



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.

DEPARTMENT: CORPORATE SERVICES

1x Secretary to the Director (REF 70/GGM/2020)

Salary Scale R179 274.27 – R207 831.16 per annum Level 10 (excluding benefits) **Appointment requirements:** National/Diploma in Office Management/Secretariat and Admin or equivalent qualification. *1-2 year's relevant experience. **Responsibilities:** * Manage the Directors' Diary. * Type and Fax document of correspondence for the Director.* Make traveling arrangements. * General office support and Reception/ Telephonist services. * Record keeping for the Directorate

DEPARTMENT: COMMUNITY SERVICES

21x General Workers: (REF 71 /GGM/2020)

Salary Scale: R 129 246.98 – 144 371.87per annum Level13 (excluding benefits) **Appointment requirements:** Grade 10.* 0- 6 months experience. **Responsibilities:** responsible for cleaning of bus and Taxi ranks, Sports facilities and surrounding areas to ensure clean environment.* Cleaning of Town and Town entrance, CBD and residential areas by picking up litter.* * Perform any other related duties as instructed by supervisor. * Roads making, cutting of grass and field. * General maintenance and repair works (Roads and building).

DEPARTMENT: TECHNICAL SERVICES

1x Senior Technician PMU

Salary Scale R397 246.00 –R417 307.00 per annum Level 04 (excluding benefits) **Appointment requirements:** B-Tech/National Diploma in Civil Engineering or relevant qualification. *3-4 year's relevant experience. **Responsibilities:** Technical support and evaluation of proposed projects in alignments with the respective municipal IDP and regional growth and development plans.* Project – manage the labour- intensive projects in line with EPWP framework and the related reporting requirements.* Arrange regular project meetings.* Ensure compliance of all legal aspects and conditions, required from the different spheres of government.* Conduct site visits/meeting to ensure compliance to business plan conditions.*Manage cash flow and committed project expenditure.*Verify payment certification and preparation of monthly payment schedule documentation.*Maintain project performance data on national database.*Assist with other related municipal infrastructure programmes.*Compilation of monthly, quarterly, bi-annual annual reports to the PMU manage.

1x Technician PMU

Salary Scale R306 512.00 –R330 230.30 per annum Level 07 (excluding benefits) **Appointment requirements:** B-Tech /National Diploma in Civil Engineering or relevant qualification. *1-2 year's relevant experience* Drivers Licence. **Responsibilities:** Align cash Flow with the Project. * Register technical reports. *Maintain Project Performance.*Financial Management. * Facilitate Civil Engineering Operations. *

1x Project Admin /Data Capturer

Salary Scale R270 763.20 –R298 975.90 per annum Level 08 (excluding benefits) **Appointment requirements:** Diploma/Diploma in Public Management and Public Administration or relevant qualification. *1-2 year's relevant experience* Drivers Licence. **Responsibilities:** * Management and maintenance of national monitoring database.*Liaise with provincial IT specialist on related issues.*Provision and quality control of data and information technology.*Manipulation of data for the preparation of all necessary reports to the municipal and the relevant provincial and national department.

The Chairperson of the Risk Management Committee: (REF 72 /GGM/2020)

(Re - advert).

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 5-years in the risk management 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.

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.

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 P.X and Mathonsi M.E on telephone no. 015 – 8115509 and 015 8115589.

Correspondences will only be entered 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: 11 August 2020

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

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

**MR CHAUKE M.M.
MUNICIPAL MANAGER**