



# GREATER GIYANI MUNICIPALITY

Ndhavuko i Rifuwo

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: PLANNING AND DEVELOPMENT

### 1X DIRECTOR PLANNING AND DEVELOPMENT – Giyani (Ref: 01/GGM/2015 (Five year fixed- term contract)

Total Annual Remuneration Package: R 685,806 - R 855,331 per annum

**Appointment requirements:** • Bachelor of Science Degree in Building Sciences/Architect/Bachelor Degree in Town and Planning or Development studies, or equivalent • Five (5) years' experience at middle management level, and have proven successful Professional Development/Town and Regional Planning experience • Good knowledge and understanding of relevant policy and legislation • Good understanding of institutional governance systems and performance management • Good knowledge of supply chain management regulations and the Preferential Procurement Policy framework ACT,2000 (Act No.5 of 2000) • knowledge of geographical information systems • Knowledge of spatial, town and development planning • Project management certificate or diploma, or Registration as a Professional Planner in accordance with the Planning Professions Act,2002, (Act No. 36 of 2002) • EB driver's license • Appointed candidate should sign employment contract, performance agreement • required to disclose financial interest • undergo security vetting. **Responsibilities/Key performance areas:** • Contribute to and direct the strategic planning and objective setting process within the department • Provide direction and leadership with regard to advice and guidance on interpretation and decision making to the Accounting Officer • Manage complex processes associated with departmental budget planning, budget implementation and budget review to support priorities and deliverables in relation to the Integrated Development Plan • Manage Local Economic Development and Tourism, Integrated Development Planning, Development Support • Development /reviewal of relevant policies • Participate in community liaison structures and attend meetings of regulatory and other official bodies. • Evaluate the needs of the department.

## OFFICE OF THE MUNICIPAL MANAGER

### 1X MANAGER: RISK MANAGEMENT (Ref: 02/GGM/2015

SALARY SCALE: R380 750-R390 316 per annum (Level 2)

**Appointment requirements:** • Degree in Risk Management/Auditing or equivalent. • Three (3) years' experience in Risk Management or Internal Auditing at Senior Practitioner's level. • Code B Driver's license • Knowledge of Local Government environment will be an added advantage. **Responsibilities:** • Develop, review, and implement Risk Management Strategy of the Municipality. Conduct strategic and operational Risk Management assessment. • Develop and monitor action plans for all departments in the municipality. • Evaluate risks which the municipality may be exposed and assist in developing measures for mitigation. • Conduct follow-up on progress made in managing the top institutional risks. • Maintain risk registers of the municipality. • Reporting to Audit committee on risk identified and the progress made by departments. Act as secretary of the risk committee. Monitor risk Management Strategy and related legislations.

### 1X SENIOR INTERNAL AUDITOR: (Ref 03/GGM/2015)

SALARY SCALE: R304 890 – R320 287 per annum (Level 4)

**Appointment requirements:** • National diploma in internal auditing/ Risk or equivalent qualification (NQF level 6) with at least 3 years' experience in internal auditing • Code B drivers licence • knowledge of Standard for Professional Practice of Internal Auditing • Knowledge of local government environment and teammate system will be an added advantage. **Responsibilities:** • Contribute to municipal risk assessment process and development of the internal audit Plan • Plan and supervise audit projects • Develop draft and final internal audit reports and discuss the reports with clients • Conduct entrance & exit Conference with relevant line management; Conduct follow-up audit • Transfer auditing skills to the internal Auditors • Undertake administrative duties of the unit and the audit committee • Supervise and evaluate performance of Internal Auditors.

### 1X INTERNAL AUDITOR: (Ref 04/GGM/2015)

SALARY SCALE: R269 275-R290 103 per annum (Level 5)

**Appointment requirements:** • National Diploma in Internal Audit or Risk management • Knowledge of Local government will be an added advantage • At least two (2) years relevant experience (Auditing/risk management and related experience. **Responsibilities:** • Assist in the preparation of the municipal's 3 years strategic plan and annual audit coverage • Provide inputs for the municipal risk assessment documents • Execute internal audit plans • Conduct follow up audits • Prepare and discuss draft audit reports with management • Attend entry and exit meetings • Render administrative duties for the Unit • Provide recommendations for improvements as and when required.

### 1X P A OFFICE OF THE MUNICIPAL MANAGER: (Ref 05/GGM/2015)

SALARY SCALE: R195 130 – 215 462 per annum

**Appointment requirements:** • Grade 12 certificate and Secretarial/ Management Assistant Diploma • Computer literacy certificate • Two (2) years' experience as Secretary. **Responsibilities:** • Perform secretarial duties • Keep the diary of the Municipal Manager • Make booking arrangements • Perform typing services • Perform meeting administrative duties • Receive visitors on behalf of the Municipal Manager.

## BUDGET AND TREASURY

### 1X MANAGER: SUPPLY CHAIN MANAGEMENT (re- advertisement) (Ref 06/GGM/2015)

SALARY SCALE: R380 750-R390 316 per annum – Level 2

**Appointment requirements:** • B.Com Degree or Bachelor degree / National diploma majoring with Accounting. • Four years' experience of which at least one year must be at supervisory level and at least three years at any level relating to supply chain management. • Valid driver's license, minimum competency certificate in municipal finance management programme will be added advantage. • Extensive knowledge in local government legislations, MFMA, PPPF Acts, GRAP and SCM Regulations. **Responsibilities:** • Manage all Procurement related processes and generate procurement related reports • Ensuring compliance with all National regulations regarding Supply Chain Management including CIDP prescripts • Provide secretariat support to all bid committees • Maintaining Financial data integrity • Effective and efficient functioning of the division, including reports, budget, meetings, admin correspondence • Management of subordinates.

