

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: **DIRECTORATE OF HEALTH AND PUBLIC SAFETY**

CHIEF FIRE OFFICER – FIRE AND RESCUE (112/09) Post Level 3:R362 112 – R371 184 per annum (Total package R636 395 per annum subject to certain conditions)

Requirements:

- Grade 12
- National Diploma in Fire Technology OR equivalent
- Basic ambulance Course
- Valid code EC driving license
- 10 years relevant experience of which 5 years must be as a Senior Officer in Fire and Rescue Services comparable in size to Buffalo City Municipality

Key performance areas:

- Ensures that policies; procedures; relevant by-laws and legislation are compiled with
- When required; perform operational duties to prevent loss of life or damage to property
- Management and control of Buffalo City Fire and Rescue Services
- Preparation of Fire and Rescue budget and control thereof

For further enquiries regarding the above post kindly contact Dean Du Plooy on 043-705 2705

DIVISIONAL COMMANDER – FIRE & RESCUE (56/10) Post level 8: R210 120 – R220 824 per annum (Total package R318 088 per annum subject to certain conditions)

Requirements:

- Matric
- Graduate certificate in Fire Technology OR equivalent

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- Basic Ambulance Course
- Code EC driving license with PDP
- 10 years in a Fire Service with two (2) years as a station commander

Key performance areas:

- Planning the activities of the Training Academy
- Manage the training Academy
- Control and developing; performs training according to relevant legislation
- Controls and co-ordinates the operational activities at the more serious and major incidents attended by the Brigade

For further enquiries regarding the above post kindly contact Phakamani Mkhize on 043-705 2711

**PROFESSIONAL NURSE (HEALTH SERVICES) CENTRAL CLINIC:
COASTAL (51/10) Post level 12: R134 484 – R148 500 per annum (Total package R219 415 per annum subject to certain conditions)**

Requirements:

- Diploma in General Nurse; Midwifery
- Diploma/ Degree in Community Health Nursing Science
- Current registration with SANC
- 2 years experience as a registered nurse

Key Performance areas:

- Mother; child and women's health
- Antenatal care
- Postnatal care
- Reproductive health
- Immunization
- Growth and monitoring
- Communicable diseases
- Minor ailments
- Chronic medication
- HIV/ AIDS

For further enquiries regarding the above post kindly contact Phakamani Mkhize on 043 705 2711

DIRECTORATE OF ENGINEERING SERVICES

**MANAGER: WATER SERVICES AUTHORITY (588/08)
Post level 3: R362 112 – R371 184 per annum (Total package R636 395 per annum subject to certain conditions)**

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

Requirements:

- Appropriate tertiary (M+3) qualification in Civil Engineering and eligible for registration with ECSA. Project/ Contracts Management qualification will be an added advantage
- At least 5 years post graduate experience in the Water Sector of which at least 2 years has been at a Management level OR equivalent
- Extensive knowledge and understanding of the legislative/regulatory Framework and Environment applicable to the provision of Water Services
- Knowledge in the Planning and Regulations of Water Services
- Knowledge of the Local Government Service Delivery and Legislative Environment
- Strategic Management experience and knowledge of IDP processes
- Project Management experience Quality Assurance expertise

Key performance areas:

- To take responsibility for the functions related to the Water Services Authority responsibility of BCM
- To successfully and effectively manage the transfer of DWAF water and sanitation schemes to the municipality and the integration of these schemes into the municipality's O&M; HR and financial structures
- To ensure the Water Service Development Plan is updated as required and links with the IDP

For further enquiries regarding the above post kindly contact Dean Du Plooy on 043-705 2705

SENIOR TECHNICIAN: SANITATION – BERLIN (50/10) Post level 7: R231 984 – R234 744 per annum (Total package R346 623 per annum subject to certain conditions)

Requirements:

- National Diploma in Civil Engineering **OR** a Diploma in Health **OR** Environment

Key Performance areas:

- Undertakes research into different types of sanitation and ensures that the appropriate technology is implemented
- Assists with the administrating of Contracts by carrying out inspections and checking payments certificates to ensure Contracts are carried out efficiently within fixed budgets

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- Determines suitable sanitation option for an area by closely Liaising with the Community Structures to ensure that the system provided is acceptable and understood by the affected community
- Checks that all work done is legal and that all contracts administered are compliant by implementing the National Water Act; Occupational Health and Safety Act Environmental legislation in order to protect affected parties as well as the BCM
- Implements educational programmes by obtaining relevant training material and organizes training sessions in order to educate the Community on how to operate and maintain the sanitation service

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

GRADER OPERATOR - CONSTRUCTION (60/08) Post level 15: R77 232 – R87 540 per annum (Total package R144 157 per annum subject to certain conditions)

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

Requirements:

- Grade 8
- Ability to read and write
- Valid code EC1/ EC driving license with PDP
- Competency in operating a Grader to achieve finished levels
- Competency in operating a dozer; TLB; loader; roller; fork-lift and crane truck (competency on aforementioned plant to be attained within 6 months of employment)

