

BUFFALO CITY MUNICIPALITY

Buffalo City Municipality includes the former East London TLC and King Williams Town TLC. It has a population of approximately 1 million people and a budget of R 2.1 billion. The City has industry based primarily in motor vehicles and associated industries as well as textile and pharmaceutical industries. Education is well served by established nationally recognized schools, colleges and Fort Hare University. Buffalo City is rated an aspirant metro and is expected to attain this status in the near future.

Applications are invited from suitably qualified and experienced persons to fill the posts of:

PLEASE NOTE:

The salaries quoted below are merely an indication of the benchmarked level and is subject to change pending the finalization of Job Evaluation.

MUNICIPAL MANAGER'S OFFICE

REGIONAL COORDINATOR – INLAND (346/08)

Post Level 5: R 255 888 – R 262 296 per annum (Total package R 368 118 per annum)

(This post is being re-advertised. The applicants who previously applied need not re-apply)

Requirements:

- Relevant M+3 qualification and 5 years experience OR
- Grade 12 and 8 years experience in coordination of Municipal service
- Good knowledge of Municipal functions
- Good communication and public relations skills
- Valid code B/EB drivers license

Key performance areas:

- Supports the strategic mandate of the office of the General Manager through the creation of an effective and efficient administrative system
- Coordinates all the regional office municipal events by providing logistical support
- Takes responsibility of the regional office budget monitoring and reporting
- Supervises and controls the administration of staff in the regional office in terms of the Council policy
- Facilitates the provision of work-based accessories for the effective operation of the regional office

For further enquiries regarding the above post kindly contact Bulelwa Bodlo on 043-705 2737

DIRECTORATE OF ENGINEERING SERVICES

DISTRICT ENGINEER – INLAND WATER SUPPLY SERVICES (463/07)

Post Level 4: R 282 552 – R 289 536 per annum (Total package R 500 397 per annum)

(This post is being re-advertised. The applicants who previously applied need not re-apply)

Requirements:

- M+4 OR acceptable NQF 6 equivalent
- Registered as a Professional ECSA or eligibility
- 5 years relevant experience in water treatment and the maintenance of water infrastructure or water related construction/consultant projects
- Experience in management position at Local Government will be an added advantage
- Must be computer literate

Key performance areas:

- To efficiently manage, control and co-ordinate the administration, construction, operation and maintenance of water treatment plants, depots and water distribution systems, including staff, plant, electronic information systems and applications, vehicles and equipment, and records in the inland water district of the Buffalo City Municipal area
- Managing the water management information systems (water demand management, water loss management, water balance and metering)
- Liaising with all statutory and non-statutory institutions and organizations with respect to service delivery in the Inland District

For further enquiries regarding the above post kindly contact Andrew Owen on 043-705 2705

SENIOR TECHNICIAN – SANITATION (MIDLANDS) (395/08)

Post Level 7: R 209 940 – R 220 572 per annum (Total package R 309 057 per annum)

Requirements:

- National Higher Diploma: (NQF6) Civil Engineering
- Valid code B/EB drivers license
- 5 years experience

Key performance areas:

- Compiling progress and performance reports
- Manage staff, resources, and equipment
- Planning and programming of all departmental construction work
- Checking that blockages are promptly cleared and complaints are formally investigated
- Monitors construction work progress
- Monitors and maintains the telemetry system and flow monitoring equipment
- Assists District Engineer with capital and revenue budgets

For further enquiries regarding the above post kindly contact Bulelwa Bodlo on 043-705 2737

PRINCIPAL ENGINEERING ASSISTANT:SUB-STATION & TEST (INLAND) – ELECTRICITY OPERATIONS (305/08)

Post Level 8: R 190 152 – R 199 836 per annum (Total package R 283 622 per annum)

Requirements:

- N3
- Electrical trade test certificate
- Valid code B/EB drivers license
- Computer literate
- 6 years post apprenticeship in an electrical environment plus 2 years in a supervisory position

Key performance areas:

- To keep the Electrical Reticulation system in an economically sound, safe and operational condition and to ensure an adequate and continuous supply of electricity to consumers in accordance with the Occupational Health and Safety Act, 1993

For further enquiries regarding the above post kindly contact Shaun Kleinbooi on 043-705 2711

TRADE EFFLUENT TECHNICIAN – WATER SANITATION SCIENTIFIC SERVICES (98/08)

Post Level 11: R 137 772 – R 148 452 per annum (Total package R 216 293 per annum)

(This post is being re-advertised. The applicants who previously applied need not re-apply)

Requirements:

- Grade 12 or equivalent with Science and Mathematics plus National Certificate in Water Pollution Control or equivalent
- 3 years trade effluent control experience
- Computer literate

Key performance areas:

