

# economic strain



**Executive head of HSRC's Centre for Science, Technology and Innovation Indicators Dr Glenda Kruss**

conomic resilience and equity.” Interested businesses are encouraged to respond promptly, as the fieldwork continues over the coming weeks. Participation is voluntary, but the HSRC warns that policy built without input from businesses could miss the mark.



## Greater Giyani Municipality

### EXTERNAL ADVERT

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 Assistant Director Internal Audit: REF: (15/GGM/25)

**Salary Scale:** R537 539.51-R564 685.31 per annum, post level (4) **\*Car allowance:** R13 673.90 –per month (Excluding Benefits) **Appointment requirements:** Bachelor's degree/ National Diploma Internal Audit or relevant. **\*Minimum of 3-4 years relevant experience.** **\*Knowledge of Global Internal Audit Standards.** **\*Registration with a recognized relevant internal Audit Professional body is required** **\*Driver's license is essential.** **\*Responsibilities:** **\*Assist in developing three years rolling internal Audit plan and annual programme.** **\*Perform internal audits in accordance with the Global Internal Audit standard** **\*Engage with external stakeholders, professional bodies on audit procedural applications and principles with a view to align internal processes.** **\*Provide staff Supervision.**

#### 1X Risk Management Intern: REF: Two-year contract (16/GGM/25)

**Salary Scale:** R100 000 per annum. **Appointment requirements:** B-Tech/National Diploma in Risk Management/ Internal Audit. **\*No work experience required.** **Responsibilities:** **\*Assist in identification of risks.** **\*Monitoring of risk identified.** **\*Conducting Assessment.** **\*Writing and preparing risk reports.** **\*Conducting awareness.** **\*Protect the information acquired in duties.**

### DEPARTMENT: BUDGET AND TREASURY OFFICE

#### x Senior Reporting Clerk: AFS REF: (17/GGM/25)

**Salary Scale:** R 429 998.11-R 463 224.75 per annum post level 6 (Excluding Benefits). **Appointment requirements:** **\*National Diploma in Accounting / 3-year qualification in the field of commerce with Accounting III or relevant qualifications.** **\*2-3 relevant experience in preparation of GRAP compliant AFS.** **\*Knowledge of GRAP Standards and other applicable legislations.** **Responsibilities:** **\*Assist with development and implementation of financial models, systems and procedures for management accounting.** **\*Provide assist with compilation of GRAP Compliant Interim and Annual Financial Statements.** **\*Liaise with external and internal auditors.**

#### 1x Senior Reporting Clerk: VAT: REF: (18/GGM/25)

**Salary Scale:** R 429 998.11-R 463 224.75 per annum post level 6 (Excluding Benefits). **Appointment requirements:** **\*National Diploma in Accounting /3-year qualification in the field of commerce with Accounting III.** **\*2-3 relevant experience in filing VAT returns.** **\*Registration as a Tax practitioner with SARS as added advantage.** **\*Knowledge of VAT Act and other relevant legislations.** **Responsibilities:** **Implement finance procedures, systems and controls in relations to municipal compliance with VAT Act and other relevant legislations.** **\*Facilitate all functions and activities associated with the administration of VAT.** **\*Analyse and maintain the financial information on the general ledger accounts.** **\*Facilitate submission of reports to the relevant stakeholders.**

#### 1x Secretary to the CFO: REF: (19/GGM/25)

**Salary Scale:** R227 782.12 – R264 065.91 per annum post level 10 (Excluding Benefits). **Appointment requirements:** **National/Diploma in Office Management/Secretarial and Administration/Public management or relevant qualifications.** **\*1-2 years' experience in administration/Secretariat duties.** **Responsibilities:** **Manage and Maintain CFO diary.** **\*Records Keeping.** **\*Administrative Function and other administrative functions assign by the CFO.**

### DEPARTMENT OF TECHNICAL SERVICES

#### 1x Assistant Electrician (20/GGM/2025)

**Salary Scale:** R269 878.72-R 319 433.06 Per annum post Level 9 (Excluding Benefits). **Appointment requirements:** **National Diploma in Engineering: Electrical/TVET Diploma with trade test certificate.** **\*Responsibilities:** **Facilitate construction and Installations.** **\*Provide electrical operations for the Municipality.** **Provide electrical installation, repair and maintenance services.** **\*Coordinate clean worksites, storage and safekeeping of mechanical tools.** **\*Perform administrative duties.** **\*Supervise general workers.**

#### 1x PMU intern: Two- year contract: REF: (21/GGM/25)

**Salary Scale:** R100 000 per annum. **Appointment requirements:** **Degree/National Diploma in Civil Engineering/ Project Management.** **\*Driver license.** **\*No work experience required.** **Responsibilities:** **\*Delivering technical support and evaluating proposed projects in alignment with respective Municipal IDP and regional and Provincial growth and development plans.** **\*Management of labor-intensive construction methods in line with the EPWP framework and related reporting requirements.** **\*Project registration on the MIS.** **\*Attend Technical and site meetings on all MIG and LGES projects.** **\*Fields to be exposed to: Planning, Design tender processes and construction supervision.**

