

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

Re-Advert: Director Technical Services : REF : (02/GGM/2024)

Place: Greater Giyani Municipality- Giyani

TOTAL REMUNERATION PACKAGE :R913 969 (MINIMUM)- R1 026 932 (midpoint), and R1,123 501 (maximum) per annum, 4% remote allowance of the total annual remuneration package of Municipal Manager and Senior Managers directly accountable to Municipal Manager may be paid, *Full details as determined by government notice number 50737 of 30 May 2020 on Upper limits of total remuneration packages payable to municipal managers and managers directly accountable to municipal managers. Appointment requirements: *Bachelor of Science Degree in Engineering/ BTEch: Engineering, or equivalent* 5 years' experience at middle Management in Technical Services, or program/project Management. Knowledge: The candidate will be expected to demonstrate *Good knowledge and understanding of relevant policy and legislation. * Good knowledge and understanding of governance Systems and Performance Management. *Must have extensive knowledge of the public office environment, and * Must be able to formulate engineering master planning, project management and implementation. *Advanced understanding of institutional governance system and performance management. Certificate of competency as required in terms of the General Machinery Regulations, 1988 with recognized relevant Engineering Professional body * Engineering Council of South Africa(ECSA)*Certificate Program in Municipal Development (CPMD) and MFMP certificate will be an added advantage* Responsibilities: * The incumbent will perform highly responsible, professional and administrative work * Development, implementation and management of strategic goals, policies, procedures and plans * Infrastructure management: Roads, Stormwater * Building Control * Electrical, Mechanical * Manage Project Management Unit * Formulate creative solutions to enhance cost effectiveness and efficiency in delivery of the services (capital projects inclusive) * Management of maintenance and repair of existing infrastructure * Budget and implementation of departmental budget * Attend all council and related meetings * Ensure legal compliance in terms of Occupational Health and Safety Act and other relevant legislations, project- manage labor intensive projects in line with the Extended Public Works Program (EPWP) framework and reporting requirements * Manage related Municipal Infrastructure Grant (MIG) programs.

Director Planning and Local Economic Development: (REF : (03/GGM/24)

Place: Greater Giyani Municipality- Giyani

TOTAL REMUNERATION PACKAGE:R913 969 (Minimum)- R1 026 032 (Midpoint) - and R1, 123 501 (Maximum) per annum, 4% remote allowance of the total annual remuneration package of Municipal and Senior Managers directly accountable to the Municipal manager may be paid, *Full details as determined by government notice number 50737 of 30 May 2024 on Upper limits of total remuneration packages payable to municipal managers and managers directly accountable to municipal managers. Appointment requirements: * Bachelor's Degree in Building Sciences/Architect/ Town and Regional Planning or Development Studies or a relevant post graduate qualification* Minimum of 5 years at middle management* Have proven successful Professional Development Regional Planning experience* Good knowledge and understanding of relevant Policy and Legislations* Good understanding of institutional governance Systems and performance management applicable to Local Government* Knowledge of geographical information Systems* Understanding of Spatial, Town and Development Planning* Extensive and Practical knowledge of Local environment* Implementation of SPLUMA* Understanding of Municipal legislative framework, including, municipal Systems Act, Municipal Structures Act MFMA, and other related legislation* Registration as a Professional Planner in accordance with Planning Professions Act, 2002 (Act no.36 of 2002 * Certificate in Municipal Finance Management or certificate program on Municipal Development (CPMD). Responsibilities: *Provide Strategic Leadership for all functional areas in Planning and Local Economic Development Department * Ensure municipality complies with all legislations pertaining to financial management* Advise the Accounting Officer on the exercise of power and duties assigned to him/her in terms of the MFMA* Develop and implement programmes and strategies to ensure effective and efficient of the sector plan* Monitor financial risks and implement an anti - fraud and anti - corruption strategy in support of the Risk Management Unit programmes* Oversee the review and development of planning related policies and procedures* Give input towards preparation of the IDP and SDBIP* Compile relevant reports as required by legislation and regulations* Responsibly for ensuring compliance with corporate governance principles within the planning department.

NB. Reference check, criminal records and qualification verification will be conducted on all shortlisted candidates. To apply for the above position complete: A prescribed form in terms of the Local Government Municipal Systems Act, 2000 Act no. 32 of 2000 issued on the 17th of January 2014 (Government Gazette: Local Government Regulations for appointment and Conditions of Employment of Senior Managers obtainable from our municipal website, HR Office. An application not made on prescribed application official form will not be considered.

3X Security Guards: REF: (04/GGM/24)

Salary Scale: R164 218.50 per annum. Appointment requirements: Grade 12 certificate with grade A-C security certificate. * PSIRA certificate.* 1-2 years' experience in security services. Responsibilities: *Performs Physical Security Services. 1X Internal Audit Intern: REF: Two-year contract (05/GGM/24) Salary Scale: R100 000 per annum. Appointment requirements: bachelor's degree/National Diploma Internal Audit. * No work experience required. Responsibilities: *Conduct Audit programme steps as instructed. * Obtain Audit evidence for the Audit findings raised. *Assist in conducting follow-up audits. *Take minutes during project entry and audit meeting. *Assists the internal auditor with administration duties of the office. *Assist in Audit Pack preparation. * Capture minutes for meetings where Internal Auditor is a Secretariat. *Perform other duties assigned by the supervisor.

