



Greater Giyani Municipality

Greater Giyani Municipality is an equal opportunity employer subscribing to the Employment Equity Act, and hereby invites applications from suitably qualified persons to fill the under-mentioned post (women and people with disability are encouraged to apply):

OFFICE OF THE MAYOR

1x Personal Assistant: Office of the Mayor (REF 07/GGM/2021) (Five Year Contract) Salary Scale: R372 154.20 per annum Level 8 (all inclusive)

Appointment requirements: National/Diploma in Office Management/Secretarial and Admin or relevant qualification. 1-2 years relevant experience. * Computer Literacy. **Responsibilities:** Manage and Maintain Mayors office. *Record keeping. * Administration function

1x Driver/Chauffeur (REF 08/GGM/2021) (Five Year Contract) Salary Scale: R211 974.00 per annum Level 12 (all inclusive)

Appointment requirements: Grade 12 Certificate. *2-3 years' experience in tactical environment either in law enforcement, VIP protection//Military environment * Code 08 driver license/PDP.* Certificate in security management.*Advanced driving certificate/firearm license. **Responsibilities:** Performs driving functions for the Mayor. *Provide driver services to the Mayor. * Maintaining the Mayors vehicle.

OFFICE OF THE MUNICIPAL MANAGER

1x Manager Disaster (REF 09/GGM/2021)

Salary Scale: R580 998.12 - R595 595 .17 per annum Level 2 (excluding benefits)

Appointment requirements: Degree in Disaster Management. *4- 5 years' disaster management experience with at least 2 years supervisory position. **Responsibilities:** * Develop and implement integrated disaster management plans and risk reduction programmers in accordance with approved framework. *Ensure effective and appropriate disaster response to disaster management and recovery.

*Establish integrated communication links with all disaster risk management role players. *Promote a culture of risk avoidance among stakeholders. * Determine funding for the establishment of institutional arrangement, including information management and communication system for disaster management in the municipality. *Staff supervision.

1x PMS Officer(10/GGM/2021)

Salary Scale: R410 894.99- R442 677.08 per annum Level 5 (excluding benefits) **Appointment requirements:** National Diploma in Public Management/HRM or relevant qualifications. *2-3 year' experience in Performance Management System. **Responsibilities:*** Perform Performance management.

*Conduct Performance appraisal.

*Facilitate Performance management systems. * Perform administrative activities.

1x Internal Auditing Intern (11/GGM/2021) (Two-year Contract) Salary Scale: R100 000 per annum

Appointment requirements: Degree/National Diploma in internal Auditing/Risk management or relevant qualifications *No experience * Drivers Licenses. **Responsibilities:** *Conduct Audit Programme steps as instructed. * Obtain Audit evidence for the Audit finding raised * Assist in conducting follow up Audits. * Take minutes during projects entry and exit meetings. * Assists the Internal auditor with administration duties of the office. *Assist in audit pack preparation. *Capture minutes for meetings where internal audit section is secretariat. * Perform any other duties as instructed by internal Audit activity management.

1x Risk Management Intern (12/ GGM/2021) (Two-year Contract) Salary Scale: R100 000 per annum

Appointment requirements: Degree/ National Diploma in internal Auditing/Risk management or relevant qualifications *No experience * Drivers Licenses. **Responsibilities:** *preparation and booking of venues before meeting. * Monitoring the risk identified. *Assist in identification of risk. *Conducting of assessment.*Writing and preparing of risk report.*Conducting awareness.*Shall protect the information acquired in the duties.

DEPARTMENT OF TECHNICAL SERVICES

2x PMU Intern (13/GGM/2021) (Two-year Contract) Salary Scale: R100 000 per annum

Appointment requirements: Degree/ National Diploma in Civil Engineering *No experience * Drivers Licenses. **Responsibilities:** *Delivering technical support and evaluating proposed project in alignment- with respective Municipality IDP and the regional and provincial growth and development plans. * Management of labour-intensive construction methods in line with the EPWP framework and related reporting requirements. * Project registration on the MIS. * Attend Technical and Site meeting in all MIG and LEGS projects. * Fields to be exposed to: Planning, Design, Tender processes, and Construction supervision.

DEPARTMENT: BUDGET AND TREASURY OFFICE

1x Senior Assets Clerk-Movable (14/ GGM/2021)

Salary Scale: R372 163.82- R400- 921 .51 per annum Level 06 (excluding benefits) **Appointment requirements:** National Diploma in Accounting/Financial Management or relevant qualifications. *2 years' experience in Assets Management. **Responsibilities:** * Provide assets recording and control. * Coordinate recording of asset in the respective offices. * Perform administrative support services.

1x Acquisition and Disposal Clerk (15/ GGM/2021)

Salary Scale: R197 145.67 – R228 549.32 per annum Level 10 (excluding benefits) **Appointment requirements:** National Diploma in Supply Chain Management / Accounting/Financial Management or relevant qualifications. *One (01) years' experience in Supply Chain Management. **Responsibilities:** * Render acquisition service. * Administer acquisition documents. * Facilitate the disposal of inventory.

3x Financial Interns (16/GGM/2021) (Two-year Contract) Salary Scale: R100 000 per annum

Appointment requirements: Degree/ National Diploma in internal Auditing/Risk management or relevant qualifications *No experience * Drivers Licenses. **Responsibilities:** *Monthly reconciliation under Revenue. * Expenditure, Budget and reporting. * Supply chain and Asset Management functions.

DEPARTMENT: CORPORATE SERVICES

1x Record Clerk (17/GGM/2021)

Salary Scale: R197 145.67 – R228 549.32 2za2per annum Level 10(excluding benefits) **Appointment requirements:** National Diploma/Diploma/Certificate in Record Management or relevant qualifications. * One (01) year' experience in Record Management. **Responsibilities:** * Administer mails/correspondence control. * Provide access, Circulation, and retrieval of documents. * Attend counter services. *Distribute provincial and government gazettes.*Process incoming and outgoing mails.

DEPARTMENT: COMMUNITY SERVICES

10 x General Workers (18/GGM/2021)

Salary Scale: R142 131.29 -R158 763.93 per annum Level13 (excluding benefits) **Appointment Requirements:** Grade 10.* 0-6 months experience. **Responsibilities:** * Responsible for cleaning of bus and Taxi ranks, Sports facilities and surrounding areas to ensure clean environment. * Cleaning of Town and Town entrance, CBD and residential areas by picking up litter. * Cutting of grass and field. * General maintenance and repair work (Roads and building). * Cleans and disinfects basins, sinks, countertops, toilets, mirrors. Floors, windows etc.* Polishes metalwork, such as fixtures and fittings. * Sweeps, mops floors using brooms and mops. * Vacuums carpets using vacuum cleaners* Perform any other related duties as instructed by supervisor.

Closing Date: 03 January 2022:

Application Form is available on the Municipality website: www.greatergiyani.gov.za N.B. faxed or e- mailed and application on Z83 form will not be considered.

MR CHAUKE M.M. MUNICIPAL MANAGER