



The Greater Giyani Municipality is an equal opportunity affirmative action employer whose responsibility is to promote equal representation within its workforce. Women and people with disability are encouraged to apply.

OFFICE OF THE MAYOR

1X Manager Office of the Mayor: Two years fixed term contract (REF 10/GGM/2019)
Salary Scale: R615 616.56 per annum Level 02 (All inclusive).
Appointment requirements: • Degree/National Diploma in Political studies/Public Management or equivalent qualification. • 3-4 years relevant experience and at least two years as a Supervisor. • Computer Literacy. • Drivers licences. **Responsibilities:** Manage the Office of the Mayor. • Manage the facilitation of gender empowerment programme. • Advocate specialised Programme. • Manage Youth, Children and women development programmes. • Advocate for integration of people living with disabilities in the economic and social mainstream. • Manage publications. • Manage branding. • Manage events. • Manage resources (Human, Physical and financial resources).

OFFICE OF THE MUNICIPAL MANAGER

1X Manager: Disaster Management (REF 11/GGM/2019)
Salary Scale: R490 084.70 – R508 548.00 per annum Level 02.
Appointment requirements: • Degree/National/Diploma in Disaster Management, or relevant qualification. 3-4 years relevant experience and at least two years as a Supervisor. • Computer Literacy. • Drivers licences. **Responsibilities:** • Develop divisional vision and strategy and provide strategic support to the municipality. • Develop and implement integrated disaster management plans and risk reduction programmes in accordance with approved framework. • Manage effective and appropriate disaster response to disaster management and recovery. • Establish integrated communication links with all disaster risk management role players. • Promote a culture of risk avoidance among stakeholders. • Staff Supervision. • Manage resources (Human, Physical, and Financial Resources)

1x PMS OFFICER (REF 12/GGM/2019)
Salary Scale: R350 842.00 – R377 979.00 per annum level 05 (excluding benefits)
Appointment requirements: • National Diploma in Public Management/ HRM or relevant qualification. • 2-3 years relevant experience. • Computer literacy • Relevant experience. **Responsibilities:** • Perform Performance management. • Conduct Performance appraisals. • Facilitate Performance management systems. • Perform administrative activities.

1X Personal Assistant: (REF 13/GGM/2019)
Salary Scale: R254 238.00 – R280 729.00 per annum Level 08 (excluding benefits).
Appointment requirements: • Diploma in Office Management/Admin/Secretarial or relevant qualification. • 1-2 years relevant experience. • Computer Literacy. **Responsibilities:** • Manage and maintain MM's office. • Recording Keeping. • Perform secretarial duties. • Make Booking arrangements. • Administrative roles

1X Internal Auditor: (REF 14/GGM/2019)
Salary Scale: R350 842.00 – R377 979.00 per annum Level 05 (excluding benefits).
Appointment requirements: • National Diploma in Auditing/ Risk Management or relevant qualification. • 2-3 years relevant experience. • Drivers Licences. • Computer Literacy. • Registration Certificate **Responsibilities:** • Implement of three years rolling and an annual internal audit plan. • Conduct internal audits in accordance with the standard for the professional practice Auditors. • Engage with external stakeholders, professional bodies on audit procedural applications and principles with a view to align internal processes. • Provide administrative functions.

1X Risk Management Intern: Two (2) year contract (REF 15/GGM/2019)
Salary Scale: R100 000 per annum
Appointment requirement: • B- Tech/National Diploma in Risk Management / Internal Auditing or relevant qualifications. • No experience required. **Responsibilities:** • Preparation and booking of venues before meeting. • Monitoring the risk identified. • Assist in identification of risks. • Conducting assessment. • Writing and preparing of risk report. • Conducting awareness. • Shall protect the information acquired in the duties.

