



MERA FONG CITY LOCAL MUNICIPALITY

JOB ADVERTISEMENT

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

EXECUTIVE MANAGER: CORPORATE AND 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 comprehensive 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 and emails will be accepted.

Note: Candidates who are not in possession of the CPMD/MFMP in line with Notice 29967 of 15 June 2007 as amended 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.

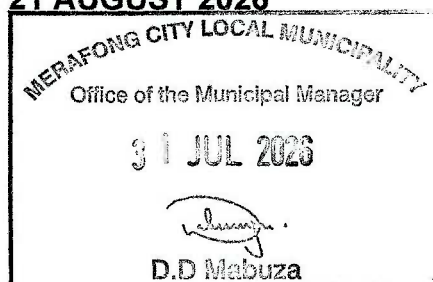
The successful candidate will be required to sign an employment contract, a performance agreement as well as to disclose their financial interest within the prescribed timeframe. Council is under no obligation to appoint any candidates. The position is stationed at Carletonville.

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 Mr M. Letlhaku/Mr. B. Mazibuko on the following contact (018) 788 9004 or 018 788 9511.

CLOSING DATE: FRIDAY, 21 AUGUST 2026

**MR. DD MABUZA
MUNICIPAL MANAGER**



POSITION: EXECUTIVE MANAGER: CORPORATE AND SHARED SERVICES

TOTAL REMUNERATION PACKAGE

Minimum R 1 560 890 – Lower R 1 598 351 – Midpoint R1 636 711 – Upper

R 1 675 992 – Maximum R1 716 216 per annum

(All Inclusive Package in Line with The Upper Limits of Total Remuneration Packages Payable to Municipal Managers and Managers Directly Accountable to The Municipal Manager, **GOVERNMENT GAZETTE NO. 54505 DATED 14 APRIL 2026**)

PERMANENT POST

STATIONED: CARLETONVILLE

Ref: CSS/08/2026

KEY REQUIREMENTS: Postgraduate Degree in Public Administration/ Management Sciences/ Law, or equivalent from a recognized tertiary institution. A minimum of 7 years' experience in administration environment at senior and middle management levels, of which at least 2 years must be at senior management level. Valid driver's licence.

KEY PERFORMANCE AREAS: As the Head of Corporate and Shared Services, the incumbent will take responsibility to the overall performance in the following areas: Providing strategic leadership in the Corporate and Shared Services Directorate of the Municipality, which includes Human Resources Management, Information Communication and Technology, as well as Fleet Management. 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. Providing committee/secretariat support to Council and its committees. Coordinating Portfolio Committee meetings and business processes. Undertaking overall administration of Council records and archiving to ensure compliance with regulatory framework. Providing legal support and administration, including development/review of municipal by-laws, systems of delegation, legal advice, etc. Developing and implementing the departmental SDBIP. Compiling, implementing, monitoring and reporting on the department budget. Giving inputs and support towards preparation of IDP to ensure alignment and efficient performance. Formulating creative solutions to enhance cost-effective and efficient in the delivery of services and administration of the Municipality. Performing any other functions delegated by the Accounting Officer in relation to the department's roles and responsibilities. Overseeing HR policy development implementation and review. Overseeing the provision of support to other departments in relation to Corporate

Support Services including Human Resources Management, Labour Relations, Labour Law Litigations, Organisational Development, Occupational Health and Safety, Secretariat and Records Management, Information, Communication, and Technology, and Fleet Management.

LEADING AND CORE COMPETENCIES: As prescribed in the Annexure A (Local Government: Competency Framework for Senior Managers) to the Local Government: Regulations on Appointment and Conditions of Employment of Senior Managers as published in Government Notice No.21 of 17 January 2014.

Leading Competencies: Strategic Direction and Leadership. People Management. Program and Project Management. Financial Management. Change Leadership. Governance Leadership. **Core Competencies:** Moral Competencies. Planning and Organising. Analysis and Innovation. Knowledge and Information management, communication and Results and Quality Focus.