



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: Senior Communication Officer

Salary: R235, 358 – 247, 243 per annum (excluding other benefits)

Appointment requirements: • Degree in Communication or equivalent qualification • Three (3) years experience • Knowledge of at least three African languages spoken in Greater Giyani area • EB drivers license

Responsibilities: • Facilitate the effectiveness and standardisation of communication processes for the organisation. • Monitor and provide feedback in terms of communication indicators to provide and improve a services to the community • Perform communication - related activities • Monitor and report on client enquiries received • Perform public and client services functions.

Gender Coordinator

Salary: R99, 733 - 115, 620 per annum (excluding other benefits).

Appointment requirements: • Grade 12 certificate (NQF Level 4) • Computer literacy • 1 year relevant experience • Code B driver's licence

Responsibilities: • Administer matters of gender • Facilitate and implement gender programmers • Liaise with relevant stake-holders

Office of the Speaker

Secretary: Office of the Speaker

Salary: R99, 733 - 115, 620 per annum (excluding other benefits).

Appointment requirements: • Grade 12 certificate (NQF Level 4) • Secretary Diploma • Computer literacy • 1 year relevant experience

Responsibilities: • To ensure effective office administration • Manage the itinerary, time and dairy commitments of the speaker • To ensure an effective and efficient secretarial support services • Process claims of Ward committee members • Perform any other related duties as assigned by Supervisor

**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: 25 July 2011