

Mohokare Local Municipality is situated in Xhariep District with the Head Office in Zastron in the Free State Province. It subscribes to Employment Equity and Affirmative Action. Applications are hereby invited from suitably qualified and experienced candidates to apply for the following vacant position which reports directly to the Municipal Manager

| EXTERNAL RE-ADVERTISEMENT | | |
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| Ref: | Title | DIRECTOR COMMUNITY SERVICES |
| Reporting to | Municipal Manager | |
| No of positions | 1 | |
| Term of Contract | Permanent | |
| Location to be stationed at | Zastron | |
| Remuneration | <ul style="list-style-type: none"> • Remuneration package per annum: R 956 012 (Minimum), R 1 074 171 (Midpoint) R 1 175 182 (Maximum) all inclusive (As determined by notice No: 53882 of 18 December 2025 for a Category 2 municipality on upper limits for senior managers. NB: The pay scale will be individually determined by competence-based assessment outcome, experience and qualifications. • BENEFITS / CONDITIONS OF EMPLOYMENT: A remote allowance of 7% of the total annual remuneration package | |
| Requirements | <ul style="list-style-type: none"> • Adherence to Minimum Competency Requirements for Senior Managers as promulgated in Government Gazette No 37245 of 17 January 2014, Local Government: Regulations on appointment and conditions of employment of senior managers, Local Government System Act, 2000, as amended will apply. • A Bachelor's degree in Social Sciences / Public Administration / Law or equivalent. • Excellent communication, Facilitation and report writing skills • Extensive knowledge and understanding of local government-related legislations • Knowledge and understanding of MS Word and PowerPoint • A valid driver's license | |
| Years of Experience | <ul style="list-style-type: none"> • Minimum of 5 years' relevant experience at Middle Management Level • Have proven successful institutional transformation within public or private sector | |
| ADDED ADVANTAGE | <ul style="list-style-type: none"> • A Certificate Programme in Municipal Development (CPMD) or Municipal Finance Management Programme (MFMP) • Registration with the South African Council for Social Services, Professionals (SACSSP), or similar recognised relevant professional body. | |
| KNOWLEDGE, SKILLS, COMPETENCIES AND PERSONAL ATTRIBUTES | <ul style="list-style-type: none"> • Good knowledge and understanding of relevant policy and legislation • Good knowledge and understanding of institutional governance system and performance management • Understanding of Council Operations and delegation of powers, as well as- <ul style="list-style-type: none"> ○ Health services management ○ Cemetery management ○ Public safety, and | |

