

Mohokare Local Municipality is situated in the 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 to the Mayor.

| EXTERNAL ADVERTISEMENT | | |
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| Ref: | Title | Municipal Manager |
| Reporting to | Mayor | |
| No of positions | 1 | |
| Term of Contract | One (1) Year Nine (9) Months Fixed Term Contract, not exceeding a period ending one year after the election of the next council of the municipality (31October 2027). | |
| Location to be stationed at | Zastron | |
| Remuneration | <ul style="list-style-type: none"> • Remuneration package per annum: R1 164 374 (Minimum), R 1 289 470 (Midpoint) R 1 431 313 (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"> • Bachelor`s degree in Public Administration / Political Sciences/ Social Sciences /Law or equivalent. Must meet the competency levels for senior managers as published per Government Gazette no 29967 dated 01 June 2007. | |
| Years of Experience | <ul style="list-style-type: none"> • Five (5) years relevant experience at senior management level preferably in local government and have proven successful management experience in administration, computer literate and a valid driver`s licence. | |
| Added Advantage | <ul style="list-style-type: none"> • A Certificate Programme in Municipal Development (CPMD) or Municipal Finance Management Programme (MFMP) • Registration with a recognised relevant professional body will serve as a strong recommendation. | |
| Knowledge | <ul style="list-style-type: none"> • Knowledge of local government relevant policies and legislation, ability to provide strategic innovative and visionary leadership, ability to communicate and negotiate at all levels of government, advanced understanding of institutional governance systems and performance management, advanced understanding of council operations and system of delegation of powers, understanding of good governance practices; audit and risk management and functionality; and Budget and finance management etc. | |
| Core Functions | <ul style="list-style-type: none"> • Oversee the development of an Integrated Development Plan that outlines and aligns the local, regional and national planning and its implementation through service delivery plans and funded budget. • Foster relationships between Municipal Council, the administrative arm and communities within Municipal Jurisdiction. Set Direction for the development and implementation of strategies focusing on Local Economic Development. | |

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| | <ul style="list-style-type: none"> • Provide institutional leadership on development and implementation of strategies focusing on sound financial viability and financial Management for the Municipality. • Oversee the development and implementation of effective performance management mechanisms. |
| <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: Municipal Manager 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; 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. 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. 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. 13. The municipality reserves the right not to appoint any applicant to this position and to re-advertise before a short list is compiled; 14. People from designated groups are encouraged to apply for this position. 15. A candidate who canvasses for preference will be disqualified. 16. Fraudulent qualifications, information or documents will disqualify any applicant 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. 18. NB: All Candidates who previously applied for this position must re-apply. <p>The above appointment will be made in compliance with the provisions of sections 54A & 57 of the Local Government: Municipal Systems Act, No. 32 of 2000 as amended read with the Regulations on Appointment and Conditions of Employment of Senior Managers No. 37245 of 17 January 2014.</p> | |
| <p>Applications must be directed to:</p> | <p>Please forward your application to:</p> <p>The Mayor: Cllr T.D Mochechepa Mohokare Local Municipality P.O. Box 20 Zastron 9950</p> |

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| | <p>or</p> <p>Mohokare Local Municipality 20 Hoofd Street Zastron 9950</p> |
| Enquiries | <p>Ms LG Ceba Director Corporate Services Contact: 060 786 4830</p> |
| Closing Date | <p>Closing date: 13 March 2026 @ 16h30</p> |

Approved by:

Mr. TD Mochechepa
Mayor
Mohokare Local Municipality