



GREATER GIYANI MUNICIPALITY

OFFICE OF THE MUNICIPAL MANAGER

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 MUNICIPAL MANAGER

1X Director Community services (REF 01/GGM/2020) Two year fixed term contract

Total Annual Remuneration Package: R 846 307- R1040 327 per annum.

The recommended candidates will undergo competency assessment. Appointed candidate should sign employment contract, performance agreement, required to disclose financial interest and undergo security vetting. **Appointment requirements:** Bachelor degree in Social Science/Public Administration/Law or equivalent.* five (5) years' experience at middle management level.* Have proven successful institutional transformation within public or private sector.* Good knowledge and understanding of relevant policy and legislation.* Good knowledge and understanding of institutional governance systems and performance management.* understanding of council operation and delegations of powers as well as -"Health services management".* Cemetery management, public safety, parks and creation management.* registration with South African Council for social Services Professional (SACSSP) or similar recognized relevant professional body will be an added advantage.* Drivers licence. **Responsibilities:** * contribute to and direct the strategic planning and objective setting process within the community services environment.* provide direction and leadership with regard to advice and guidance on interpretation and decision making to the Accounting Officer.* Manage complex process associated with departmental budget planning, Budget implementation and budget review to support priorities and deliverables in relation to the intergraded Development Plan.* Management the community services with regard to protection services ,health services, sport, arts, culture and creation.* Municipal facilities ,Viz , Stadia , cemeteries, community hall, libraries etc.* Facilitate the development/review policies and by - laws .*Manage and coordinate traffic and Law enforcement.* Ensure road safety campaigns are conducted.* provide cleaning and refuse removals services. Participate in community liaison structure and attend meetings of regulatory and other official bodies. *Evaluate the needs of the department.

DEPARTMENT: COMMUNITY SERVICES

1X Environmental Officer -Re- advert (REF 02/GGM/2020)

Salary Scale: R397 000.00 -R427 707.33 per annum
Level 05 (excluding benefits)

Appointment requirements: National Diploma in Environmental Health services or relevant qualification.* Registered with the professional body *2-3 years relevant experience. **Responsibilities:** * Enforces specific procedures and measures on residents, commercial and industrial businesses.* Facilitate the promotion of environmental awareness in order to maintain policies, policies. Legislation, protocols, regulations and guidelines.* Ensure enforcement of statutory obligations regarding the environment.* Facilitate the processing of small to medium environmental authorisation for development and the utilisation of areas in terms of environmental legislation.* Facilitate awareness and educational programmes on environmental health approaches to safe and healthy living to the community.* Staff Supervision

1x: Superintendent Refuse Removal- Re- advert (REF 03 /GGM/2020)

Salary Scale: R325 669.00 - R350 869.71 per annum
Level 07(excluding benefits)

Appointment requirements.* National Diploma in Environmental Health services or relevant qualification and Registered with the professional body *2 years relevant experience in refuse removal. **Responsibilities:***Conduct inspection at the departure of point 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 application. *Render general clerical administration services. *staff supervision.

3X: Traffic Officers- Re-advert (REF: 04/GGM/2020)
Salary Scale: R225 681.47 -R317 661.92 per annum
Level 09-08 (excluding benefits)

Appointment requirements.* National Diploma in Transport Management/Diploma in Traffic Management. *Driver's licence.*1-2 year relevant

experience.* **Responsibilities:** * Enforce road traffic legislations and other relevant legislations.* Facilitate 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.* Administer resources. (Human, Physical , and Financial Resources)

DEPARTMENT: DEVELOPMENT AND PLANNING

1x: Town Planner- Re-advert (REF 05 /GGM/2020) Salary Scale: R397 000.00 - R427 707.33 per annum Level 05 (excluding benefits)

Appointment requirements.* National Diploma in Town and Regional Planning or relevant qualification and registration with the relevant body or relevant qualification *1-year experience in administration. **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.* Render general clerical support services. * Staff supervision.

1x: Admin Clerk: Town Administration (REF 06 /GGM/2020)

Salary Scale: R190 478.91 - R 220 820.61 per annum
Level 10 (excluding benefits)

Appointment requirements.* National Diploma/ Diploma in Public Management/Public Administration or relevant qualification *1 year experience in administration. **Responsibilities:*** Provide the services of application of deed of grant.* Provide the services of application for a lost copy of deed of grant.* Provide the services of application of transfer, cancellation and registration of bonds.* Provide the services of completion of forms for birth, death and ID certificates.* Provide the writing of confirmation letters.* Provide the services of issuing clearance certificate.* Render general clerical support services.

DEPARTMENT: BUDGET AND TREASURY

1x: Senior Accountant: Demand and Logistics - Re-advert (REF 07 /GGM/2020)

Salary Scale: R449 508.23 - R472 208.48 per annum
Level 04(excluding benefits)

Appointment requirements.* National Diploma in Supply chain management or relevant qualification *3-4 years' experience in financial management. **Responsibilities:*** Administer stock management procedures.* Coordinate demand Analysis.* Coordinate Procedures, Systems and Controls.* Manage records and register.* Provide office support* Administer Goods processing.* Administer Stock taking processes and housekeeping.* Provide staff Supervision.

1x: Senior Payment Clerk (REF 08 /GGM/2020) Salary Scale: R359 578.57 - R387 363.78 per annum Level 06(excluding benefits)

Appointment requirements.* National Diploma in accounting management/National Certificate in Accountancy/National senior certificate or relevant qualification

DEPARTMENT: CORPORATE SERVICE

1x: Driver/Messenger -Re-advert (REF 09/GGM/2020)

Salary Scale: R137 0324.92 - R153 395.11 per annum
Level 13(excluding benefits)

Appointment requirements.* Grade 12 with Valid Driver's License * 1 years' experience

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 and Ms Mathonsi M.E on telephone no. 015 811 5509/5589. 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: 31 August 2020

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**