

GREATER GIYANI MUNICIPALITY

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

OFFICE OF THE MAYOR

Sub-Division: Communication and Event Management * 1X Customer Care Facilitator (REF 51/GGM/2019)

Salary Scale: R338 426.90 - R364 577.70 per annum Level 6 (excluding benefits)

Appointment requirements: * National Diploma in Media Studies/Communication/Public Relations or relevant qualifications * 2 years' experience * Computer Literacy * **Responsibilities:** * Render Customer Care services * Render Administrative Functions

OFFICE OF THE MUNICIPAL MANAGER

Division: Legal Services * 1X Manager: Legal Services (REF 52/GGM/2019)

Salary Scale: R528 330.21 - R541 604.03 per annum Level 2 (excluding benefits)

Appointment Requirements: * LLB Degree or equivalent qualification * 4 - 5 years' experience in legal matters and at least 2 years as a supervisor * Computer literacy * Code B/Driver's license * Knowledge of local government policies and labour relations matters. **Responsibilities:** * Provide legal advice to Council * Monitor legal risk services * Execute matters in accordance with all legislations of the Municipal Governance * Improved legal risk services * Manage legislative updates and policy review * Develop policies * Manage litigations * Manage regulatory compliance * Contract management * Develop divisional vision and strategy and ensure implementation to provide effective service delivery * Develop and monitor systems, policies, procedures and processes to ensure correct working operations and practices * Perform legal advisory services to ensure an efficient legal support services * Ensure and monitor implementation of legislative requirements for local government structures as per current legislation to ensure alignment policies, procedures and activities * Manage contracts to ensure efficient control over legal matters * Manage resources (Human, Physical and Financial Resources)

DEPARTMENT: COMMUNITY SERVICES

Sub-Division: Community Safety (Animals) * 1X Pound Master (REF 53/GGM/2019)

Salary Scale: R338 426.90 - R364 577.70 per annum Level 6 (excluding benefits)

Appointment requirements: * National Diploma in Public Management or relevant qualification * 1-2 years' relevant experience * **Responsibilities:** * Register impounded livestock * Facilitate impounding of animal * Render general clerical support services * Staff Supervision

20X General Workers (REF 54/GGM/2019)

Salary Scale: R129 477.01 - R143 718.2 per annum Level 13 (excluding benefits)

Appointment requirements: * Grade 10 * 0 - 12 months' experience **Responsibilities:** * responsible for cleaning the bus and taxi ranks and surrounding areas to ensure clean environment * responsible for cleaning of town and town entrance, CBD and residential areas by picking up litter to ensure proper clean environment * Help with the removal of refuse waste to ensure proper disposal where needed * Help with the illegal dumping to ensure proper disposal * Perform any other related duties as instructed by supervisor * Cleaning of ablution blocks * Responsible for cleaning of change rooms * Responsible for cleaning of halls * Responsible for cutting of grass and field marking * Responsible for cleaning of the pavilions * Responsible for sweeping the surroundings of areas of the facility * Removing of unwanted materials in the surrounding areas of the facility

DEPARTMENT: TECHNICAL SERVICES

1X PMU Technician (REF 55/GGM/2019)

Salary Scale: R306 512.00 - R320 230.32 per annum Level 7 (excluding benefits)

Appointment requirements: * Tech National Diploma in Civil engineering or relevant qualification * 1-2 relevant experience * Drivers license * R546033 times * A monthly cash flow with the project * Register technical reports * Maintain project performance * Financial Management * Facilitate Civil engineering operations

5X General Workers (REF 56/GGM/2019)

Salary Scale: R129 247.01 - R144 071.82 per annum Level 13 (excluding benefits)

Appointment requirements: * Grade 10 * 0-12 months' experience. **Responsibilities:** * Building maintenance workers also known as general maintenance and repair work handle a variety of tasks that vary depending on the job section under building section * Operate tools and equipment with capability to perform roads and bridge repair maintenance and construction * Provide traffic control including sign placement and flagging to guide travelling public safely through work zones while protecting co-workers * Loads and transports equipment and materials to and from worksite * Respond inquiries in courteous manner

DEPARTMENT: CORPORATE SERVICES

1X Admin Officer/Auxiliary (REF 57/GGM/2019)

Salary Scale: R 373 647.06 - R 402 548.07 per annum level 5 (excluding benefits)

Appointment requirements: * National Diploma in public admin or relevant qualification * Drivers license * 2-3 years' relevant experience * **Responsibilities:** * Provide office administration * Render office furniture * Manage telecommunication services * Manage cleaning services * Perform administrative Functions * Staff Supervision

1X personnel Clerk (REF 58/GGM/2019)

Salary Scale: R 178 274.36 - R 207 831.20 per annum level 10 (excluding benefits)

Appointment requirement: * Diploma in Human Resource Management or relevant qualification * 1 year' relevant experience **Responsibilities:** * Maintain personnel records * Administer employee's benefits * Coordinate liaison with the benefit scheme administrators * Administer all leave records of employees * Facilitate the preparation of salary payment related documents * Facilitate recruitment and selection services * Facilitate the preparation of salary payment related documents

DEPARTMENT: BUDGET AND REPORTING

1X ACCOUNTANT: Budget (REF 59/GGM/2019)

Salary Scale: R338 426.90 - R364 577.70 per annum Level 06 (excluding benefits) **Appointment**

requirements: * National Diploma in Accounting or relevant qualification * 1-2 years' relevant experience **Responsibilities:** * Facilitate budget control * Facilitate Investment Management * Facilitate Bank Reconciliation * Perform Admin Function

Application form together with a CV and certified copies of qualifications must be sent to: The Municipal Manager, Greater Giyani Municipality, Private Bag 9559, GIYANI, 0828.

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: 16 November 2019

Application form is on the Municipality's website www.greatergiyani.gov.za
NB: Faxed or e-mailed applications on Z83 form will not be considered



MR. CHAUKE MM - MUNICIPAL MANAGER

Ndzhavuko I Rifuwo