

**INTERNAL/EXTERNAL ADVERT
ZULULAND DISTRICT MUNICIPALITY**

The Zululand District Municipality situated in Ulundi is an equal opportunity employer and subscribes to an affirmative action programme which is non-racist, non-sexist, non-discriminatory and based on merit organisation. Applications are awaited from experienced candidates for the following strategic positions to assist the Zululand District Municipality reporting directly to the Municipal Manager.

DIRECTOR : CORPORATE SERVICES

**Remuneration Package: Minimum R1, 174, 283 – Midpoint R1,231, 325 – Maximum R1,291,138 per annum.
Annual Total Remuneration package will be in terms of the Government Gazette No. 53882 dated 18 December 2025**

REQUIREMENTS	<ul style="list-style-type: none"> • A valid Matric Certificate • Bachelor's Degree in Public Administration/Management Science/ Law or equivalent. A Postgraduate qualification (NQF level 8) will be an added advantage. • Compliance with all the requirements as contained in the Municipal Regulations on Minimum Competency Levels as per Government Gazette No. 29967 of 15 June 2007. If a newly appointed person is not in possession of this minimum competency levels, will be given 18 months to attain the requirement. • A valid driver's licence • Computer literacy on the latest computer packages • May not hold political office in a political party in either permanent, temporary capacity • Must have no criminal record
EXPERIENCE	<ul style="list-style-type: none"> • A minimum of five (5) years' experience at a middle management level, preferably in local government. • Have proven successful management experience in administration.
KNOWLEDGE	<ul style="list-style-type: none"> • Sound knowledge and understanding of local government-related legislation • Good knowledge and understanding of institutional governance systems and Performance Management System • Good understanding on Council operations and delegations of power • Understanding of good governance • Knowledge in Audit and Risk Management & Budget and financial management • Understanding of Human Resources Management Practice, Facilities Management, Information & Communications Technology and Council Support. • Good knowledge of Labour Relations Act, and other Labour related prescript and coordination and oversight of all specialised support functions.
KEY RESPONSIBILITIES	<ul style="list-style-type: none"> • Providing of Strategic guidance and leadership towards rendering of Human Resources Management and Administration services for the municipality. • Ensuring the development, implementation, monitoring and evaluation of strategies and programs that work towards the achievement of goals relating to Personnel Provision, Organizational Development, Human Resources Development, Auxiliary Services, Security Services, Aviation, Fleet Management, Employee Wellness and Occupational Health and Safety. • Development and management of policies and systems to ensure smooth running of day to day operations, procedures and processes that relate to corporate services functions. • Providing advisory services to the senior management and council leadership Regarding relevant policy and legislative issues to compliance. • Compiling and managing the Directorate's Annual Capital and Operating Budget, Preparing and submitting reports to the Municipal Manager and relevant committees so that they are informed of the issues pertaining to Corporate Services Department.

Canvassing for appointment will automatically disqualify an applicant • If no reply to your application has been received within 60 days of the closing date, you should consider your application as being unsuccessful • The Directorate: Human Resources will not accept responsibility for information not mentioned in applications

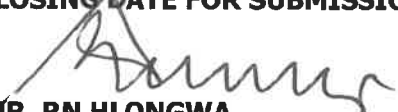
• **NO** late applications will be accepted • **NO** e-mails or faxes will be accepted • The Directorate Human Resources will not be held responsible for lost applications unless proof of submission can be supplied • Applications made without completing **Annexure C** (Application form) will not be considered • Shortlisted candidates will undergo competency evaluation and will be subjected to reference checks of the previous or current employers and references will be contacted. Verifications will be done on his/her qualifications, criminal and credit records • It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) • Applicants should be a South African citizen or permanent resident • **SHOULD** the candidate be successful in the interview and thereafter decline the offer, such candidate will be liable for all costs incurred to have the position re-advertised.

The appointment made will be subject to the signing of an employment contract and performance agreement in terms of Section 57 of the Municipal Systems Act and will be done in accordance with the Regulations on Appointment and Conditions of Employment of Senior Managers.

Please note: Candidates are required to complete the prescribed "Annexure C" application form as per Government Gazette No. 37245 of 17 January 2014 which is obtainable from Zululand District Municipality's website as well as the internet at www.gpwonline.co.za (Failure to do so will result in the candidate being disqualified). Certified copies (not older than 3 months) of academic qualifications and a detailed CV must accompany your application.

Applications are to be forwarded to: The Municipal Manager, Mr R.N. Hlongwa, Zululand District Municipality, Private Bag x 76, and Ulundi 3838.

CLOSING DATE FOR SUBMISSION OF APPLICATIONS: 29 JANUARY 2026



MR. RN HLONGWA
MUNICIPAL MANAGER