

Senior Policy Advisor IGR

Based in National Office (Pretoria) Ref: 26/09/08

Cluster: IGR & Municipal Resilience

Remuneration package: A competitive salary package with benefits

Our promise to our employees is to give them an opportunity to grow their careers through experiences and connections that inspire them to make an impact

ROLE OVERVIEW

Reporting to the **Chief Officer: IGR and Municipal Resilience** this role would be required to ensure the execution of policies through the effective flow of communication and co-ordinate priorities and budgets across different sectors.

THE CANDIDATE PROFILE

- A lateral thinker who can manage multiple dynamics over a broad spectrum in an integrated fashion
- Resilient and Tenacious
- A dynamic, motivated self-starter with high levels of emotional maturity
- Consultative and informed
- High integrity and ethics
- Persuasive and influencing
- **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 Degree / Advanced National Diploma at NQF Level 7, in a relevant discipline;
- Valid Code 08 driver's licence and own vehicle;
- At least 7-10 years' relevant experience of which at least 3 years have been at an equivalent level within a medium to large sized organisation;
- Previous management experience in a multidisciplinary environment;
- Demonstrates a sound understanding of the Local Government Sector; and
- Sound track record in effectively managing complex and sensitive stakeholder engagements at all levels.

KEY PERFORMANCE FOCUS AREAS

The successful incumbent will be expected to perform the following responsibilities:

- **Research and Benchmarking:** Provide ongoing analysis of the key challenges, needs and trends in area of specialisation, to ensure that local government strategies and programmes are appropriately implemented. Support the strengthening of municipal profiles in the central repository. Conduct analysis on municipalities and provide guidance in respect of possible improvements.
- **Representation at IGR & Other for a (lobbying and Advocacy):** Represent SALGA and municipalities at various IGR and other Fora to protect the interests of municipalities / Sector; and to disrupt structural form, policy or legislative frameworks in a particular sector, where it hinders municipal performance. Provide technical support and advice to the Chairs of Working Groups and facilitate tracking and implementation of resolutions.
- **Support Advice and Capacity Building:** Guide, support and provide professional advice to municipalities in the areas of focus / professional discipline – refer issues of strategic importance to the Chief of Operations. Provide hands-on support to strengthen municipal capacity/ improve programme implementation.
- **Monitoring and Evaluation:** Support the development and Implement monitoring and evaluation process to track the progress on implementation of policies, legislative compliance and programmatic implementation in municipalities. Maintain records as per SALGA policy and ensure that all project records are uploaded into the company knowledge management system.
- **Programme / Project Management:** Implement appropriate project management methodologies and disciplines; and manage full project cycle on assigned projects including Monitoring & Evaluation. Plan and integrate programme roll-out to municipalities.
- **Stakeholder Management:** Build and maintain relevant stakeholder relationships/ partnerships in the area of responsibility. Ensure appropriate and timely communications with all stakeholders.
- **Sponsorship and fund Raising for projects:** Identify potential funders / points for leverage during the programme conceptualization phase.

- **Financial and Expense Monitoring:** Assist with the preparation of annual budgets and monitoring of the monthly expenditure in area of accountability.
- **Governance, Compliance and Risk Management:** Uphold sound corporate governance principles in the day-to-day operation of the area of responsibility/ professional discipline. Ensure compliance with organisational policies and procedures.

Suitably qualified and experienced candidates can apply online at www.cvspaces.co.za or on the link below:

Closing Date: 15 September 2026

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