



GREATER GIYANI MUNICIPALITY

Private Bag X9559 • GIYANI • 0826

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

1x Personal assistant Office of Mayor (Reference No. 01/ GGM/13) • (Three years fixed term Contract)

Post Level 08 • Salary package: 239 939(all inclusive) per annum

Appointment requirement: * Secretary diploma or Equivalent qualification *Computer Literacy *3 years' experience relevant experience ***Responsibilities:** * Managing diary of the Mayor* Coordinate the Office of the Mayor as well as Political Office bearers and other stakeholders * Arrangement of travelling and accommodation of the Mayor* Attend and take minutes of all meetings arranges by the office of the Mayor* Write speeches and accompany the Mayor on various events.

OFFICE OF THE MUNICIPAL MANAGER

Re-advertisement 1x Manager: Disaster (reference no. 02/GGM/13)

candidates who previously applied for the post must not apply again their applications will be considered.

Post Level 02 • Salary Scale: R356, 541-365,499 per annum

Appointment requirements: *A Degree in Environmental Sciences * Honours in Disaster Management will be an added advantage * 4 years' experience in disaster management at a managerial level *The incumbent must be prepared to work extra-ordinary hours * Motor vehicle driver's licence. **Responsibilities:** *Establishment of integrated institutional capacity within the municipal sphere *Establishment of a uniform approach to assess and monitor disaster risk that will inform disaster management planning and disaster risk reduction undertaken by organs of state and other role players *Ensure that all disaster management stakeholders develop and implement integrated disaster management plans and risk reduction programmes in accordance with approved frameworks *Ensure effective and appropriate disaster response and recovery *To guide the development of a comprehensive information management and communication system and establish integrated communication links with all disaster management role players *To promote a culture of risk avoidance among stakeholders by capacitating all role players through integrated education, training and public awareness supported by scientific research*Manage the budget of the unit in line with applicable finance management legislation *Improve performance management processes in line with strategic objectives of the municipality *Manages self and the unit to ensure alignment between individual and organisational priorities.

BUDGET AND TREASURY

1x Secretary to the CFO (reference no 03/GGM/13)

Post Level 10 • Salary Scale: R120, 982-140,254 per annum

Appointment requirements: * Grade 12 certificate (NQF level 4)*Secretary Diploma *Computer Literacy*One (1) year relevant experience. **Responsibilities:** *To ensure effective Office administration* Manage the itinerary, time and dairy commitments of the CFO* To ensure an effective and efficient secretarial support services* Arrangement of travelling and accommodation of the CFO* Perform any other related duties as assigned by supervisor.

Procurement Officer (reference no 04/GGM/13)

1x Post Level 05 • Salary Scale: R252, 154- 271,657 per annum

Requirements: * An appropriate tertiary qualification in finance *Three (3) years relevant work experience in supply chain management *Extensive knowledge and understanding of supply chain management processes. *Computer skills (Ms Word and Excel). **Responsibilities:** *Ensure compliance with the MFMA and supply chain management regulations and council's SCM policy* Ensure the effective management of demand, acquisition and disposals by performing the following: Request quotations from suppliers, process purchase requisitions and forward them for approval of materials and goods purchases*Print orders and place orders and place orders with identified suppliers*Process and transfer orders for payment*Development and update supplier database* Advise department on procurement processes.

All applications letter with CV's and certified copies of qualification should be forwarded to: The Municipal Manager, Greater Giyani Municipality, P/ Bag X9559, GIYANI, 0826

For further information please contact Ms Mathebula P.X or Mr Chauke HD on telephone no. **015 – 811 5500.**

Candidates who do not receive a response within 30 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. Applicants responding to the advert should indicate the post they are applying on their application letter.

Closing date: 10 January 2014