



(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**

**CARETAKER – LIBRARIES (INLAND): ARTS AND CULTURAL SERVICES**  
TASK Grade 06: R78 984 – R102 528 per annum  
(Total package R145 186.44 per annum subjects to certain conditions)  
Ref. No 7/11

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

**Requirements:**

- Standard 8 with (2) years Caretaker Experience **OR**
- Five (5) years Caretaker Experience
- Good Handyman skills
- Valid code E/EB driving license

**Key Performance Areas**

- Supervise cleaning of Library and controls cleaning staff
- Ensures maintenance of buildings and equipment
- Performs Handyman and safety duties
- Supervises use of certain facilities
- Provides security

For further enquiries regarding the above post kindly contact Dheshan Naidoo on telephone no. 043 705 2718

**DIRECTORATE OF CORPORATE SERVICES**

**ADMINISTRATIVE OFFICERS X2 – COMMITTEES: ADMINISTRATIVE AND COUNCIL SUPPORT**  
**TASK Grade 06: R78 984 – R102 528 per annum**  
**(Total package R145 186.44 per annum subject to certain conditions)**  
**Ref. No: 62/10**

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

**Requirements:**

- Standard 10
- Proficiency in English
- Valid code B/EB driver's license
- Must be computer literate
- Two (2) years relevant experience will be an added advantage

**Key Performance Areas:**

- Compiles agendas and minutes of Standing or Strategic and Sub-Committees, Bid Committees and task teams
- Ensures that recommendations from committees are submitted to Mayoral Committee
- Follow up on resolution of committees
- Provides assistance at Council meetings

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

**LABOUR RELATIONS PRACTITIONER X 2: HUMAN RESOURCES SUPPORT**  
**TASK Grade 11: R160 884 – R208 836 per annum**  
**(Total package R250 894.44 per annum subject to certain conditions)**  
**Ref. No: 53/11**

**Requirements**

- B Degree/ M +3 Diploma in HR management **OR**
- Diploma in Industrial/ Labour Relations or Labour Law
- Two (2) years relevant experience
- Valid code B/EB drivers license

**Key Performance Areas:**

- Facilitates and convene disciplinary, grievance and appeal hearing
- Prepares verbal and written progress reports on disciplinary matters
- Attends Local Labour Forum meetings as delegated by management
- Prepares and handles cases referred to South African Local Government Bargaining Council Commission for Conciliation, Mediation and Arbitration
- Attends to correspondence regarding industrial relation matters
- Renders assistance on strike management
- Deals with proof of incapacity cases
- Keeps up to date with all relevant labour legislation and developments

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

**BUSINESS ANALYST - ICT: ORGANISATIONAL SUPPORT**  
**TASK Grade 11: R160 884 – R208 836 per annum**  
**(Total package R 250 894.44 per annum subject to certain conditions**  
**Ref. No. 54/11**

**Requirements:**

- B Degree or Three (3) year National Diploma in a related field i.e. Finance or Computer Science/Information Technology
- Four (4) years IT experience (Design/Programming)
- Two (2) years Business Analyst experience

**Key performance areas:**

- Understands the business area, analyses business needs and how they might be addressed
- Develops an approach that leads to good governance of information as an enterprise asset
- Understands the Business Strategy of the Municipality, its stakeholders and its environment
- Analyses, defines, implements and monitors service level agreements between IT Department and users
- Identify GIS requirements and liaise with Training Coordinator

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

**DIRECTORATE OF ENGINEERING SERVICES**

**SENIOR TECHNICIAN (INLAND): WATER SUPPLY SERVICES**

**TASK Grade 14: R240 780- R312 540 per annum**

**(Total package R353 325.76 per annum subjects to certain conditions)**

**Ref No. 57/11**

**Requirements:**

- Grade 12, Intermediate Diploma – Civil (Old T2)
- Five (5) years relevant hand-on supervisory and managerial experience in the maintenance of water infrastructure particularly distribution networks, reservoirs and pump stations
- Required to be able to be on call 24 hours a day

**Key performance areas:**

- Approves complex tasks
- Supervises, controls coordinates the assets
- Ensures interdepartmental cooperation and coordination by liaising with officials
- Controls and coordinates stand-by duties
- Ensures that the rules and regulations of OHSA are enforced
- Maintains water distribution installations, including reservoir installations, the water network and all pertinent fittings, pump installations, zone meter installations and telemetry installations
- Investigates damage to property due to burst mains
- Prepares tender documents for minor works and services
- Controls section specific budget allocations on operating and capital expenditure

