12.2	RECRUITMENT AND SELECTION PROCESS: MUNICIPAL MANAGER

Collaborator No:
IDP KPA Ref No: **Good governance and Compliance**
Meeting Date: **25 August 2026**

1. SUBJECT: RECRUITMENT AND SELECTION PROCESS: MUNICIPAL MANAGER

2. PURPOSE OF REPORT

To inform Council that the contract of Ms Geraldine Mettler comes to an end on 31 December 2026. The post must be advertised as per the legislative provisions. Council must approve the advertising of the post and appoint a selection panel and a service provider to make recommendations for the appointment of a successful candidate for the Municipal Manager vacancy.

3. DELEGATED AUTHORITY

Municipal Council.

4. EXECUTIVE SUMMARY

The contract period for Ms Geraldine Mettler, Municipal Manager comes to an end on 31 December 2026. It is therefore critical to commence with the recruitment and selection process for a Municipal Manager to ensure the post can be filled timeously.

RECOMMENDATIONS

(a) that Council approves the advertising of the post of the Municipal Manager;

(b) that a selection panel be appointed as per the Regulations on the Appointment and Conditions of Employment of Senior Managers which provides that the selection panel must consist of at least three but not more than five members comprising of:

- The Executive Mayor, who will be the Chairperson, or his delegate;
- The Deputy Executive Mayor;
- The Municipal Manager of Cape Winelands District Municipality, as the expert in the area, who has expertise and experience in the area of the advertised post, alternatively the Chairperson of the Municipal Managers' Forum in the Western Cape; and
- The Chairperson of the Audit and Performance Audit Committee (APAC) of Stellenbosch Municipality.

(c) that an independent external consultant be appointed to assist with the recruitment and selection process;

(d) that the current employment contract be extended for a period of three months to allow sufficient time for process to be completed; and

(e) that permission be granted to apply to the MEC for Local Government: Western Cape for a further extension should the process not be finalised.

5. DISCUSSION / CONTENTS

6.1 Background

The contract period for Ms Geraldine Mettler, Municipal Manager comes to an end on 31 December 2026.

6.2 <u>Discussion</u>

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

In terms of Section 7.1 when the post of a senior manager becomes vacant, or is due to become vacant, the municipal manager, in the case of a manager directly accountable to the municipal manager, must, upon receipt of official notification that the post of a senior manager will become vacant, obtain approval from the municipal council for the filling of such post in its next council meeting or as soon as it is reasonably possible to do so.

In terms of Section 7.2 a vacant senior manager post may not be filled, unless:
(a) approval to fill the post has been granted by the municipal council; and
(b) the post has been budgeted for.

In terms of Section 8 no person may be appointed as a senior manager on a fixed term contract, on a permanent basis or on probation, to any post on the approved staff establishment of a municipality, unless he or she-
(a) Is a South African citizen or permanent resident; and
(b) Possesses the relevant competencies, qualifications, experience and knowledge set out in in the regulations.

An appointment may not take effect before the first day of the month following the month during which the municipal council approved the appointment.

In terms of Section 10 the municipal manager must, within 14 days of receipt of the approval referred to in regulation 7, ensure that the vacant post is advertised.

- A vacant senior manager post must be advertised in a newspaper circulating nationally and, in the province, where the municipality is located.
- An advertisement for a vacant senior manager post must specify the:
  (a) Job title;
  (b) Term of appointment;
  (c) Place to be stationed;
  (d) Annual total remuneration package;
  (e) Competency requirements of the post, including minimum qualifications and experience required;
  (f) Core functions;
  (g) Need for signing of an employment contract, a performance agreement and disclosure of financial interest;
  (h) The need to undergo security vetting;
  (i) Contact person;
  (j) Address where applications must be sent or delivered; and
  (k) Closing date which must be minimum 14 days from the date the advertisement appears in the newspaper and not more than 30 days after such date.

Cognisance must be taken of Section 12 which makes provision for the manner in which the selection panel must be constituted. Section 12(1) provides that:
"A municipal Council must appoint a selection panel to make recommendations for the appointment of candidates to vacant senior manager posts.
Section 12(2) provides that in deciding who to appoint to a selection panel, the following considerations must inform the decision:

(a) The nature of the post;
(b) The gender balance of the panel; and
(c) The skills, expertise, experience and availability of the persons to be involved.

Section 12 (3) provides that the selection panel for the appointment of a municipal manager must consist of at least three and not more than five members, constituted as follows:

(a) The mayor, who will be the chairperson, or his or her delegate;
(b) A councillor designated by the municipal council; and
(c) At least one other person, who is not a councillor or a staff member of the municipality, and who has expertise or experience in the area of the advertised post.

Furthermore Section 12(5) provides that a panel member must disclose any interest or relationship with shortlisted candidates during the shortlisting process and that such a panel member Section 12(6) a panel member must recuse himself or herself from the selection panel if-

(a) His or her spouse, partner, close family member or close friend has been shortlisted for the post;
(b) The panel member has some form of indebtedness to a short-listed candidate or visa versa; or
(c) He or she has any other conflict of interest.

The Regulations dictates in terms of section 7 that a panel member and staff member must sign a declaration of confidentiality to avert the disclosure of information to unauthorised persons.

The Regulations provides for strict time frames which must be adhered to with regard to the Screening of Candidates in terms of section 14 as well as the Interviewing process in terms of section 15. Due regard must be given to Section 17 which deals with the Resolution of the municipal council on appointment of senior managers and reporting as well as the re-employment of dismissed persons in terms of section 18.

It is crucial that the process for the filling of the post for municipal manager is commenced with and that Council approves the extension.

In light of the above, it is recommended that the post be advertised for a period of five (5) years.

6.3. Financial Implications

The post is budgeted for.

6.4 Legal Implications

Regulation on the Appointment and Conditions of Employment of Senior Manager.

6.5 Staff Implications

Filling of Municipal Manager post.

6.6 Previous / Relevant Council Resolutions:

Special Council Meeting: 2021-09-29: Item: 9.2.1

Special (In-Committee) Council Meeting: 2021-12-10: Item 12.2.1

6.7 Risk Implications

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

6.8 Comments from Senior Management:

The item was not circulated for comment.

FOR FURTHER DETAILS CONTACT:

NAME	Nomie Tshefu
POSITION	Manager: Office of the Municipal Manager
DIRECTORATE	Office Municipal Manager
CONTACT NUMBERS	021 808 8049
E-MAIL ADDRESS	nomie.tshefu@stellenbosch.gov.za
REPORT DATE	12 August 2026