



MERA FONG CITY LOCAL MUNICIPALITY

The Merafong City Local Municipality hereby invites applications from suitably qualified candidates for the following position:

EXECUTIVE MANAGER: CORPORATE & SHARED SERVICES

Applicants are required to complete the prescribed application form (obtainable from Merafong City Local Municipality website www.merafong.gov.za) under "vacancies" Application for senior managers, with curriculum vitae, certified copies of qualifications, drivers licence and identity document.

Applications must be hand delivered to the Office of the Corporate and Shared Services Department Room 31, Municipal Building, Halite Street, Carletonville during office hours only. Applications can also be posted to PO Box 3, Carletonville, 2499. Late applications will **NOT** be considered, and no faxes will be accepted. Email applications should be forwarded to recruitment@merafong.gov.za before the closing date.

Note: Candidates who are not in possession of the CPMD/MFMP in line with Notice 29967 of 15 June 2007 on Municipal Regulations on Minimum Competency Levels will be given an opportunity to obtain such competency within 18 months, if appointed. Shortlisted candidates will undergo security vetting, information verification and competency assessment as per regulations. Failure to comply with instructions will result in the application **NOT** being considered.

The successful candidate will sign an employment contract, performance agreement and must do a declaration of financial interest. Council is under no obligation to appoint any candidates. The position is stationed at Carletonville.

Merafong City Local Municipality is committed to equal opportunity and promote equity; women and persons with disability are encouraged to apply. If you do not hear from us within 60 days of the closing date, kindly accept that your application was unsuccessful.

All enquiries can be directed to: Acting Executive Manager Corporate and Shared Services Mrs J. Monne on the following contact (018) 788 9511/9005, email address jmonne@merafong.gov.za.

Office of the Municipal Manager

CLOSING DATE: Thursday, 30th OCTOBER 2025

08 OCT 2025



Mr. DD Mabuza
Municipal Manager

MERA FONG CITY LOCAL MUNICIPALITY
Office of the Municipal Manager

08 OCT 2025


D.D. Mabuza

RE-ADVERT

POSITION: EXECUTIVE MANAGER: CORPORATE & SHARED SERVICES

TOTAL REMUNERATION PACKAGE

Minimum R 1 139 433 – Midpoint R1 340 509 – Maximum R1 541 584 per annum

(in line with Government Gazette 50737 dated 30 May 2024 on upper limits total remunerations packages payable to Municipal Managers and Managers directly accountable to Municipal Managers)

PERMANENT POST

PLACE TO BE: CARLETONVILLE

Ref: 1/09/2025

Key Requirements: Grade 12 *Bachelor's degree in public administration/ management sciences/ law, Human Resources or equivalent from a recognised tertiary institution. (NQF level 8) Post-graduation qualification and membership of registration with a professional body will be an added advantage. Minimum competency achievement. Eight (8) years' experience at middle management level and have proven successful management experience in administration. *Valid driver's licence.

Key Performance Areas: Corporate & Shared Services, the incumbent will take responsibility to the overall performance in the following areas:

*Providing strategic leadership in the Corporate & Shared Services Directorate of the Municipality, Overseeing the provision of support to other departments in relation to Corporate Support Services including

- **Human Resources Management-** In-depth knowledge of HR policies, regulations, and municipal staff regulations providing strategic direction and oversight for all HR functions across the organisation in compliance with BCEA, LRA, and other relevant laws. **Labour services**, oversee and manage all litigation matters and develop internal policies and frameworks to strengthen labour and litigation management, **Fleet management**, Develop and implement a long-term fleet strategy aligned with municipal objectives providing support on administrative services as well as fleet management. **Information and Technology**: oversee the alignment of IT strategy with organisational goals, managing technology operations. **Records management**-providing committee/secretarial support to Council and its committees, **Organisational Development**: • Oversee initiatives that support workforce planning, organisational development, and performance management. **Occupational Health and Safety**: ensuring the organisation maintains a safe, healthy, and legally compliant work environment. **Industrial Relations** Strategic leadership legal compliance, and organisational harmony overseeing all aspects of labour relations, dispute resolution, and compliance with employment legislation. Developing and continuously evaluating the short- and long-term strategic organisational governance

objectives of the Municipality. *Ensuring policy development, research and compliance. *Developing and monitoring systems, procedures and processes to ensure correct working operations and practices. *Coordinating Portfolio Committee meetings and business processes. *Undertaking overall administration of Council records and archiving to ensure compliance with regulatory frameworks. *Providing legal support and administration, including development/review of municipal by-laws, system of delegations, legal advice, etc. *Developing and implementing the departmental SDBIP. Compiling, implementing, monitoring and reporting on the departmental budget. Giving inputs and support towards preparation of IDP to ensure alignment and efficient performance. *Formulating creative solutions to enhance cost-effectiveness and efficiency in the delivery of services and administration of the Municipality. Performing any other function delegated by the Accounting Officer in relation to the department's roles and responsibilities.

Key Competency Areas: *Good knowledge and understanding of relevant policy and legislation. * Good knowledge and understanding of institutional governance systems and performance management. Good knowledge of corporate support services including human capital management, labour services, Information Communication Technology and Council support, organisational development, occupational health and safety, industrial relations and fleet management. *Good knowledge of supply chain management regulations and the Preferential Procurement Policy Framework Act, 2000 (Act No 5 of 2000), good governance, Labour Relations Act, and other labour-related prescripts. * Knowledge of coordination and oversight of all specialised support functions.

Knowledge and Attributes: *Strategic leadership and management. *Strategic financial management. *Good governance and ethics and values. *A high level of written and verbal communication skills. *A high level of emotional intelligence. *Proven ability to communicate and negotiate in all sphere and levels of government. *Ability to meet deadlines. *Attention to detail. *Ability to work under pressure. *Proven ability to provide strategic and innovative leadership. *Strategic thinking and analysis.