



WEST RAND DISTRICT MUNICIPALITY



VACANT POSITION

The West Rand District Municipality, with its seat authority in Randfontein, hereby invites applications from suitably qualified and experienced candidates for appointment to the following position:

POSITION : EXECUTIVE DIRECTOR: CORPORATE SERVICES

REFERENCE : 03/2026

**REMUNERATION : R1 291 138.00 (Min) – R 1 322 125.00 (Low) – R1 353 856.00 (Mid)
R1 386 348.00 (Upp) – R1 419 621.00 (Max)
(All-Inclusive Remuneration Package of a Grade 3 Municipality in terms of Notice 54505 of 14 April 2026)**

TERM OF APPOINTMENT: Permanent (in line with the prescripts of the Municipal Systems Amendment Act, 2022 [Act No. 3 of 2022])

REQUIREMENTS:

▪ **HIGHER EDUCATION QUALIFICATION**

- Matric
- B Degree in Public Administration / Management Sciences / Law; or equivalent
- Minimum Competency Levels as Prescribed in Government Gazette 29967 of 15 June 2007 (Certificate Programme in Municipal Development (CPMD)/Municipal Finance Management Programme (MFMP). *Should the successful candidate not be in possession of all the credits/modules for CPMD/MFMP, the WRDM will afford the incumbent 18 months to complete the programme.*

▪ **EXPERIENCE**

- Five (5) year minimum relevant experience at middle management level; and
- Have proven successful management experience in administration.

▪ **KNOWLEDGE**

- Good knowledge and understanding of relevant policy and legislation
- Good knowledge and understanding of institutional governance systems and performance management
- Good knowledge of Corporate Support Services, including
 - Human Capital Management
 - Legal Services
 - Facilities and Logistical management
 - Payroll Administration and Management
 - Information Communication Technology
 - 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, and other labour-related prescripts
- Legal background and Human Capital Management
- Knowledge of coordination and oversight of all specialised support functions.

- Any other 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.

KEY PERFORMANCE AREAS:

The successful candidate will be responsible and accountable for the following:

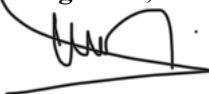
- Development, implementation and management of strategic goals, policies, procedures and plans for the Department.
- Providing Strategic leadership on municipal administrative support, records management and secretarial/committee services
- Provide strategic leadership on Legal Advisory Services
- Review and updating institutional systems of delegations.
- Development and review of policies and Council by-laws
- Providing strategic leadership and direction on Human Capital Management including Payroll Management
- Providing strategic leadership in ensuring effective and functional Council and Council Committees
- Providing effective leadership and direction on ICT services
- Providing strategic leadership and direction on effective implementation of Performance Management System for employees below senior management
- Providing strategic leadership and direction in efficient Communication and Marketing functions within the region
- Any other task given by the Municipal Manager. (The Executive Director: Corporate Services reports directly to the Municipal Manager).

Closing Date: 28 August 2026 @ 12:00

PLEASE NOTE:

1. Applications for the above position be accompanied by a detailed CV with originally certified copies of qualifications, ID document, valid driver's license and a fully completed Application Form for Employment for Senior Managers (contained as Annexure C of notice no. 37245) which is available on the WRDM website, www.wrdm.gov.za. No electronic or faxed applications will be considered.
2. Fraudulent qualifications or documents will immediately disqualify any application.
3. Shortlisted candidates will be subjected to competency assessment, security vetting and information verification.
4. The successful candidate will sign an employment contract, performance agreement and disclosure of financial interests.
5. Applicants not invited for any interviews should regard their applications as unsuccessful.
6. The Council is an equal opportunity employer and subscribes to an employment equity policy which is non-racial, non-discriminatory, non-sexist and based on merit
7. The WRDM reserves the right not to make an appointment.
8. The Executive Director: Corporate Services will operate from Cnr 6th and Park Street Randfontein (Western Gauteng Council Centre)
9. Enquiries: Human Capital on (011) 411-5095/5031/5102.

Applications must be hand delivered for the attention of the Manager: Human Capital, West Rand District Municipality, cnr Sixth & Park Streets, Monday to Friday between 07:30 and 16:00 up to the closing date (a container for hand-delivered applications will be placed at the Human Capital section); or posted to Private Bag X033, Randfontein, 1760.


ME KOLOI

MUNICIPAL MANAGER