



# 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 12/GGM/2021)**

**Salary Scale: R449 508.23 – R472 208.48 per annum Level 4 (excluding benefits)**

**Appointment requirements:** National Diploma in HRM/Public Administration/Personnel Management or relevant qualification. \*3-4 years relevant experience. **Responsibilities:** \* Coordinate Performance management systems\* Coordinate Performance appraisals.\* Promote Performance management systems. \* Perform administrative activities \* Provide Staff Supervision

## DEPARTMENT: DEVELOPMENT AND PLANNING

**1x: Admin Officer: Land Use (REF 13/GGM/2021)**

**Salary Scale: R397 000.00 – R427 707.33 per annum Level 5 (excluding benefits)**

**Appointment requirements.** \* National Diploma in Public Administration or relevant qualification.

**Responsibilities:** \* Coordinate maintenance of land use records.\* Coordinate the processing of applications for land use. \*Coordinate community land use planning. \*Provide general admin support services. \*Provide staff Supervision.

## DEPARTMENT: CORPORATE SERVICES

**1x: EAP Officer (REF 14/GGM/2020)**

**Salary Scale: R359 578.57 – R387 363 .78 per annum Level 6 (excluding benefits)**

**Appointment requirements:** \* B Degree in Social Worker/Industrial Psychology/ National Diploma in Industrial Psychology or relevant qualification. \* Registered with relevant Professional body \* 2 years' relevant experience. **Responsibilities:** \* Render EAP service to employees affected. \* Monitor and assess the intake of affected employees. \* Provide counselling to the affected employees. \* Refer employees to external service providers

where necessary. \* Render capacity building programmes or workshops on EAP. \* Render administrative Functions.

## 1x: Photocopier Attendant (REF 15/GGM/2020)

**Salary Scale: R155 923,58 – R169 043.64 per annum Level 12(excluding benefits)**

**Appointment requirements:** \* Grade 12 National Senior certificate. \* one (1) year relevant experience. **Responsibilities:** \* Tends duplicating machine to reproduce handwritten or typewritten matter. \* Accepts printing orders from officials and computes. \* Operate machines. \*Photocopy Services. \*Administrative Functions.

## DEPARTMENT: TECHNICAL SERVICES

**1x: Truck Driver (REF 16/GGM/2020)**

**Salary Scale: R155 923,58 – R169 043.64 per annum Level 12(excluding benefits)**

**Appointment requirements:** \* Grade 10, Code EC driving license – PRDP \*1-2 years' relevant experience. **Responsibilities:** \* Transportation of roads material.\* Maintain the vehicle. \*Supervisory duties

**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 and Ms Mathonsi M.E on telephone no. 015 811 5509/5589. 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: 12 July 2021**

**Application form is on the Municipality's website [www.greatergiyani.gov.za](http://www.greatergiyani.gov.za)  
NB: Faxed or e-mailed and applications on Z83 form will not be considered.**

**MR CHAUKE M.M -  
MUNICIPAL MANAGER**