

Advisor: Intergovernmental and Strategic Relations
Based in North West (Klerksdorp) Ref: 26/09/02
Cluster: Intergovernmental Relations and Municipal Resilience
Remuneration package: A competitive salary package
12 Months Fixed-Term Contract

“Our promise to our employees is to allow them to grow their careers through experiences and connections that inspire them to make an impact.”

ROLE OVERVIEW

Reporting to Senior Advisor: Governance and IGR, the incumbent's role and responsibilities shall include the following:

Implement tailored and best-fit advice, support and solutions to address municipal challenges around responsibility. Monitor and guide on legislative, policy and procedural compliance in municipalities to strengthen the institutional capacity and governance in municipalities.

KEY PERFORMANCE AREAS

- Support the strengthening of municipal intergovernmental relations within the province.
- Facilitate the functionality of District Intergovernmental Forums and inter-municipal relations structures.
- Maintain and review the provincial IGR structures database.
- Coordinate the deployment and participation of SALGA representatives in strategic IGR structures.
- Provide strategic support on intergovernmental and institutional matters affecting municipalities.
- Support municipal participation in District Development Model structures and processes.
- Facilitate collaboration among municipalities, government departments, and key stakeholders.
- Monitor and report on DDM programmes, initiatives, and implementation progress.
- Promote integrated planning and alignment of municipal priorities within the One Plan framework.
- Build and maintain strategic relationships with municipalities, government departments, state institutions, traditional leadership, business, civil society, and other stakeholders.
- Facilitate stakeholder engagements that advance cooperative governance and municipal development.
- Coordinate stakeholder consultation processes on key local government matters.
- Strengthen partnerships that support service delivery, local economic development, and municipal sustainability.
- Research priority policy, governance, and legislative matters affecting local government.
- Prepare reports, briefing notes, speeches, speaking points, and strategic inputs.
- Monitor, analyse, and disseminate relevant policy and legislative developments.
- Provide advisory and technical support on strategic municipal matters.
- Support the development and implementation of municipal international relations programmes.
- Facilitate international partnerships and protocol engagements that advance municipal development objectives.
- Promote knowledge exchange, capacity building, and collaboration with international partners.
- Prepare analytical reports, status updates, and recommendations for management and governance structures.
- Support programme implementation, monitoring, and performance reporting.
- Provide strategic support on matters relating to IGR, DDM, stakeholder relations, and international cooperation.

THE CANDIDATE PROFILE

- Stakeholder Management and Influencing skills;
- Strong management ability
- Decision making and sound judgement
- Analytical and problem-solving skills
- A dynamic, motivated self-starter with high levels of emotional maturity
- High integrity and ethics
- **Culture fit:** SALGA desires an individual who will share and buy-in, in our core values, mission and vision, demonstrating a commitment to our ethos beyond just doing the job.

QUALIFICATIONS AND EXPERIENCE

- A relevant Bachelor's Degree in Public Administration, law or policy or equivalent field
- At least 5 years' relevant experience of which at least 1 years have been at an equivalent level within a medium to large size organisation
- A valid code 08 drivers' license and own vehicle.

CORE KNOWLEDGE, SKILLS AND BEHAVIOUR

- Understanding of the Local Government policy and legislative environment, including parliamentary process
- Knowledge of the relevant legislations
- Advisory and consultancy skills
- Good Communication Skills
- Analytical skills
- Computer Literacy
- Planning and Organising skills
- Client orientated
- Results driven
- Good Interpersonal skills
- Conflict resolution

Suitably qualified and experienced candidates can apply on www.cvspaces.co.za:

Closing Date: 10 September 2026

NOTE: Communication will be limited to short-listed candidates only. SALGA reserves the right not to proceed with the appointment for any of the vacant position. All appointments will be made in line with the SALGA'S

Employment Equity Plan

