



**(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**

**SENIOR PERSONNEL PRACTITIONER: HUMAN RESOURCES (67/10)**  
Remuneration: R257 358.00 per annum

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

**Requirements:**

- Relevant M + 3 qualification
- Three (3) years relevant experience

**Key performance areas:**

- Co-ordinates the recruitment and selection of employees
- Responsible for the preparation of advertisement of posts
- Participates in shortlisting and interviews for selected positions

**For further enquiries regarding the above post kindly contact Zandile Siyata on telephone no. 043-705 2704/5**

**DIRECTORATE OF ENGINEERING SERVICES**

**MANAGER – PROJECT IMPLEMENTATION UNIT (240/10)**

**TASK 16: R312 540 – R405 708 per annum**

**(Total package R480 514.30 per annum subject to certain conditions)**

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

**Requirements:**

- M+4 qualification in Civil Engineering
- Eligible for professional registration with the Engineering Council of South Africa (ECSA)
- Six (6 years of which three (3) years should be in a senior position within a Civil Engineering office of a Municipality

**Key performance areas:**

- Identifies municipal infrastructure requirement by analysing existing infrastructure, current growth rates and projecting future growth rates to establish short, medium and long term infrastructure requirements
- Compiles reports to Council Committees on tenders received by checking rates and costs, applying Council's Procurement Policy as well as reporting on the Tenders ability to undertake the contract
- Appoints consultants for projects by drafting their letters of appointment
- Approves payment certificate for payment by checking that the works have been completed
- Resolves community matters relating to project implementation by arranging meetings with Ward Councillors and other stakeholders
- Comments on Town Planning proposals and provide professional advice to Town Planning and other Directorates
- Supplies plans and estimates of costs for roads, storm water drainage, water, sewer, housing, projects etc.
- Supervises the Technicians doing surveys, calculations, preparing plans, designs, specifications etc.

**For further enquiries regarding the above post kindly contact Zandile Siyata on telephone no. 043-705 2704/5**

**SENIOR ENGINEER - PLANNING: SANITATION (183/10)**

**TASK 15: R277 596 – R360 336 per annum**

**(Total package R431 826.00 per annum subject to certain conditions)**

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

**Requirements**

- B.Sc. Engineering (Civil) OR NQF 6 qualification and/or B-Tech
- Eligible for registration with Council of South Africa (ECSA)
- Nine (9) years experience of which three (3) years in Planning and Construction Branch of a Local Authority

**Key performance areas:**

- Preparing of annual revenue and capital budgets
- Monitors and approves capital and revenue expenditure
- Ensures that acceptable productivity and operational levels are maintained
- Compiles short, medium and long term planning reports for the upgrading and expansion of the sanitation reticulation system
- Co-ordinates the planning, funding and implementation of alternative sanitation systems by investigating alternative alternate sanitation systems , identifying projects, arranging funding and liaising with Consulting Engineers
- Evaluates the sanitation reticulation network, by accessing plans, calculating flows and using accumulated knowledge to determine spare capacities and pipeline augmentation requirements
- Revises Departments specifications and procedures to reflect and incorporate amendments introduced by statutory bodies by studying and keeping abreast with new legislation

**For further enquiries regarding the above post kindly contact Zandile Siyata on telephone no. 043 705 2704/5**

**SUPERINTENDENT – METERS: WATER SUPPLY SERVICES (MIDLAND)  
(REF.171/10)**

**TASK 12: R189 948 – R246 552 per annum (Total package R303 985.20 per annum subject to certain conditions)**

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

**Requirements:**

- Grade 10 **OR** NTC 2 and served a recognised Apprenticeship as a Plumber **OR** obtain Trade Test Plumbing Diploma **OR** five (5) years supervisory experience in Local Government in Water Section as a Water Serviceman
- Four (4) years experience in repairing and installation of meters and large water mains
- Two (2) years in Waterworks undertaking in a supervisory capacity would be an advantage

**Key performance areas:**

- Controls staff attendance
- Ensures the safety of works and workers by applying the rules and regulations of the Occupational Health and Safety Act
- Chairs disciplinary and grievance hearings and imposes sanctions
- Prepares estimates for minor construction work
- Communicates with consultants and contractors at site meetings
- Controls the removal and replacement of defective meters
- Executes and updates a preventative maintenance program of the water network and meters

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

**DIRECTORATE OF PLANNING AND ECONOMIC DEVELOPMENT**

**PROGRAMME MANAGER: LAND SURVEYING (300/10)**

**TASK 15: R277 596 – R360 336 per annum**

**(Total package R431 826.00 per annum subject to certain conditions)**

**Requirements**

- B.Sc. Land Surveying and registration as a Professional Land Surveyor in terms of the Land Registration Act 14/1950
- Five (5) years, two (2) of which must be in management

**Key performance areas:**

- Manages all surveys
- Undertakes general Surveys investigations
- Provides a Base Mapping Systems
- Maintains Survey Data Filing systems
- Attends meetings, conference and consultations
- Control Division Revenue and Capital Expenditure
- Manages Division staff and assets

**For further enquiries regarding the above post kindly contact Zandile Siyata on telephone number 043- 705 2704**

**OFFICE OF THE CHIEF OPERATING OFFICER**

**HOUSING PRACTITIONER: POLICY AND EDUCATIONAL SUPPORT: (155/10)**

**TASK 6: 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:**

- Relevant M + 3 in Housing OR
- Matric with two (2) years housing administration experience
- Ability to speak Xhosa
- Report writing skills
- Valid Code B/EB drivers license
- Computer literate

**Key performance areas:**

- Ensures that the Provincial and National Housing policies are implemented
- Assist in the process of formulating housing policies, educational manuals and procedural documents
- Organise relevant workshop and seminars
- Provide support services for social housing
- Attend to all queries relating to policy and educational support

**For further enquiries regarding the above post kindly contact Bethwell Tilimani on telephone no. 043-705 2739**

**CLOSING DATE: 23 SEPTEMBER 2010**

**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.

**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, 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.

**V ZAMBODLA**  
**ACTING MUNICIPAL MANAGER**

**(External Advert: 10 September 2010)**