### 1X MANAGER: ASSET MANAGEMENT (Ref 07/GGM/2015)

SALARY SCALE: R380 750-R390 316 per annum – Level 2

**Appointment requirements:** • B.Com Degree /B Tech degree in Accounting • MFMP certificate will be an added advantage • Articles with professional body will be added advantage. • Knowledge of GRAP Standards • Four (4) years relevant experience in Assets • Valid Driver's License. **Responsibilities:** • Provide an effective efficient Management function to asset Management Division in accordance with current legislation • Attend Verification, Reporting, Processing and reconciliation of Asset Management • Create monitor a system of controls, procedures, and forms for the recordation of fixed assets • Recommend to management any updates to accounting policies related to fixed assets • Assign tag numbers/barcodes to fixed assets • Record fixed asset acquisitions and dispositions in the accounting system • Track the compilation of project costs into fixed asset accounts, and close out those accounts once the related projects have been completed • Reconcile the balance in the fixed asset subsidiary ledger to the summary – level account in the general ledger • calculate depreciation for all fixed assets. Review and update the detailed schedule of fixed assets and accumulated depreciation • Investigate the potential obsolescence of fixed assets • Conduct periodic physical inventory counts of fixed assets. Recommended to management whether fixed assets should be disposed of Track Municipality's expenditure for fixed assets in comparison to the capital budget and management authorizations. • Manages and controls specific accounting procedure associated with asset acquisition and disposal • Incumbent should be able to understand and implement GRAP statements

### 1X METER READER (REF 08/GGM/2015)

SALARY SCALE: R116 582 – R129 159 PER ANNUM (LEVEL 11)

**Appointment Requirements:** • Grade 12 certificate. • Communication skills. • Customer care. • Able to read and write. **Responsibilities:** • Reads and records consumer water meters in accordance with an assigned schedule and route. • Enter meter readings into a hand – held meter reading sheet. Ensure accuracy of readings. • Examine meter for signs of tempering and reports inoperative, leaking, malfunctioning or damaged meters and reports violations of backflow prevention. • Answers general questions regarding billing or other utilities related subjects. • Advises the public of rules, codes and procedures, instructs the public on reading meters and calculating consumptions for personal records. • Relays inquiries to meter reader supervisor when appropriate. • Prepare invoices for Posts every month. • Suggests changes to improve routing and meter location information. • Returns route book to business office for billing purposes. • Performs related duties as required.

## COMMUNITY SERVICES DEPARTMENT

### 1X EXAMINER OF MOTOR VEHICLES (Ref 09/GGM/2015)

SALARY SCALE: R243 893 - R262 739 per annum (Level 6)

**Appointment requirements:** • Examiner of Vehicle Diploma Grade A • Valid Code A and EC Driver's licence • Three (3) years relevant experience. The incumbent should be ENATIS Registered • knowledge of National Road Traffic ACT. **Responsibilities:** • Test vehicles road-worthiness • Checking all equipment's for testing • Handles public queries in terms of vehicle testing. • Issue Certificate of Road Worthiness

## CORPORATE SERVICES DEPARTMENT

### 1X SENIOR WORKSTUDY OFFICER (salary Level 4) (Ref: 10/GGM/2015)

SALARY SCALE: R304 890 – 320 287 per annum

**Appointment requirements:** • National Diploma in Management Services/Workstudy/Operational and Production Management • Computer literacy • Two (2) years' experience in Workstudy • A Driver's Licences. **Responsibilities:** • Render a Workstudy services with to ensure that the function is build out and maintained • Execute all investigations in a systematic and scientific manner according to heuristic model to ensure a system of logical reasoning to establish the truth and get to successful problem solving • Perform organizational studies to ensure proper lines of command and workflow • Undertake work studies to ensure better performance and productive • Work measurement.

## DIVISION: COUNCIL, COUNCIL COMMITTEES AND COUNCILLOR SUPPORT

### 1X ADMIN OFFICER (Salary level 5) (Ref 11/GGM/2015)

SALARY SCALE: R269 275 – 290 103 per annum

**Appointment requirements:** • Diploma in Public Administration or equivalent • Computer literacy • Valid Driver's License • Communication skills. **Responsibilities:** • Scheduling, Co-ordination of specific logistical and procedural requirement associated with Council and Council Committee meeting • Provide secretarial support to Council and Council Committee • Keeping a register of council and council committee resolutions • Performs administrative activities associated with preparation of ongoing documents and correspondences for circulation.

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 PX or Mathonsi ME on telephone no. 015 811 5509/811 5589.

Correspondences will only be entered into 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: 10<sup>th</sup> SEPTEMBER 2015

Application form is on the Municipality's website [www.greatergiyani.gov.za](http://www.greatergiyani.gov.za)

NB: Faxed or e-mailed and applications on 283 form will not be considered.

**ACTING MUNICIPAL MANAGER - MALULEKE R.H**