



BLOUBERG LOCAL MUNICIPALITY



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Enq: Malatji PJ

Date: 29/04/2025

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Blouberg Local Municipality hereby invites suitably qualified persons to apply for the following vacant position:

CORPORATE SERVICES DEPARTMENT

POSITION: **DIRECTOR CORPORATE SERVICES**

Directorate: Office of the Municipal Manager

Type: Permanent post

This is a permanent position in line with the Local Government: Municipal Systems Amendments Act (Act no. 03 of 2022) and the incumbent shall be expected to sign an employment contract, a performance agreement and disclosure of financial interest. The incumbent will be stationed at Senwabarwana Offices.

Remuneration: Total remuneration package for grade 2 Municipality: - R1,174,283 (**min**) – R1,202,466 (**lower**) – R1,231,325 (**mid**)– R1,260,877 (**upper**)–R1,291,138 (**max**) per annum in line with notice no. 54505 dated 14 April 2026 on upper limits of total remuneration packages payable to municipal managers and managers directly accountable to municipal managers.

Requirements: At least a bachelor's degree in public administration/ management science/ law/ or equivalent qualification on NQF level 7 with a minimum of 360 credits. The incumbent must have at least five years' relevant experience at middle management level, Extensive knowledge of local government legislation and a thorough understanding of local government systems. A valid motor vehicle driver's license.

Leading Competencies: strategic Direction and Leadership; People Management; Program and Project Management; Financial Management; Change Leadership; Governance Leadership. Core Competencies: Moral Competence; Planning and Organising; Analysis and Innovation; Knowledge and Information Management; Communication; Results and Quality Focus.

Competencies: A qualification relating to the National Treasury Competency requirements for senior officials such as CPMD/ MFMP/ELMDP and registration with a relevant professional body will be an added advantage. Computer literacy. Knowledge of the preparation of strategic plans, business plans and budget compilation. The incumbent will also be expected to have a sound understanding of computer packages (MS Word, Excel, PowerPoint etc. with exceptional analytical, coordination, communication and interpersonal skills. Good knowledge and understanding of relevant policy and legislation. Good knowledge of corporate support services including: Human Resource management, legal services, information communication technology, Auxiliary Services and Council support. Extensive skills and experience in and knowledge of financial management. In-depth knowledge of the MFMA procurement legislation and other related regulatory framework. Proven management skills

Key Performance Areas: overall management of corporate services department: implement the integrated development plan as well as strategic goals for the Corporate Services department. Provide support and advice to municipal manager and council on matters delegated to the departments. Implement the service delivery and budget implementation plan (SDBIP). Develop and implement key strategic/business plan including Information Communication Technology, Human Resources management, council support, legal services and Auxiliary services and other resources accordance with local government legislation and treasury regulations. Perform duties and functions delegated to the Senior Manager Corporate Services by the Accounting Officer/Municipal Manager, Ensure proper facilitation of a good relationship between management and organised labour unions within the municipality. Manage efficient provision of municipal services. establish, operate and maintain support structures, process and systems. Direct and control key deliverables and outcomes for the department, liaise with internal and external stakeholders, facilitate stakeholder participation and involvement, Ensure legislative, regulatory, policy and operating standard compliance.

Emailed or Faxed applications will not be considered.

NB. All applicants should list names, occupants and contact details of at least three non-relative individuals who may attest to their abilities. Shortlisted candidates will be subjected to the security vetting, competency assessment, employment and reference checks.

Council reserves the right not to make any appointment and transfer employees between its head office at Senwabarwana and Satellite Offices (currently at Alldays, Eldorado, Tolwe, Raweshi, Langlaagte and Senwabarwana) from time to time due to operational reasons.

Please forward the applications form (for senior Managers) with comprehensive CV, certified copies of qualifications, Identity Documents and Driver's License by: hand delivery / Courier to Blouberg Municipality, Head Office, 2nd Building Mogwadi - Senwabarwana Road at Senwabarwana or at any of our satellite offices (Alldays, Eldorado, Tolwe, Raweshi, Langlaagte and Inveraan): Application form for senior managers is downloadable on the municipal website: www.blouberg.gov.za.

Further Enquiries may be directed to Manager HRM: Ms Phuti Malatji @ **015 505 7100**.

Those who applied previously are urged to apply.

Closing Date: ...22 May 2026.....

Should you not hear from us within six weeks of the closing date kindly accept that your application has been unsuccessful.

RAMOTHWALA R.J
MUNICIPAL MANAGER