WALTER SISULU LOCAL MUNICIPALITY

(BURGERSDORP, MALETSWAI, STEYNSBURG, VENTERSTAD AND JAMES CALATA)

The Walter Sisulu Local Municipality is a Category 2 Municipality. It is situated within the Joe Gqabi District Municipal Area, in the Eastern Cape. The municipality is looking for the services of vibrant, committed and suitably qualified individuals to fill the following position:

NOTICE: 34/2026/2027

INTERNAL / EXTERNAL ADVERTISEMENT

OFFICE OF THE MUNICIPAL MANAGER
SENIOR MANAGER OFFICE OF THE MUNICIPAL MANAGER
TASK GRADE: 16
SALARY SCALE: R 691 270.92 – R 897296.64 PER ANNUM

MINIMUM REQUIREMENTS:

- Grade 12
- Degree in Public Management and Administration
- 5 years' related experience in Management
- Valid Code EB Driving License
- Comprehensive knowledge in Local Government

DUTIES:

The duties will include but not limited to the following:

- Leading the process of analysing performance of current administrative/ operational systems against legislative requirements and best practices with a view to introducing changes to applications and methods to support accountable governance. Directing the processes for departmental planning to contribute towards corporate strategic planning;
- Leading the processes associated with development and review of communication strategies, policies, procedures, etc;
- Editing municipal publications through verification of information and determination of stories suitable for public interests and approve the release of information, publications and communiqués to uphold the image of the municipality;

- Approving media releases and press interviews by carefully screening topics, identifying suitable people for interviews and comments and conducting research on issues/ statements prior to release;
- Leading the process of developing municipality's vision for risk management in consultation with management taking into consideration all legislative prescripts; risk identification and assessment methodology; risk appetite and tolerance; and risk classification.
- Executing communication of municipality's risk and compliance management frameworks to all stakeholders in the municipality and monitoring their implementation;
- Directing risk identification, assessment and development of response strategies process; overseeing implementation of the response strategies; reporting risk intelligence to Risk Management Committee and Audit Committee;
- Developing Stakeholder participation strategy to ensure effective functionality of ward committees, war rooms and other community participation platforms in all wards.
- Establishing all governance structures such as ward committees and war rooms through consultation with councilors; provision of resources and distribution of information to communities and relevant stakeholders.
- Mobilizing community, stakeholder and interest groups to participate in the election of ward committees in various wards through allocation of work packages and resources to assist political leadership during the election process at the various wards
- Approving developed annual plans for Stakeholder participation events.
- Leading the establishment of a customer care system through development of customer care policy, strategy; setting up institutional mechanisms; provision of the resources and infrastructure.
- Organizing a customer care system for walk-ins that assist the municipality to efficiently handle complaints, queries and compliments by recording and tracking referrals sent to relevant municipal departments.
- Overseeing presidential hotline complaints by ensuring that complaints are referred to relevant departments and responses are attained to close cases.
- Guiding the development and review of policies, by-laws and strategies relevant to political offices for each new term of the council
- Planning and providing required resources for efficient running of political offices annually.
- Developing political offices stakeholder engagement frameworks to guide effective engagement with stakeholders.
- Developing oversight strategy to ensure effective and functional section 79 committees.
- Developing all Section 79 Work Programs and submit to the council for approval annually
- Managing the development of a youth desk, a disabled desk, a desk for the elderly and a desk for women and HIV/Aids;
- Giving inputs into the development of the special programmes strategy, policies and developing the implementation plan and procedures;
- Monitoring that through regular reporting, planned programmes, initiatives and showcase events (such as “World Aids Day”, HIV/Aids prevalence studies; “Youth Day” and the like) are implemented in the manner required;

SKILLS AND COMPETENCIES:

Extensive practical knowledge of legislation governing local government and other related legislation, advanced understanding and experience in institutional governance system and performance management (preferable in local government) Advanced understanding of Council operations and systems of delegation of powers. Understanding of good governance practices, namely, internal Audit, Risk Management, etc. Experience in community facilitation and networking.

Kindly submit detailed Curriculum Vitae with certified and valid copies of qualifications and any other relevant documents. Failure to comply with these requirements shall disqualify an applicant. Correspondence will only be entered into with shortlisted candidates. Should you not receive any response within one (1) month after the closing date, please accept that your application was not successful. Application forms are obtainable from the website (**www.wslm.gov.za**) or Switchboard / Reception at the following number 051 633 2441/ 051 653 1819 or enquiries can be made with Mr. Sipho Sontashe, Manager Human Resources @ 051 6531777.

Walter Sisulu Local Municipality is under no obligation to fill the position after the advertisement thereof.

CLOSING DATE: 29 SEPTEMBER 2026

Applications together with your CV's must be addressed to:

Attention: Human Resources Office
The Municipal Manager
Walter Sisulu Local Municipality
01 Jan Greyling Street
BURGERSDORP
9744

08 September 2026

KHAYA GASHI **DATE**
MUNICIPAL MANAGER