

EXTERNAL VACANCY
DATE 23 JANUARY TO 27 FEBRUARY 2026
VACANCY NOTICE NO: 02/2025/26

MATATIELE LOCAL MUNICIPALITY

Matatiele Local Municipality is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of gender, race and disability amongst others. Suitably qualified persons who are South African citizens are hereby invited to apply for the following vacancy which will be filled in terms of the Employment Equity Plan of the Municipality. Preference will be given to candidates whose appointment will enhance representativity of employees from the designated groups in terms of the Employment Equity Act 55, 1998.



PLEASE BEWARE OF A SCAM DOING ROUNDS WHEREIN INDIVIDUALS REQUEST MONEY IN EXCHANGE FOR EMPLOYMENT. NO PAYMENT OF ANY KIND IS NEEDED TO SECURE EMPLOYMENT WITHIN THE MUNICIPALITY.

OFFICE OF THE MUNICIPAL MANAGER

POSITION	Municipal Manager
ADVERTISEMENT PLATFORMS	National, Provincial, Local Newspapers, Municipal Website and Municipal Notice Board
PLACE OF WORK	102 Main Street Matatiele, Eastern Cape
TERM OF EMPLOYMENT	The appointment will be a fixed term contract, from the date of appointment and not exceeding a period ending one year after the election of the next council of the municipality. It will be made in terms of section 56 of the Local Government: Municipal Systems Amended Act, 2022 (Act no.2 (54A) of 2022)
REMUNERATION	Total Remuneration package will be in terms of Government Gazette No 53882 dated 18 December 2025 between R1 716 262 (minimum), R1 757 453 (lower), R1 799 632 (midpoint), R1 842 823 (upper) and R1 887 050 (maximum)
MINIMUM REQUIREMENTS	<ul style="list-style-type: none"> • Matriculation / Grade 12 • B Degree in Public Administration/ Political Sciences/ Social Sciences / Law or Equivalent Qualification (NQF Level 7) Qualification and Certificate in Municipal Financial Management (SAQA Qualification ID No. 48965). • A minimum of five years' experience at a senior management level. • Have proven successful institutional transformation within public or private sector. • Be a South African citizen • Good communication skills • A valid Code B Driving License
KNOWLEDGE	<ul style="list-style-type: none"> • Advanced knowledge and understanding of relevant policy and legislation; • Advanced understanding of institutional governance system and performance management; • Advanced understanding of council operations and delegation of powers; • Good governance; • Audit and risk management establishment and functionality; • Budget and finance management.
OTHER REQUIREMENTS	<p>The successful candidate will be required to:</p> <ol style="list-style-type: none"> (a) Sign an employment contract, a performance agreement and to disclose any financial interests. (b) Undergo security vetting. (c) Undergo competency assessments.
KEY RESPONSIBILITIES	<ul style="list-style-type: none"> • To head and manage the administration of the Municipality subject to relevant legislation and Council policies • To manage the interface between the political and administrative structures of the municipality • To implement the Municipality's Integrated Development plan • Ensure the development and implementation of strategies that will have a measurable impact on organizational productivity and financial performance • Development and management

	<p>Performance Management System of the Municipality • Management of the provision of services to the local community in a sustainable and equitable manner • Facilitate the participation of the local community of the Municipality • Develop and maintain a system to assess community satisfaction with municipal services • Ensure the sound management of all income and expenditure of the municipality, all assets, the discharge of all liabilities of the municipality and proper diligent compliance with applicable municipal finance management legislation • Give advice to political structures and political office bearers of the municipality, setting sound communication with them and administering and carrying out their decisions • To exercise any powers and perform any duties delegated by the municipal council, or sub-delegated by other delegating authorities of the municipality</p>
KEY COMPETENCIES	<p>The following competencies as described in the National Treasury Minimum Competency Framework for Accounting Officers are essential for the Municipal Manager position:</p> <p>Ability and commitment to develop a rural environment • Ability to provide, strategic, visionary and innovative leadership and management • Strategic and Operational Financial Management • Governance, Ethics and Values in Financial Management • Financial and Performance Reporting • Risk and Change Management • Project Management • Legislation, Policy and Implementation • Stakeholder Relations • Supply Chain Management • Audit and Assurance • An action-driven innovative and result-orientated team player and far-sighted developmental strategist.</p>

Closing Date : 27 FEBRUARY 2026 @ 16H00

ENQUIRIES: Mr. W. Mtebele, Manager: Human Resources Management & Development either by email @ WMtebele@mataatile.gov.za or telephone @ (039) 737 8135.

IMPORTANT NOTE TO APPLICANTS:

- *Failure to submit documents listed above will result in disqualification of applicants;*
- *Background screening and vetting of qualifications and references will be conducted on shortlisted candidates;*
- *Proof of canvassing might lead to the disqualification of applicants;*
- *No faxed or emailed applications will be considered;*
- *Correspondence will be limited with selected applicants;*
- *The Municipality reserves the right not to appoint in respect of the advertised posts.*

Please apply by filling in the Application for Employment Form obtainable from our website: www.mataatile.gov.za (not Z83 form) or from any of our Municipal Offices (Mataatile, Maluti, Cedarville and from a Ward Support Assistants in any of our 27 Wards). You must also send your Curriculum Vitae together with certified copies of your qualifications, Identity Document (ID) and Valid Code Driving Licence (where applicable) to:

FOR ATTENTION: THE MAYOR

The Mayor , Cllr. P.M. Stuurman
Mataatile Local Municipality
102 Main Street
4730

NB: Failure to submit documents listed above will result in disqualification.

Without prejudice and with due respect, correspondence will only be limited to short-listed applicants due to circumstances beyond our control.

The Municipality reserves the right not to make any appointment in respect of the advertised posts.

Subsistence and Travelling (S&T) expenses MAY not be paid.

PLEASE NOTE: THAT NO FAXED OR E-MAILED APPLICATIONS WILL BE CONSIDERED AND THAT APPLICATIONS RECEIVED AFTER CLOSING DATE WILL NOT BE CONSIDERED.

The appointment is made according to the Council conditions of service. Canvassing for this position will lead to disqualification of applications. Canvassing support from Municipal Officials and Councillors is prohibited and any person found guilty thereof or found to have been involved in this practice, will be disqualified with immediate effect. The Matatiele Local Municipality is committed to achievement and maintenance of employment equity and diversity especially in respect of race, gender and disability. The Municipality reserves the right to approve or decline the appointment.



**HON CLLR. P.M. STUURMAN
THE MAYOR**

Notice No : 2025/2026-53

We urge all employees, members of council, clients, members of the public and our suppliers to report any kind of fraud or corruption at Matatiele Local Municipality's Human Resources Management and Development Unit.

Where Nature, Agriculture, Tourism are Investments of Choice.

Electrical Services: 079 522 9770 Prepaid Sales: 079 523 322 Finance Office: 039 737 3565 Disaster and Fire: 039-2560610/079 523 2223

Police (SAPS): 039-7329904/74905 Water: 082 520 1476 Ambulance: 10177 Traffic: 079 522 9774

