



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.

DEPARTMENT: BUDGET AND TRESUARY OFFICE

SENIOR ACCOUNTANT: DEMAND AND LOGISTICS

(REF 01/GGM/2018)

Salary Scale: R371 257.58 – R 390 006.15 per annum Level 4 (excluding benefits)

Appointment Requirements: B.com degree in Accounting. / Supply Chain and Logistics. /National Diploma in Accounting/ National Diploma in Cost Management in accounting /National Diploma in Supply chain and logistics or equivalent • Driver's License • Computer Literacy certificate • MFMP programme certificate will be an added advantage • 2- 3 years' experience in supply chain • Responsibilities: Coordinate the availability of the procurement schedule and plan on daily basis • Stores and Inventory Management • Coordinate new acquisitions on materials/goods • Coordinate Stock taking • Conduct Monthly Inventory reports • Co-ordinate and address the audit finding from demand and logistics • Approve terms of reference prepared by the end – user departments for submission to the bid specification committee • Provide administrative support to the bid specification/evaluation and adjudication committees • prepare, handle and administer quotation/bid documents • Produce and manage the database of services providers • Prepare monthly reports and manage records pertaining to the demand and logistics unit • Staff Supervision.

SENIOR ACCOUNTANT: REPORTING: (REF 02/GGM/2018)

Salary Scale: R371 257.58 – R 390 006.15 per annum Level 4 (excluding benefits)

Appointment Requirements: B. com degree in Accounting/ National Diploma in Accounting or equivalent • Driver's License • Computer Literacy certificate • 2- 3 years in preparation of bank reconciliation • MFMP programme certificate will be an added advantage • Responsibilities: Assist in the managing of the budget office • Responsible for section 71 reporting, cost accounting statistics and in year reporting on operating and capital grants • Preparation and implementation of annual budgets and budget control of amendments • To ensure compliance with legislation applicable to all functions within the section • Assist with the compilation of annual financial statements • Designing of input forms, combining and compiling into prescribed and return forms for medium term expenditure framework, as well as service delivery budget implementation plan reporting • Monitor the Management of Grants and staff Supervision.

DEPARTMENT: COMMUNITY SERVICES

CHIEF LICENCING OFFICER: (REF 03/GGM/2018)

Salary Scale: R371 257.58 – R 390 006.15 per annum Level 4 (excluding benefits)

Appointment Requirements: Bachelor of Administration in Licensing Practice/ National Diploma in Road Traffic Management/ Transport Management or equivalent • Drivers Licence • Computer Literacy certificate • 2-3 year's relevant experience • Responsibilities: Manage resources and provide leadership to all sub-ordinates • Identify statutory requirements • Implement procedures, systems and controls to regulate specific work

CHIEF TRAFFIC OFFICER: (REF 04/GGM/2018)

Salary Scale: R371 257.58 – R 390 006.15 per annum Level 4 (excluding benefits)

Appointment Requirements: National Diploma in Road Traffic management/ Transport Management or equivalent • Driver's License • Computer Literacy certificate • 2-3 year's relevant experience • Responsibilities: • coordinate the implementation of operational law enforcement plan • Render financial management services • Enforce road traffic legislations and other relevant legislations • Coordinate joint law enforcement activities and projects • Coordinate traffic control and crime prevention activities • Asses road conditions • Attend accident scene/direct traffic flow and road safety • Coordinate administrative functions • Coordinate administrative functions • Manage resources

DEPARTMENT: TECHNICAL SERVICES

MANAGER PMU (REF 05/GGM/2018)

Salary Scale: R463 630.56 – R475 278.86 per annum: Level 2 (excluding benefits)

Appointment Requirements: Bachelor Degree/National Diploma in Civil Engineering • Professional registration with ECSA or in the process of such registration with ECSA will be an added advantage • A valid Driver's License • Computer Literacy certificate • 2- 3 years' experience in Project Management • Responsibilities: Heading the Project Management Unit (PMU) and be responsible to implement all Municipal Infrastructure Grant funded projects presently as well as any other capital programmes • Liaising with Consultants, Contractors and Community development structures • Liaising with other spheres of government, Municipalities, Councillors and the public • Appraisal of Civil Engineering proposals • Overview of tender reports, civil engineering design • Estimation and tendering • Management of annual budget and cash flow • Financial control of projects and operating budget • Assisting the Technical Director with the running and managing of the civil services section (maintenance of roads and storm water, water and sanitation).

