



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 Senior PMS Officer: (REF 01 /GGM/2018)

Salary Scale: R371 257.58 – R 390 006.15 per annum Level 4(excluding benefits)

Appointment requirements: Grade 12, A Degree/National Diploma in HRM/Public Administration/Personnel Management or relevant qualification.* 4years relevant experience.* Code EB Driver's Licences.*Computer Literacy.**Responsibilities:** Perform institutional performance management.* Performance Institutional appraisals.* Manage institutional Performance management systems. * Monitor and Implement Institutional Legislative, Compliance and reporting *Perform administrative activities.

DIVISION: RISK MANAGEMENT

1X Senior Risk Officer: (REF 02 /GGM/2018)

Salary Scale: R371 257.58 – R 390 006.15 per annum Level 4(excluding benefits)

Appointment requirements: Grade 12, Degree/National Diploma in Risk Management or relevant qualification *4 years' experience in risk management environment* an understanding of risk management frameworks including quantitative aspects, Background in compliance, Membership of a risk management body will be an added advantage, Knowledge of the Public Sector Risk Management Framework and Corporate Governance King II, Code o8 Driver's Licences.* Computer Literacy, Good Communication skills .**Responsibilities:** Operational risk assessment, Risk loss analysis, Risk Management training and awareness, * evaluation of operational risk * advising on control strategies * Identify organizational risk issues.* Implement adequate and effective Fraud Prevention Plan. * Monitor and reporting on risk response plans.

DEPARTMENT: TECHNICAL SERVICES

2X Plant Operator (Grader): (REF: 03/GGM/2018)

Salary Scale: R141 959.23-R 157 273.96 per annum Level 11(excluding benefits)

Appointment requirements: Grade 7, Code EC1 plus PrDP.* 1 year experience as a Grader Operator, valid certificate of competence for Grader Operator.

. Responsibilities: Responsible for road construction/maintenance within the area of jurisdiction of the municipality • Operating the Grader. • Inspecting safety devices, controls, lubricant levels on the Grader and reporting defects to the immediate superior. • Cleaning and servicing the Grader when required. • Communicating with the superior on site and confirming or attending specific operational requirements. • Forward information to the superior for processing * Operation of heavy specialized mechanical plant (e.g. Grader; Front End Loader; Crane Truck; Bulldozer) and vehicles during road and storm water drainage maintenance activities, Completes internal transactional documentation (e.g. tally sheets, log sheet, progress report, etc.).

2X General Worker (REF 04/GGM/2018)**Salary Scale R113 419.32 – R126 692.00 per annum Level 13 (excluding benefits)****Appointment requirements:** Grade 6.* 0 – 6 months relevant experience **Responsibilities:** Building maintenance workers, also known as general maintenance and repair work, handle a variety of tasks that vary depending on the sub-section under building section.**DEPARTMENT: CORPORATE SERVICES.****4 x Cleaners (REF 05/GGM/2018)****Salary Scale: R113 419.32 – R126 692.00 per annum level 13 (excluding benefits)****Appointment requirement:** Grade 6 * Extensive experience in cleaning environment*Basic knowledge of general hygiene practices. **Responsibilities:*** Cleans and disinfects sinks, Countertops, toilets, mirrors, floors etc.* Polishes metalwork, such as fixtures and fittings *Sweeps, mops, vacuums and floors using brooms, mops and vacuum cleaners.**2 x Security Guards (REF 06/GGM/2018)****Salary Scale: R136 091.76 per annum level 13 (excluding benefits)****Appointment requirement:** Grade 12, National Certificate* Security Certificate Grade EC* 1-2 years' experience in security **Responsibilities:*** Perform access control and guard duties to ensure the proper application service delivery.**DEPARTMENT: COMMUNITY SERVICES****1X Traffic Officer: (REF: 07/GGM/2018)****Salary Scale: R186 394.71 – R262 363.15 per annum level 9-8 (excluding benefits.****Appointment requirements:** Traffic Diploma. *1-2 years' relevant experience. **Responsibilities:** Enforce road traffic law *Render joint law enforcement activities and projects.* Conduct traffic control and crime prevention activities. *Asses road conditions.* Attend accident scene/ direct traffic flow and road safety. * coordinate administrative functions. *perform admin function.**1 x Secretary to the Director Community Services (REF 08/GGM/2017)****Salary Scale: R157 320.23 -R182 380.03 per annum Level 10 (excluding benefits)****Appointment requirements:** National Diploma in Office Management/Information processing or relevant qualifications.* 1 year relevant experience. **Responsibilities:** * Manage & maintain diary of the Director. * Record keeping. * Administrative Functions.**1X Driver Operator (REF 09/GGM/2018)****Salary Scale: R 128780.31-R139616.42 per annum Level 12 (excluding benefits)****Appointment Requirements:** Grade 7 with Code EC driving license – PRDP * 1years in similar environment.**Responsibilities:** Operate a waste removal vehicle safely and efficiently * Load & offload waste from the vehicle to dumping site. * Monitor vehicle condition and record malfunctioning items or damages.**5 X General Worker (REF 10/GGM/2018)****Salary Scale: R113 419.32 – R126 692.00 per annum Level 13 (excluding benefits)****Appointment requirements:** Grade 6.* 0-12 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 *cleaning the

ablution blocks * Responsible for cleaning of change rooms * Responsible for cutting and field marking * responsible for cleaning the pavilions * Responsible for sweeping the surrounding areas of the facility * Removing unwanted materials in the surrounding areas of the facility.

DEPARTMENT: PLANNING AND LOCAL ECONOMIC DEVELOPMENT.

1 X Town Planner (REF 11/GGM/2018)

Salary Scale: R327 890.01 – R353 251.79 per annum level 05 (excluding benefits)

Appointment requirement: National Diploma in Town and Regional Planning or equivalent qualification and registration with the relevant body * 2-3 years' experience in Town Planning and registration as a professional planner. Planning, organizing and execution skills.

Knowledge of Project and programme management, Planning and Development Legislation, Good communication and computer literacy skills. Code EB Driver's

Licence. **Responsibilities:** * Coordinate land development applications. * Develop and review Spatial Plans and Policies. * Manage spatial planning projects. * Facilitate land development applications. * Coordinate participation of traditional authorities in land development processes. * Provide administrative functions

FINANCE DEPARTMENT

2x Billing Clerk: (REF 18/GGM/2018)

Salary Scale: R157 320.23 -R182 380.03 per annum Level 10 (excluding benefits)

Appointment requirements: * Diploma in Financial Management or related qualifications. * 6-12 months Relevant experience. **Responsibilities:** Accounts administration. *

Enquiries/correspondence and general support. * Render administrative functions.

Application form 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 further information please contact Ms Mathebula P.X. or Mathonsi M.E. on telephone no. 015 – 8115509/811 5589.

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.

Closing Date: 09 April 2018

Application form is on the Municipality's website www.greatergiyani.gov.za

NB: Faxed or e-mailed and applications on Z83 form will not be considered.



MR CHAUKE M.M

MUNICIPAL MANAGER