



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 post (women and people with disability are encouraged to apply):

OFFICE OF THE MAYOR

1x Event Management Officer: REF (20/GGM/2024)

Salary Scale: R454 304 .41 – R489 444.15 per annum Level 5 (excluding benefits) **Appointment requirements:** National Diploma in Public Relations/Media Studies or National Diploma in Journalism * Basic Graphic Designing skills will be an added advantage. *2-3 years relevant experience. * **Responsibilities:** *Plan events and all logistics arrangement. * Manage events and addressing potential problems that may arise. * Support the implementation of expanding event portfolio. *Ensure event are marketed effectively within and beyond community. * Establish and maintain relationships with vendors and venues.

TECHNICAL SERVICES

1X Foreman REF (21/GGM/2024)

Salary Scale: R329 211.47 – R363 514.51 per annum Level 8 (excluding benefits) **Appointment requirements:** National Diploma in Civil Engineering. * Driver's license. * 2-3 relevant experiences. **Responsibilities:** * Conduct site visits, inspections, and investigation. * Facilitate the implementation of procedures, monitoring and reporting on sequence/outcomes. * Monitor and control procedural applications associated with surface and gravel maintenance. * Monitor and evaluate progress with regards to repair, construction, installation, and maintenance type work. * Render general admin support service. * Staff supervision.

CORPORATE SERVICES DEPARTMENT

1x: PMS Officer REF (23/GGM/2024)

Salary Scale: R454 304 .41 – R489 444.15 per annum Level 5 (excluding benefits) **Appointment requirements:** National Diploma in HRM/Public Management. *2-3 years relevant experience. **Responsibilities:** *Perform Performance Management. * Conduct Performance appraisals. * Facilitate Performance Management Systems. * Perform administrative functions.

1x: Messenger Driver: REF (24/GGM/2024)

Salary Scale: R161 380.90–R174 960.16 per annum Level 12 (excluding benefits) **Appointment requirements:** * Grade 12 Certificate * Valid Driver's license. * PrDP will be an added advantage. * 1year relevant experience. **Responsibilities:** * Collection and delivery operations. * Perform administrative functions.

DEPARTMENT OF PLANNING AND DEVELOPMENT

1x Admin Officer: Town Administration (25/GGM/2024)

Salary Scale: R454 304.41 -R489 444.15 per annum Level 5 (Excluding benefits) **Appointment requirements:** National Diploma in Public Management/Public Administration. * 2-3 years' relevant experience. **Responsibilities:** * Coordinate the application of Title Deeds and lost copy of Title Deeds. * Coordinates the application of transfer, cancellation, and registration of Bonds. * Coordinate the writing of conformation letters. * Coordinate the issuing of Clearance Certificate. Provide general clerical support services. * Staff Supervision.

1x Senior Admin Clerk: land use (26/GGM/2024)

Salary Scale: R411 481.44 – R443 277.27 per annum Level 6 (Excluding Benefits) **Appointment requirements:** * National Diploma in Public Management/Public administration. * 2-3 years relevant experience. ***Responsibilities*** Facilitate the maintenance records of land and land use. * Facilitate the processing of application of land use. * Facilitate community land use planning. * Facilitate the rendering of general admin support services. * Staff Supervision

Closing Date: 26 June 2024 @16H00

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. Send your application to The Municipal Manager Private Bag X9559 Giyani 0826 or Hand deliver to Human Resource Office No 30.

MR KHOZA V.D - MUNICIPAL MANAGER