



Ba-Phalaborwa Local Municipality invites suitably qualified candidates to apply for the following positions

**SENIOR MANAGER: CORPORATE SERVICES** Ref No: CORPS/01/08/25

This is a permanent position in line with the Local Government: Municipal Systems Amendment Act, 2022 (Act No.3 of 2022)

**CENTRE:** Phalaborwa Limpopo

**TOTAL REMUNERATION PACKAGE:** R965 958.00 (minimum); R1 103 953.00 (mid-point) R1 224 083.00 (Maximum) (All-inclusive package in line with the Upper Limits of Total Remuneration Packages Payable to Municipal Managers and Managers Directly Accountable to the Municipal Manager, **Government Gazette NO.50737 dated 30 May 2024**)

**REQUIREMENTS:** Grade 12 plus Bachelor Degree in Public Administration / Management science / Law or equivalent. Five (05) years experience at middle management level and have proven successful management experience in administration. The candidate should have acquired minimum competency levels as prescribed by the Minimum Competency Regulation, 2007. Should the applicant not have the Minimum Competency requirements he or she will be expected to complete such competency requirements within 18 months. The applicant must be computer literate and have a Valid Code B driver's license.

**CORE AND LEADING COMPETENCIES:** "As prescribed in the Annexure A (Local Government: Competency Framework for Senior Managers) to the Local Government: Regulations on Appointment and Conditions of Employment of Senior Managers as published in Government Notice No.21 of 17 January 2014".

**KNOWLEDGE; SKILLS AND PERSONAL ATTRIBUTES:** Good knowledge and understanding of relevant policies and legislations; institutional governance systems and performance management; corporate support services including Human Capital Management, Legal Services, Facilities Management, Information Communication Technology, and Council Support. Good knowledge of Supply Chain Management Regulations and the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000), Good Governance, Labour Relations Act read with other labour related prescripts, Legal background and human capital management, and knowledge of coordination and oversight of all specialised support functions.

**RESPONSIBILITIES:** The successful candidate will be responsible and accountable for the following: Lead and manage personnel within the department and implement the departmental and organizational objectives. Manage, direct, and control key deliverables and outcomes associated with the department. Develop short and long-term strategic plans for the department. Implement Corporate Services Projects. Manage departmental budget, systems, resources, and services rendered by the department. Manage the Human Resources Management, Legal Services, Information Communication Technology, Council Administration, Cleaning Services and Records divisions. Manage the risks and audit findings of the department. Advice Management and Council on administrative matters. Manage organisational

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transformation and development in the municipality. Enhance compliance with Occupational Health and Safety. Improve the employee wellness through should labour relation practice. Provide strategic support and oversee the provision of support services to Political Office Bearers and other units within the Municipality. Liaise with internal and external stakeholders. Submit reports to Council and other stakeholders through the Office of the Municipal Manager. Facilitate stakeholder participation and involvement. Ensure legislative, regulatory, policy, practices, and operating standards compliance. Perform any other related functions as requested by the Municipal Manager.

Ba-Phalaborwa Local Municipality is committed to the achievement and maintenance of diversity and employment equity, especially in terms of race, gender and disability. Shortlisted candidates will undergo the screening process in terms of Regulation 14 and recommended candidates will undergo a competency assessment in terms of Regulation 16 of Regulations on Appointment and Conditions of Employment of Senior Managers, 2014.

Successful candidates will be required to sign an employment contract, a performance agreement as well as to disclose their financial interest within the prescribed timeframes. The municipality reserves the right not to make appointments. If you do not hear from us within 60 days after the closing date, kindly accept that your application was unsuccessful.

To apply, interested candidates must submit a fully completed application form available from our website: <https://www.phalaborwa.gov.za>, attach a signed application letter, a comprehensive Curriculum Vitae (CV), certified copies of qualifications, driver's license and Identity Document addressed to the Acting Municipal Manager, Ba-Phalaborwa Local Municipality, Private Bag X 01020, Phalaborwa, 1390 or hand delivered to office no. H29 at the Civic Centre, Nelson Mandela Drive Phalaborwa. Applications that are not on the applicable application form, faxed or e-mail applications will not be considered. Enquiries should be directed to Human Resources Division for attention Mrs. PMS Mangaba at (015) 780 6333 or Ms. Mahlabela A (015) 780 6316 during office hours

**CLOSING DATE: 22 AUGUST 2025**

  
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**MS. BUYS YI**  
**ACTING MUNICIPAL MANAGER**

31/7/2025  
**DATE:**