



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.

RE-ADVERTISEMENT

DIRECTOR: TECHNICAL SERVICES

Negotiable salary package

Appointment requirements

- B.Degree in Civil Engineering or equivalent qualification.
- A minimum of at least five (5) years experience in key performance area which three years must be within the Local government.
- Registration with the Engineering Council of South Africa (ECSA).

Responsibilities/Key performance areas

- The incumbent will perform a highly responsible, professional and administrative work including managing the department.
- Facilitate the development / review of relevant policies
- Infrastructure management: Water and Sanitation, Roads, Storm water buildings, Town administration, Land Use, Electrical, Mechanical, Town Planning and Project Management.
- Project management of capital projects in roads, water services, storm water and buildings.
- Formulate short and long terms plans.
- Control the department's budget
- Attending all council and relevant meetings
- Evaluate the needs of the department

DIRECTOR: CORPORATE SERVICES

Negotiable salary package

Appointment requirements

- A Degree in Human Resource Management/ Public Administration or equivalent qualification.
- A minimum of at least five (5) years experience in key performance area which three years must be within the Local government will be an added advantage

Responsibilities/Key performance areas

- The incumbent will manage the general administration and human resource management services.
- Facilitate the development / review of relevant policies.

- Render personnel provisioning and administer personnel utilization services.
- Provide human resource development
- Provide Legal Services.
- Ensure sound labour relations
- Manage and monitor, establish training needs, training programmes, coordinate assessment of training.
- Provide Record Management and Auxiliary services.
- Develop and control budget for the department
- Evaluate the needs of the department.

CHIEF FINANCE OFFICER

Negotiable salary package

Appointment requirements

- A B.Com Degree or equivalent qualification
- A minimum of at least five (5) years experience in Local Government

Responsibilities/Key performance areas

- Manage the finances of the municipality in a cost effective and efficient manner in terms of Municipal Systems Act, 32 of 2000, MFMA and GAMAP.
- Compilation of annual operating and capital budget as well as financial statements.
- Negotiate with different financial Institutions for the best investment opportunities for council.
- Perform detailed feasibility study together with relevant Managers regarding new capital projects and the financial resources to finance such projects.
- Collect and account to all revenue of the municipality.
- Development/ review of credit control and expenditure policies and procedures
- Ensure ledger control balances and the trial balance reconcile on a monthly basis to relevant supporting documents or registers.
- Ensure that all internal controls, financial management policies and procedures manuals are properly implemented and adhered to all times.
- Ensure effective procurement procedures are adhered to in terms of the approved procurement policies.
- Ensure proper and timeous reporting to council
- Advice council on all financial matters.
- Attending all council and relevant meetings

Application 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

Applicants who previously submitted their applications should not apply, their applications will be considered.

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.

Application form is available at this website: greatergiyani.gov.za

Closing date: 06 September 2011