



## GREATER GIYANI MUNICIPALITY

Greater Giyani Municipality is an equal opportunity employer subscribing to the Employment Equity Act, and hereby invites applications from suitably qualified persons to fill the under-mentioned post (women and people with disability are encouraged to apply).

### OFFICE OF THE SPEAKER

**1X Driver/Chauffer REF: (2/GGM/2022) Contract attached to the term office of the speaker.**

**Salary Scale: R222 360.72 per annum post level 12 (all inclusive)**

**Appointment requirements:** Grade 12 certificate. \*Two (2) – Three (3) years' experience in tactical environment in law enforcement. \*Code 08 driver license with PDP. \*Advanced driving certificate. **Responsibilities:** \*Performs driving functions for the Speaker. \* Provide driver services to the Speaker. \*Maintaining the Speaker vehicle.

### COMMUNITY SERVICES

**1x Driver Operator REF: (4/GGM/2022)**

**Salary Scale: R169 288.60 – R183 533.20 per annum post Level 12(Excluding Benefits) Appointment requirements:** Grade 10. \*Code EC with PRDP. \*One (1) year relevant experience. **Responsibilities\*** Performs specific tasks/ activities at the departure point of work prior to and on completion of allocated assignments. \* Completes internal transactional documentation (e.g., tally sheets, log sheet, progress report, etc.) and related forms (vehicle checklist). \* Performs specific tasks associated with the operation of heavy vehicles and monitoring the collection and disposal of refuse,

**2XTraffic Officers: REF: (5/GGM/2022)**

**Salary Scale: R245 025.80 – R344 890.30 per annum post level 09 -08 (excluding benefits). Appointment Requirement :** Diploma in Traffic Management /Vehicle and Driver's License Examiners Diploma.\* Driver License . **Responsibilities:** \* Attend accident scene/direct traffic flow and road safety. \*Enforce road traffic legislations and other relevant legislations.

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\*Facilitate joint law enforcement activities. \*Coordinate traffic control and crime prevention activities. \* Assess road conditions. \* Coordinate Administrative functions. \* Administer resources.

**1xAdmin Clerk Licensing: REF: (6/GGM/2022)**

**Salary Scale: R206 805.80 -R239 738.20 P/A per annum post level 10 (excluding benefits) Appointment requirement:** Diploma in Public Admin/Generic Management or relevant qualifications. \*ENATIS certificate will be an added advantage. \*one (1) year relevant experience. **Responsibilities:** Process vehicle licensing and registration application. \* Reconcile payment and cash deposits against transactional informational statement. \*Provide routine information related to vehicle registration and licensing procedures. \*Render general admin support services.

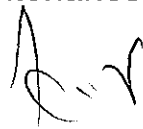
**DEPARTMENT OF TECHNICAL SERVICES**

**1xManager Roads and Storm Water: REF (7/GGM/2022)**

**Salary Scale: R609 467.03 – R 624 779.34 per annum post level 2 (excluding benefits) Appointment requirement:** Degree/National Diploma in Civil Engineering or relevant qualification.\* Five(5) year relevant experience with at least four (4) years in Supervisory position. **Responsibilities:** Develop divisional vision and strategy.\* Develop and monitors systems, policies , procedures and process.\* Manage capital and operating estimates and controls expenditure against the approved budget allocations.\* Disseminates functional and operational information on the immediate short and long term objective and current development problems and constraints.\* Manage and controls the professional ,technical and operational outcomes associated with the functional Resource)

**1xSenior Technician Roads and Storm Water: REF (8/GGM/2022)**

**Salary Scale: R488 037.80 – R512 683.80 per annum post level 4 (excluding benefits). Appointment requirement:** B degree/National Diploma in Civil Engineering or relevant qualification. Three (3) – Four (4) year relevant experience. \*Driver's license. **Responsibilities:** \*Conduct site visits, Inspections, and Investigations. \*Plan, schedule roads and Storm – Water project and maintenance work. \* Monitor and evaluate progress with regards to repair, construction, Installation, and maintenance type of work. \* Render general admin support. \* Staff supervision.



**1x Plumber REF (8/GGM/2022)**

**Salary Scale: R312 344.90 – R344 890.30 per annum post level 8 (excluding benefits) Appointment requirement:** Diploma/N6 certificate in Plumbing with Trade test certificate or relevant qualification. \*One (1)-two (2) year relevant experience.

**Responsibilities:** Install, repair, and maintain plumbing system and components. \*Maintain all building codes, installation requirements and relevant legislations. \* Administer and schedule work. \* staff supervision.

**1xAdmin Clerk REF:(19/GGM/2022)**

**Salary Scale: R206 805.81 – R239 748.24 P/A per annum post level 10 (excluding benefits) Appointment requirement:** Diploma/National Diploma in Public Management or relevant qualification. \*One (1) -Two (2)-year relevant experience. \***Responsibilities:** \* Provide secretarial support services. \*Render general admin support services.\* Record keeping.

