



## 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 apply. Women and people with disability are encouraged to apply.*

### **OFFICE OF THE MUNICIPAL MANAGER**

**1x Senior PMS Officer REF: (18/GGM/2023)**

**Salary Scale: R488 037.80 – R512 683.80 per annum post Level 4(Excluding Benefits)**

**Appointment requirements:** National Diploma in Public Management/Human Resource Management or Relevant Qualification. \*Three (3) – Four (4) years relevant experience.

**Responsibilities\*** Coordinate Performance Management System. \*Coordinate Performance Management appraisals. \*Promote Performance Management Systems. Perform Administrative activities. Provide staff supervision.

**1x Personal Assistant. REF: (19/GGM/2023)**

**Salary Scale: R312 344.90 – R344 890.30 per annum post Level 8 (excluding benefits)**

**Appointment requirements:** National Diploma/Diploma in office Management/Secretarial and Admin/Public Management. Certificate in office Management or Relevant Qualification. \*One

(1) – Two (2) years' experience as a personal assistant/secretary. \* Computer Literacy.

**Responsibilities:** \*Manage and Maintain Municipal Manager's Office and Dairy. \* Record Keeping \*Perform secretarial duties. \*Make Booking arrangements \*Administration function.

### **DIRECTORATE COMMUNITY SERVICES**

**1x Examiner of Motor vehicles: (20/GGM/2023)**

**Salary Scale: R390 399.90 – R420 566.70 per annum post Level 6(excluding benefits)**

**Appointment requirements:** \*National Diploma/Diploma in Examiner of Vehicles, Code EC.\*Driver license. \*One (1) – Two (2) years 'relevant experience. **Responsibilities:** \* Examine

vehicles in accordance with the South African standards of road traffic regulations act 93,1996. \* Examine motor vehicles and vehicle testing stations. \*Perform administrative service / complete daily and monthly reports / required by law. \* Coordinate general admin support services. \* Staff Supervision.

**1x Pound Master REF: (21/GGM/2023)**

**Salary Scale: R390 399.90 – R420 566.70 per annum post Level 6(excluding benefits)**

**Appointment requirements:** \*B-Tech/National Diploma in animal Health/Husbandry. \*Driver's license. \*one (1) – Two (2) year relevant experience. **Responsibilities\*** impounding of animals.

\*Oversee the pound within the Municipality as required by the Act of 2000, Government Gazette of impounded livestock. \*Dispose dead animals, \*impound animals \*manage kraal and feeding.

\*Facilitation of auctioning of impounded livestock\* Educate communities on animal care. \* Administer resources.

**2X Traffic Officers: REF: (22/GGM/2023)**

**Salary Scale: R245 025.80 – R344 890.30 per annum post level 9 -8 (excluding benefits).**

**Appointment Requirement:** Traffic Diploma \* Driver 's License. **Responsibilities:** \* Enforce Road traffic legislation and other relevant legislations. \*Facilitate joint law enforcement activities and projects. \*Coordinate Traffic control and crime prevention activities. \* Assess road condition. \* Attend accident scene, direct traffic flow for road safety. \*Coordinate Administrative functions.

**1x Admin Clerk: Implementation: REF: (23/GGM/2023)**

**Salary Scale: R206 805.80 -R239 738.20 per annum post level 10 (excluding benefits)**

**Appointment requirement:** Diploma in Public Management/Administration or relevant qualifications/Computer literacy. \*ENATIS certificate will be an added advantage. \*One (1) year relevant experience. **Responsibilities:** Process vehicle licensing and registration application. \*Reconcile payment and cash deposits against transactional informational statement. \*Provide routine information related to vehicle registration and licensing procedures. \*Render general admin support services.

**1x Information Help Desk Clerk: REF: (21/GGM/2023)**

**Salary Scale: R206 805.80 -R239 738.20 per annum post level 10 (excluding benefits)**

**Appointment requirement:** Grade 12 Certificate, Certificate in Community Development Programme/Customer care Certificate/Computer Literacy. \*One (1) year relevant experience. **Responsibilities:** Render external helpdesk support services. \*Render Internal helpdesk support. \* Compile report.

**1x Supervisor Halls: REF: (23/GGM/2023)**

**Salary Scale: R169 288.57 -R183 533.21 per annum post level 12 (excluding benefits)**

**Appointment requirement:** Grade 12 Certificate \*One (1) year relevant experience. **Responsibilities:** Coordinate cleaning services. \* Coordinate maintenance of Halls facilities. \* Render general clerical support services. \* Coordinate support services within the division. \* Render gardening services.

**2x Driver Operator: REF: (22/GGM/2023)**

**Salary Scale: R169 288.57 -R183 533.21 per annum post level 12 (excluding benefits)**

**Appointment requirement:** Grade 10 Code EC driving license – PRDP. \*One (1) year relevant experience. **Responsibilities:** Performs specific tasks/ activities at the departure point of work prior to and on completion of allocated assignments. \* Completes internal transactional documentation (e.g., tally sheets, log sheet, progress report, etc.) and related forms (vehicle checklist). \* Performs specific tasks associated with the operation of heavy vehicles and monitoring the collection and disposal of refuse.