1x Internal Auditing Intern: Two (2) year Contract (REF 16/GGM/2019)
Salary Scale: R100 000 per annum. **Appointment requirement:** B-Tech/National Diploma in Internal Auditing/Risk Management or relevant qualifications. • No experience require. **Responsibilities:** • Conduct Audit programme steps as instructed. • Obtain audit evidence for the Audit finding raised. • Assist in conducting follow up Audits. • Take minutes during projects entry and Exit meetings. • Assist the internal auditor with administration duties of the office. • Assist in audit pack preparation. • Capture minutes for meetings where internal audit section is secretariat. • Perform any other duties as instructed by internal Audit activity management.

DEPARTMENT: TECHNICAL SERVICES

1X Manager: Building Control (REF 17/GGM/2019)
Salary Scale: R490 084.70 – R508 548.00 per annum Level 02 (excluding benefits).
Appointment requirements: • Bachelor degree in Civil engineering /Building Science or relevant qualification. • Code B Driver's License. • Registration with the relevant bodies will be an added advantage. 3-4 years relevant experience and at least two years as a Supervisor. • Computer Literacy. • Drivers licences. **Responsibilities:** • Develop and implement strategic and operational policies. • Oversee and manage building plan processes and systems. • Render an inspection service of work done on new projects and existing structures. • Oversee and manage property management controls and systems. • Analyse and compile relevant project documentation for new and existing structures. • Manage the activities of contractors on project. • Compile reports and action and use findings. • Manage technical support and advisory services to the Municipality. • Manage resources (Human, Physical, and Financial Resources).

1X Senior Technician: Roads and Storm water (REF 18/GGM/2019)
Salary Scale: R397 246.00 – R417 307.00 per annum Level 04 (excluding benefits)
Appointment requirements: • National Diploma in Civil Engineering or relevant qualification • 3-4 years relevant experience in roads and storm water construction and maintenance, preferably in municipality environment • Drivers licences. • Computer literacy. • Knowledge and experience in contract management. **Responsibilities:** • To Coordinate and control the operations on the work site of the storm water and surface road & gravel road maintenance. • Co-ordinates the implementation of procedures. • Monitoring and reporting on sequences/outcomes. • Plans, schedules roads and storm water project and maintenance work. • Monitor and evaluate progress with regards to pair, construction, installation and maintenance work. • Render general admin support services. • staff supervision

1X Superintendent Roads and Storm water (REF 19/GGM/2019)
Salary Scale: R287 805.00 – R310 075.00 per annum Level 07 (excluding benefits)
Appointment requirements: • National Diploma in Civil Engineering or relevant qualification. • 2-3 years relevant experience in roads and storm water construction and maintenance, preferably in municipality environment. • Drivers licence with PrDP • Computer literacy. **Responsibilities:** • Co-ordinates the implementation of procedures and, monitoring and reporting on sequences/outcomes. • Plans, schedules roads and storm-water project and maintenance work. • Monitor and evaluate progress with regards to repair, construction, installation and maintenance type work (e.g. construction of asphalt/gravel roads, installation of underground pipelines, kerb-laying, lines and signs, etc.). • Render general admin support services. • Staff Supervision.

2X Foreman: (REF: 20/GGM/2019)
Salary Scale: R254 238. 00 – R280 729.00 per annum Level 08 (excluding benefits)
Appointment requirements: • N6 Building/Civil with Trade test Diploma or relevant qualification. • 1-2 years relevant experience. • Driver's licence. • 1 year relevant experience. **Responsibilities:** • Facilitate the implementation of procedures and, monitoring and reporting on sequences/outcomes. • Plans, schedules roads and storm-water project and maintenance work. • Monitor and evaluate progress with regards to repair, construction, installation and maintenance type work. • Render general admin support services. • Staff Supervision.