**DEPARTMENT OF BUDGET AND TREASURY OFFICE**

**1x Senior Payment Clerk: REF (9/GGM/22)**

**Salary scale: R390 399.85 – R420 566.67 per annum post level 10 (excluding benefits) Appointment requirement:** National/Diploma in Accounting or relevant qualifications. \* Two (2) – Three (3) year relevant experience. **Responsibilities:** \* Render expenditure control functions. \* Administer creditors payment. \* Process creditors payment to ensure correct payments are made to correct suppliers. \* Coordinate the recording and processing procedure of expenditure transactions. \* Provide data management and record keeping. \* Staff supervision.

**1XAcquisition and Disposal Clerk REF (10/GGM/2022)**

**Salary Scale: R206 805.81 – R239 748.24 per annum post level 10 (excluding benefits). Appointment requirement:** National/Diploma in Supply Chain Management or relevant qualification. \* one (1) – two (2) year relevant experience. \* **Responsibilities:** \*Render acquisition services. \* Administer Acquisition documents. \* Facilitate the disposal of inventory. \* Administrative functions

**1xAssets Clerk -Immovable: REF: (11/GGM/22)**

**Salary Scale: R206 805.81 – R239 748.24 per annum post level 10(excluding benefits) Appointment requirement:** National/Diploma in Financial Management or relevant qualification. \* One (1) – Two (2) year

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relevant experience. **Responsibilities:** Render immovable recording and control. \* Render recording of assets in the respective offices. \* Render administrative support.

**1x Billing Clerk: REF (12/GGM/22)**

**Salary Scale: R206 805 .81 -R239 748.24 per annum post level 10(excluding benefits) Appointment requirement:** National/Diploma in Financial Management or relevant qualification. \*One year (1) – Two (2) year relevant experience. **Responsibilities:** \* Capture invoices and voucher on the billing system. \* Provide assistance on capturing of journals. \* Provide assistance on administration support.

### **DEPARTMENT OF CORPORATE SERVICES**

**1x Manager Administration REF (13/GGM/2022)**

**Salary Scale: R609 467.00 – R624 779.30 per annum post level 02(excluding benefits) Appointment requirement:** Degree/National Diploma in Public Admin or relevant qualification. \*Five (5) year experience with at least four (4) years in supervisory position. **\*Responsibilities:** \*Development divisional vision and strategy ensure implementations. \*Development and monitor system, policies, procedures, and process. \*Manages Office administration and Auxiliary service. \*Manage Protocol and security services. \* Management of cell phones contract. \*Office Management \* Manage resource.

**1x Admin Officer: Council Support REF:(14/GGM/2022)**

**Salary Scale: R431 028.09 – R464 368.30 P/A per annum level 5 (excluding benefits) Appointment requirement:** National Diploma in Public Admin or relevant qualification. \*Two (2)-Three(3) year experience.\* Driver's license**\*Responsibilities:** \* Scheduling ,Coordination of specific logistical and procedural requirements, associated with council and council committee meeting(Portfolio).\* Provides secretarial support to council and council committees (Portfolio Meeting).\*Provide councilor support ,coordinates councilor welfare activities and capacity building.\* Perform administrative activities associates correspondence for Circulation.\* Perform administrative function.\* Staff supervision.

**1xAdmin Officer: Auxiliary REF:(15/GGM/2022)**

**Salary Scale: R431 028.09 – R464 368.30 P/A per annum level 5 (excluding benefits) Appointment requirement:** National Diploma in Public Admin or relevant qualification. \*Two (2) -Three (3)-year experience.

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**\*Responsibilities:** \*Provide office administration. \*Render office Furniture. \*Manage telecommunication services. \*Manage cleaning services. \*Manage Offices \*Perform administrative function. \*Staff Supervision.

**3XSecurity Guard REF (16/GGM/2022)**

**Salary Scale: R149 095.73 per annum level 13(excluding benefits). Appointment requirement:** Grade A-C security services with PSIRA. \*One (1) year security experience. **\*Responsibilities:** \*Perform physical security service.

**DEPARTMENT OF PLANNING AND DEVELOPMENT**

**1xAdmin Officer – Land use Services REF:(17/GGM/2022)**

**Salary Scale: R431 028.09 – R464 368.30 P/A per annum post level 5 (excluding benefits) Appointment requirement:** National Diploma in Town Regional Planning or relevant qualification. \*Two (2) -Three (3)-year relevant experience. **\*Responsibilities:** \*Coordinate maintenance of land use records. \*Coordinated the processing of application of land use. \* Coordinate community land use planning. \*Provide general admin support services. \* Provide Staff Supervision.

**1xTown Planner REF:(18/GGM/2022)**

**Salary Scale: R431 028.09 – R464 368.30 P/A per annum post level 5 (excluding benefits) Appointment requirement:** National Diploma in Town Regional Planning with registration certificate. \*Two (2) -Three (3)-year relevant experience. **\*Responsibilities:** \*Facilitate land development applications. \* Coordinate spatial planning project. \*Facilitate land development- applications. \*Provide Administrative functions. \*Staff Supervision.

Application Form is available on the Municipality website: [www.greatergiyani.gov.za](http://www.greatergiyani.gov.za) N.B faxed or e-mailed and application on Z83 form will not be considered.

Closing Date: 05/12/2022

  
MS SITHOLE K.V

ACTING- MUNICIPAL MANAGER

  
DATE