

SWELLENDAM MUNICIPALITY

VACANCY : DIRECTOR CORPORATE- & COMMUNITY SERVICES

(PERMANENT POSITION)

The total remuneration package applicable to a Category 2 Municipality per annum is offered. (Determined by the Upper Limits of total remuneration packages payable to Municipal Managers and Managers directly accountable to Municipal Managers)

Salary: R1 174 283,00 per annum, plus

Remote Allowance: 4% of Total Annual Remuneration Package

If you comply with the minimum requirements, possess the necessary integrity, good interpersonal skills and an excellent track record, you are invited to apply for this vacancy.

Minimum Requirements: A recognized **Bachelor's degree** in Social Sciences / Public Administration / Management Sciences / Law or equivalent; • Minimum of five (5) years' experience at middle management level; • Have proven management experience in administration; • Competencies as set out in the Local Government: Regulations on Appointment and Conditions of Employment of Senior Managers, GNR 21, GG 37245 dated 17 January 2014 • Compliance in terms of the Financial and Supply Chain Management competency areas in terms of Government Notice R493, as published in Government Gazette no 29967 of 15 June 2007 (*Municipalities were granted exemption from regulation 15 and 18 of Government Gazette 29967 under Notice No. 40593 of 3 February 2017, subject to conditions of compliance with minimum competency levels within 18 months of date of employment*) • Code B Drivers' License • Own transport • Computer literacy (MS Office applications) • Excellent facilitation and communication skills in at least 2 of the official languages of the Western Cape (read, write and speak).

Knowledge: • Good knowledge and understanding of relevant policy and legislation. • Good knowledge and understanding of institutional governance systems and performance management. • Must have extensive knowledge of the public office environment • Understanding of Municipal Council operations and delegation of powers, • Good knowledge of Supply Chain Management regulations and the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000) • Labour Relations Act, and other labour-related prescripts • Legal and Human capital management • Coordination and oversight of all specialised support functions.

•Excellent communication, negotiating, problem-solving and conflict resolution skills • Strategic leadership and management skills.

Core Functions: • Council Committee Support Services • Legal Services • Governance & Compliance (*Integrated Development Planning, Performance-, Risk- & Property Management*) • Human Capital management • Traffic & Law Enforcement Services, including Public Safety & Disaster Management • Human Settlements / Housing Management • Library Services.

Candidates will be subjected to an interview and evaluation process and must be aware that previous employers and references will be contacted and their qualifications, credit, and criminal records will be verified. The candidates will be required to disclose all financial interests.

An official application form applicable to Senior Managers (available on the municipal website) must be fully completed and must be accompanied with a covering letter, comprehensive CV, original certified

copies of qualifications and ID document and driver's license and the names, **contact numbers** and **e-mail addresses** of three references from **current and previous employers** must be provided.

Should you have any enquiries or need any assistance, please contact mrs Audrey Beyers (HR) on telephone 028-514 8500 during office hours or preferably via e-mail to audrey@swellendam.gov.za

Applications via courier must be sent to:

➤ **Swellendam Municipality**

Attention: Manager Human Resources

6 Rhenius Street / PO Box 20, SWELLENDAM, 6740

(clearly marked: Application – Director Corporate- & Community Services: HR 04/2026)

CLOSING DATE: Friday, 24 April 2026 @ 16:00

PLEASE NOTE:

1. Appointments will be made according to the Council's Employment Equity Plan, which ensures representation of designated groups in the Municipality, including those with disabilities.
2. **E-mail** applications up to a maximum of **20 pages** will be accepted and these can be sent to careers@swellendam.gov.za. **No** faxed applications will be accepted.
3. **No late applications will be accepted or considered.** Canvassing with Councillors with the purpose of being appointed is not permitted and proof of such canvassing shall lead to disqualification.
4. Please quote notice number and position as reference.
5. Appointment is subjected to the signing of an employment contract and performance agreement in terms of Section 57 of the Municipal Systems Act. The appointment will be done in accordance with the Regulations on Appointment and Conditions of Employment of Senior Managers.

Correspondence will be limited to shortlisted candidates only. If you do not receive a response within 3 (three) months from the closing date, please accept that your application was unsuccessful. Swellendam Municipality is an equal opportunity employer and the Municipality reserves the right not to make any appointments.

(Notice: HR 04/2026)