



(EXTERNAL CIRCULAR ONLY)

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 CORPORATE SERVICES

DATABASE ADMINISTRATOR - ICT: ORGANISATIONAL SUPPORT

(Ref. No. 296/10)

Remuneration R233 093.20 per annum subject to certain conditions)

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

Requirements:

- Matric or equivalent NQF Level 4 *plus* Diploma in Information Technology or relevant course
- MS SQL Server.
- Must have understanding of Information Technology Infrastructure Library (ITIL) processes
- Five (5) years experience of which two (2) years in Database administration position

Key performance areas

- Manages the data and information architecture and processes
- Manage the data and information architecture from the Service Level Management Framework
- Performs data maintenance on the stage platforms to ensure duplicate data is identified and actions to correct the situation are taken promptly.

- Provides prompt support from an incident and problem management perspective, including the preparation of the Root Cause Analyses report per problem
- Enforces security policies for access to data and electronic files
- Communicates with all departments and stakeholders, the approved data, information architecture and process flow

For further enquiries regarding the above post kindly contact Mnikeli December on telephone no. 043-705 2531

DIRECTORATE OF ENGINEERING SERVICES

PRINCIPAL WATER POLLUTION CO-ORDINATOR: WATER SANITATION AND SCIENTIFIC SERVICES (REF. NO. 332/10)

TASK LEVEL 12: R189 948 – R246 552 per annum

(Total package R303 985.20 per annum subject to certain conditions)

Requirements:

- National Certificate in Water Pollution Control or National Diploma in Water Care *plus* ten (10) years trade effluent control experience, **OR**
- BSc. in Chemical Engineering / National Diploma in Chemical Engineering or BSc. in Water Utilisation *plus* four (4) years trade effluent control experience
- Must have relevant post qualification experience (in a supervisory capacity) with industrial effluent and sewage treatment processes, environmental and pollution control legislation and trade effluent by-laws.
- Must have sound knowledge of BAT, CP, BEO, telemetry, GIS, water chemistry, industrial processes and waste minimisation
- Valid code B/EB drivers license and own reliable transport

Key performance areas:

- Administers pollution control and compliance monitoring section
- Co-ordinates industrial effluent compliance and assessment monitoring programmes
- Investigates trade effluent income generation systems
- Undertakes specialised industrial effluent investigations and develops analytical capabilities
- Reviews trade effluent by-laws and trade effluent permit applications
- Plans, co-ordinates and liaises with industry on pollution reduction programmes

For further enquiries regarding the above post kindly contact Zandile Siyata on telephone no. 043- 705 2705

**CHIEF POLLUTION OFFICER: WATER SANITATION AND SCIENTIFIC SERVICES
(REF. NO. 333/10)**

TASK LEVEL 11: R160 884 – R208 836 per annum

(Total package R264 301.40 per annum subject to certain conditions)

Requirements:

- National Certificate in Water Pollution Control *plus* eight (8) years trade effluent control experience, **OR**
- National Diploma in Analytical Chemistry or National Diploma in Water Care *plus* four (4) years trade effluent control experience
- Technically understand the working of water, sewage and industrial effluent treatment plants and the relevant water pollution legislation. Evaluate chemical analysis results and do various calculations
- Supervisory experience with technical knowledge of industrial processes, operations and effluent treatment, pollution control and prevention methods, knowledge of law enforcement and effluent by-laws
- Must be physical fit – be able to do field work.
- Valid code B/EB drivers license and own reliable transport

Key performance areas:

- Supervises and develops staff of inspectorate and sampling sections
- Co-ordinates general administration and operation of inspectorate section
- Implements trade effluent compliance and quality control monitoring and processes assessed effluent permits
- Provides technical, processes, pollution and effluent control expertise
- Implements pollution control monitoring programmes, applies and enforces trade effluent by-laws and various Acts (Water Act, Environmental Management Act, Water Services Act, Environmental Pollution Prevention Act and National Building Regulations)
- Facilitates income generation
- Implements legal proceedings in order to promote enforcement of relevant legislation

For further enquiries regarding the above post kindly contact Noxolo Khohlani on telephone no. 043- 705 2742

TECHNICIAN: CONSTRUCTION – ROADS (REF. NO. 330/10)

TASK LEVEL 11: R160 884 – R208 836 per annum

(Total package R264 301.40 per annum subject to certain conditions)

Requirements:

- National Diploma (Civil Engineering)
- Must be computer literate in MS Word, Excel and PowerPoint
- Specific computer literacy in Civil Design
- Operation of equipment necessary for topographical and cadastral surveys
- Valid code B/EB drivers license *plus* Municipal driving permit
- Five (5) years post graduate experience in the relevant field

Key performance areas:

- Undertakes the survey, design and estimation requirements of the branch.
- Monitors and consolidate construction costs.
- Inspects and monitors all projects and report on work methods, accuracy, health and safety and code of conduct.
- Coordinates Sub-contractors and external projects to ensure that work is done within budget and specifications.
- Examines plans and documents from consultants and other departments to ensure that Municipal standards are adhered to.
- Assist the Programme Manager in preparation of monthly, quarterly and annual submission of reports, budget and requisitions.
- Supervises teams of personnel on small projects and completes relevant timesheets and log-sheets.
- Ensures that discipline is maintained.