4X Plant Operator (GRADER): (REF: 21/GGM/2019)
Salary Scale: R151 896.38 – R 168 283.14 per annum Level 11(excluding benefits)
Appointment requirements: • Grader Certificate • NQF Level 2. • Code EC1/Code C1 plus PrDP. • 1 year relevant experience. **Responsibilities:** Performs specific tasks/ activities at

the Depot and work site prior to and on completion of allocated maintenance 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 specialized mechanical plant. • Ability to cut a final level on a base. • Operate a motor grader and TLB. • Be responsible for blading streets • Reconstruct streets • Grade roads and other earthworks which may require utilisation of a Grader • Front End Loader; Crane Truck; Bulldozer • Drive the tipper truck • water trucks • Assist with repairing of potholes • Assist with any public works tasks done at any particular time .

1X Assistant Electrical Engineering Technician: (REF: 22/GGM/2019)
Salary Scale: R199 442.00 – R236 063.00 per annum Level 09 (excluding benefits)
Appointment requirements: • N6 plus Trade test Diploma. • Wireman licence certificate. • Code C1 Drivers Licence. •1-2 years relevant experience. **Responsibilities:** • Maintenance of streetlight, electrical building and high mast light. • Fault findings and rectification of electrical circuits. • Circuit design and wiring and wiring of single phase motor control. • Electrical wiring of buildings. • Maintenance of air conditioning and refrigeration. • Inspection, test and Issuing of certificate of compliance. (COC) for single phase and three phase.

1X Carpenter (REF 23/GGM/2019)
Salary Scale: R254 238.00 – R280 729.00 per annum Level 08 (excluding benefits)
Appointment requirements: • N6 Carpentry Certificate and Trade Test Diploma •1-2 years relevant experience. **Responsibilities:** • Maintain Municipal building and facilities. • Perform Carpentry and other related services. • Perform administrative duties. • Staff supervision. • Perform any other related duties as instructed by supervisor.

1X Mason/Builder (REF 24/GGM/2019)
Salary Scale: R254 238.00 – R280 729.00 per annum Level 08(excluding benefits)
Appointment requirements: • N6 Building Certificate and Trade Test Diploma. •1-2 years relevant experience **Responsibilities:** • Manage and coordinate bricklaying activities. • Coordinate and render plastering activities. • Perform administrative duties. • Perform any other related duties as instructed by supervisor.

2X Plumbers (REF 25/GGM/2019)
Salary Scale: R254 238.00 – R280 729.00 per annum Level 08(excluding benefits)
Appointment requirements: N6 Plumbing & Trade Test Diploma. • 1-2 year's relevant experience required. **Responsibilities:** • Install, repair and maintain plumbing systems and components. • Maintain all building codes, installation requirements and relevant legislation. • Administer and schedule work. • Staff Supervision.

2X PMU Intern (Two year contract) (REF 26/GGM/2019)
Salary Scale: R100 000 per annum
Appointment requirements: • National Diploma in Civil Engineering. • No experience. • Code B drivers licence. **Responsibilities:** • Delivering technical support and evaluating proposed project in alignment with respective Municipal IDP and the regional and provincial growth and development plans. • Management of labour intensive construction methods in line with the EPWP framework and related reporting requirements. • Project registration on the MIS. • Attend Technical and Site meetings on all MIG and LGES projects. • Fields to be exposed to: Planning, Design, tender processes and Construction supervision.

DEPARTMENT: CORPORATE SERVICES

1x Admin Officer: Council Support (REF 27/GGM/2019)
Salary Scale: R350 842.00 – R377 979.00 per annum level 05 (excluding benefits)
Appointment requirement: • National Diploma in Public Management or relevant qualification. • 2-3 years relevant experience. • Computer literacy • relevant experience. **Responsibilities:** • Provides secretarial support to Council and Council Committees. • Perform administrative activities associated with preparation of documents and correspondence for circulation. • Perform Administrative Functions. • Staff supervision

1x Personnel Officer (REF 28/GGM/2019)
Salary Scale: R350 842.00 – R377 979.00 per annum level 05 (excluding benefits)
Appointment requirement: • National Diploma in Human Resources Management or relevant qualification. • 2-3 years relevant experience. • Computer literacy • Extensive experience in recruitment selection, leave and benefits. **Responsibilities:** • Render accurate personnel records are maintained. • Administer benefits of all employees. • Liaise with the benefits scheme administrators. • Administer all leave records of employees. • Prepare salary payment related documents. • Provide recruitment and selection services. • Render Administrative Functions. • Staff supervision