- Supervises and instructs subordinate staff
- Identifies all industries/businesses discharging trade or industrial effluent into Council's sewerage network
- Prepares routine (non-assessed) trade effluent permits
- Investigates quality of industrial effluent discharged into the sewerage system
- Monitors high effluent strength industries and calculates assessed tariff charges
- Implements environmental pollution control
- Performs administrative functions
- Liaises with Municipal Departments and Divisions, Industrialists and/or Consultants
- Assists in legal proceedings

For further enquiries regarding the above post kindly contact Michael Beyers on 043-705 2531

MILLWRIGHT (INLAND) – SANITATION (396/08)

Post Level 11: R 137 772 – R 148 452 per annum (Total package R 216 293 per annum)

Requirements:

- Millwright with Trade Test Certificate **OR**
- Equivalent NQF Level 5 engineering qualification (e.g. N6, National Diploma)
- 4 years electrical/mechanical practical experience
- Valid code B/EB drivers license

Key performance areas:

- To report to the Superintendent: Treatment (Inland) and be responsible for the various physical repairs to the mechanical and structural infrastructure at the various inland treatment plants

For further enquiries regarding the above post kindly contact Shaun Kleinbooi on 043-705 2711

TECHNICAL ASSISTANT – SANITATION (MIDLANDS) (397/08)

Post Level 12: R 121 704 – R 134 388 per annum (Total package R 195 640 per annum)

Requirements:

- Grade 12 and a recognised Electrical Trade Test
- Valid code B/EB drivers license
- 3 years experience of which 2 years shall be in a local authority

Key performance areas:

- Compiles and maintains pump station statistics and procedures
- Oversees all maintenance on pump stations
- Co-ordinates all maintenance work on pumps, motors and switchgear
- Formulates and compiles pump stations specifications and requirements
- Deals with contractors, suppliers and other departments
- Draws up tender documents
- Evaluates tenders and quotes
- Completes reports on all aspects of pump stations, wet walls, valves and buildings
- Required to perform rotational standby duties

For further enquiries regarding the above post kindly contact Charmaine Van Schalkwyk on 043-705 2718

ARTISANS X2 (INLAND) – ELECTRICITY OPERATIONS (415/08)

Post Level 13: R 95 604 – R 113 028 per annum (Total package R 162 091 per annum)

Requirements:

- National Certificate Part 2
- Electrical Trade Certificate OR served a recognized electrical apprenticeship
- Valid code EC1 drivers license with PDP OR license and PDP to be obtained within 6 months of employment

Key performance areas:

- To execute the construction, installation, maintenance and repairs of high and low voltage electrical infrastructure network requirements of the Overhead Mains, Underground Mains, Services, Installations and Meter and Test Sections in a safe, cost effective and efficient manner in accordance with the Occupational Health and Safety Act, 1993 for the distribution of electricity to consumers

For further enquiries regarding the above post kindly contact Shaun Kleinbooi on 043-705 2711

CABLE JOINTER (INLAND) – ELECTRICITY (216/07)

Post Level 14: R 80 772 – R 93 528 per annum (Total package R 143 026 per annum)

(This post is being re-advertised. The applicants who previously applied need not re-apply)

Requirements:

- Ability to read and write
- Possesses Cable Jointing Certificate
- Valid code EC drivers license preferably with PDP OR license and PDP to be obtained within 6 months of employment
- 1 year cable jointing experience preferably in a municipal environment

Key performance areas:

- To carry out the skilled and specialized task of joining and terminating all makes of High Voltage and Low Voltage cables

For further enquiries regarding the above post kindly contact Phakamani Mkhize on 043-705 2739

DRIVER/OPERATORS X2 (INLAND)- GMRD (307/08)

Post Level 17: R 51 360 – R 56 196 per annum (Total package R 110 711 per annum)

(This post is being re-advertised. The applicants who previously applied need not re-apply)

Requirements:

- Ability to read and write
- Valid code EC1 drivers license

Key performance areas:

- Operates various items of plant
- Cleaning of plant, rolling of material
- Completes daily checklist of plant

For further enquiries regarding the above post kindly contact Shaun Kleinbooi on 043-705 2711

DIRECTORATE OF COMMUNITY SERVICES

SENIOR FOREMEN X5 – ENVIRONMENTAL SERVICES (2X COASTAL & 3X VEGETATION CONTROL) (18/08)

Post Level 14: R 80 772 – R 93 528 per annum (Total package R 143 026 per annum)

Requirements:

- Grade 12 or NTC 3 Horticultural Field with 3 years experience OR Grade 10 and 5 years experience
- Administrative, communication and supervisory skills
- Be physically fit and of sober habits
- Valid code EC1(Code 10) drivers license with PDP

Key performance areas:

