



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

Post: Manager

Salary: R293, 918 - 301, 302 per annum (excluding other benefits)

Appointment requirements:

- A degree in Political Studies
- Extensive knowledge in government regulatory framework and processes
- Legislative skills
- Computer literacy
- Communication skills
- Political experience
- Driver's license
- 4 years minimum experience with management experience

Responsibilities:

- To ensure effective management of the office of the Mayor,
- To ensure effective coordination of correspondence and communication between the Mayor, Speaker, Chief Whip and Municipal Manager,
- Regularly update the Mayor on legislative and policy matters,
- To ensure cost effective and accountability with the utilization of funds and resources,
- Perform delegated functions as may be required by the Mayor.

Post: Coordinator: Traditional Support/HIV/AIDS

Salary: R99, 247 – 115, 620 per annum (excluding other benefits)

Appointment requirements:

- B Degree or equivalent (socio-economic/ development subjects)
- Computer literacy
- Communication skills
- Driver's license
- 3 years Political and Administrative experience,

Responsibilities:

- Administer the matters of HIV/ AIDS, traditional affairs to ensure their participation in IDP and LED processes,
- Performs administrative functions regarding traditional affairs to provide a proper administrative service to the public,

- Promote HIV/ AIDS programmes to ensure the promotion of health and safety issues in the community,
- Administer community services to ensure the participation of the community in projects,
- Interacts with the Mayor, Municipal Manager and stake holders to ensure that the execution of the post's responsibilities are met,
- Perform any other related duties as instructed by supervisor

Technical Services Department (Division: Building Control)

Post: Painter

Salary: R150, 629 – 166, 325 per annum (excluding other benefits)

Appointment requirements:

- Diploma Painting,
- Painting Knowledge and skills,
- Five (5) years painting experience.

Responsibilities:

- Maintains municipal building infrastructure by making sure that they are painted regularly,
- Monitor and supervise activities of staff to ensure that work is performed according to work plan, job cards and ad-hoc inspections received from supervisor and report on activities,
- Collect painting materials,
- Monitors, utilisation and maintenance of equipment, tools and materials.

Corporate Services Department (Sub- Division: Human Resource Development)

Post: Administration Clerk

Salary: R99, 247 – 115, 620 per annum (excluding other benefits)

Appointment requirements:

- Personnel & Training Management Diploma (NQF Level 5)
- Code B driver's licence
- Inter personal skills
- Good communication skills (verbal & written)
- Two (2) years training experience.

Responsibilities:

- Do preparatory tasks for training programmes, under the direction of the supervisor, to ensure proper training interventions to the workforce of the Municipality,
- Administer evaluation of training provided to determine the effectiveness of the training,
- Provides feedback in terms of training and development indicators to report information regarded training,

- Administer and control issuing of training equipment to maintain the training equipment,
- Co-ordinate and administer evaluation of training provided to determine and control the effectiveness of training provided,
- Co-ordinate and administer applications for bursaries to ensure the effective administration of bursaries,
- Perform any other related duties as instructed by Supervisor

Application letter together with a CV and certified copies of qualifications must be sent to:

The Municipal Manager,
Greater Giyani Municipality
P/ Bag X9559

GIYANI
0826

For further information please contact Mr. H.D. Chauke on telephone no. 015 – 8115500.

Candidates who do not receive a response within 60 days of the closing date should regard their applications as having been unsuccessful.

NB: Faxed or e-mailed and applications on Z83 form will not be considered.

Closing date: 15 November 2010