#### 2x Electrical Intern: Two -year contract: REF:(22/GGM/25)

**Salary Scale:** R100 000 per annum. **Appointment requirements:** **Degree/National Diploma in Engineering: Electrical/TVET Diploma with Trade Test.** **\*Driver's License.** **\*No work Experience required.** **Responsibilities:** **\*Executing of wiring.** **\*Maintenance of Streetlights and Traffic Lights.** **\*Maintenance of Electrical buildings.** **\*Electrification projects oversight.** **\*Ensuring safety compliance.** **\*Interpreting**

blueprints and technical diagrams. **\*Maintenance of boreholes.** **\*Repairing and replacing systems components as needed.**

### DEPARTMENT OF PLANNING ECONOMIC AND LOCAL DEVELOPMENT

#### 1x Admin Officer: Town Administration: REF: (23/GGM/25)

**Salary Scale:** R474 748.11-R511 469.13 per annum post level 5 (excluding Benefits). **Appointment requirements:** **National Diploma Public Management/Public Administration.** **\*3-4 years' experience in Administration.** **Responsibilities:** **\*Coordinate the application of title deeds and lost copy of the title deeds.** **\*Coordinate the application of transfer, cancellation and registration of Bonds.** **\*Coordinate the writing of confirmation letters.** **\*Coordinate the issuing of clearance certificate.** **\*Provide general clerical support services.** **Staff Supervision.**

#### 1x Senior Admin Clerk: Land Use: (24/GGM/25)

**Salary Scale:** R429 998.11-R463 224.75 per annum post level 6 (Excluding Benefits). **Appointment requirements:** **\*National Diploma in Public Management/Public Administration.** **\*2-3 years' experience in administration.** **Responsibilities:** **\*Facilitate the maintenance of records of the land and Land Use.** **\*Facilitate the processing of the land use.** **\*Facilitate community Land use planning.** **\*Facilitate the rendering of general admin support service.** **\*Staff supervision.**

### DEPARTMENT OF CORPORATE SERVICES.

#### 1X Deputy Director ICT and Records Management: REF: (25/GGM/25)

**Salary Scale:** R671 128.27 – R688 150.71 per annum post level 2 **\*Car allowance:** R 16 920.60 per month. **Appointment requirements:** **\*Advance Diploma in Information Technology / bachelor's degree in computer science** **\*Relevant Certification such as ITIL, PMP, CDIA or CRM will be an added advantage** **\*5-6-year relevant experience with 3 years on supervisory level.** **Responsibilities:** **\*Oversee the management and maintenance of the organization's ICT infrastructure and systems.** **\*Lead and mentor a team of ICT and records management professionals, fostering a culture of collaboration and continuous improvement.** **\*Manage budgets for ICT projects and records management initiatives, ensuring cost-effective resource allocation.** **\*Management of ICT security and user support.** **\*Plan and implement emergency plans and disaster recovery policies regarding ICT.** **\*Manage ICT research and development.** **\*Develop and implement the ICT and records management strategy aligned with the organization's goals.** **\*Conduct risk assessments related to information security and data management, implementing appropriate mitigating actions.** **\*Manage records and archiving services.** **\*Manages file plan Process.** **\*Manage Electronic/ physical-Admin system.** **\*Manage filing system and disposal of files and redundant documents.**

#### 1x IT Management intern: Two- year contract: REF: (26/GGM/25)

**Salary Scale:** R100 000 per annum. **Appointment requirements:** **Three (3) year National Diploma in Information Technology/Computer science.** **\*No work experience required.** **Responsibilities:** **\*Accounts administration on active directory.** **\*Monitor antivirus and backups.** **\*Desktop and network printer installation and maintenance.** **\*Attending user queries.** **\*Software installation.** **\*Collaborating with ICT colleagues on ICT issues that arises and provide solutions.** **\*Assisting in System upgrade, stall and integrate.** **\*Customize configure and test new systems and hardware and resolve configuration conflict and errors.** **\*Assisting in the development, administration and maintenance of standard operating environment for all workstation Municipal staff.** **\*Document and regularly report on help desk issues and processes.**

### DEPARTMENT OF COMMUNITY SERVICES

#### 2x Environmental Interns: Two - year contract: REF: (27/GGM/25)

**Salary Scale:** R100 000 per annum. **Appointment requirements:** **\*Degree/National Diploma in Environmental Management/Environmental Science/Nature Conservation or Relevant Qualification.** **No work experience required.** **Responsibilities:** **Promote environmental awareness to ensure compliance with policies and legislation.** **\*Conduct awareness and educational programs.** **\*Assist to reduce waste and maintain parks, cemetery, open spaces and waste disposal site.** **\*General administration.**

#### 1x Disaster Management Intern: Two - year contract: REF: (28/GGM/25)

**Salary Scale:** R100 000 per annum. **Appointment requirements:** **\*Degree/National Diploma in Disaster (Risk) Management or Relevant Qualification.** **No work experience required.** **Responsibilities:** **Conduct risk vulnerability assessment.** **\*Promote Prevention and Mitigation.** **\*Administer disaster response relief and recovery activities.** **\*Promote safety management .** **\*Perform administrative duties.**

Please forward your application form attached with CV, Certified copy of grade 12 certificate and copies of other 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: 30 June 2025**

**MR KHOZA V.D - MUNICIPAL MANAGER**

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