



GREATER GIYANI MUNICIPALITY

Ndhavuko i Rufuwo

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 Chairperson of the Risk Management Committee (re advertisement) (Ref 30/GGM/2017)

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 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, candidates employed in the public sector will not be remunerated; only Subsistence and traveling allowance will be paid

1X Manager: Risk Management (re- advertisement) (Ref: 31/GGM/2017)

Salary Scale: R431 846-R442 696 per annum Level 2 (Excluding Benefits)

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 to 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.

TECHNICAL SERVICES DEPARTMENT

1X Senior Technician- Roads & Storm Water (Ref: 32/GGM/2017)

Salary Scale: R345 806 - R363 269 Per Annum Level 04(Excluding Benefits)

Appointment Requirements: • National Diploma in Civil Engineering or relevant qualification • three to four (3-4) years relevant work experience in roads and storm water construction and maintenance, preferably in municipal environment • Code B Drivers License: EB • Knowledge and experience in contract management. **Responsibilities:** • To co-ordinate and control the operations on the work-site of the storm water and surface road & gravel road maintenance • Co-ordinate the implementation of procedures and, monitoring and reporting on sequences/outcomes. Plan, schedule roads and storm water project and maintenance work. • Monitor and evaluate progress with regards to repair, construction, installation and maintenance type work (e.g construction of asphalt/gravel roads. Installation of underground pipelines, kerb-laying, lines and signs etc • Render general admin support services • Supervise employees performance within the division and further report to Manager Roads and storm water.

1X Plant Operator (GRADER) (re – advertisement) (REF 33/GGM/2017)

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

Appointment Requirement: NQF Level 2 • grader certificate • Code C1 plus PrDP • One year relevant work experience. **Responsibilities:** • Perform activities at work-site • Perform the operation of heavy specialized mechanical plant • Render general admin support services

1x PMU Intern (One Year Contract): (REF 34/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 projects 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.

COMMUNITY SERVICES

1X Manager Community Safety (re- advertisement): (REF 35/GGM/2017)

Salary Scale: R431 846 –R442 696 Per annum level 02 (excluding benefits)

Appointment Requirements: • BA degree in Transport Management/Three (3) years National Diploma Road Traffic/ Transport Management or Equivalent Qualifications • 4-5 years with at least 2 years Supervisory experience in similar environment. • Computer Literacy. • Communication skills. • Conflict management Skills. • Valid Drivers Licence. • Knowledge of eNatis 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

1X Manager Environmental Services: (REF 36/GGM/2017)

Salary Scale: R431 846.00 –R442 696.00 Per Annum level 02 (excluding benefits)

Appointment Requirements: • Degree/National Higher Diploma in Environmental Sciences/Management or Natural Sciences. • 4-5 years with at least 2 years Supervisory experience in similar environment • Drivers Licence. **Responsibilities:** • Identify with the Community Services strategy with respect to service delivery and, defines, implements and monitors the short term plans/ objectives for the Environmental Management functionality. • Formulates, implements procedures, systems and controls to regulate specific work sequences and general practices/ processes as prescribed by environmental legislation and by-laws. • Develops and manages the implementation of environment management programmes. • Manages municipal waste management services. • Manages landscaping and horticulture services, parks and cemeteries. • Monitors implementation of all programs and projects and prepare monthly management reports. • Develops good relations and effective communication between stakeholders and the municipality and monitors and evaluates work methodology of Implementing Agents and Service Providers.

1X Examiner Drivers licences: Grade B (REF 38/GGM/2017)

Salary Scale: R276 623.44 – R297 998.57 Per Annum Level 06 (Excluding Benefits)

Appointment Requirements: • Diploma Examiner for Driving Licence Grade D. • Grade 12 certificate • 1-3 years' experience • Code EC Drivers Licence. **Responsibilities:** • Examines of drivers/learners in accordance with the K53 procedure manual and National Road Traffic Act (No. 93 of 1996). • Performs administrative service / complete daily and monthly reports required by law. • Examine motor vehicle and monitor compliance at drivers licence testing centres.

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) 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. **NB: Faxed or e-mailed and applications on 283 form will not be considered.**

Closing Date: 29TH MAY 2017

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