



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 PMS Coordinator (**reference no 01/GGM/14**)

Salary scale: R285, 504 – 299, 922 per annum (L4)

Appointment Requirements: * Diploma in Public Administration or equivalent Qualification *Valid EB Driver's Licence *Computer Literacy, Specifically in Microsoft Office Packages * Three years relevant experience.

Responsibilities: *Provides guidelines and information on institutional Performance Management, *Render performance monitoring services* Coordinate departmental performance reports required by National treasury, Audit Committee/ Auditor General and other statutory bodies* Compile institutional quarterly, mid-year and Annual performance reports *Attend to Auditor General and Internal Audit requirements performance information. * Co-ordinate specific standards and procedures associated with the implementation and execution of Performance Management. * Provides information and/ or reports on the status and outcomes of institutional performance.

OFFICE OF THE MAYOR

1x Youth Coordinator (**reference no 02/GGM/14**)

Salary: R120, 982- 140, 254 per annum (L10)

Appointment requirements:* Grade 12 *or QNF level 4* Computer Literacy * Communication skills*Insight and knowledge of socio-economic and development issues.

Responsibilities: *Administer the matters of gender, youth, HIV/AIDS, traditional affairs and disabled* Facilitating and implementing programmes that seek to empower youth and persons with disabilities*Administer the skills development for youth and disabled*Promote HIV/AIDS programmes * administer community services

CORPORATE SERVICES

1x Workstudy Officer (**reference no. 03/GGM/14**)

Salary Scale: R252, 154 -271, 657per annum (L5)

Appointment requirements: *National Diploma in Public administration or equivalent qualification. Organizational Development / Work-study will be an added advantage *Computer literacy *Two years Work-study experience.

Responsibilities: *Render a work study service with integrity to ensure that the function is build out and maintained * *Perform organizational work studies to ensure proper lines of command and work flow * Undertake work studies to ensure better performance and productivity*Work measurement * Coordinate development, maintenance and review

of organizational structure and the post establishment* Coordination and facilitation of job evaluation. Coordination and implementation of change management.

COMMUNITY SERVICES

1x Pound Master (reference no. 04/GGM/14)

Salary Scale: R228 385-246 033 per annum (L6)

Appointments requirement: Grade 12 Certificate *Diploma in Public Admin will be an added advantage. * Computer literacy* Code B driver's licence* 2 years' experience in the key performance area. **Responsibilities:** Facilitate the maintenance of pound*Facilitate the registration of impounded stock*keeping of prescribed returns and registers of impounded stock* Implement by-laws relevant to the department * Advertise public auction for stock to be sold* Coordinating payment of transport fees for animals carried by municipal fleet.

3X Cleaners (reference no. 05/GGM/14)

Salary Scale: R87, 222- 97,428 per annum (L13)

Appointment requirements: * Primary education certificate/ NQF Level 1* Negotiations skills *Communication Skills* relevant work experience. **Responsibilities:** Responsible for the cleaning the bus and taxi ranks and surrounding areas to ensure clean environment*Responsible for the cleaning of town and town entrance, CBD and residential areas by picking up litter to ensure a clean environment*Help with the removal of refuse/waste to ensure proper assistant were needed*Help with the removal of illegal dumping to ensure proper assistant. Perform any other related duties as instructed by supervisor.

3X Labourers (reference no. 06/GGM/14)

Salary Scale: R87, 222- 97,428 per annum (L13)

Appointment requirements: * Primary education certificate/ NQF Level 1* Negotiations skills *Communication Skills* relevant work experience. **Responsibilities:** Responsible for cleaning the ablution blocks*Responsible for the cleaning of change rooms*Responsible for grass cutting and field marking *Responsible for cleaning the pavilions.*Responsible for sweeping the surrounding areas of the facility*Eradicating weeds in the surrounding areas of the facility*Removing unwanted materials in the surrounding areas of the facility.

TECHNICAL SERVICES

DATA CAPTURER (REFERNCE NO. 07/GGM/14)

Salary Scale: R182, 904-201, 762 per annum (L8)

Appointment requirements: Grade 12 Certificate *Diploma in Public Admin will be an added advantage. Community Social Facilitation Skills. Computer Skills (Ms Office). Good Communication Skills. Report-writing.

Responsibilities: *Perform day-to-day administration task in the PMU* Communicate and liaise with all project stakeholders * *Facilitate the establishment of Project Steering Committee on infrastructure projects*Conflict management during implementation of infrastructure projects*Capture and update data on the MIS (Municipal Information System)*Administer funds transferred from National Government* Assist in the compilation of monthly, quarterly and annual reports

5X Labourer (reference no 08/GGM/14)

Salary Scale: R87, 222-97, 428 per annum (L13)

Appointment requirements: * Primary education certificate/ NQF Level 1* Road maintenance, road construction and equipment operation and associated safely hazards, precautions and procedures common in the performance of road maintenance and construction work* Relevant work experience.

Responsibilities: *Operates tool and equipment within machine capacity to perform road and bridge repair* Maintenance and construction* Provides traffic control including sign placement and flagging to guide traveling public safely through work zones while protecting co- workers* Loads and transports equipment and materials to and from work sites* Responds to public inquiries in courteous manner.

IX Post: Driver (reference no 09/GGM/14)

Salary notch: R99, 034 –R107, 367 per annum (Level 12)

Appointment requirements:*literate *NQF level 2 *Driver's license code C1, PRDP

Responsibilities* Performs driver activities using a vehicle to ensure the transporting of machinery equipment and people to and from the workplace. ***Maintain the allocated machines on a daily basis to ensure that the operated machines remain in a good working condition.*Maintains machinery, equipment and tools to ensure that all remains in good condition. *Perform any other related duties as instructed by supervisor.**

BUDGET AND TREASURY OFFICE (ASSET DIVISION)

Ix Financial System Controller (reference no 10/GGM/14)

Salary: R252 154 -271 657per annum (level 5)

Appointment requirements: *IT Diploma or equivalent qualification, *Pastel certification will be an added advantage *the applicant should be in possession of Code B driver's licence *Three (3) years technical experience.

Responsibilities: Assist the IT Manager in licencing of software and payment of ICT products and services in the Municipality. Report logged incidents and escalating incidents and problems appropriately. Install, setup, configure, deploy, allocate, maintain and support systems, hardware, software and utilities in the Municipality IT Infrastructure. Perform end user desk top support and maintenance. Ensure that all calls are logged and compile monthly reports. Ensure the IT Assets register is up to date. Ensure that the website is up to date. Ensure that anti-virus software is up to date on the servers and workstations. Perform routine maintenance and support for all system users of Greater Giyani Municipality. Support Pastel, Pay Day and other systems in the Municipality

Application letter 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 attention: Manager: Human Resources)

For further information please contact Ms Mathebula P.X on telephone no. 015 – 811 5500/ 811 5509

Fraudulent qualifications or documents will immediately disqualify any application. Short-listed applicants will be screened for criminal records and /or any pending criminal cases and their qualifications will be verified.

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: 20 March 2014