1x Personnel Clerk: Recruitment (REF 29/GGM/2019)
Salary Scale: R168 333.00 – R 195 147.00 per annum level 10 (excluding benefits)
Appointment requirements: • Diploma in Human Resource Management/Public Administration or relevant qualification. • 1-2 years relevant experience. • Computer literacy. **Responsibilities:** • Provide support in drafting advertisement. • Render recruitment & selection processes. • Keep and maintain personnel records.

1 X Security Guard: (REF 30/GGM/2019)
Salary Scale: R145 618.00 per annum Level 13 (excluding benefits)
Appointment requirements: • Grade 10, Security Certificate Grade E-C. • 1-2 years' experience in security. **Responsibilities:** • Perform access control and guard duties to ensure the proper application service delivery.

1 X Driver/Messenger: (REF 31/GGM/2019)
Salary Scale: R145 618.00 per annum Level 13 (excluding benefits)
Appointment requirements: • Grade 12 certificate. • Valid Drivers License with PrDP. • 1 year driving experience. **Responsibilities:** • Collection and delivery functions. • Operating Motor vehicle. • Administrative Functions

2X IT Interns: Two year Contract (REF 32/GGM/2019)
Salary Scale: R100 000 per annum
Appointment requirement: • Three (3) year Degree / National Diploma in Information Technology/Computer Science. • No experience required. **Responsibilities:** • User accounts administration on Active Directory. • Monitoring anti-virus and backups. • Desktop and Network printer installation and maintenance. • Attending user queries. • Software installation. • Collaborating with ICT colleagues on ICT issues that arise and possible solutions. • Assisting in system upgrades, install, integrate, customise, configure and test new systems and hardware, and resolve configuration conflicts and errors. • Assisting in the development, administration and maintenance of a Standard Operating Environment for all workstations for municipal staff. • Document and regularly report on Help Desk issues and processes

DEPARTMENT: COMMUNITY SERVICES

1 X Secretary to the Director (REF 33/GGM/2019)
Salary Scale: R168 333.00 – R195 147.00 per annum Level 10 (excluding benefits)
Appointment requirements: • Diploma in Secretariat/Public Admin/ Office Management or relevant qualifications. • 1-2 years' experience. **Responsibilities:** • Provide secretarial support. • Maintain the diary of Director. • Record keeping. • Provide general office support and Reception/ Telephonist services. • Perform administrative Functions.

1 X Environmental Officer (REF 34/GGM/2019)
Salary Scale: R350 842.00 – R377 979.00 per annum Level 05 (excluding benefits)
Appointment requirements: • National Diploma in Environmental Health services or relevant experience. • Registration with professional bodies will be an added advantage. • 2-3 years' experience. **Responsibilities:** • Facilitate inspections and investigations of residential, commercial and public facilities. • Facilitate waste minimization and pollution control related inspection activities. • Enforce specific procedures and measures on residents, commercial and industrial businesses. • Facilitate the promotion of environmental awareness in order to maintain policies, legislation, protocols, regulations and guidelines. • Ensure enforcement of statutory obligations regarding the environment. • Facilitate the processing of small to medium environmental authorisation from development and the utilisation of areas in terms of environmental legislation. • Facilitate awareness and educational programme on environmental health approaches to safe and healthy living to the community. • Staff supervision.

1 X Senior Licensing Clerk: Licensing (REF 35/GGM/2019)
Salary Scale: R317 771.78 – R342 326.58 per annum Level 06 (excluding benefits)
Appointment requirements: • Diploma in Traffic/Transport Management. • E NATIS Certificate. • Computer Literacy. • Driver's licence. • 1-2 years relevant experience • **Responsibilities:** • Process vehicle licensing and registration applications. • Reconcile payments against transactional information/statements. • Provide routine information related to vehicle Registration and Licensing procedures. • Perform Administrative Functions.

