



Greater Giyani Municipality

Greater Giyani Municipality is an equal opportunity employer subscribing to the Employment Equity Act, and hereby invites applications from suitably qualified persons to fill the under-mentioned posts (women and people with disability are encouraged to apply):

OFFICE OF THE MAYOR

1x Manager Office of the Mayor: fixed-term contract linked to the term of office of the Mayor: Ref: 21/GGM/2022): Centre Giyani

Salary Scale: R829 023.24 per annum Level 2 (All inclusive)

Appointment requirements: BA Degree in political studies/Public Management or relevant qualifications. *4- 5 years relevant experience with at least 2 years supervisory position. Responsibilities* Manage the office of the mayor * Manage the facilitation of gender empowerment Programme. *Advocacy specialized programmes. * Manage Youth, Children, and women development Programme. *Advocate for integration of people living with disability in the economic and social mainstream. * Manage Publication. * Manage events. * Manage Resource (Human, Physical and Financial resource. *staff supervision. * Management function.

DEPARTMENT OF BUDGET AND TREASURY

1x Senior Accountant: Demand and Logistics: REF: 22/ GGM/2022: Centre Giyani

Salary Scale: R465 241.02 - R488 735.77 per annum Level 04 (Excluding Benefits)

Appointment requirements: BA Degree/National Diploma in supply chain management/Financial management and Accounting or equivalent qualification. *3-4 years relevant experience in supply chain. * A certificate in MFMA Programme will be added advantage. Responsibilities* Analyse demand needs. * Monitor Demand Management Plan Compliance. * Monitor Demand records and register. *Provide administrative office support. * Provide Administrative functions.

1x Accountant: Demand and Logistics: REF: 23/ GGM/2022: Centre Giyani

Salary Scale: R410 894.99 - R442 677.08 P/A per annum level 5(Excluding benefits)

Appointment requirement: BA Degree/ National Diploma in Supply Chain Management /Financial Management/ Accounting or equivalent qualification. *2 years relevant experience. Responsibilities: * Monitor Demand Management Plan Compliance. * Monitor Demand records and register. *Provider administrative office support. * Provide Administrative functions.

1XSenior Budget Clerk: Ref: 24/GGM/2022: Centre Giyani

Salary Scale: R372 163.82 - R400 921.51 P/A per annum level 6 (Excluding benefits)

Appointment Requirement: BA Degree/National Diploma in Accounting or Equivalent Qualification. Responsibilities: * Provide assistant preparation of budget monitoring and reporting. * Budget planning and management.* Facilitate Investment Management.

1x Payment Clerk: REF: 25/GGM/2022: Centre Giyani

Salary Scale: R197 145.67 - R228 549.32 P/A 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 creditors payment to ensure correct payments are made to correct suppliers. * Process procedures of expenditure transaction. * Control data Management. * Record keeping. * Administrative functions.

Re-advert 3X Financial Interns (Two-year Contract): REF 26/GGM/2022: Centre Giyani

Salary Scale: R100 000 P/A per annum

Appointment requirement: Degree/National Diploma in Financial Management/Accounting or relevant qualification. No experience. * Driver's License. Responsibilities: Monthly reconciliation under Revenue. * Perform Expenditure, Budget and Reporting and Supply Chain and Assets Management Functions.

DEPARTMENT OF TECHNICAL SERVICES

1x Foreman (REF:27GGM/2022): Centre Giyani

Salary Scale: R297 754.86 - R328 780.08 P/A per annum level 8 (Excluding benefits)

Appointment requirement: Diploma Building/Civil Engineering/N6 Building/Civil with Trade test Diploma or relevant qualification. *1-2 relevant experience. Driver's license. *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 supervisor.

Closing Date: 20 June 2022

Application Form is available on the Municipality website: www.greatergiyani.gov.za N.B. faxed or e-mailed and application on Z83 form will not be considered.

Mr. Chauke M.M - Municipal Manager

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