

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 MAYOR

1X Personal Assistant to the Office of the Mayor: Five Years Contract (REF 03/GGM/2016)

Salary Scale: R221 316–R244 377 per annum (all inclusive)

Appointment requirement: National Diploma Secretariat/Diploma in Information Processing.* Computer literacy.*2 –3 years relevant experience. **Responsibilities:** managing diary of the Mayor.*Coordinate the office of the Mayor as well as Political Office bearers and other stakeholders.*Arrangement of travelling and accommodation of the Mayor.*Attend and take minutes of all meetings arranged by the Office of the Mayor.*Write speeches and accompany the Mayor on Various events.

OFFICE OF THE MM

1x Chairperson of the Risk Management Committee. (Ref 04/GGM/2016)

Appointment Requirements: *Relevant B. Degree or equivalent in Risk Management, Accounting, Auditing or Certified Risk Management Practitioner, Certified Internal Audit (CIA), Chartered Accountant (CA), Certified Fraud examiners *Minimum of 6-years in the risk management, internal, external audit or fraud and corruption environment at a senior management level *Proven knowledge of Municipal environment and operations *Ability to lead, chair and direct risk management/fraud and corruption committee meetings *Knowledgeable on Municipal Finance Management Act 56 of 2003, Public Sector Risk Management Framework by National Treasury and other laws, rules and regulations applicable to Local Government. *Ability to operate independently and objectively *Availability to attend committee meetings *Must not be a political office bearer in any sphere of government * Membership of the Institute of Risk Management South Africa (IRMSA) or Institute of Internal Auditors (IIASA) South Africa. *Candidates must be South African citizens or permanent residents. *The successful candidate will undergo security and qualification vetting and enter into an employment contract/performance agreement. *Disclosure of financial interest, as requested must be submitted. **Responsibilities:** *Assist the accounting officer in discharging his/her responsibilities on risk management, fraud and corruption matters *The chairperson together with other committee members shall review and recommend amongst others the approval of the following: *Risk Management Policy; Risk Management Plan and Strategy; Risk Management Implementation Plan; Fraud prevention plan and Strategy; Fraud Prevention Policy; Whistle Blowing Policy and Risk Management Committee Charter *Prepare and present risk management, fraud and corruption reports to the Audit Committee *Perform any other duties as specified in the Risk Management Committee Charter.

Notes: The term of office will be three (3) years subject to renewal at the discretion of the Municipality. Successful candidate will be remunerated in terms of Treasury regulations, candidate employed in the public sector will not be remunerated; only Subsistence and traveling allowance will be paid.

1X Manager: Risk Management (re- advertisement) (Ref: 05/GGM/2015)

Salary Scale: R431 846–R442 696 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 Manager: Legal Service (REF 05/GGM/2016)

Salary Scale: R431 846–R442 696 per annum (excluding benefits)

Appointment Requirements: LLB Degree. *Four – Five years' experience in legal matters *computer literacy *Code B driver's license. *Knowledge of local government policies and labour relations matters. **Responsibilities:** *Provide legal services to the Council, to execute matters in accordance with all legislations of the Municipal Governance.*Develops divisional vision and strategy and ensure implementation to provide effective service delivery. *Plans and manages utilisation of internal resources in order to perform activities. *Develops and monitors systems, policies, procedures and processes to ensure correct working operations and practices. *Performs legal advisory services to ensure an effective and efficient legal support service. *Ensures and monitors implementation of legislative requirements for local government structures as per current legislation, to ensure alignment of policies, procedures and activities. *Manages contracts for external legal services to ensure efficient control over legal matters. *Performs related client and public service functions to ensure an effective service delivery.

1x Risk Management Intern: Two year contract (REF 06/GGM/2016)

Salary Scale: R90 000 per Annum

Appointment requirements: National Diploma /Diploma in Risk Management.* No experience required. **Responsibilities:** Preparation and booking of venues for meetings * Monitoring the risk identified. *Assist in identification of Risks. *Conducting assessment. * Writing and preparing of risk report. *Conducting awareness. * shall protect the information acquired in the duties.