- Implements all work programs relating to horticulture and arboriculture
- Performs administrative functions
- Ensures compliance with safety regulations
- Communicates with other Departments and public
- Supervises staff
- Supervises the sections horticultural activities by controlling the maintenance and development thereof

For further enquiries regarding the above posts kindly contact Shaun Kleinbooi on 043-705 2711

**SENIOR FOREMAN – ENVIRONMENTAL SERVICES (INLAND) (19/08)
Post Level 14: R 80 772 – R 93 528 per annum (Total package R 143 026 per annum)**

Requirements:

- Grade 12 or NTC 3 Horticultural Field with 3 years experience OR Grade 10 and 5 years experience
- Administrative, communication and supervisory skills
- Be physically fit and of sober habits
- Valid code EC1(Code 10) drivers license with PDP

Key performance areas:

- Implements all work programs relating to horticulture and arboriculture
- Performs administrative functions
- Ensures compliance with safety regulations
- Communicates with other Departments and public
- Supervises staff
- Supervises the sections horticultural activities by controlling the maintenance and development thereof

For further enquiries regarding the above post kindly contact Shaun Kleinbooi on 043-705 2711

**HANDYMAN – ENVIRONMENTAL SERVICES WORKSHOP (403/08)
Post Level 17: R 55 632 – R 60 864 per annum (Total package R 110 711 per annum)**

Requirements:

- Grade 8
- 2 years handyman experience
- Skills in bricklaying, carpentry, plumbing, masonry, fence erecting and play equipment
- Valid code EC1 drivers license with PDP

Key performance areas:

- Maintenance and repairs to buildings, fences, play equipment

For further enquiries regarding the above post kindly contact Mncedi Baneti on 043-705 2531

DIRECTORATE OF CORPORATE SERVICES

MANAGER: LABOUR RELATIONS – HUMAN RESOURCES (404/08)

Post Level 3: R 327 696 – R 335 904 per annum (Total package R 585 701 per annum)

Requirements:

- Relevant M+3
- Four years relevant experience

Key performance areas:

- To ensure that industrial relations policies and procedures remain current and are practiced, control hearings and union matters so that all industrial relations cases are treated fairly and in a standardised manner and employees are aware of their rights and limitations
- Ensures that Conditions of Service remain current and relevant to changing circumstances by implementing SALGBC authorized Conditions of Service, negotiating changes where permissible with unions and submitting reports to the General Manager: Human Resources
- Advises the Council through the Corporate Services Standing Committee and Sub- Committees by developing and recommending effective IR policies and strategies

For further enquiries regarding the above post kindly contact Andrew Owen on 043-705 2705

LABOUR RELATIONS PRACTITIONERS X2 – HUMAN RESOURCES (405/08)

Post Level 10: R 152 160 – R 163 908 per annum (Total package R 234 787 per annum)

Requirements:

- Relevant M+3 Qualification
- 2 years relevant experience
- Valid code B/EB drivers license

Key performance areas:

- Facilitates and convene disciplinary, grievance and appeal hearings
- Prepares verbal and written progress reports on disciplinary matters
- Attends Local Labour Forum meetings as delegated by management
- Prepares and handles cases referred to South African Local Council and Commission for Conciliation, Mediation and Arbitration
- Attends to correspondence regarding industrial relations matters
- Renders assistance on strike management

- Deals with proof of incapacity cases
- Keeps up to date with all relevant legislation and developments

For further enquiries regarding the above posts kindly contact Shaun Kleinbooi on 043-705 2711

**PERSONNEL OFFICER: MEDICAL AID – HUMAN RESOURCES (3 MONTH CONTRACT) (406/08)
R 7 967 per month**

Requirements:

- Grade 12
- Computer literate
- 1 year relevant experience with Medical Aid Schemes

Key performance areas:

- Administering medical aid premiums, deductions and claims on a daily basis and reconciling such on a monthly basis

For further enquiries regarding the above post kindly contact Michael Beyers on 043-705 2531

DIRECTORATE OF PLANNING AND ECONOMIC DEVELOPMENT

**CITY PLANNER: LAND USE MANAGEMENT – DEVELOPMENT PLANNING (408/08)
Post Level 6: R 231 816 – R 243 588 per annum (Total package R 337 176 per annum)**

Requirements:

- M+4 in Town and Regional Planning from an institution recognized by the South African Council for Planners and to be eligible to register as a Professional Planner with the South African Council for Planer
- Valid code B/EB drivers license
- Own vehicle or to be obtained within 6 months after employment
- 5 years relevant experience
- Experience at a Local Authority will be an advantage

Key performance areas:

- Dealing with matters pertaining to Land Use Management and Policy Formulation
- To provide information and guidance in regard to Land Use Management
- Management, supervision and control of Technical Staff and Planning Consultants
- To perform functions of Project Management and Development Promotion
- Performs administrative duties and deals with complaints and queries from the public

