



(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. 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 COMMUNITY SERVICES

MANAGER: IEMP & SUSTAINABLE DEVELOPMENT
TASK Grade 16: R312 540 – R405 708 per annum
(Total package R555 043.40 per annum subject to certain conditions)
Ref. No.33/11

Requirements:

- B-Tech in relevant qualification, for example, Conservation or Environmental Studies
- Eight (8) years experience, of which three (3) years should be managerial experience
- Must be computer literate
- Valid code B/EB drivers license

Key performance areas:

- Designs and implements an Environmental Management System
- Directs and manages IEMP Unit and all relevant Environmental issues
- Directs and manages ICLEI climate change project
- Monitors, coordinates and controls staff activities in the division
- Ensures that posts are filled and evaluated in relation to the approved organogram and Provincial benchmarks
- Develop and fostering of partnerships with regulators and international organisations and cities
- Makes judgement about global Environmental issues and environment, to filter Environmental Risk
- Ensures the development, implementation and smooth running of the departments G.I.S. and Environmental Information System

2

- Prepare and checks quality and accuracy of Departmental Reports to be submitted to standing Committee meetings, Mayoral Committee meetings and Council meetings.

For further enquiries regarding the above post kindly contact Zandile Siyata on 043-705 2705

DIRECTORATE OF PLANNING AND ECONOMIC DEVELOPMENT

PROGRAMME MANAGER: LAND SURVEYING

TASK 15: R277 596 – R360 336 per annum

(Total package R 498 531.12 per annum subjects to certain conditions)

Ref. No. 300/10

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

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 043-705 2705

DIRECTORATE OF HEALTH AND PUBLIC SAFETY

SENIOR PHARMACIST: HEALTH SERVICES

TASK Grade 12: R189 948 – R246 552 per annum

(Total package R288 156.16 per annum subject to certain conditions)

Ref. No. 24/11

Requirements:

- B-Degree in Pharmacy
- Current registration with South African Pharmacy Council
- Valid code B/EB drivers license
- Three (3) years experience

3

Key performance areas

- Controls supply of stock to clinics and ensure availability of medicines at the clinics
- Visits allocated clinics for routine inspections on Drug Supply Management
- Provides ongoing education through trainings for Nursing Services and Health Promotion Section
- Promotes rational drug use in accordance with the Primary Health Care Standard Treatment Guidelines and Essential Medicines List
- Provides information on pharmaceuticals to doctors, nurses, other health care professionals and the public to ensure correct use of medicines

For further enquiries regarding the above post kindly contact Noxolo Khohlani on 043- 705 2742

OFFICE OF THE CHIEF OPERATING OFFICER

PROGRAMME MANAGER: SPECIAL PROJECTS

Remuneration: R401 710.10 per annum

Ref. No. 34/11

Requirements:

- Degree in either Town Planning; Engineering; Development studies; Public Administration or other relevant Development Planning Degree
- Five (5) years relevant Local Government experience of which three (3) years should be in Urban Renewal Programme or Township Regeneration
- Valid code B/EB drivers license

Key performance areas:

- Ensures efficient project management of the Special Projects including identifying contracting requirements, establishing project timelines, monitoring programme cycles and coordinating project and development plans
- Develops, implements, reviews and monitors business delivery strategies, plans and policies
- Ensures the allocation, management and optimization of resources (assets and finances)
- Interfacing with key stakeholders at operational level, for example, National and Provincial Departments, Donor Agencies and other Community Forums
- Monitoring of development coalitions with key stakeholders
- Coordinates activities, resources, service providers, municipal officials and provincial officials in the delivery of the projects
- Liaise with municipal departments to ensure that programmes are aligned, planned and completed in accordance with the overall Township Regeneration Programme

For further enquiries regarding the above post kindly contact Zandile Siyata on 043-705 2705

PLEASE NOTE:

Candidates who are suitably qualified as per the minimum requirements for the post set out in the advertisement are to submit a copy of their curriculum vitae, 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). Non-submission of the required supporting documentation may disqualify a candidate. Candidates are advised that the obligation rests upon them to demonstrate that they meet the minimum requirements specified for the post. Any candidate who does not meet the minimum requirements will be automatically disqualified.

Fraudulent qualifications or any information submitted and the canvassing of councillors or officials will disqualify any candidates with immediate effect. Candidates are cautioned that documentation and information provided is checked with relevant authorities and fraudulent submissions may also lead to criminal charges being laid against persons involved in submission thereof.

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: 4 FEBRUARY 2011

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

.....
A FANI
ACTING MUNICIPAL MANAGER

EXTERNAL ADVERT