DEPARTMENT: BUDGET AND TREASURY OFFICE

1x Billing Clerk REF (06/GGM/2024)

Salary scale: R227 782.11 - R264 065.90 Post Level 10 (Excluding Benefits) Appointment requirements: National Diploma/ Diploma in Accounting/Financial Management/ National Certificate in Accountancy or relevant qualifications. * 1 year experience in the Finance department. Responsibilities: * Accurate capturing of meter reading on the system. * Accurate capturing of journals on the system. * Distribute statements to customers via email or print statements for walk in customers. * Receive and submit a report on newly installed meters. * Understanding of local government legislation. * Understanding of finance, accounting, budgeting. * Provide assistance with administration support. *

3x Financial Interns: Two- year Contract: REF: (06/GGM/24) Salary Scale: R100 000 per annum. Appointment requirements: Degree in Accounting/National/Diploma in Accounting/ in Financial Management or relevant qualification. * No work experience required. Responsibilities: Perform Revenue, Expenditure, Budget and Reporting, Assets and Supply Chain Management Functions.

DEPARTMENT OF COMMUNITY SERVICES

1x Environmental Officer (06/GGM/2024)

Salary Scale: R474 748.10 -R511 469.13 per annum Level 5 (Excluding benefits) Appointment requirements: National Diploma in Environmental Management/Environmental Science and relevant qualifications. *3-4 years' relevant experience. * Driver's license Responsibilities: * Facilitate waste minimization and pollution control related inspection activities. * Facilitate refuse collection programme. *Facilitate participation in the greenest municipality competition on energy efficiency, waste management and water conservation* Facilitate awareness and educational programmes towards a safe and healthy living to the community in compliance with policies and legislations. * Facilitate management of parks, cemeteries, open spaces and waste disposal sites. *Staff Supervision.

1x Senior Licensing Officer (07/GGM/2024)

Salary Scale: R 474 748.10 -R511 469.13 per annum Level 5(Excluding benefits) (Appointment requirements: National Diploma in Public Management/Public Administration and relevant qualifications. * ENATIS certificate will be an added advantage. * 3-4 years' relevant experience. Driver's license * Responsibilities: *Process vehicle licensing and registration applications. *Reconcile payments against transactional information and statements. * Perform Administrative Functions. * Staff Supervision

1x Senior Admin Clerk: Disaster Management (08/GGM/2024)

Salary Scale: R429 998 - R463 224.76 per annum Level 6 (Excluding Benefits) Appointment requirements: * National Diploma in Disaster Management/Risk and Disaster Management /Environmental Management. *2-3 years relevant experience. *Responsibilities * Plan, develop and control the disaster environmental management in accordance with applicable legislations. *Liaise with relevant role players/stakeholders/local disaster forums with relation to disasters. *Coordinate awareness and educational programs on disaster management approaches to the community. *Implement response, recovery and rehabilitation programmes.

1x Senior Admin Clerk: Law Enforcement: REF (09/GGM/2024)

Salary scale: R429 998.10 - R 463 224.76 per annum Level 6(Excluding Benefits) Appointment requirements: National Diploma/Diploma in Public Management/Public Administration and relevant qualifications. Driver's license. * 2-3 years' relevant experience. Responsibilities: * Capturing traffic offences.* Perform a financial service. * Provide telephone services/quires. * Render general clerical support service offences. * Staff Supervision.

2x Environmental Interns: Two - year contract: REF: (10/GGM/24)

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 and research.

DEPARTMENT OF CORPORATE SERVICE

1XDeputy Director ICT and Records Management: REF: (11/GGM/24)

Salary Scale: R671 128.27 - R688 150.71 per annum. Level Appointment requirements: *Advance Diploma in Information Technology / Bachelors' 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 filling system and disposal of files and redundant documents.

1xDeputy Director Legal Services: REF: (12/GGM/24)

Salary Scale: R671 128.27 - R688 150.71 per annum. Level 2 (excluding benefits) Appointment requirements: * LLB Degree* 5-6-year relevant experience with 3 years on supervisory level. Responsibilities: * Monitor legal risk services.* Manage legislative updates and policy review.* Manage litigations.*Offer general Legal Advice.* Manage and Review draft Contracts.* Manage Regulatory compliance.*Manage Resources.

DEPARTMENT OF TECHNICAL SERVICES

8xGeneral workers: REF (13/GGM/24)

Salary Scale: R164 218- R 183 435.86 per annum post level 13(excluding benefits) Appointment requirements: Grade 8 certificate/report. * 0-3 months experience. Responsibilities: Maintain and construct roads and storm water drainage. * Maintaining of building structures. * Maintain and cleaning of cemetery. * Cleaning of Town streets, Taxi ranks and rubbish collection. * Provide gardening services and maintenance of stadium. * Office cleaning.

1x: PMU intern: Two- year contract: REF: (14/GGM/24)

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.

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. Matheula P.X or Mathonsi M.E at 0158115509/5589. 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.

Closing Date: 17 December 2024



MR KHOZA V.D - MUNICIPAL MANAGER

Ndzhavuko | Rifuwo