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

**PRINCIPAL WATER POLLUTION CO-ORDINATOR: WATER SANITATION AND SCIENTIFIC SERVICES**

**TASK Grade 12: R189 948 – R246 552 per annum**

**(Total package R 288 156.16 per annum subject to certain conditions)**

**(Ref. No. 332/10)**

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

**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. Water Utilisation *plus* four (4) years trade effluent control experience

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- 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 Noxolo Khohlani on telephone no. 043 705 2742

**SENIOR ENGINEER - PLANNING: SANITATION**  
**TASK Grade 15: R277 596 – R360 336 per annum**  
**(Total package R 498 531.12 per annum subjects to certain conditions)**  
**Ref. No 183/10**

(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 with 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

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- 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 2705

**SUPERINTENDENT – METERS: WATER SUPPLY SERVICES**  
**TASK Grade 12: R189 948 – R246 552 per annum**  
**(Total package R 288 156.16 per annum subjects to certain conditions)**  
**Ref. No. 171/10**

(The above 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

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**SENIOR ARTISAN X 8: ELECTRICITY OPERATIONS (COASTAL)**  
**TASK Grade 11: R160 884 - R208 836 per annum**  
**(Total package R250 894.44 per annum subjects to certain conditions)**  
**Ref No. 315/10**

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

**Requirements:**

- National Technical Certificate Part 2
- Electrical Trade Test Certificate
- Valid code C1 with PDP or PDP to be obtained within six (6) months of employment
- Two (2) years post apprenticeship experience. Municipal experience will be an advantage

**Key performance areas:**

- Maintains and repairs electrical transformers
- Maintains and repairs electrical high and low voltage circuit breakers and isolators
- Assembles and installs electrical panels
- Disconnects and reconnects electricity supplies to consumers
- Maintains, constructs and repairs all street and area lighting

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

**WATER SERVICEMAN X 13 (4 INLAND, 2 MIDLANDS, 2 WATER ADMIN AND 5 COASTAL)**  
**WATER SUPPLY SERVICES**  
**TASK Grade 10: R136 284 – R176 904 per annum**  
**(Total package R219 221.36 per annum subject to certain conditions)**  
**Ref. No. 99/10**

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

**Requirements:**

- Grade 10 or equivalent
- Plumbing Trade Test Diploma **OR** served a recognised Apprenticeship (Plumbing) **OR** recognised NQF qualification
- Valid code C1 drivers license and Professional Drivers Permit (PDP) within six (6) months of appointment
- Three (3) years post trade testing plumbing experience or five (5) years total plumbing experience
- Must be able to work standby duties
- Must be physical fit

**Key performance areas:**

- Install industrial and domestic connections
- Prepare daily time sheets
- Train Trainee Water Servicemen
- Prepare existing mains to be relayed by ordering piping and fitting in advance

For further enquiries regarding the above post kindly contact Fikile Qata telephone no. 043-705 2726

**ARTISAN ASSISTANT (INLAND): MECHANICAL WORKSHOP**  
**TASK Grade 04: R60 852 – R77 136 per annum**  
**(Total package R121 758.88 per annum subject to certain conditions)**  
**Ref. No. 86/10**

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

**Requirements:**

- Standard 5 or ABET 3
- One (1) year experience in a similar position

**Key performance areas:**

- Assists in repair and replacement of components thereby ensuring that repairs can be carried out satisfactory
- Assists in preventative maintenance to ensure vehicle and plant components are lubricated, repair areas are safe and accessible and components are clean for inspection and repairs
- Utilizes safety equipment at all times when necessary to ensure a safe working environment and minimum risk of personal injury

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

**DIRECTORATE OF HEALTH AND PUBLIC SAFETY**

**DIVISIONAL COMMANDER – FIRE OPERATIONS: FIRE AND RESCUE SERVICES**

**TASK Grade 13: R213 852 – R277 596 per annum**

**Total package R318 802.48 per annum subject to certain conditions**

**Ref. No. 371/10**

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

**Requirements:**

- Matric (STD 10)
- Diploma in Fire Technology **OR** equivalent
- Basic Ambulance Course
- Valid code EC drivers license
- Must have ten (10) years Fire Service experience with at least one (1) year at Station Commander level

**Key performance areas:**

- Convening weekly Officers' meeting to address all operational needs
- Ensures the objective application of council's policies and procedures including the disciplinary code
- Conducting and submitting written assessments and evaluations
- Arranges and coordinates regular safety inspections
- Ensures that all health and safety inspections reports are processed timeously
- Investigates and reports all work related injuries and illnesses and ensures that the relevant legislation and policies are adhered to
- Promotes and monitors all health and safety related matters
- Ensures the implementation of the Health and Public Safety act at all times

