

# **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.

## **DIRECTORATE OF ENGINEERING SERVICES**

**MANAGER: PROJECT MANAGEMENT UNIT (PMU) – CONSTRUCTION, ROADS & PROJECTS (261/09)**

**Post Level 5: R 282 768 – R 289 848 per annum (Total package R 412 871 per annum subject to certain conditions)**

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

### **Requirements:**

- M+4 qualification in Civil Engineering
- Registration with the Engineering Council of South Africa (ECSA) or eligible to register
- 5 years experience in Civil Engineering of which 3 should be at senior engineering level and 2 years in managerial or project leadership level
- Must be fully computer literate in all Microsoft software
- Valid code B/EB drivers license

### **Key performance areas:**

- Responsible for all aspects of project identification and feasibility
- Administer the Municipal Infrastructure Grant (MIG) projects and ensure monitoring and reporting on all related aspects
- Deal with Provincial and National Departments regarding MIG projects
- Prepare weekly, monthly and quarterly reports for management
- Maintain and manage all data regarding MIG projects
- Evaluate all projects prior, during and after implementation to ensure that set objectives are met

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- Build capacity within beneficiary communities
- Manage the Project Management Unit

**For further enquiries regarding the above post kindly contact Bulelwa Bodlo on 034-705 2721**

### **WATER SERVICEMEN X5 – WATER SUPPLY SERVICES (264/09)**

**Post Level 13: R 105 648 – R 124 896 per annum (Total package R 181 539 per annum subject to certain conditions)**

**(These posts are being re-advertised. Applicants who previously applied need not re-apply)**

#### **Requirements:**

- Grade 10 or equivalent
- Plumbing Trade Test Diploma or served a recognized apprenticeship (Plumbing) or recognized NQF qualification
- Valid code B/EB drivers license
- 3 years post trade test plumbing experience

#### **Key performance areas:**

- Install industrial and domestic connections
- Assess and compile reports on damage to property due to burst mains by site inspection to ensure that the information is recorded in the event of claims arising at a later stage
- Supervision and coordination
- Planning

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

### **DIRECTORATE OF PLANNING AND ECONOMIC DEVELOPMENT**

#### **BRANCH HEAD: LAND INFORMATION – LAND SURVEYING (346/09)**

**Post Level 6: R 256 164 – R 269 172 per annum (Total package R 378 163 per annum subject to certain conditions)**

#### **Requirements:**

- M+4 in Surveying or Geomatics
- 4 years in a Corporate or Municipal environment, 2 years of which must be in a supervisory position
- Strong cartographic background will be an added advantage

**Key performance areas:**

- Create and maintain the City mapping
- Conduct consultations
- Manage staff and assets
- Compile and maintain land information data

**For further enquiries regarding the above post kindly contact Bulelwa Bodlo on 043-705 2721**

**CHIEF PLANNING TECHNICIAN (EAST LONDON) – LAND USE MANAGEMENT (347/09)**

**Post Level 7/6: R 231 984 – R 269 172 per annum (Total package R 346 623 per annum subject to certain conditions)**

**Requirements:**

- National Diploma in Town and Regional Planning from an institution recognized by the South African Council for Planners
- Registered as a Technical Planner by the South African Council for Planners
- Valid code B/EB drivers license
- 5 years relevant post graduate Town Planning experience
- Own vehicle, or to be obtained within 6 months after employment

**Key performance areas:**

- Supervision of Technical staff
- Dealing with matters pertaining to the Land Use Management and applications
- Provide information and guidance in regard to Land Use Management
- Deal with complaints and queries from the public
- Perform administrative duties

**NB: The appointment on the appropriate salary scale will be made according to the experience of the successful incumbent**

**For further enquiries regarding the above post kindly contact Bulelwa Bodlo on 043-705 2721**

**OFFICE OF THE CHIEF OPERATING OFFICER**

**SENIOR INFRASTRUCTURAL PROJECTS COORDINATOR – MURP (348/09)**

**Post Level 7: R 231 984 – R 243 744 per annum (Total package R 346 623 per annum subject to certain conditions)**

**Requirements:**

- M+3 qualification in Engineering, Project Management or acceptable equivalent

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- 3 years relevant experience in local government
- Good project management and human resource management skills
- Good contract documentation, administration and supervision skills
- Computer literacy
- Good communication skills in both Xhosa and English
- Valid code B/EB drivers license

### **Key performance areas:**

- Assist in the preparation and submission of business plans for funding to relevant funding bodies
- Ensure proper coordination of projects implemented by line departments in Mdantsane
- Ensure stakeholder involvement in all projects
- Compilation of reports to council and external stakeholders
- Ensure cost effective implementation of designated projects
- Monitor expenditure of projects and ensure compliance with funding conditions
- Ensure all projects are implemented in accordance with the Municipal standards and relevant legislation

**For further enquiries regarding the above post kindly contact Bulelwa Bodlo on 043-705 2721**

### **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 test 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: 17 NOVEMBER 2009**

Benefits include subsidized pension, 13<sup>th</sup> cheque, medical aid and group life assurance schemes, generous leave privileges, housing subsidy and assistance towards removal expenses subject to certain conditions.

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Please note that in terms of the current collective agreement, an additional 2.5% non-pensionable allowance is payable until 30 June 2010, whereafter it shall become part of basic salary.

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.

**NB: People with disabilities are encouraged to apply.**

**A. MAGWENTSHU**

**ACTING MUNICIPAL MANAGER**

**DAILY DISPATCH ADVERT: 06 NOVEMBER 2009**

**(DD ADV 061109)**