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| | <ul style="list-style-type: none"> ○ Parks and recreation management • Sound knowledge of Supply Chain Management Regulations and the Preferential Procurement Policy Framework Act 5 of 2000 • Good Governance, Labour Relations Act, and other labour related prescripts • Knowledge of coordination and oversight of all specialized support functions • Must possess the Minimum Competency Requirements for Senior Managers as promulgated in Government Gazette No 37245 of 17 January 2014, Local Government: Regulations on appointment and conditions of employment of senior managers, Local Government System Act, 2000, as amended. Leading Competencies: Strategic Direction and Leadership, People Management, Program and project Management, Financial Management, Change Leadership and Governance Leadership. Core Competencies: Moral Competence, Planning and Organizing, Analysing and Innovation, Knowledge and Information Management, Communication, Results and Quality Focus. • Ethical, integrity, honesty, maturity and courtesy * Diplomacy and commitment to providing progressive democratic and accountable government * Strategist and excellent corporate planner * Excellent communication (written and verbal) and motivational skills * Interpersonal skills and Customer focused * Advanced negotiation skills * Conceptual and Analytical thinker * Diversity management skills. * Computer literacy in MS Word, Excel and PowerPoint. |
| <p>Core functions</p> | <ul style="list-style-type: none"> • Report directly to the Municipal Manager on key departmental activities. • Overall management of the community services department. Implement the integrated development plan as well as strategic goals of community services department. • Understanding legislations related to parks and recreation, cemeteries, traffic management, disaster management, human settlement and social and waste management. Enforcing compliance will all legal requirements and by-laws applicable within the department. • Responsible for human settlement, law enforcement and security management. |
| <p>We appreciate your demonstrated interest of being part of Mohokare Local Municipality</p> <p>Please note:</p> <ol style="list-style-type: none"> 1. Only SA citizens or permanent residents are eligible to apply. 2. Application Form: The applicant must submit an originally completed standard application form (Annexure C) available on the Municipal website www.mohokare.gov.za which is also accessible on www.gpwonline.co.za; or directly from the government notice No. 21 of 17 January 2014 (Annexure C); No Applications will be considered if not on the Official Application Form. No late, faxed or e-mailed applications will be accepted. 3. The application form must be accompanied by a covering letter depicting the reference number together with a detailed CV with names of three contactable references (e-mail and telephonically), from current and previous employers, recently certified original copies of qualifications, Identity document and driver's licence (not later than 3 months). Failure to submit requested documents will result in your application not being considered. 4. Documents must be submitted in an enclosed envelope clearly marked "Application for the post: Director Community Services 5. NB: Faxed and e-mailed applications will not be considered. 6. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to attach the proof thereof. 7. Short-listed candidate will be subjected to reference checks, criminal record check and signing of indemnity forms; 8. Applicants submitting their curriculum vitae in response to this advertisement specifically agree and authorize Mohokare Local Municipality and or/ its representative(s) to undertake the necessary confirmation/certification of any information in the curriculum vitae or accompanying documents. The applicant therefore gives consent that their personal information may be accessed for verification purposes in adherence to the POPI Act (include signed consent letter); 9. Recommended candidate(s) will be subjected to a competency-based assessment over 2 day's prior appointment in terms of Annexure A (Competency framework for Senior Managers) of Notice No.21 of Government Gazette No. 37245 of 17 January 2014; | |

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| <p>10. The successful candidate will be required to sign an Employment Contract on or before assumption of duty, a Performance Agreement within 60 days of appointment and the necessary Disclosure of Financial Interest Forms as well as undergoing the necessary Security Vetting Processes.</p> <p>11. The incumbent will be stationed at Mohokare Local Municipality's head office situated in Zastron but may be deployed anywhere within the municipality depending on the operational requirements.</p> <p>12. Due to the large number of applicants, correspondence will be limited to the short-listed candidates only. If you have not been contacted within a period of two months after the closing date of the advertisement, kindly accept that your application has been unsuccessful.</p> <p>13. The municipality reserves the right not to appoint any applicant to this position and to re-advertise before a short list is compiled;</p> <p>14. People from designated groups are encouraged to apply for this position.</p> <p>15. A candidate who canvasses for preference will be disqualified.</p> <p>16. Fraudulent qualifications, information or documents will disqualify any applicant</p> <p>17. The appointment will be made in compliance with the provisions of the relevant sections of the Local Government Municipal Systems Amendment Act, 3 of 2022, and other relevant Legislative and Regulatory Frameworks.</p> <p>18. NB: All Candidates who previously applied for this position must re-apply.</p> | |
| <p>Applications must be directed to:</p> | <p>The Acting Municipal Manger Mr MS Mohale Courier or hand-deliver Applications to: Mohokare Local Municipality P.O BOX 20 Zastron 9950</p> <p>Alternative Address:</p> <p>Mohokare Local Municipality 20 Hoofd Street Zastron 9950</p> |
| <p>Enquiries</p> | <p>Ms LG Ceba Director Corporate Services 060 786 4830</p> |
| <p>Closing Date</p> | <p>Closing: 13 March 2026 @ 16h30</p> |

Approved by:

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Mr. MS Mohale
Acting Municipal Manager
Mohokare Local Municipality