

Position: Provincial Director of Operations
Region: Western Cape
Department: Strategic Projects Fund
Type: 5-Year Fixed-Term Contract
Salary Range: R 1,607,149.51 - R 2,678,581.43 per annum
Closing date: 23 October 2026
Email CV to: recruitment@tianaconsulting.co.za

If you need more information about the position, please contact 011 431 1354, one of our consultants will assist you.

Purpose of the Job:

Reporting to the Chief Executive Officer, this role would be required to enable Local Government Excellence across a Province through long-term municipal effectiveness and efficiency in order to bring about a high level of quality of life for citizens and communities in a Province. This purpose must be achieved through the ability to identify the uniqueness of the province and craft strategies through differentiation whilst remaining true to the mission and vision of organisation. The critical essence of the position is displaying agility and inclusiveness in leadership through translation and successfully implementing organisation's National Local Government Excellence Strategy and Goals into a Province.

The Provincial Director of Operations must be able to demonstrate a sound understanding required of the Policy, Legislative and Regulatory frameworks as well as new developments impacting on the LG Sector, that will enable organisation to play a protective and disruptive role in this environment.

Requirements:

- Minimum relevant master's degree (NQF9) in Public Administration, Local Government, Economic Development, etc.
- MBA will be advantageous
- A valid code 08 drivers' license and own vehicle
- At least 10 years' relevant experience operating at a senior management level within a medium to large sized organisation including previous experience in the LG Sector
- 10 years in Leadership role/managing teams
- Soundtrack record in managing complex stakeholder relationships and a well-developed lobbying and advocacy skillset
- Previous management experience in a multidisciplinary environment; and
- Proven experience in developing and implementing strategy.

Candidate Profile:

- Politically savvy person with gravitas and persuasive influence in a complex multi-sphere stakeholder environment
- Strong analytical ability towards opportunity identification and problem-solving skills
- Ability to manage in a multidisciplinary environment
- Strong initiative and well-rounded implementer and driver of multi-disciplinary programmes; and
- Good international experience and exposure to internal implementation protocols of local government policies, accords and realities
- Proven track record of notable successes
- Innovative and thought leading person
- Culture fit: ORGANISATION 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

Key Performance Areas:

- Source deals aligned with mandate of employer
- Business Integration: Provide an integrated and member-centric service to members through a multi-disciplinary team approach across vertical and horizontal boundaries. Be the custodian of information and intelligence about the challenges experienced in LG Sector, needs of municipalities and provincial priorities and facilitate the transfer of knowledge to central repository for knowledge management. Oversee and maintain ultimate responsibility for the implementation of all organisation decisions in the province so that the province adheres to all requirements laid down by organisation.
- Strategic and Business Planning: To formulate and implement a five-year plan, aligned to the organisation Strategic Plan and Objectives, to bring about Local Government Excellence in the Province. Actively participate and support the EXCO with the development of the ORGANISATION strategy, in particular in ensuring that provincial members need inform the strategy. Through an integrated organisation planning process, develop and oversee implementation of the Provincial strategy and business plan in line with the overall strategy and APP of ORGANISATION such that the mandate of the province is achieved. Develop and implement systems, processes and procedures in line with overall organisation policies to ensure an effective and functional provincial service capability
- Financial and Budget Management: Prepare, control and monitor the annual and monthly cluster budget so that expenditure is in line with organisation's financial requirements. Fulfil revenue generation requirements organisation has of all Senior Managers. Ensure the recovery of levies in the province and contribute to the building of value-added service offerings to develop alternative revenue streams. Fulfil revenue generation requirements organisation has of all Provincial Directors
- People Management and Promoting a High-Performance Culture: Lead, manage and equip staff in the cluster so that they achieve their work objectives and work within an environment conducive to achieving required results. Promote teamwork and in line with the organisation organisational culture, role model and educate staff on the importance of alignment of personal and organisational values for improved performance. Support the CEO in building a high-performance culture in organisation and in the Cluster. Implement the performance management and recognition and reward processes in organisation and drive high performance through day-to-day management of staff performance
- Corporate Governance and Risk Management: Ensure organisation compliance with related Legislative frameworks. Uphold sound corporate governance principles in the day-to-day operation of the province and ensure compliance with organisational policies and procedures. Identify and mitigate reputational, organisational and operational risks identified in the province. Ensure that systems, processes and programmes are developed and implemented to facilitate, coordinate and ensure legislative compliance and good governance in the province. Participate in the organisation Combined Assurance Forum if required
- Stakeholder Management: To build and nurture sound and strong stakeholder relationships at all levels and across all domains in the province. Represent the organisation at all relevant Provincial IGR and other fora in alignment with the organisation strategy and frameworks in order to protect Municipal rights and disrupt the system of governance where it is hampering Municipal service delivery. Advise the PEC and its working groups on all matters that have strategic implications and implement appropriate interventions to mitigate risks. Support the Provincial Organisation Governance structures in the effective representation and capacitation of the municipalities in the provincial. Network with other Senior Organisation Staff, Municipalities within the province, the Business Community, Government Departments etc., so that there is an understanding of the needs of the province and support for its progress. Build sound working relationships with National Office and across provinces to ensure integrated planning, access to funding and member-centric service delivery and special projects. To promote the brand and reputation of organisation in the Province as the key enabling partner in Local Government Excellence
- Monitoring, Evaluation & Reporting: To generate real time, in time intelligence regarding Local Government Excellence in the Province. Support the establishment of an M&E framework and

support the implementation of the Organisation's capability to measure impact on the sector. Monitor and report on the financial and performance progress against the of Provincial budget and business plan and take necessary action to ensure that the goals and targets of the province is met within time, quality and budget requirements. Develop and submit monthly, quarterly and annual reports as requested by EXCO. Ensure timely submission of all internal and external reports and report to the CEO so that he/she is fully aware of the status of the province and can take informed decisions.

- Operational Efficiency: To generate and roll-out municipal-specific, integrated, multi-disciplinary Excellence Enhancement Programmes within set budget parameters, monitor and track their lasting impact, and take corrective actions. Ensure the implementation of the organisation initiatives in the province so that they are launched and managed successfully and in a sustainable way in each of the relevant municipalities. Oversee and maintain ultimate responsibility for the implementation of all organisation decisions in the province so that the province adheres to all requirements laid down by organisation