

**Cape Winelands District Municipality strives towards rendering a dynamic and effective service to the community within its jurisdiction area of the Western Cape. As an Employment Equity Employer, we currently offer the following position to an appropriately qualified and experienced individual.**

## **EXECUTIVE DIRECTOR: CORPORATE SERVICES**

**All-inclusive remuneration package: R1 139 433 (minimum) – R1 340 509 (midpoint) – R1 541 584 (maximum) per annum (subject to the signing of a permanent contract and a performance agreement in terms of relevant legislation)**

**As determined by the relevant Government Notice on Upper Limits of Total Remuneration Packages payable to Municipal Managers and Managers directly accountable to Municipal Managers, at the time of appointment subject to compliance with minimum prescribed qualifications, experience, and attainment of demonstrated evidence of competency levels as measured against the competency framework for managers reporting directly to the Municipal Manager.**

The appointment will be made in compliance with the provisions of section 57 of the Local Government: Municipal Systems Act, 2000 (Act No. 32 of 2000).

**Work Centre:** Stellenbosch

**Job profile:** To ensure value added, cost-effective and economically sustainable planning, co-ordination and capacity building, as well as implementation of the Corporate Services functions, which achieve the Integrated Development Plan (IDP) objectives for the district as a whole.

**Key performance areas:** Leading and directing the Department: Corporate Services, ensuring the Municipality is provided with an effective support service regarding the Divisions of Administration and Council Committee, Fleet Management, Logistical Support and Records Management Services; Human Resources; Integrated Development Planning and Performance Management and Public Participation; Information and Communication Technology (ICT) and other coordination and oversight of all specialised support functions.

**Minimum requirements:** • A Bachelor's degree in Public Administration/ Management Science/ Law; or equivalent qualification registered on the National Qualifications Framework at NQF level 7 with a minimum of 360 credits  
• Compliance with the minimum competency levels as prescribed by Government Gazette No. 29967 of 15 June 2007  
• Candidates who are not in possession of the minimum competency certificate will be given an opportunity to obtain such certificate within 18 months of appointment, in accordance with Regulation 7 provided for in Government Regulation No.493, published in Government Gazette No. 29967 dated 15 June 2007, as amended in Government Notice Regulation, No. 1146 of 26 October 2018, as promulgated in Government Gazette No.41996 • A minimum of five (5) years' relevant experience at middle management level and proven successful management experience in administration  
• Must possess the Core Competencies and knowledge as stipulated in Annexures A and B of the Regulations on Appointment and Conditions of Employment of Senior Managers, as set out in Government Gazette No. 37245, dated 17 January 2014 • Valid driver's licence • Competency in the use of computers and software, especially MS Word, Excel, PowerPoint, Outlook and Internet.

**Knowledge:** • 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, Information and Communications Technology (ICT), Administration and Council Committee, Fleet Management, Logistical Support and Records Management Services, Integrated Development Planning and Performance Management and Public Participation and other coordination and oversight of all specialised support functions • Good knowledge of Supply Chain Management Regulations and the Preferential Procurement Policy Framework Act, 2000 (Act No 5 of 2000) • Good governance • Good knowledge of the Labour Relations Act, and other labour-related prescripts • Legal background and human capital management • Knowledge of co-ordination and oversight of all specialised support functions • Understanding of council operations and system of delegation of powers • Knowledge of budgeting and financial management • Knowledge of public governance principles.

**Personal attributes:** • Integrity, honesty, maturity and courtesy • Diplomacy and commitment to providing progressive democratic and accountable government • Strategist and excellent corporate planner • Excellent facilitation and communication skills in at least two of the three official languages of the Western Cape (English, Afrikaans and isiXhosa) • Ability to be an innovative leader and have good motivational skills • Analytical thinker and advanced negotiation skills • Diversity management skills • Excellent planning and organising skills.

**NB:** Shortlisted candidates will be subjected to competency assessments and security vetting. Applicants must be willing to provide permission to the Municipality to conduct personal credential verification, competency assessment, security vetting and reference checks. The successful candidate will be required to sign a permanent employment contract with the Municipality, as well as subjected to performance assessments through a signed annual performance agreement and must disclose his/her financial interest.

**Enquiries should be directed to the Municipal Manager at tel. 021 888 5130 or [mm@capewinelands.gov.za](mailto:mm@capewinelands.gov.za).**

**Interested persons should complete an official application form for Senior Managers, which is available at the Director: Human Resources, Ms GCN Julie at tel. 021 888 5124 or [gail@capewinelands.gov.za](mailto:gail@capewinelands.gov.za) or on the website at [www.capewinelands.gov.za](http://www.capewinelands.gov.za).**

**A detailed CV must be attached to the fully completed application form, accompanied by originally-certified true copies of qualification certificates, inclusive of a certified statement of Unit Standards obtained in relation to the Municipal Minimum Competency qualification (if applicable), identity document and driver's licence and contact details of at least three (3) contactable references and submitted to the Cape Winelands District Municipality (for attention of the Municipal Manager, (Mr HF Prins), P.O. Box 100, Stellenbosch 7599, or hand delivered to 46 Alexander Street, Stellenbosch 7600. Full details of any dismissal for misconduct, any disciplinary actions whether pending or finalised, instituted against the applicant in his or her current or previous employment must be disclosed.**

**PLEASE NOTE: ONLY HARD-COPY APPLICATIONS WILL BE CONSIDERED. NO ELECTRONIC, FAXED, INCOMPLETE AND LATE APPLICATIONS WILL BE ACCEPTED.**

**Closing date: 28 June 2024 at 15:00**

**Correspondence will only be entered into with shortlisted candidates. Should you not be contacted within three (3) months of the closing date of the advertisement, please consider your application unsuccessful. Council reserves the right to make no appointment. Canvassing will disqualify an applicant.**



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