***Swartland Municipality**, with its head office in Malmesbury, services the towns of Malmesbury, Yzerfontein, Moorreesburg, Darling, Koringberg, Abbotsdale, Kalbaskraal, Chatsworth, Riverlands, Riebeek West and Riebeek Kasteel.*

The hub of the Swartland offers you the best of two worlds. You work and live in a tranquil, rural environment with all the modern amenities at hand. When you want to get away from it all, Cape Town is barely 60 km away, while various resorts along the picturesque West Coast are literally just around the corner.

The Municipality currently offers the following vacancies to suitably qualified and equipped persons:

Director: Corporate Services (DK 2/26)
(Stationed in Malmesbury)

Salary Scale: R1 419 621 – R1 453 692 – R1 488 580 – R1 524 306 – R1 560 890 per annum – Total Cost of Employment, in terms of Upper Limit notice of 14 April 2026 (Category 4 municipality) or as applicable at date of appointment
The successful candidate will be employed permanently.

The core functions of the successful incumbent shall be: Human Resources Management; Properties, Contracts and Legal Administration; Secretariat and Records Management; Tourism, Library and Client Services; Communications Management; Strategic Management; Financial Management.

Minimum Requirements

- At least a Post Graduate Degree or relevant qualification registered on the National Qualifications Framework at NQF Level 8 with a minimum of 120 credits in Public Administration / Management Sciences / Law or equivalent
- A minimum of seven years relevant experience at senior and middle management level of which at least two years must be at senior management level or as programme/project manager and have proven successful institutional transformation within public or private sector.
- Good knowledge and understanding of relevant policy and legislation as well as a good knowledge and understanding of institutional governance systems and performance management.
- Good knowledge of corporate support services, including
    - Human Capital management
    - Legal services
    - Facilities management
    - Council support
- Good knowledge of Supply Chain Management Regulations and the Framework for Preferred Procurement Policy (Act 5 of 2000).
- Good governance
- Labour Relations Act, and other labour-related prescripts
- Legal background and human capital management
- Knowledge of coordination and oversight of all specialised support functions
- Core competencies as contained in the Local Government: Regulations on Appointment and Conditions of Employment of Senior Managers, 17 January 2014.
- Certificate in Municipal Finance Management (SAQA qualification ID 48965) as prescribed in Regulation 493 dated 15 June 2007 **or attainment thereof within 18 months from the date of appointment**.
- Competency areas for senior managers in municipalities in terms of the Municipal Regulations on Minimum Competency Levels issued in terms of the Local Government: Municipal Finance Management Act, 2003: Strategic leadership and management, strategic financial management, operational financial management, governance, ethics and values in financial management, financial and performance reporting, risk and change management, project management, legislation, policy and implementation, stakeholder relations, supply chain management, audit and assurance.
- Computer skills.
- Excellent facilitation and communication skills in at least two of the three official languages of the Western Cape.
- South African Citizen.
- A valid Code B driver's license.
- Own transport.

PLEASE NOTE:

1 Appointment will be made according to the Council's Employment Equity Plan, which ensures representation of designated groups including those with disabilities in the Municipality.

2. It would be expected of candidates to be subjected to thorough evaluations. Previous and current employers and references will be contacted. Verification will be done on his/her qualifications, criminal- and credit record. The candidate will be required to disclose all financial interests. Original qualification certificates must be produced at any resultant interviews.

3. Appointment is subject 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.

4. Swartland Municipality meets the requirements of the Protection of Personal Information Act, Act 4 of 2013 and has adopted an applicable Privacy Policy in this regard. Applicants hereby grant permission that their personal information is filed and processed.

Commencement of duties: As soon as possible.

Closing date for applications: 6 November 2026 at **12:00**.

Full details and the prescribed application form can be requested telephonically from Ms S de Jongh at 022 487 9400 or on our website at www.swartland.org.za. All applications must be submitted with a detailed CV (maximum 6 pages), certified copies of qualifications, ID document and driver's license, the names and e-mail addresses of three references from current and previous employers and a fully completed official application form, must be addressed to the Human Resources Department, Private Bag X52, Malmesbury, 7299. ONLY hard-copy applications will be considered. No faxed or electronic applications will be accepted. Fraudulent qualifications or documentation will immediately disqualify an applicant. If an applicant has not received any feedback within six weeks of the closing date, it can be assumed that the application has been unsuccessful. Only short-listed candidates will be contacted. Council reserves the right not to make an appointment.

Late application will not be considered. Canvassing of Councillors for the purpose of being appointed is not permitted, and proof hereof will result in disqualification.

Swartland Municipality is committed to Employment Equity and endorses the principles of Affirmative Action. Disabled persons are therefore encouraged to apply.

JJ SCHOLTZ
MUNICIPAL MANAGER

17 OCTOBER 2026

1 KERK STREET
Private Bag X52
MALMESBURY
7299

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Municipality
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