2026

