



GREATER GIYANI MUNICIPALITY

The Greater Giyani Municipality invites suitably qualified candidates to apply for the following position.

1. **DEPARTMENT: TECHNICAL SERVICES AND SOCIAL SERVICES**
- Post No 1 : 2 x ROADS AND STORMWATER INTERN TECHNICIAN**
- Duration : 2 Years**
- Salary : R7 000.00**
- Division : ROADS AND STORMWATER**
- Ref No : EPWP – R01/19**

QUALIFICATIONS & EXPERIENCE

- Grade 12 (Matric Certificate)
- ND Civil Engineering-minimum completion of semester three (S3)
- Basic understanding of Roads and Storm water management (will be an advantage)
- Driver's License & Computer literacy (Added as Advantage)

DUTIES / KEY PERFORMANCE AREAS:

- Assist with data collection for monthly, quarterly, bi-annual and annual reports
- Assist in drafting material and project specification
- Develop BOQ's and evaluate certificates
- Monitor project implementation
- Project files should be kept for auditing purposes
- And assist with any other responsibilities requested by the supervisor(s)

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DIVISION : ELECTRICAL
Post No 2 : 2 x Internship Electrical (Heavy Current)
Ref No : EPWP – EL02/19
Salary : R7 000.00
Duration : 2 Years

REQUIREMENTS:

- Grade 12 certificate
- S4 Electrical engineering (Heavy Current)
- Driver's License & Computer literacy (Added as Advantage)

RESPONSIBILITIES

- Writing and Presenting of monthly reports.
- Management of Municipality ESKOM accounts.
- Management of Free Basic Electricity account.
- Project Management for all electrical projects.
- Monitoring of Maintenance and procurement plan
- Fault finding on distribution boards, light circuits and socket outlet circuits
- Maintain High mast lights replacing capacitors, Ballasts, Ignites and globes
- Program light circuits using contactors, daylight switches and time reserved switches.

DIVISION BUILDING SECTION

Post No 3 : 2 x Intern Building
Ref No : EPWP – BU03/19
Salary : R7 000.00
Duration : 2 Years

REQUIREMENTS:

- Grade 12 Certificate
- Computer Literacy (MS Office)
- National Diploma in Building Science or Town Planning.
- Driver's License & Computer literacy (Added as Advantage)

RESPONSIBILITIES:

- Perform inspections in all types of building construction, alterations and extensions within the CBD township and villages.
- Participate in all building services activities associated with setting and ensuring compliance with building standards



- Take quantities, quantify and prepare requisitions for procurement of material
- Supervise and review building plans for conformance with the code provision
- Attend site meetings and perform other related duties as required.

DIVISION : PMU (EPWP)
Post No 4 : 2X Data Capturer
Ref No : EPWP – EPWP04/19
Salary : R7 000.00
Duration : 2 Years

REQUIREMENTS:

- Grade 12 Certificate
- Certificate in Office Management or Project Management
- Driving License added as advantage

Computer Literacy (MS Office)

RESPONSIBILITIES

- Capturing of the projects on the EPWPRS system.
- Collection of data from the projects.
- Report on the EPWPRS system on monthly bases.
- Check compliance of projects in terms of EPWP requirements.
- Managing all EPWP projects

**2. DEPARTMENT : ENVIRONMENT AND WASTE MANAGEMENT
DIVISION**

Post No 5 : 3x Internship (Environment & Waste Management)
Ref No : EPWP – EW05/19
Duration : 2 Years
Salary : R7 000.00

REQUIREMENTS

- Grade 12
- 3 year National Diploma, B-Tech or Degree in Environmental Management/ Science or Health.
- Computer literacy will be an added advantage

RESPONSIBILITIES



- Organise and facilitate events and activities to raise environmental awareness to schools and communities.
- Compiling monthly reports.
- Deal with enquires and complaints.
- Attending meetings.
- Liaise with residents, councillors and other stakeholders about waste management issues.
- Perform any other duties delegated by the supervisor.

Post No 6 : 1x Internship (Parks and Cemetery)

Ref No : EPWP – EW06/19

Salary : R7000

Duration : 2 Years

REQUIREMENT

Grade 12

3 year National Diploma or equivalent in Horticulture.

RESPONSIBILITIES

- Plans and coordinate maintenance of cemetery and parks.
- Managing weed/pest control programmes.
- Facilitate alien plants control programme.
- Compiling monthly reports.
- Attend meeting and workshops.
- Perform any other duties delegated by the supervisor.