3X Traffic Officer (REF 36/GGM/2019)
Salary Scale: R199 442.30- R280 788.05 per annum Level 09-06 (excluding benefits)
Appointment requirements: • National Diploma in Transport Management/Diploma in Traffic Management. **Responsibilities:** • Enforce road traffic legislations and other relevant legislations. • Facilitate joint law enforcement activities and projects. • Coordinate traffic control and crime prevention activities. • Assess road conditions. • Attend accident scene/ direct traffic flow and road safety. • Coordinate administrative functions. • Administer resources.(Human, Physical, and Financial Resources).

1X Driver Operator (REF 37/GGM/2019)
Salary Scale: R137 795.00 – R 149 390.00 per annum Level 12 (excluding benefits)
Appointment Requirements: • Grade 10. • Code EC driver's license with PrDP. • 1-2 years relevant experience. **Responsibilities:** • Operate a waste removal vehicle safely and efficiently • Load & offload waste from the vehicle to dumping site. • Monitor vehicle condition and record malfunctioning items or damages.

1 X Supervisor: Stadium (REF 38/GGM/2019)
Salary Scale: R137 795.00 – R149 390.00 per annum level 12 (excluding benefits)
Appointment requirements: • Grade 12 certificate. • 1-2 years relevant experience. Writing skills. **Responsibilities:** • Co-ordinates Cleaning services. • Coordinates maintenance of stadium. • Render general clerical support services. • Coordinate support services within the stadium. • Render gardening services. • Staff supervision.

1X Superintendent Refuse Removal (REF 39/GGM/2019)
Salary Scale: R287 805.00 – R310 075.00 per annum Level 07 (excluding benefits)
Appointment requirements: • National Diploma in Environmental Services or relevant qualification. • 2 years relevant experience in roads and storm water construction and maintenance, preferably in municipality environment. • Drivers licence with PrDP. • Computer literacy. **Responsibilities:** • Conduct inspection at the departure point of work prior to and on completion of allocated assignments. • Completes internal transactional documentation (e.g. activity Schedule, log sheet, etc.) and related forms (vehicle checklist) and/ or provides general office support. • Monitor and control of personnel and collection, disposal, cleaning and maintenance applications. • Render general clerical support services. • Staff Supervision.

DEPARTMENT: PLANNING AND LOCAL ECONOMIC DEVELOPMENT

1 X Town Planner (REF 40/GGM/2019)
Salary Scale: R350 842.00 – R377 979.00 per annum level 05 (excluding benefits)
Appointment requirement: • Degree/National Diploma in Town and Regional Planning or relevant qualification and registration with professional bodies will be an added advantage. • 2-3 years relevant experience. **Responsibilities:** • Facilitate land development applications. • Coordinate and review Spatial Plans and Policies. • Coordinate spatial planning projects. • Facilitate land development applications. • Coordinate participation of traditional authorities in land development processes. • Provide administrative functions

DEPARTMENT: BUDGET AND TREASURY OFFICE

1X Senior Accountant: Payment & Reconciliation (REF 41/GGM/2019)
Salary Scale: R397 246.00 – R417 307.00 per annum Level 04 (excluding benefits)
Appointment requirements: • B. Com Degree in financial Management/Accounting/Degree Accounting Sciences or relevant qualification. • 2-3 years' experience in Budget & Treasury Office. MFMP certificate will be an added advantage. **Responsibilities:** • Provide sundry creditors and reconciliation services • Provide trade creditors and reconciliation services • Reconciliation of creditors payments • Staff supervision.