Minimum of 5-years experienced in Internal Audit function at Senior Level will have preference. Proven experience in the field financial management; risk management; performance Management and internal auditing is a pre requisite.

Preferred requirements: Over and above essential requirements; Preference will be given to applicants with specialist knowledge of Business Performance Management; and practical application of National Treasury Performance Management Framework as is applicable to Municipalities. The appointed members should collectively possess the following skills and experience: •Private and public sector •An understanding of service delivery priorities • Good governance and/or financial management • An understanding of the role of council and councillors •An understanding of the operations of the organization •Familiarity with risk management practices •An understanding of Local Government legislations •An understanding of internal controls •An understanding of major accounting practices and public sector reporting requirements •An understanding of public sector reforms • An understanding of the roles and responsibilities of internal and external auditors • An understanding of the treatment of allegations and investigations • An understanding of performance management system.

Key functions: Persons interested in this function and who are eminently qualified therefore will be expected to advise Council, Accounting officer and Management on the following matters, amongst others • Internal Audit; • Internal financial controls; • Accounting Policies; • Risk Management • Adequacy reliability and accuracy of financial reporting and information; • Performance Management; • Corporate Governance; • Compliance with relevant Legislation; • any other issues Referred to by the Municipality; • Examine and review the Annual Financial Statements before Final approval; • Respond to Council on any issue/s raised by the Auditor General of South Africa; • Report to Council on a quarterly basis.

Term of office and remuneration

The term of office of appointed candidates will be 3 years. Persons appointed to the Audit Committee will be remunerated at rates commensurate with the approval from the Council. Candidate employed in the public sector will not be remunerated; only subsistence and traveling allowance will be paid.

INVITATION TO SERVE AS CHAIRPERSON OF RISK MANAGEMENT COMMITTEE OF GREATER GIYANI MUNICIPALITY.

CHAIRPERSON OF THE RISK MANAGEMENT COMMITTEE.

Appointment Requirements: Bachelor Degree in Risk Management, Accounting, Auditing or Certified Risk Management Practitioner or equivalent, Certified Internal Auditor (CIA), Chartered Accountant (CA), Certified Fraud examiners • Minimum of 5-years in the risk management or fraud and corruption environment at a senior management level • Proven knowledge of Municipal environment and operations • Ability to lead, chair and direct risk management/ fraud and corruption committee meetings • Knowledgeable on Municipal Finance Management Act 56 of 2003, Public Sector Risk Management Framework by National Treasury and other laws, rules and regulations applicable to Local Government • Ability to operate independently and objectively • Availability to attend committee meetings • Must not be a political office bearer in any sphere of government • Membership of the Institute of Risk Management South Africa (IRMSA) or Institute of Internal Auditors (IIASA) South Africa • Candidates must be South African citizens or permanent residents • The successful candidate will undergo security and qualification vetting and enter into an employment contract/performance agreement • Disclosure of financial interest, as requested must be submitted. **Responsibilities:** Assist the accounting officer in discharging his/her responsibilities on risk management, fraud and corruption matters • The chairperson together with other committee members shall review and recommend amongst others the approval of the following: Risk Management Policy; Risk Management Plan and Strategy; Risk Management Implementation Plan; Fraud prevention plan and Strategy; Fraud Prevention Policy; Whistle Blowing Policy and Risk Management Committee Charter • Prepare and present risk management, fraud and corruption reports to the Audit Committee • Perform any other duties as specified in the Risk Management Committee Charter.

Term of office and remuneration

The term of office will be three (3) years subject to renewal at the discretion of the Municipality. Successful candidate will be remunerated at rates commensurate with the approval from the Council/ in terms of Treasury Regulations. Candidate employed in the public sector will not be remunerated; only subsistence and traveling allowance will be paid.

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 P.X. or Mathonsi M.E. on telephone no. 015 – 8115509/811 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: 24TH AUGUST 2018

Application form is on the Municipality's website www.greatergiyani.gov.za

NB: Faxed or e-mailed and applications on Z83 form will not be considered.

MR CHAUKE M.M - MUNICIPAL MANAGER

INVITATION TO SERVE ON THE AUDIT COMMITTEE OF GREATER GIYANI MUNICIPALITY.

The Municipality calls for applications by Interested Persons with the requisite Skills to serve as Members of The Audit Committee.

Essential requirements: A Bachelor Degree in Accounting, Risk Management, Legal, HR (Performance Management), Auditing or Certified Internal Audit (CIA) or equivalent qualification.