3. TECHNICAL SERVICES

Post No 07 : 4X ROADS AND STORM WATER INTERN ARTSIAN

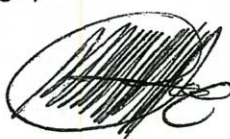
Ref No : EPWP – R07/19

Salary : R 4 000.00

Duration : 2 years

QUALIFICATIONS & EXPERIENCE

- Grade 12 (Matric Certificate)
- Certificate Building and Civil – Minimum Completion of N6
- Basic understanding of Roads and Storm water management (will be an advantage)
- Driver's license (Added as Advantage)



DUTIES/KEY PERFORMANCE AREAS:

- Assist with data collection for monthly, quarterly, bi-annual and annual reports
- Assist in drafting material and project specification
- Development of work orders
- Monitor project implementation
- Project files
- Should be kept for auditing purposes
- And assist with any other responsibilities requested by the supervisors(s)

DIVISION : BUILDING SECTION

Post No 8 : 1X WELDER ASSISTANT

Ref No : EPWP – R08/19

Salary : R4 000.00

Duration : 2 Years

REQUIREMENTS

- Grade 10 with welding certificate

RESPONSIBILITIES

- Clean, lubricate and preserve machinery. Tools, work shop and yard area.
- Remove rust and general cleaning of parts and equipment.
- Liaise messages to supervisors, Handymen, Artisans, Mechanical assistants in either writing or verbally.
- Act and work in an efficient and safety conscious manner in accordance with all safety rules, practices and requirements.
- Undertake the correct operation of hand power tools under the discretion of the artisan, handyman and supervisor.
- Safe handling and storage of gas bottles

Post No 9 : 2X Artisans Assistant (water and sanitation)

Ref No : EPWP – WS09/19

Duration : 2 years

Salary : R4000.00

REQUIREMENTS:

Grade 10 with Plumbing Trade test / NQF Level 4



RESPONSIBILITIES:

Perform activities and sequences associated with maintaining the functionality of water and sewer reticulation system by

- Removing defective flow metering units and connections to domestic household/industrial premises.
- Cleaning blocked drainage and waste water system using high pressure cleaning system to remove debris / trapped waste.
- Repairing leaks and flushing units in municipal buildings, replacing washers, gaskets and or components and testing functionality and/ reporting defects to the immediate superior for attention.

In order to ensure adequate support is made available during maintenance and repair work and tasks executed with laid down instructions

Post No 10 : 1X INFORMATION DESK ASSISTANT

Ref No : EPWP – INF 10/19

Salary : R4000.00

Duration : 2 Years

REQUIREMENTS:

Grade 12, a relevant diploma or certificate in public relation, marketing and business communication

RESPONSIBILITIES:


Receiving and communicating with guest, complaints and members of the public, establishing the nature of the visit and redirecting to the appropriate personnel for attention.

Answering telephonic calls and determining requirements prior to transferring to appropriate departments, personnel and member of management team.

Recording telephonic messages in the absence of personnel and locating and contacting persons.

In order to ensure calls and complaints to the heads of department are promptly and professionally attended to in accordance with laid down customer services principles.

The applicant must have good communication skills and computer literacy.



Post No 11 : 2X Artisans Assistant (Building)
Ref No : EPWP – BU 11/19
Duration : 2 years
Requirement : N6 Building and Civil Engineering
Salary : R4000.00

Responsibilities :

- Lay Bricks-face commons – on minor alteration and new work.
- Lay concrete for paths, driveways floors and aprons.
- Lay new wall and floor repair and maintenance to old tiling.
- Plastering and patching of walls.
- Laying and repairing to storm water channels.
- Knowledge of reading plans in setting out of foundations, outlays and casting of same.
- Casting and finishing off floors in preparation for floor covering

Electrical Division

Post No 12 : 2X Artisans (Electrical)
Ref No : EPWP – E 12/19
Duration : 2 years
Salary : R4000.00
Requirement :

- Grade 12 certificate
- N6 Electrical engineering(Heavy Current)

Responsibilities :

- Fault finding on distribution boards, light circuits and socket outlet circuits
- Maintain High mast lights replacing capacitors, Ballasts, Ignites and globes
- Program light circuits using contactors, daylight switches and time reserved switches.
- Cable jointing and termination of low voltage cables up to 415V/24V (4mm² – 70 mm²) using ferrules, crimping tools, insulation tapes and scotch casts.
- Wire three phase and single phase kiosks using SWA cables and air - duck cables.



Post No 13 : 1X Artisan Motor Engineering
Ref No : EPWP – MO13/19
Salary : R4 000.00
Duration : 2 Years

REQUIREMENTS

- Grade 12
- N3 Motor engineering

RESPONSIBILITIES

- Maintenance of the Municipal Plants and Motor vehicle Boths diesel and Petrol.
- Managing the workshop.
- Attending to all breakdown with the supervisor.

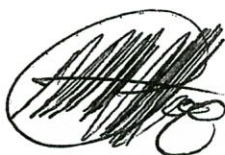
DIVISION : PMU (EPWP)
Post No1 4 : 2X EPWP Supervisors
Ref No : EPWP – EPWP14/19
Salary : R4 000.00
Duration : 2 Years

REQUIREMENTS:

- Grade 12 Certificate
- Certificate Computer Literacy (MS Office)

RESPONSIBILITIES

- Supervising EPWP workers.
- Manage attendance register.
- Facilitate signing of the payment register.
- Monthly report to EPWP office

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LIST OF ATTACHMENTS:

- Municipal application form (Available in our municipal website).
- Certified copy of ID.
- Certified Qualifications.
- All applications must be submitted Municipal Civic centre reception (CBD).
- People with disability, Youth and Woman are encouraged to apply.

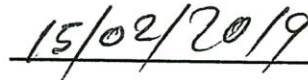
Contact person: Ms Mabunda A.Z (015)811 5500

CLOSING DATE: 05 March 2019



CHAUKE MM

MUNICIPAL MANAGER



DATE