For further enquiries regarding the above post kindly contact Noxolo Khohlani on telephone no. 043- 705 2742

**PUMP ASSISTANT X 2 (1 MIDLAND & 1 INLAND): CONVEYANCE
(Ref. No. 187/10)**

TASK Grade 06: R78 984 – R102 528 per annum

(Total package R151 768.40 per annum subject to certain conditions)

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

Requirements:

- NTC 1 (Mechanical or Electrical)
- Valid code B/EB drivers license
- Required to perform standby duties
- Five (5) years working experience of which two (2) years should have been in local authority

Key performance areas:

- Maintaining mechanical and submersible pumps by assisting Pumpsman when conducting regular physical inspection to ensure efficient and continuous pump operation
- Maintaining control panels, level control units and flow meters in order to achieve efficient and safe working environment
- Maintaining pump station building and surrounds in order to achieve well maintained, clean and safe working environment
- Maintaining pumping mains and valves in order to achieve and ensure reduction in pump failure and down time
- Assists in compiling a maintenance record by filling out job cards for all work carried out on pump stations in order to ensure accurate maintenance and performance records
- Ensures safely and efficient use plant, tools and equipment

For further enquiries regarding the above post kindly contact Penrose Ntlonti on telephone no. 043-705 2745

DIRECTORATE OF FINANCIAL SERVICES

**SYSTEMS ADMINISTRATOR – PERFORMANCE REPORTING AND
MANAGEMENT ACCOUNTING: BUDGET AND TREASURY (Ref. No. 243/10)
Remuneration: R257 358.00 per annum**

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

Requirements

- B.Com. majoring in Information Systems and Accounting
- Three (3) years relevant IT and Accounting experience

Key performance areas:

- Administers the technologies to provide users with flexibility in management, access, retrieval sharing and configuration of large amounts of data held by the system
- Manages Activity Based Costing (ABC) by creating departmental models based on information obtained from specialised software and gathering of non-financial data
- Identifies, develops and updates the forecasting process for both current and future forecast requirements
- Assists with the compilation of both the Operating and Capital Budgets
- Manages the extraction, verification and manipulation of data on the SQL database
- Extraction of data from the ABC and Budget implications
- Exportation of the latest Profitability and Cost Management model for importation into new machine configurations and software

For further enquiries regarding the above post kindly contact Zandile Siyata on telephone no 043- 705 2705

DIRECTORATE OF HEALTH AND PUBLIC SAFETY

**CHIEF ENVIRONMENTAL HEALTH PRACTITIONER: HEALTH SERVICES
(REF. NO. 136/10)**

TASK Grade 13: R213 852 – R277 596 per annum

(Total package R336 623.50 per annum subject to certain conditions)

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

Requirements:

- National Diploma in Public / Environmental Health or equivalent
- Seven (7) years relevant experience with three (3) years in leadership / managerial experience in the health related field.
- Current registration with the Health Profession on the Environmental Health field
- Valid B/EB drivers license

Key performance areas:

- Manages Environmental Health Section
- Checks that personnel act in accordance with powers assigned by legislation
- Ensures the compilation and development of new by-laws, policies, procedures and departmental operation systems
- Ensures financial integrity of the section
- Reviews, updates and redrafts the legal register relating to environmental and health related fields
- Promotes and develops the delivery of community education / awareness programmes
- Assists the Manager: Environmental Health in the preparation of monthly and annual reports

For further enquiries regarding the above post kindly contact Zandile Siyata on telephone no. 043-705 2705

**SENIOR ENVIRONMENTAL HEALTH PRACTITIONER: HEALTH SERVICES
(REF. NO. 271/10)**

TASK 12: R189 948 – R246 552 per annum

(Total package R303 985.20 per annum subject to certain conditions)

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

Requirements:

- National Diploma in Public / Environmental Health or equivalent qualification
- Registration with the Health Professions Council of South Africa or other relevant professional body.
- Five (5) years relevant experience in Environmental Health / Pollution Control with at least one (1) year in a supervisory role
- Valid B/EB drivers license

Key performance areas:

- Monitors the daily work of Pollution Control Officers by examining and discussing the daily report to ensure service delivery is in line with Council policies and procedures
- Evaluates and assesses different factories annual pollution audit reports as supplied by industry by checking compliance and progress with their permit conditions so as to ensure a safe and healthy environment

- Develops a dispersion model of the pollutants for the region computing data on types, quantities and sources of pollutants, their geographical location, meteorological information and topographical lay of the land in order to ensure a safe and healthy environment

For further enquiries regarding the above post kindly contact Noxolo Khohlani telephone no. 043-705 2742

**PLATOON COMMANDER X 4: FIRE AND RESCUE SERVICES (Ref. No. 301/10)
TASK Grade 09: R121 044 – R157 116 per annum
(Total package R209 617.40 per annum subject to certain conditions)**

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

Requirements

- Matric
- Valid Code EC drivers license
- Fire Fighter II certificate OR equivalent
- Basic Ambulance course
- Six (6) years experience

Key performance areas:

- Commands a Fire Sub-Station by using Standard Operating Procedures; forms and major appliances; Rescue units and companies
- Responds to all incidents; in charge of vehicles and companies and conduct public tours and lectures
- Conduct staff training in theoretical and practical Fire and Rescue techniques. Supervises staff activities by the use of various fire manuals and other training literature and equipment
- Compiles reports on activities that the Platoon Commander is responsible for. Supervises testing of vehicles; equipment and maintenance and reporting thereof. Compiles reports on all incidents attended.

