

# 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: Risk Management (re- advertisement) (Ref: 02/GGM/2015)**

**Salary Scale: R407 402-R417 638 per annum (Level 2)**

**Appointment requirements:** • Degree in Risk Management/Auditing or equivalent • Three (3) years' experience in Risk Management or Internal Auditing at Senior Practitioner's level • Code B Driver's license • Knowledge of Local Government environment will be an added advantage. **Responsibilities:** • Develop, review, and implement Risk Management Strategy of the Municipality • Conduct strategic and operational Risk Management assessment • Develop and monitor action plans for all departments in the municipality • Evaluate risks which the municipality may be exposed and assist in developing measures for mitigation • Conduct follow-up on progress made in managing the top institutional risks • Maintain risk registers of the municipality • Reporting to Audit committee on risk identified and the progress made by departments • Act as secretary of the risk committee • Monitor risk Management Strategy and related legislations.

**1x Senior Internal Auditor (re- advertisement): (Ref 03/GGM/2015)**

**Salary Scale: R326 232.30 – R342 707.09 per annum (Level 4)**

**Appointment requirements:** • National diploma in internal auditing/ Risk or equivalent qualification (NQF level 6) with at least three (3) years' experience in internal auditing • Code B drivers licence • knowledge of Standard for Professional Practice of Internal Auditing • Knowledge of local government environment and teammate system will be an added advantage. **Responsibilities:** • Contribute to municipal risk assessment process and development of the internal audit Plan • Plan and supervise audit projects • Develop draft and final internal audit reports and discuss the reports with clients • Conduct entrance & exit Conference with relevant line management; Conduct follow –up audit • Transfer auditing skills to the internal Auditors • Undertake administrative duties of the unit and the audit committee • Supervise and evaluate performance of Internal Auditors.

## BUDGET AND TREASURY

**1x Manager: Supply Chain Management (re- advertisement) (Ref 06/GGM/2015)**

**Salary Scale: R407 402-R417 638 per annum – Level 2**

**Appointment requirements:** • B.Com Degree or Bachelor degree / National diploma majoring with Accounting • Four (4) years' experience of which at least one (1) year must be at supervisory level and at least three (3) years at any level relating to supply chain management • Valid driver's license, minimum competency certificate in municipal finance management programme will be added advantage • Extensive knowledge in local government legislations, MFMA, PPF Acts, GRAP and SCM Regulations. **Responsibilities:** • Manage all Procurement related processes and generate procurement related reports • Ensuring compliance with all National regulations regarding Supply Chain Management including CIDP prescriptions • Provide secretariat support to all bid committees • Maintaining Financial data integrity • Effective and efficient functioning of the division, including reports, budget, meetings, admin correspondence • Management of subordinates.

**1x Manager: Asset Management (re- advertisement) (Ref 12/GGM/2016)**

**Salary Scale: R407 402-R417 638 per annum (Level 2)**

**Appointment requirements:** • B.com Degree or B tech in Accounting/National Diploma majoring with Accounting • MFMP certificate will be an added advantage • Articles with professional Body • Knowledge of GRAP Standards • Four (4) years' experience of which at least one year must be at supervisory level and at least three (3) years at any level relating to Asset • Valid Driver's License. **Responsibilities:** • Manages and coordinates the planning of acquisition, storage, maintenance, verification, depreciation and disposal of assets in accordance with current legislation • Attend Verification, Reporting, Processing and reconciliation of Asset Management • Manages and control fleet for the municipality • Create and monitor a system of controls, procedures, and forms for the recordation of fixed assets • Recommend to management any updates to accounting policies related to fixed assets • Assign tag numbers/barcodes to fixed assets • Record fixed asset acquisitions and dispositions in the accounting system • Track the compilation of project costs into fixed asset accounts, and close out those accounts once the related projects have been completed • Reconcile the balance in the fixed asset subsidiary ledger to the summary-level account in the general ledger • Calculate depreciation for all fixed assets • Review and update the detailed schedule of fixed assets and accumulated depreciation • Investigate the potential obsolescence of fixed assets • Conduct periodic physical counts of inventory and reconcile with the records • Recommend the disposal of fixed assets and inventory in line with legislation • Track Municipality's expenditures for fixed assets in comparison to the capital budget and management authorizations • Manages and controls specific accounting procedure associated with asset acquisition and disposal • Incumbent should be able to understand and implement GRAP Statements • Keeping abreast with legislation changes, National and Provincial government requirements with respect to management, maintenance, valuing, depreciating and disposal of municipal assets and fleet.