1 X Senior Credit Control Clerk (REF 43/GGM/2019)
Salary Scale: R317 771.70 – R342 326 per annum level 06 (excluding benefits)
Appointment requirement: • National Diploma/Diploma in financial management/Accounting or equivalent qualification. • 2 – 3 years relevant experience **Responsibilities:** • Financial administration. • Financial Reporting. • Administrative Functions. • Staff Supervision

1 X Payment Clerk (REF 44/GGM/2019)
Salary Scale: R168 333.00 – R195 147.00 per annum level 10 (excluding benefits)
Appointment requirement: • National Diploma/Diploma in financial management/ Accounting or relevant qualification. • 1-2 years relevant experience **Responsibilities:** • Render expenditure control functions. • Facilitate creditor's payment. • Facilitate creditors payment to ensure correct payments are made to correct suppliers. • Process procedures of expenditure transaction. • Control data Management. • Record keeping. • Administrative Functions.

3 X Admin Clerk: Assets (REF 45/GGM/2019)
Salary Scale: R168 333.00 – R195 147.00 per annum level 10 (excluding benefits)
Appointment requirement: • National Diploma/Diploma in Financial Management/ Accounting or equivalent qualification. • 1 year relevant experience **Responsibilities:** • Render assets recording and control. • Render recording of asset in the respective offices. • Render administrative supports.

3 X Admin Clerk: Acquisition and Disposal (REF 46/GGM/2019)
Salary Scale: R168 333.00 – R195 147.00 per annum level 10 (excluding benefits)
Appointment requirement: • National Diploma/Diploma in Supply Chain Management/ financial management/Accounting or equivalent qualification. • One year relevant experience **Responsibilities:** • Render acquisition services. • Administer acquisition documents. • Facilitate the disposal of inventory. • Administrative Functions.

3 X Meter Reader (REF 47/GGM/2019)
Salary Scale: R145 618.00 – R149 390.00 per annum level 12 (excluding benefits)
Appointment requirement: • Grade 12 Certificate/ National certificate in Financial Management or relevant qualification • 1 year relevant experience **Responsibilities:** Reads and records consumer water meters in accordance with assigned schedule and route. • Enter meter readings in a hand-held meter reading sheet. • Ensure accuracy of readings. • Examine meter for signs of tampering and report inoperative, leaking, malfunctioning or damage of meter sand reports violation of backflow prevention. • Answer general questions regarding billing or other related subjects. • Advise public of the rules. • Relays inquiries to meter reader supervisor. • Administrative Functions.

4X Finance Interns: Two (2) year Contract (REF 48/GGM/2019)
Salary Scale: R100 000 per annum
Appointment requirement: • B-Com/National Diploma in Financial Management/Accounting or equivalent qualifications. • No experience required. **Responsibilities:** • Monthly reconciliation under Revenue. • Expenditure, Budget and Reporting. • Supply chain and Asset Management functions.

OFFICE OF THE CHIEFWHIP

1 X Secretary of the Chiefwhip (Three year fixed term contract) (REF 49/GGM/2019)
Salary Scale: R280 499.00 per annum (all inclusive) Level 10
Appointment requirements: • Diploma/N6 in Secretariat/ Secretariat and administration in / Office Management or relevant qualifications. • 1-2 years' experience. **Responsibilities:** • Provide secretarial support. • Maintain the diary of Chiefwhip. • Record keeping. • Provide general office support and Reception/ Telephonist services. • Perform administrative Functions.

OFFICE OF THE SPEAKER: PUBLIC PARTICIPATION

1x Community Development Clerk (REF 50/GGM/2019)
Salary Scale: R168 333.00 – R 195 147.00 per annum level 10 (excluding benefits)
Appointment Requirement: • Diploma/N6 in Secretariat/ Secretariat and administration or relevant qualification. • 1-2 years relevant experience. • Computer literacy. **Responsibilities:** • Provide assistance in the identification and facilitation in the implementation of integrated community development interventions. • Support communities and perform administrative support on community development and related activities. • Perform Administrative Functions. **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, 0828**

For further information please contact Chauke H.D. on telephone no. 015 – 811 5511
 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: 22 July 2019
 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 N.M - MUNICIPAL MANAGER