TECHNICAL SERVICES DEPARTMENT

1x Technician PMU: (REF 07/GGM/2016)

Salary Scale: R250 536–R269 923.72. Per Annum Level 7(excluding benefits)

Appointment requirements: *Diploma in Civil Engineering. *Two years' experience in Planning, design, tender processes and construction supervision.*Project Management Qualification in labour Intensive Construction (LIC) will be an added advantage. *Code B driver's license. **Responsibilities:** *Delivering technical support and evaluating proposed project in alignment with the respective Municipal IDP

and the regional and provincial growth and development plans. *Management of labour intensive construction methods in line the EPWP framework and the related reporting requirements. *Project registration on the MIS. *Attending technical and site meeting on all MIG and LGES Projects.

2x PMU Intern (One Year Contract): (REF 08/GGM/2016)

Salary scale: R100 000 per annum

Appointment requirements: *Diploma in Civil Engineering (NQF 5). * No experience required.* Code B driver's license. **Responsibilities:** Delivering technical support and evaluating proposed project in alignment with the respective Municipal IDP and the regional and provincial growth and development plans. *Management of labour intensive construction methods in line the EPWP framework and the related reporting requirements. *Project registration on the MIS. *Attending technical and site meeting on all MIG and LGES Projects. Fields to be exposed to: Planning, Design, tender processes and construction supervision.

2x General Worker: (REF 09/GGM/2016)

Salary Scale: R105 643 – R118 006 Per Annum Level 13(excluding benefits)

Appointment requirements: *Primary NQF Level 1 *Negotiation Skills * Communication Skills *Six (6) months experience. **Responsibilities:** Responsible for the Operates tools and equipment within machine capacity to perform roads and bridge repair maintenance and construction *provides 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 worksites. * Responds inquiries in courteous manner.

COMMUNITY SERVICES

1X Manager: Community Safety: (REF 10/GGM/2016)

Salary Scale: R431 846 –R442 696 Per Annum (excluding benefits)

Appointment Requirements: BA degree in Transport Management/Three (3) years National Diploma Road Traffic/ Transport Management or Equivalent Qualifications *4-5 years Supervisory experience. *Computer Literacy. *Communication skills. *Conflict management Skills. *Drivers Licence. *Knowledge of eNats will be an advantage. **Responsibilities:** Manage Traffic Administration of Law Enforcement and By-Law enforcement. *Manage Licensing and Testing Services.*Manage Animal pound services.*Compile reports and control budget votes with regard to usage the division.* Attend stakeholder meetings and give feedback to the Director.*Advise management on traffic and licencing policies and legislation.

3x Cleaner (REF 11/GGM/2016)

Salary Scale: R105 643 –R118 006 per annum Level 13(excluding benefits)

Appointment requirements: *Primary NQF Level 1.*Negotiations skills *Communication Skills *Six (6) 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.

SPORTS AND CULTURE

3X Labourer: (REF 12/GGM/2016)

Salary Scale: R105 643 – R118 006 per annum Level 13 (excluding benefits)

Appointment requirements: *Grade 6/NQF level *Relevant work experience * Negotiations skills *communication skills **Responsibilities:** *Responsible for 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.

1X PLANT OPERATOR (REF 13/GGM/2016)

Salary Scale: R132 227–R146 492 per annum Level 11(excluding benefits)

Appointment Requirement: NQF Level 2*Code ECI plus PRDP *One to two years relevant work experience. **Responsibilities:** *Performs specific tasks/ activities at the Depot and worksite prior to and on completion of allocated maintenance assignments. * Completes internal transactional documentation (e.g. tally sheets, log sheet, progress report, etc.) and related forms (vehicle checklist). *Performs specific tasks associated with the operation of heavy specialized mechanical plant (e.g Grader; Front End Loader; Crane Truck; Buldozer) and vehicles (Tip Trucks; Water Trucks, etc.) during road and storm water drainage maintenance activities.

CORPORATE SERVICES

1xSenior Researcher MPAC (REF 14/GGM/2016)

Salary Scale: R345 806–R363 269 Per Annum level 04(excluding benefits)

Appointment requirement: BA degree in Financial Management/National Diploma /BA Degree Public Management/National Diploma.*Code B driver's license. *Knowledge of MFA, Municipal operations and performance reporting. Good Interpersonal relations, facilitation skills, communication skills, and report writing skills. Two – Three years' Experience. **Responsibilities:** Develop processes and procedures for MPAC operations. *Review and investigate all matters referred to the committee by other Council committees. *Analyse financial and performance reports, including SDBIP, Annual Report and Financial Statements and provide MPAC with reports on possible risks and irregularities. *Advise MPAC on possible corrective measures & Identify unintended consequences and provide possible recommendations. *Guide, establish, facilitate, coordinate and maintain stakeholder relations. *Staff Supervision.