**5X Financial Management Interns and 1x Internal Auditors (Ref 13/GGM/2016)**

**(Two year-contract) • Salary: R90 000 per annum**

**Appointment requirements:** • B.Com/National Diploma majoring in Accounting or Auditing • Driver's license would be an added advantage. **Responsibilities:** • Monthly reconciliation under Revenue, Expenditure, Budget, and Reporting • Supply chain and Asset Management functions as well as internal audit functions.

## TECHNICAL SERVICES DEPARTMENT

**Re – advertisement: 1X BUILDING INSPECTOR – (Ref 14/GGM/2016)**

**Salary Scale: R288 124 – R310 410 per annum (LEVEL 5)**

**Appointment requirements:** • National Diploma in Building /Trade Test Diploma • Code B driver's license • Three (3) years' experience in building Construction Industry, regulations, codes of practice to ensure compliance. **Responsibilities:** • Co-ordinate tasks/activities associated with the implementation of produces and monitoring compliance with standards and specification with regard to new buildings, additions and renovations to existing structures • Visiting specific work – sites and conduction site inspection • Check whether construction on the works and procedures are in accordance with the approved design, drawing, specification, statutory regulation (National Building Regulation and SABS code of practice) • Undertake specific inspection at various stages of construction • Measuring and ensuring conformity to specifications of screens wall, openings, etc. • Evaluate and commenting on the adequate of supporting structures, ventilation and Waste Water drainage System • Informing owner of issues non- compliance/problems on site and forwarding detail for investigations • Issuing compliance notices to facilitate demolition of illegal construction and encroachment.

**2X GRADER OPERATOR (re – advertisement): (REF 15/GGM/2016)**

**Salary Scale: R124 742 – R138 200 per annum (Level 11)**

**Appointment requirements:** • NQF Level2 (grade10) • Certificate Grader Operator • One (1) year relevant work experience • Valid Code EC driver's license • PRDP will be an added advantage • Ability to read, write and excellent Health. **Responsibilities:** • Perform driver activities using a vehicle to ensure the transporting of machinery equipment and people to and from the workplace • Operate heavy machinery (Grader), Drive Trucks, LDV'S and Tractor as and when required • Maintenance and cleaning of machine/vehicles allocated • Check water, oil, etc. according to relevant check list • Upkeep of log and time sheet • Adhere to all municipal and safety regulations.

**1 X TLB OPERATOR (re – advertisement): (REF 15/GGM/2016)**

**Salary Scale: R124 742 – R138 200 per annum (Level 11)**

**Appointment requirements:** • NQF Level2 (grade 10) • Certificate TLB Operator • one (1) year relevant work experience • valid Code EC driver's license • PRDP will be an added advantage • Ability to read, write and excellent Health. **Responsibilities:** • Perform driver activities using a vehicle to ensure the transporting of machinery equipment and people to and from the workplace • Operate heavy machinery (Bulldozer, Compactor, front Loader, Grader and Back-Actor • Drive Trucks, LDV'S and Tractor as and when required (e.g. when municipal driver is on leave or sick) • Maintenance and cleaning of machine/vehicles allocated • Check water, oil, etc. according to relevant check list • Upkeep of log and time sheet • Adhere to all municipal and safety regulations.

## CORPORATE SERVICES

**1x ITC Network and Server Administrator (re – advertisement): (REF 16/GGM/2016)**

**Salary Scale: R288 124.25 – R310 410.21 per Annum (L5)**

**Appointment Requirement:** • IT Diploma/ Security + (plus) Certificate / MCSE or equivalent qualification • Three (3) years IT experience • 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.

**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 PX or Mathonsi ME 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: 17<sup>th</sup> March 2016**

**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.**

