

5.2	RECRUITMENT AND SELECTION PROCESS OF THE DIRECTOR: CORPORATE SERVICES: ROUND 2
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Collaborator No:

IDP KPA Ref No: Good governance and compliance

Meeting Date: 5 September 2025

**1. SUBJECT: RECRUITMENT AND SELECTION PROCESS OF THE DIRECTOR:
CORPORATE SERVICES: ROUND 2**

2. PURPOSE OF REPORT

To provide feedback to Council and to obtain Council's approval to re-advertise the Director Corporate Services position.

3. DELEGATED AUTHORITY

Municipal Council.

4. EXECUTIVE SUMMARY

Council at its SPECIAL COUNCIL: 2025-06-25: ITEM 9.1 resolved to appoint a Selection Panel as per the Regulations on the Appointment and Conditions of Employment of Senior Managers to facilitate the recruitment and selection process for the Director: Corporate Services. The position was advertised with a closing date of 28 July 2025.

A Service Provider was appointed as approved by Council. The Service Provider prepared a longlist of 69 applications and facilitated a meeting with the Selection Panel on 27 August 2025 to discuss a possible shortlist of candidates. It was unfortunate that the applications were not suitable to prepare a shortlist to continue the appointment process due to the quality of the applications. The Service Provider thus recommended minor amendments to the advertisement and that the position be re-advertised to attract a wider range of suitable candidates who will be able to implement the municipal objectives.

5. RECOMMENDATIONS

- (a) that as per the Service Provider's recommendation, Council approve the re-advertisement of the position in order to continue with the recruitment and selection process of the Director: Corporate Services within the budgetary framework;
- (b) that the advertisement indicates a minimum of 10 years or more and/or open a negotiated period for the preferred candidate;
- (c) that the current Selection Panel remain unchanged to ensure continuity of the process;
- (d) that the independent external consultant appointed to assist with the recruitment and selection process in line with abovementioned Regulations, Assessment Toolbox, continue with the process;
- (e) that should a suitably qualified candidate not be appointed during this round; the Municipal Manager be mandated to commence with the next round/s of the recruitment and selection process; and
- (f) that the Municipal Manager be authorised to request a waiver from the Minister of Local Government and Traditional Affairs in respect of the total remuneration packages of the Director Corporate Services.

6. DISCUSSION / CONTENTS**6.1 Background**

Following the vacancy of the Director Corporate Services, Council at its SPECIAL COUNCIL: 2025-06-25: ITEM 9.1 resolved to appoint a Selection Panel as per the Regulations on the Appointment and Conditions of Employment of Senior Managers to facilitate the recruitment and selection process.

However, due to concerns on the quality of the applications, the Service Provider recommended that the advertisement be amended, and the position be re-advertised to attract a wider range of suitable candidates who will be able to implement the municipal objectives.

6.2 Discussion

The duly appointed Selection Panel for the selection and recruitment of the position for Director Corporate Services commenced with the selection process on 27 August 2025. However, it was unfortunate that the applications were not suitable to prepare a shortlist to continue the appointment process as no candidates met the prescribed requirements.

S56(4) of the MSA states: *"The municipal Council must re-advertise the post if there is no suitable candidate who complies with the prescribed requirements."*

As a result, none of the 69 applications received, met the prescribed requirements due to the following reasons:

- Most of the candidates did not comply with the minimum requirements as clearly stated in the advertisement;
- That candidates did not comply with the minimum of two years senior management experience;
- Various candidates have legal or financial experience but lack sufficient exposure to the full scope of the Corporate Services role. In instances where candidates have sufficient experience, they lack sufficient experience in a municipal environment; and
- There was also a lack of "attention to detail" which is important for this position as application forms and general adherence to requirements were not properly completed or submitted.

As a result, the complete suitability in terms of the prescribed requirements as advertised, could not be measured.

It should be noted that it is extremely difficult to attract candidates with prior and sufficient Local Government expertise, skills and knowledge that is required for the Director Corporate Services position, especially to such a demanding high-profile Municipality. Moreso, it remains impractical for the Municipality to retain skilled and competent candidates who will accept such a low salary package for the workload and demanding role this position entails.

Furthermore, to follow a fair and transparent process, the Service Provider, after careful consideration, advised the Selection Panel, that the Municipal Manager recommend to Council that a further call for applications should be followed in order to attract more candidates for comparative reasons and in an effort at finding a candidate with extensive expertise and experience in the corporate services environment specifically.

Should this recruitment effort not deliver the required result, Council would have demonstrated due diligence in the effort to fulfil the target of finding a suitable candidate.

6.3 **Financial Implications**

The post is budgeted for.

6.4 **Legal Implications**

Regulations on the Appointment and Conditions of employment of Senior Managers was Gazetted on 17 January 2014. (Gazette No. 37245 dated 17 January 2014).

6.5 **Staff Implications**

Filling of S56 Senior Managers.

6.6 **Previous / Relevant Council Resolutions:**

Council at its Special Council: 2025-06-25: Item 9.1

6.7 **Risk Implications**

The process of the recruitment and selection process must be finalised to ensure stability and continuity within the organisation.

6.8 **Comments from Senior Management:**

Comments from Departments are not applicable as this process is governed by Regulations. The appointment of a S56 Senior Manager is prescribed by law and only Council can consider the outcome of such process in deciding on whether to make an appointment or not.

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