1x Senior Protocol and Security Officer (REF 15/GGM/2016)

Salary Scale: R345 806 –R363 269 Per Annum level 04 (excluding benefits)

Appointment Requirements: *Grade 12 certificate *Degree/National Diploma in Risk Management or equivalent qualification.*Code B Driver' License *Competency Certificate to possess a fire arm in terms of Section 10 of the Fire arms Control Act No.60 of 2000, and *Computer Literacy **Responsibilities:***Ensure that security related policies are put in place, *Ensure Security Management and Proactive Planning. *Execute operational security duties, *Ensure Excess Control in all Municipal facilities and during council meetings. *Crowd management, Investigation competency, Physical and electronic surveillance control. *Liaise with the security Joint Operations Committee during municipal

events, Performs the Protocol functions during council meetings and municipal events. *Ensure that security guards perform their functions in line with the security standards.

2x Security Guard (REF 16/GGM/2016)

Salary Scale: R126 762 Per annum 12(excluding benefits)

Appointment requirement: Grade 12 National Certificate *Security certificate Grade E-C *Two years' experience in security. **Responsibilities:** *Perform access control and guard duties to ensure the proper application service delivery.

1x Cleaner (REF 17/GGM/2016)

Salary Scale: R105 643 – R118 006 per annum Level 13 (excluding benefits)

Appointment requirements: 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.

BUDGET AND TREASURY

1x Manager: Supply Chain Management (re- advertisement) (Ref 18/GGM/2016)

Salary Scale: R431 846– R442 696 per annum – Level 2 (Excluding benefits)

Appointment requirements: *BA Degree in Supply Chain Management/Accounting / National Diploma in Supply Chain Management Measuring in Accounting. Three – Four years' experience of which at least one year must be at supervisory level and at least three 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, PPPF 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 prescripts *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 19/GGM/2015)

Salary Scale: R431 846.65 –R 442 696.41 per annum – Level 2 (Excluding benefits)

Appointment requirements: *BA Degree in Accounting / National diploma majoring with Accounting *Computer literacy (MS word, MS Power Point and Excel)*MFMP certificate will be an added advantage *Three – Four years relevant experience in Assets * Valid Driver's License. **Responsibilities:***Provide an effective efficient Management function to asset Management Division in accordance with current legislation *Attend Verification, Reporting, Processing and reconciliation of Asset Management * Create 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 inventory counts of fixed assets. Recommended to management whether fixed assets should be disposed of Track Municipality's expenditure 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.

1X Credit Control Clerk (REF 20/GGM/2016)

Salary Scale: R146 535 –R169 877 per annum level 10 (excluding benefits)

Appointment Requirements: *Senior certificate (Grade 12) with accounting as a subject (NQF) level 4. *Computer literacy certificate. *National Diploma /Diploma in finance related field will be an added advantage. *One year working experience in related field. **Responsibilities:** *Administers applications of credit control policy to ensure effective and efficient collecting debt. *To ensure that all uncollectible accounts to be written off. *Administer application for clearance schedules. *Perform credit checks on debtors to determine the situation on debtor accounts during property transactions.

1X Meter Reader (REF 21/GGM/2016)

Salary Scale: R132 227–R146 492 per annum level 11 (excluding benefits)

Appointment Requirements: Grade 12 certificate *Communication skills. * Customer care. *Able to read and write. *Responsibilities: *To take readings on water meters in accordance with an assigned schedule and route. *Enter meter readings into a hand – held meter reading sheet. *Ensure accuracy of readings. *Examine meter for signs of tampering and report inoperative, leaking, malfunctioning or damaged meters and reports to the office of backlog prevention. *Answers general questions regarding billing to other utility related projects. *Advise the public of rules, codes and procedures, instructs public on meter rates and calculating consumption for personal records. *Relays inquiries to meter reader when appropriate. *Prepare invoices for Posts every month. *Suggests changes to improve metering and meter location information. *Returns route book to business office for billing purposes. *Performs related duties as required.

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 MC 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. Application form is on the Municipality's website www.greatergiyani.gov.za NB: Faxed or e-mailed and applications on 283 form will not be considered.

Closing Date: 22 November 2016



ACTING MUNICIPAL MANAGER – CHAAMANO MC

Chaamano
21/10/2016