**15x General Workers**

**Salary Scale: R149 095.70– R166 543.40 per annum post level 13 (excluding benefits)**

**Appointment requirement:** Grade 8 Certificate/report. \* no experience. **Responsibilities:** Maintain and construct roads and storm water drainage. \*Maintain of building infrastructure. \* Maintain and cleaning of cemetery. \*Cleaning of Town streets, Taxi ranks and rubbish collection. \*Provide gardening services and maintenance of the Stadium and facilities. \* Cleaning offices.

## **DEPARTMENT OF TECHNICAL SERVICES**

### **1x Data Capture/Project Admin: REF: (23/GGM/2023)**

**Salary Scale: R312 344.90 – R344 890.30 per annum post level 8(excluding benefits)**

**Appointment requirement:** National Diploma in Public Management/Public Administration or relevant qualification. \*one (1) -Two (2) year relevant experience\*Knowledge of MIG/MIS system  
\*certificate in accounting will be an added advantage. \* Computer literacy. **Responsibilities:** Management and maintenance of data. \* Render general clerical support services.

### **1x Plumber: REF (24/GGM/2023)**

**Salary Scale: R312 344.90 – R344 890 .30 per annum post level 8(excluding benefits)**

**Appointment requirement:** Diploma/N6 Plumbing certificate with trade test certificate. \*One (1)-Two (2) year plumbing experience. **Responsibilities:** Install repair and Maintain plumbing systems and components \* Perform Administrative tasks. \* Perform any other reasonable task. \* Staff Supervision.

### **1x Plant Operator-Grader REF (25/GGM/2023)**

**Salary Scale: R169 288.57 – R183 533.21 per annum post level 11 (excluding benefits)**

**Appointment requirement:** Grader Certificate. \* NQF level 2. \*Code EC1/C1 with PRDP. \*One (1)- year relevant experience. **Responsibilities:** \* Maintains and constructs roads and storm water infrastructure. \* Cleans road camps and surrounding area of workshop. \* Maintains machinery, equipment, and tools.

### **2x Truck Driver REF (26/GGM/2023)**

**Salary Scale: R169 288.57 – R183 533.21 per annum post level 12 (excluding benefits)**

**Appointment requirement:** Grade 10. \*Code EC with PRDP. \*One (1) year relevant experience. **Responsibilities:** Transportation of roads materials. \*Maintain the vehicle. \*Supervisory duties.

## **DEPARTMENT OF BUDGET AND TREASURY OFFICE**

### **Re-advert 1XSenior Payment Clerk: REF (26/GGM/2023)**

**Salary Scale: R390 399.85 – R420 566.67 per annum post level 6 (excluding benefits)**

**Appointment requirement:** National/Diploma in Accounting or relevant qualification. \*Two (2) – Three (3) year relevant experience. **Responsibilities:** Render expenditure control functions. \* Administer creditors payment. \*Process creditors payment to ensure correct payments are made to correct suppliers. \* Coordinate the recording and processing procedure of expenditure transactions. \*Provide data management and record keeping. Staff supervision.

### **1XSecretary to the CFO REF (27/GGM/2023)**

**Salary Scale: R206 805.81 – R239 748.24 per annum post level 10 (excluding benefits).**

**Appointment requirement:** National/Diploma in Office Management/Secretarial/ and Admin/Public Management or relevant qualification. \* one (1) – two (2) year relevant experience. \*Computer Literacy. **Responsibilities:** \*Manage and Maintain CFO diary. \* Record keeping. \*Administrative functions and any other administrative functions.

### **2x Financial Intern: REF: (28/GGM/23) (Two-year contract)**

**Salary Scale: R100 000 per annum. Appointment requirement:** Degree in accounting/National/Diploma in Financial Management or relevant qualification. \* No work experience. **Responsibilities:** Perform Revenue, Expenditure, Budget and Reporting and Assets and Supply Chain Management Functions.

**DEPARTMENT OF CORPORATE SERVICES**

**1x Admin Officer: Council Secretariat REF:(29/GGM/2023)**

**Salary Scale: R431 028.09 – R464 368.30 P/A per annum level 5 (excluding benefits)**

**Appointment requirement:** National Diploma in Public Admin or relevant qualification. \*Two (2)-Three(3) year relevant experience.\* Driver's license\***Responsibilities:** \* Scheduling ,Coordination of specific logistical and procedural requirements associated with council and council committee meeting(Portfolio).\* Provides secretarial support to council and council committees (Portfolio Meeting).\*Provide councilor support ,coordinates councilor welfare activities and capacity building.\* Perform administrative activities associates correspondence for Circulation.\* Perform administrative function.\* Staff supervision.

**Please** forward your application form attached with CV and copies of qualifications to: **The Municipal Manager**, Private Bag x 9559, Giyani, 0826 or Hand Delivery- Greater Giyani Civic Centre BA 59 Opposite Old Nkhensani Hospital.

**Please Note:** Due to large number of applications we envisage to receive, applications will not be acknowledged and should you not be contacted within 3 Months of the closing date, consider your application unsuccessful.

Enquiries should be directed to Ms. Mathebula P.X or Mathonsi M.E at 0158115509/5589. Application Form is available on the Municipality website: [www.greatergiyani.gov.za](http://www.greatergiyani.gov.za) N.B . faxed or e-mailed and application on Z83 form will **NOT** be considered.

**Closing Date:03 July 2023**

**MR KHOZA V.D  
MUNICIPAL MANAGER**