***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:

Municipal Manager (MM 1/26)
(Stationed in Malmesbury)

Salary Scale: R1 971 967 – R2 019 295 – R2 067 758 – R2 117 384 – R2 168 202 per annum – Total Cost of Employment, in terms of Upper Limit notice of 5 August 2026 (Category 4 municipality) or as applicable at date of appointment
This is a 5 year fixed term performance based contract appointment that will commence on 1 March 2027 at the soonest.

The successful incumbent shall be the Head of Administration and also the Accounting Officer. As Municipal Manager you will be responsible for the overall management of the Municipality to ensure that economic growth and development are facilitated; that poverty is alleviated; that efficient and effective services are delivered to all inhabitants of the Swartland Municipal area; and, that long-term sustainability of the municipality is ensured within the requirements of the relevant legislation in achieving the strategic objectives of Council.

Appointment will be made in terms of section 54A of the Municipal Systems Act. Appointment is subject to compliance with the minimum prescribed higher educational qualification, experience and attainment of demonstrated evidence of competent, advanced or superior competency level as measured against the competence requirements for senior managers as set out in the Regulations on Appointment and Conditions of Employment of Senior Managers, Government Notice R.493 of June 2007 as amended in GNR. 1146 published GG 41996, dated 26 October 2018.

Key Responsibilities: The overall management of the Municipality in order to ensure efficient and effective provision of services, promoting economic growth, facilitation of social and economic development, and long term sustainability of the Municipality; Perform all functions, duties and responsibilities as contained in relevant local government legislations that impacts on local government, and of management of staff towards fulfilling core basic service delivery functions of the municipality; The development and management of an economically effective, accountable administration which is equipped to implement the municipality's integrated development plan, to operate in accordance with the municipality's performance management system and to understand the needs of the local community; The management of the provision of services to the local community in a sustainable and equitable manner; The appointment, training, discipline and effective utilisation of staff; The promotion of sound labour relations and compliance with applicable labour legislation; Advising the political structures and political office bearers, managing communications between these parties as well as carrying out their decisions; The administration and implementation of the municipality's by-laws and other legislation; Exercising of any powers and performing any duties delegated by the municipal council, or by other delegating authorities of the municipality; Facilitating participation by the local community in the affairs of the municipality; Developing and maintaining a system for the assessment of community satisfaction with municipal services; The performance of any other function that may be assigned by the municipal council and as accounting officer; Responsible for all income and expenditure of the municipality, all assets, the discharge of all liabilities of the municipality, as well as the proper and diligent compliance with applicable municipal finance management legislation.

Minimum Requirements

- At least a Bachelor Degree in Public Administration / Political Sciences / Social Sciences / Law or relevant qualification registered on the National Qualifications Framework at a NQF level 7 with a minimum of 360 credits

- Certificate in Municipal Finance Management (SAQA qualification ID No 48965) for accounting officers of municipalities as is provided for in Regulation 493 dated 15 June 2007 or successfully complete the prescribed Unit Standards within 18 months from the date of appointment in accordance with Government Notice, No. 91 of 3 February 2017, as promulgated in Government Gazette No.40593 (Unit standards: 116358, 116361, 116342, 116362, 116345, 119352, 119341, 119331, 116364, 116343, 116363, 119350, 119348, 116341, 116339, 119334, 116348, 116353)
- A postgraduate qualification in fields related to public administration will be an added advantage
- 5 years' minimum relevant experience at a senior management level and have a proven institutional transformation record in the public or private sector
- The required core competencies as stipulated in Annexures A and B of the Regulations on Appointment and Conditions of Employment of Senior Managers Government Notice 21 in Government Gazette 37245 dated 17 January 2014
- Advanced knowledge and understanding of relevant policy and legislation; advanced understanding of institutional governance systems and performance management
- Advanced understanding of council operations and delegation of powers
- Good governance
- Audit and risk management establishment and functionality
- Budget and finance management
- Good knowledge of supply chain management regulations and the Preferential Procurement Policy Framework Act, 2000 (Act No 5 of 2000)
- The ability to engage strategically with the Executive Mayor, Councillors, communities and residents and an appreciation of the centrality of the IDP for effective service delivery
- An aptitude for strategic/operational planning and implementation management, decision-making, leadership, innovation and motivation
- Proven track record of good governance, audit and risk management, budget and finance management
- Ability to be an innovative and strategic leader
- Good facilitation and communication skills in at least two of the three official languages of the Western Cape
- Computer skills
- A valid driver's license and own transport.

Closing date for applications: 20 November 2026 at 12:00.

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 56 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.

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

7 NOVEMBER 2026

1 KERK STREET
Private Bag X52
MALMESBURY
7299

SWARTLAND
Munisipaliteit
Municipality
Umasipala