For further enquiries regarding the above post kindly contact Noxolo Khohlani telephone no. 043-705 2742

DIRECTORATE OF PLANNING AND ECONOMIC DEVELOPMENT

**TECHNICAL OFFICER: LED - MARKET (REF. 227/10)
TASK 12: R189 948 – R246 552 per annum
(Total package R303 395.20 per annum subject to certain conditions)**

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

Requirements:

- Standard 10 or equivalent technical certificate (NTC3)
- Qualified artisan in electrical / mechanical field
- Valid Code B/EB drivers license
- Two (2) years electrical / mechanical
- Must be physically fit

Key performance areas:

- Attends to electrical refrigeration faults and institute maintenance programme
- Repairs and service of mechanised equipment
- Repair and maintain market buildings and surrounds
- Supervision of technical staff
- Compiles specifications, technical reports and investigates and advises on technical staff
- Attends to after hour call-outs and conducting repairs as needed

For further enquiries regarding the above post kindly contact Noxolo Khohlani on telephone no. 043-705 2742

ENGINEER: TRANSPORT PLANNING (Ref. No. 182/10)

TASK Grade 12: R189 948 – R246 552 per annum

(Total package R303 985.20 per annum subject to certain conditions)

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

Requirements:

- B.Sc. (Civil Engineering) OR
- B.Tech in Civil Engineering, Transport Planning or similar field
- Five (5) years working experience in the Civil Engineering field with three (3) in transport related work

Key performance areas:

- Ensures integration of land use and transport planning
- Develops and maintains specialised transport planning models and use to perform scenario analysis for the development of the transport plans
- Provides information for the development of the transport component of the IDP
- Develops solutions to guide the development of and regulate the operation of the transport system
- Assists in the preparation of the annual capital programme, budget and implementation plan for transport projects

For further enquiries regarding the above post kindly contact Zandile Siyata on telephone no. 043-705 2705

OFFICE OF THE CHIEF OPERATING OFFICER

SENIOR PROJECT CO-ORDINATOR: INFRASTRUCTURE - MURP

(Ref. No. 344/10)

Remuneration: R257 358 per annum

Requirements:

- M+3 qualification in Civil Engineering
- Two (2) years relevant experience in Local Government of which one (1) should be in project management role
- Must demonstrate good project management skills
- Must have working knowledge of contract documentation, administration and supervision is necessary
- Must be fully computer literate in all Microsoft Software
- Must be fluent in English and Xhosa
- Valid code B/EB drivers license
- Must own vehicle

Key performance areas:

- Assists in the preparation and submission of business plans for funding to relevant funding bodies
- Compiles reports for the appointment of consultants and award of contracts
- Ensures cost effective implementation of designated projects
- Monitors expenditure of projects and ensures compliance with funding conditions
- Ensures all works are carried out in accordance with Municipal standards
- Ensures compliance with all Health and Safety regulation
- Ensures all projects are implemented in accordance with Municipal standards and relevant legislation
- Ensures effective leadership and motivation of subordinates
- Co-ordination of projects implemented by line departments, provincial departments, national departments and other entities within Mdantsane

For further enquiries regarding the above post kindly contact Zandile Siyata on telephone no. 043-705 2705

SENIOR SECRETARY: OFFICE OF THE COO (Ref. No. 276/10)

TASK Grade 07: R95 484 – 123 948 per annum

(Total package R174 462.30 per annum subject to certain conditions)

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

Requirements:

- Secretarial or Management Assistant Diploma *plus* three (3) years relevant experience **OR**
- Standard 10 *plus* five (5) years secretarial experience
- Must be computer literate

Key performance areas:

- Types correspondence for the Office of the Chief Operating Officer
- Screens visitors and telephone calls for the COO
- Organises the appointment diary of the COO
- Makes travel arrangements for the COO
- Maintains and organises the COO's files
- Performs general office duties

For further enquiries regarding the above post kindly contact Bethwell Tilimani on telephone no. 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, Identity Document and drivers' licenses where applicable).

Fraudulent qualifications or any information 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.

Applications can be hand delivered to the Human Resources Department, Buxton House, Buxton Street or posted to the Directorate of Corporate Services, P O Box 134, EAST LONDON, 5200.

CLOSING DATE: 26 OCTOBER 2010

PLEASE 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 applications within twenty eight (28) days of the closing date, they may regard themselves as having been unsuccessful.

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

**V ZAMBODLA
ACTING MUNICIPAL MANAGER**

(External Advert: 13 OCTOBER 2010)

DAILY DISPATCH ADVERT – 13 OCTOBER 2010