



## DIKGATLONG LOCAL MUNICIPALITY

Dikgatlong Local Municipality in Barkly West, Northern Cape, invites applications from suitably qualified candidates to fill the following vacant position within its establishment

**DEPARTMENT** : Corporate Service  
**POST** : Director Corporate Services  
**REFERENCE** : 2026/003/01/CSD  
**CENTRE** : Barkly West, Northern Cape

**A. Annual Total Remuneration Package:**

- Minimum R 956 012 – Midpoint R 1 074 171 – Maximum R 1 175 182, in terms of Government Gazette No.53882 of 18 December 2025, i.e. Upper Limits of Total Remuneration Package Payable to Municipal Managers and Managers Directly Accountable to the Municipal Managers;

**B. Term of Appointment:**

- Permanent Appointment

**C. Essential and Non-Negotiable Requirements:**

- B. Degree with majors in Public Administration/Management Sciences/Laws or Equivalent;
- Compliance with all the requirements as contained in the Municipal Regulations on Minimum Competency levels, Gazette 29967 of 15 June 2007, e.g. CPMD, MFMP, etc. If a newly appointed person is not in possession of this Competency, he/ she must complete it within eighteen (18) months from the date of employment, in accordance with Government Notice Number 91 of 3 February 2017, as promulgated in Government Gazette No. 40593.
- Minimum of Five (5) years at middle management level and have proven successful management experience in administration;
- The applicant must have extensive knowledge and understanding of all policies that governs Municipalities and relevant to the department;
- Excellent facilitation, communication, planning and analytical skills, advance computer literacy in MS Office (Word, Excel, PowerPoint and Outlook);
- Good knowledge of corporate support services, including but not limited to: - Human Capital Management & Development (HCM & D); Legal Services; Facilities Management and Administration; Registry; ICT and Council Administration, and Employee Relations;
- Good understanding of institutional governance systems and performance management systems;
- Good knowledge of coordination and oversight of all specialized support functions.;

**D. Key Performance Areas (KPAs):**

- The expected incumbent will be reporting directly to the Accounting Officer;
- Directs, visualize, identifies and deliver on strategic mandate and objectives of

the Directorate Corporate Support Services as set out in the IDP of Council;

- Pursues political-administrative teaming and functioning to enhance collaborative interactions and cooperatives for the purpose of institutional cohesion, common identity and service delivery success;
- Support the formulation and implementation of the code of conduct for all role players within corporate services and the municipality which as a minimum include labour relations, legal service delivery success;
- Support the Municipal Manager and contribute to the establishment and maintenance of non-compliance with labour relations and other related legislative requirements;
- Executes any functions delegated by the Municipal Manager in terms of the delegations of powers;
- Analyses the Internal Audit and Audit Committee reports related to corporate services, implements timeously risk management interventions to curb occurrence of such risks and audit findings;
- Advise and assist other Managers in applying sound recruitment and selection practice and appropriate induction, training and development programmes and the Human Capital Management programmes;
- Prepare own budget in line with the strategic objectives of the municipality and develops corrective measures action to ensure alignment of budget to financial resources;
- Promote the importance of excellence across corporate services department through corporate identity and ensure that key performance areas are aligned with the KPI's and the Municipal KPA's;
- Adhere to measures and controls that fight fraud, corruption & other act of dishonesty that are widely recognised in Local Government for being ingenious and prudent.
- Provide an integrated human capital services to the Municipality including inter alia:
  - ❖ To establish and maintain a Human Resources Framework and policies.
  - ❖ To provide and maintain sound labour relations.
  - ❖ To ensure that a skills development function is provided to the municipality
  - ❖ To ensure that the employment equity function is managed and the objectives of Council are reached.
  - ❖ To revise and maintain staff structure to ensure that IDP objectives can be met;
  - ❖ To provide integrated personnel administration on leaves, employees' benefits, coordinate payroll, etc.
  - ❖ To ensure that discipline is maintained in the institution.;
  - ❖ Perform any other duties or functions that may be assigned by the Accounting Officer of the municipality.

**NB: Please Note:**

- No late or faxed applications will be considered;
- Candidates are required to complete the prescribed "Annexure C" application form as per Regulations on Appointment and Conditions of Employment of Senior Managers Government Notice 21 in Government Gazette 37245 dated 17 January 2014 which is obtainable from the internet at [www.gpwnline.co.za](http://www.gpwnline.co.za) (failure to do so will result in the candidate being disqualified);
- Short-listed candidates will be subjected to security vetting/screening, verification of qualifications and employment history/reference check and

- competency assessment and should also disclose financial interests;
- Dikgatlong Local Municipality reserves the right to nullify or cancel an employment contract and recover all costs incurred by the municipality including remuneration, advertisement, etc., should it be discovered that the successful candidate submitted false or insufficient information which resulted to the contravention of the provisions of Municipal Council Policies, Municipal Systems Amendment Act No. 7 of 2011 or any other relevant legislation;
  - If no communication has been received from us within two (2) months after the closing date, please consider your application not successful.
  - The Municipality reserves the right to appoint or not appoint any person.
  - Canvassing for the appointment is strictly prohibited and any collaborating evidence thereof will automatically disqualify the applicant.

If you meet the stated requirements, a fully completed Annexure C Application Form, Detailed Curriculum Vitae, recently certified copies of all qualifications, a recently certified copy of the Identity Document and Driver's License (certified copies must not be older than 3 months) and proof of Competency Level, must be addressed/sent to:

**The Municipal Manager  
Att: Ms B Tsinyane  
Dikgatlong Local Municipality  
Private Bag X5  
Barkly West  
8375**

Or can be hand delivered at:

**Dikgatlong Local Municipality  
33 Campbell Street  
Registry Office  
Barkly West.**

Enquiries may be directed to Ms B Tsinyane, Acting Municipal Manager @ 053 531 6500 during office hours between 08:00 – 16:00.

**Closing Date:** 16 March 2026 @ 12:00

***Dikgatlong Local Municipality is an equal opportunity and affirmative action employer***

**Notice Number: 01/2026**

**Issued By: Ms B Tsinyane  
Municipal Manager**