Key Performance Areas:

- To operate construction delivery vehicle up to and including the heavy-duty category
- To operate construction plant up to and including the heavy earth-moving category; duties including operating Tractors; Loaders; Back-Actors; Rollers; Graders; Dozers
- To act in a supervisory capacity and to complete the time-sheets of subordinates when delegated to do so
- To ensure that self; co-workers and subordinates adhere to; and assist in adhering to the basic principles of Occupational Health and Safety Act (OHS)

For further enquiries regarding the above post kindly contact Penrose Ntlonti on 043-705 2745

DIRECTORATE OF CORPORATE SERVICES

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PRINTING ASSISTANT – ADMIN & COUNCIL SUPPORT (16/10) Post level 18: R59 820 – R60 792 per annum (Total package R121 246 per annum subject to certain conditions)

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

Requirements:

- Grade 10
- Three years experience within a printing environment

Key Performance Areas:

- Assist machine operator by re-loading paper cartridges; stacking and counting printed and plain paper stock
- Lubricate machines' moveable parts as instructed by machine operator
- Wash machine inking and dampening unit rollers when instructed by machine operator
- Collate printed work by placing on table in numbered sequence and hand picking sheets accordingly
- Bind printed work by gluing ; stapling and using binding tape
- General cleaning of the printing section

For further enquiries regarding the above post kindly contact Bethwell Tilimeni on 043 705 2739

DIRECTORATE OF PLANNING AND ECONOMIC DEVELOPMENT

PROGRAMME MANAGER: TRANSPORT PLANNING AND DEVELOPMENT (48/10) Post level 3: R362 112 – R371 184 per annum (Total package R636 395 per annum subject to certain conditions)

Requirements:

- B. Sc. (Civil) Engineering Degree OR B. Tech Civil Engineering Degree plus professional registration OR eligible
- Minimum of 5 years experience with at least 3 years experience in the field of Transport Planning
- Computer literate
- Code B/ EB driving license

Key performance areas:

- Manage the staff and activities of the Division by developing plans; assigning; delegating work and monitoring progress
- Prepares annual capital and revenue estimates for the Division by assessing needs of the Division based on current and programmed future work load as reflected in the IDP

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- Controls expenditure by limiting projects and assignments to approved budgets and taking corrective action on expenditure to prevent approved budgets from being exceeded
- Participates in National and Provincial government initiatives by commenting on reports; participate in meetings; supplying information and preparing plans
- Manages the Buffalo City Metropolitan Transport area and performs all Core City Engineer responsibilities in terms of the Urban Transport Act 78 of 1977
- Ensures that land use and transportation is integrated by coordinating transport plans with the IDP process
- Undertakes traffic surveys by managing field staff in order to obtain data for infrastructure; public transport and travel demand plans

For further enquiries regarding the above post kindly contact Dean Du Plooy on 043-705 2705

PROGRAMME MANAGER: TRADE AND INVESTMENT – LED; TOURISM & RURAL DEVELOPMENT (49/10) Post level 4: R312 228 – R319 944 per annum (Total package R537 630 per annum subject to certain conditions)

Requirements:

- Relevant M3+
- Valid Code B/ EB driving license e

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Key performance areas:

- To perform any tasks set out as part of the Trade; Industry and Investment Programme in the Municipality's approved IDP and Budget, OR in the Programme Manager's performance agreement with the General Manager
- To be capable of managing a wide range of plans; relationships and projects at the same time
- To convene or attend meetings with other business developments agencies and stakeholders
- To seek funding for approved and proposed projects
- To authorize the expenditure of funds approved projects up to the limit prescribed for the time being in the Municipality's delegation policy
- Establish networks with international community to promote investment into the BCM area
- Work closely with Buffalo City Development Agency with regard to investment promotion

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- Assist the ELIDZ in implementing the BCM's industrial recruitment strategy

For further enquiries regarding the above post kindly contact Dean Du Plooy on 043-705 2705

BUILDING MAINTENANCE HANDYMAN – ARCHITECTURE (54/10) Post level 18/17: R59 820 – R60 792 per annum (Total package R121 246 per annum subject to certain conditions)

Requirements:

- Must be able to read and write
- 10 years experience
- Knowledge of all trades relating to building maintenance including minor electrical; staff supervision and communication skills
- Valid Code B/ EB driving license

Key performance areas:

- Plans the activities of the staff and organize resources
- Supervise staff
- Performs administrative duties
- Ensures safety compliance in the workplace and on site
- Performs technical functions

For further enquiries regarding the above post kindly contact Fikile Qata on 043-705 2737

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 or any information submitted and the canvassing of councillors or official 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: 23 FEBRUARY 2010

Benefits, include subsidized group life insurance schemes, generous leave privileges, housing subsidy and assistance towards removal expenses subject to certain conditions.

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 with a covering letter 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.

MR. V.G.M. MAVUSO ACTING MUNICIPAL MANAGER
DAILY DISPATCH ADVERT – 15 FEBRUARY 2010
