



GREATER GIYANI MUNICIPALITY

The Greater Giyani Municipality is an equal opportunity affirmative action employer whose responsibility is to promote equal representation within its workforce. People with disability are encouraged to apply.

OFFICE OF THE MUNICIPAL MANAGER

1x Manager: Internal Audit (reference no. 01/GGM/14)

Salary scale: R380, 750-390,316 per annum (level 2) (excluding benefits)

Appointment requirements: * B.com with Accounting OR Auditing (NQF level 6)* Three (3) years Considerable Auditing experience in senior position* A valid driver's licence. Registered with the Public Accountancy and Auditing Board as Registered Accountant and Audit will be an added advantage. **Responsibilities:** *Co-ordinate and controls processes and procedures associated with the formulation of the Municipality's risk based Audit Plan and Program *Monitors applications, procedures and processes associated with specific statutory financial responsibilities and functions/activities of the municipality* Manages the implementation of Audit investigative processes to determine irregularities or non-compliance*Disseminates guidance and information on specific key performance areas and requirements associated with the Audit program and procedures* Render secretarial service to the Audit Committee * Directs and controls the Key Performance indicators outcomes of personnel within the unit.

CORPORATE SERVICES

1x Manager IT (reference no. 02/GGM/14)

Salary scale: R380 750 - 390 316 per annum (L2) (excluding benefits)

Appointment Requirement: *IT Diploma or equivalent qualification *Three (4) years managerial experience with sound knowledge of IT network and systems* Code B driver's licence. **Responsibilities:** *Development of policy and strategies to manage the information Technology and communication (ITC) system and network of the municipality and ensure its proper functioning*To ensure that a content and productive workforce is developed and maintained by the division*Provide support, maintenance and advice to departments of the council in order to establish an effective IT usage, to inform users of IT and to provide effective service * To ensure that effective systems are maintained and comply with the set standards*To ensure the necessary protection of the IT network and that securities comply with and in place for any contingency management approach*To ensure sufficient and effective communication*Report and liaise to ensure proper reporting and execution of the division's functional obligations*Up-dating of municipal website.

1x Workstudy Officer Re –advertised (reference no. 03/GGM/14)

Salary Scale: R269 274 -290,102 per annum (L5) (excluding benefits)

Appointment requirements: *National Diploma in Management Services/Workstudy/Operational and Production management/Public Admin *Computer literacy *Two years Workstudy experience*A Drivers licences.

Responsibilities: *Render a work study service with integrity to ensure that the function is build out and maintained *Execute all investigations in a systematic and scientific manner according to heuristic model to ensure a system of logical reasoning to establish the truth and get to successful problem solving *Perform organizational studies to ensure proper lines of command and work flow *Undertake work studies to ensure better performance and productivity*Work measurement *

2X Community Development Clerk (reference 04/GGM/14)

Salary scale: **R129 197 – 149 777 per annum (Level 10)** (excluding benefits)

Appointment requirements: *Grade 12 certificate *Computer skills *Good communication skills* Report writing. **Responsibilities:*** Perform day to day administration task in the Office of Public Participation *Communicate and Liaise with Ward Committees *Assist in the Compilation of monthly report from all wards *Mobilize community members and all stake holders during Mayoral Imbizo.

Security Guard (10 posts) (reference no. 05/GGM/14)

Salary scale: **R93 144 – 104 044 per annum (Level 13)** (excluding benefits)

Appointment requirements: *Grade 12 certificate (NQF Level 4) *Security Certificates Grade E -C *2 years' applicable experience. **Responsibilities:** Perform access control and guard duties to ensure the proper application service delivery.

COMMUNITY SERVICES

1x Secretary (reference no. 06/GGM/14)

Salary scale: **R129, 197 – 149, 777 per annum (Level 10)**(excluding benefits)

Appointment requirements: *Grade 12 certificate (NQF Level 4) *Secretary Diploma * Computer literacy *1 year relevant experience. **Responsibilities:** To ensure effective office administration *Manage the itinerary, time and dairy commitments of the Director *to ensure an effective and efficient secretarial support services *Arrangement of travelling and accommodation of the Director * Perform any other related duties as assigned by the Director.

1 x Cleaner (reference no. 07/GGM/14)

Salary: **R93 143-104 043 per annum (Level 13)**(excluding benefits)

Appointment requirements: * Primary NQF Level 1* Negotiations skills *Communication Skills* Six (6) months experience. **Responsibilities:** Responsible for the cleaning the bus and taxi ranks and surrounding areas to ensure clean environment*Responsible for the cleaning of town and town entrance, CBD and residential areas by picking up litter to ensure a clean environment*Help with the removal of refuse/waste to ensure proper assistant were needed*Help with the removal of illegal dumping to ensure proper assistant. Perform any other related duties as instructed by supervisor.

BUDGET AND TREASURY OFFICE REPORTING

1xSenior Admin Officer (reference no 08/GGM/14)

Salary: **R304 889-320 286 per annum (Level 4)**(excluding benefits)

Appointment requirements:*Three (3) years National Diploma or Degree in Transport Management/Public Management*At least 3 years' experience in Transport Section or dealing with transport management issues.*Computer Literacy (usage of word, excel and power point).

Responsibilities: *Monitor the implementation of Fleet Management Policy. Monitor the implementation of municipality's fleet management system. Ensure the proper management of council fleet.*Reconcile Expenditure on fleet on monthly basis and follow up on unusual

spending on vehicles. Ensure that all council fleet are in good condition. Ensure that all the council vehicles are or participate in fleet management system. Ensure that all vehicles are properly registered on time and have comprehensive log books. Ensure that all drivers are aware of the fleet management controls.* Write and submit reports on monthly basis about the petrol and maintenance expenditure statistics. Ensure that vehicles are only used by the authorised drivers. Reports all the accidents to Manager Assets and insurance in time. Ensure safe parking of vehicles.

TECHNICAL SERVICES

1x Labour (reference no. 10/GGM/14)

Salary scale: **R93 144 – 104 044 (Level 13)**(excluding benefits)

Appointment requirements: *Primary education certificate/NQF Level 1* Knowledge in Building and Construction and tools and equipment * Application of safety measures on construction sites * One year experience in Construction Company (building, civil or water and sanitation) * Able to read construction signs. **Responsibilities:** * Handling of building tools and equipment * Loading and transporting of materials/ tools to and from site * Perform any other duties related building maintenance as assigned by the supervisor.

Application letter together with a CV and certified copies of qualifications must be sent to:

**The Municipal Manager
Greater Giyani Municipality
Private Bag x 9559
GIYANI
0826**

(For attention: Manager: Human Resources)

For further information please contact Ms Mathebula P.X on telephone no. 015 – 811 5500/ 811 5509

Fraudulent qualifications or documents will immediately disqualify any application. Short-listed applicants will be screened for criminal records and /or any pending criminal cases and their qualifications will be verified.

Correspondences will only be entered into with short listed candidates. If you do not receive notifications regarding your application within 60 days of the closing date, kindly assume that your application was not successful.

NB: Faxed or emailed and applications on Z83 form will not be considered. Applicants responding to the advert should indicate the post they are applying on their application letter.

Closing Date: 11 November 2014

ACTING MUNICIPAL MANAGER