For further enquiries regarding the above post kindly contact Bulelwa Bodlo on 043-705 2737

SENIOR SURVEY TECHNICIAN – LAND SURVEYING (353/08)

Post Level 9: R 168 048 – R 180 948 per annum (Total package R 255 210 per annum)

(This post is being re-advertised. The applicants who have previously applied need not re-apply)

Requirements:

- Relevant M+3
- Registration as a Survey Technician or Surveyor in terms of Act 40/1984 or proof that registration is in progress
- 2 years post graduate experience
- Competent in use of GPS and CAD
- Valid code B/EB drivers license

Key performance areas:

- Undertakes field surveys
- Maintains survey equipment
- Trains Survey Assistants
- Controls survey parking garage and storerooms

For further enquiries regarding the above post kindly contact Shaun Kleinbooi on 043-705 2711

DISTRICT BUILDING INSPECTOR – ARCHITECTURE (409/08)

Post Level 11: R 137 772 – R 148 452 per annum (Total package R 216 293 per annum)

Requirements:

- Qualified artisan in any one of the building trades with matric or N3 in building related studies plus five years experience in the building trade **OR**
- Relevant National Diploma with three years experience in the building trade
- Valid code B/EB drivers license

Key performance areas:

- Supervises building inspectors
- Trains new building inspectors
- Ensures that the National Building Regulations are adhered to within a designated area of the city
- Performs administrative duties
- Scrutinises building plans

For further enquiries regarding the above post kindly contact Phakamani Mkhize on 043-705 2739

BUILDING INSPECTOR – ARCHITECTURE (410/08)

Post Level 12: R 121 704 – R 134 388 per annum (Total package R 195 640 per annum)

Requirements:

- Qualifies artisan in any one of the building trades with Matric or NTC 3 plus five years experience in the building trade **OR**
- Relevant National Diploma with three years experience in the building trade
- Valid code B/EB drivers license

Key performance areas:

- Identification of unauthorised building work
- Inspection of building work on site at various stages
- Application of the National Building Regulations

For further enquiries regarding the above post kindly contact Phakamani Mkhize on 043-705 2739

DIRECTORATE OF HEALTH AND PUBLIC SAFETY

SENIOR PROFESSIONAL NURSE X 2 – COASTAL (1 X GREENFIELDS CLINIC, 1 X MOORE STREET CLINIC) (413/08)

Post Level 11: R 137 772 – R 148 452 per annum (Total package R 216 293 per annum)

Requirements:

- Diploma in General Nurse, Midwifery
- Diploma/degree in Community Health Nursing Science
- 2 years experience as a registered nurse in a primary health care setting
- Current registration with SANC
- Valid code B/EB drivers license

Key performance areas:

- Provides health services based on community needs
- Trains staff through in-service education
- Renders preventative, promotive, curative and rehabilitative activities
- Helps to establish projects according to community needs
- Keeps daily clients statistics

For further enquiries regarding the above post kindly contact Charmaine Van Schalkwyk on 043-705 2718

DIRECTORATE OF FINANCIAL SERVICES

SENIOR CLERK – LEGAL PROCESSING (400/08)

Post Level 13: R 95 604 – R 113 028 per annum (Total package R 162 091 per annum)

Requirements:

- Grade 12
- 2 years computer and legal experience

Key performance areas:

- Process legal documentation
- Communicate with collection agents
- Attends to status reports
- Maintain statistics
- Attend to correspondence

For further enquiries regarding the above post kindly contact Phakamani Mkhize on 043-705 2739

PLEASE NOTE:

Candidates who are suitably qualified are to submit a copy of their curriculum vitae (preferably no more than two pages in length), along with the relevant required documentation for a specific post. (i.e. Certified copies of certificates, diplomas, degrees and driver's licenses where applicable.)

Fraudulent qualifications submitted and the canvassing of councillors or officials will disqualify any candidates with immediate effect. Candidates will be required to undergo a defensive driving or physical/practical test where applicable.

Buffalo City Municipality reserves the right not to fill any or all of the positions advertised at the sole discretion of Council.

Closing date: 03 SEPTEMBER 2008

Applications can be hand delivered to the Human Resources Department, Buxton House, Buxton Street or Posted to the Human Resources Department P.O. Box 134, East London, 5200

Note: The Buffalo City Council is committed to the provisions of the Employment Equity Act no. 55 of 1998 for the advancement of previously disadvantaged and disabled persons. Should candidates not be notified of the outcome of their application within 28 days of the closing date, they may regard themselves as having been unsuccessful.

G G SHARPLEY
MUNICIPAL MANAGER
DAILY DISPATCH: 22 AUGUST 2008
(Advert DD 220808)