



STELLENBOSCH

STELLENBOSCH • PNIEL • FRANSCHHOEK

MUNISIPALITEIT • UMASIPALA • MUNICIPALITY

Stellenbosch Municipality strives towards dynamic and effective service delivery to the communities within its area of jurisdiction. As an equal employment employer, we currently have the undermentioned vacancy for a suitably qualified and experienced person.

DIRECTOR: CORPORATE SERVICES

• Section 56 appointment • Reference number: CS/01

• Performance-based permanent appointment of which the terms are negotiable for the preferred candidate

Remuneration package: As determined by appropriate Government Notice for the Upper Limits of the Total Remuneration Packages for Municipal Managers and Managers that are directly accountable to the Municipal Manager. The total cost of employment: Minimum R 1 631 130.00- Maximum R 1 793 446.00 (as amended from time to time by Government Regulations - category 5 municipality) as per the Upper Limits Notice published on 5 August 2026.

The appointment will be made in accordance with the provisions of Section 56 and 57 of the Local Government: Municipal Systems Act (Act No. 32 of 2000) and the related Regulations.

Offices are based in Stellenbosch

Minimum requirements: • Completed post graduate degree in Public Administration/Management Science/Law, or an equivalent qualification which is registered on the National Qualifications Framework at NQF level 8 with a minimum of 120 credit • Minimum 7 years at senior and middle management level, of which at least 2 years must have been at senior management level (director or higher), executive management level and municipal management experience will be an added advantage • The required core competencies and minimum competency requirements as stipulated in Annexures A and B of the Regulations on Appointment and Conditions of Employment of Senior Managers as promulgated in Government Gazette 37245 dated 17 January 2014 • The incumbent must be in possession of the required unit standards for Senior Managers as prescribed by the Minimum Competency Regulations (CPMF/MFMP) as laid down in the Government Gazette No 40593 • If the employee is not competent as prescribed, he/she must obtain competency within a period of 18 months from date of appointment • Valid Code B driver's license.

Key performance areas: • The successful candidate will be responsible for the effective management of the Corporate Services Directorate related to oversight management of the Information Communication Technology; Administrative Services; Human Resources Management; Performance Management; Legal Services and Compliance; Property Management; Municipal Building Maintenance; Document Management; Committee Services; Councillors' Support and the provision of corporate support to other Directorates • Develop, implement and manage strategic goals, policy and procedures in accordance with the strategic goals and SDBIP of the Municipality • Advise other municipal departments in matters related to the activities listed above • Responsible for the development of policies of the Directorate • Draft and monitor implementation of strategic planning of the Directorate • Responsible for the preparation and management of the Directorate's budget.

Other requirements: • Sound knowledge and understanding of relevant policy and legislation pertaining to local government • Sound knowledge and understanding of institutional and municipal governance systems and performance management • Sound knowledge of supply chain management regulations and the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000) • Legal background and human capital management • Knowledge of coordination and insight of all specialized support functions • Strong visionary, leadership and innovative abilities with strategic thinking and decision-making skills • In-depth knowledge of local government legislation and the statutory requirements relating to the post • Excellent facilitation and communication skills in at least two of the three official languages of the Western Cape.

NB: Short-listed candidates will be subjected to competency assessments and security vetting. It will be expected of the successful candidate to enter into a service agreement with the Stellenbosch Municipality and be subject to performance evaluation by means of a signed annual performance agreement and must declare his/her financial interests.

Direct enquiries to Ms Nomie Tshetu, tel. (021) 808 8025 / 8049 or nomie.tshetu@stellenbosch.gov.za. Interested persons must please complete the official application form available on the municipal webpage at www.stellenbosch.gov.za.

The fully completed application form must be accompanied with a comprehensive CV not longer than 7 pages, covering letter, original certified and true copies of qualification certificates, certified identity document, certified valid driver's license and the names of three recent contactable references (with their e-mail addresses) from current and previous employers and must be emailed to assesscpt@assessmenttoolbox.co.za. The municipality will only consider applications that comply with all the above requirements.

Preference will be given to candidates that fall under the designated groups indicated in the EE legislation and have the necessary minimum requirements.

Closing date: 14 September 2026

Note: Late or incomplete applications will not be taken into consideration. By applying, the candidate agrees to being subjected to verification checks in respect of qualifications, credit and criminal records. If you have not been contacted within 3 months of the closing date of the advertisement, please accept that your application was unsuccessful. The Council reserves the right not to make an appointment.