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

**PROFESSIONAL NURSE (INLAND): HEALTH SERVICES**  
**TASK Grade 11: R160 884 – R208 836 per annum**  
**(Total package R250 894.44 per annum subject to certain conditions)**  
**Ref. No. 395/10**

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

**Requirements:**

- Diploma in General Nursing and Midwifery
- Diploma / Degree in Community Health Nursing Science
- Current registration with South African Nursing Council (SANC)
- Ability to work on rotation basis yearly and when necessary

**Key performance areas**

- Provide primary health services based on community needs
- Trains staff through in-service education
- Renders preventative, promotion, curative and rehabilitative activities
- Helps to establish projects according to community needs
- Keeps daily clients statistics

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

**HIV/AIDS EDUCATOR-ATICC (FACES PROJECT): HEALTH SERVICES**  
**TASK Grade 07: R95 484 - R123 948 per annum**  
**(Total package R166 505.32 per annum subject to certain conditions)**  
**Ref. No. 412/10**

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

**Requirements:**

- Standard 8
- HIV/AIDS Counseling Course and Information Course
- HIV+ Status
- Valid code B/EB driving license

**Key performance areas:**

- Provides education on HIV/AIDS basic information and prevention
- Conducts counseling sessions to help client to develop coping mechanism
- Visits individual People Living With AIDS and their families
- Models disclosing, stating advantages and or benefits of disclosing for those who are still silent

- Plans meetings with relevant stakeholders

For further enquiries regarding the above post kindly contact Fikile Qata on telephone no. 043-705 2726

**DIRECTORATE OF PLANNING AND ECONOMIC DEVELOPMENT**

**DRAUGHTSPERSON (K.W.T.): DEVELOPMENT PLANNING**  
TASK Grade 09: R121 044 – R157 116 per annum  
(Total package R199 530.40 per annum subject to certain conditions)  
Ref. No 380/10

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

**Requirements:**

- Matric and minimum two (2) years Technical Diploma in Draughting which incorporates GIS software skills
- Two (2) years Drawing Office, GIS and CAD experience

**Key Performance Areas:**

- Maintain and updates the electronic City Planning Database and Spatial data
- Provides information, guidance and mapping to internal departments and the public
- Performs administrative duties

For further enquiries regarding the above post kindly contact Bethwell Tilimeni on telephone no 043 705 2739

**CITY PLANNING TECHNICIAN X2- EAST LONDON OFFICE: CITY PLANNING**  
TASK Grade 10: R136 284 – R176 904 per annum  
(Total package R219 221.36 per annum subject to certain conditions)  
Ref. No 137/10

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

**Requirements**

- National Diploma in Town and Regional Planning from an institution recognised by South African Council of Town and Regional Planners
- Eligible for registration as a Technical Planner (Town Planning Technician) in terms of Sections 13 (4) (b) of the Planning Profession Act (No. 36 of 2002)
- Valid code B/EB drivers license
- Own vehicle or to be obtained after six months after employment

**Key Performance Areas:**

- Dealing with matters pertaining to Land Use Management and Applications
- To provide information and guidance in regard to Land use Management
- Deals with complaints and queries from the public
- Performs administrative duties

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

**OFFICE OF THE CHIEF OPERATING OFFICER**

**EU COORDINATOR - THREE (3) YEAR CONTRACT:  
MDANTSANE URBAN RENEWAL PROGRAMME  
TASK Grade 16: R312 540 – R405 708 per annum  
(Total package R555 043.40 per annum subject to certain conditions  
Ref. No. 76/11**

**Requirements:**

- Relevant M+3 in Finance, majoring in either Auditing or Financial Accounting
- Four (4) years experience in Financial Administration
- Five (5) years local government experience, preferably in a coordinating role
- Two (2) years experience in community development
- Knowledge of the Municipal Finance Management Act
- Knowledge of the Integrate Development Planning process

**Key performance Areas:**

- Ensuring that the EU Sector Policy Support Policy (SPSP) is implemented according to the strategies and indicators as set out in the SPSP and the Strategic Development Plan
- Ensuring that the strategies, indicators and targets as set in the SPSP and SDP are met in order to qualify for receiving the next Tranche
- Ensuring that the activities of the programme are properly integrated into BCM's IDP
- Ensuring that appropriate systems for entering, processing and maintenance of data for monitoring and evaluation as related to all the URP activities, including the SPSP, are established and functioning, and that data is collected and processed in a proper and regular manner
- Monitor the execution of the EU budget by relevant line departments and impact thereof in renewing Mdantsane
- Ensuring that the principles and policies of the Urban Renewal Programme for Mdantsane, are adhered to and implemented

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- Provide advice and assistance in relation to any further detailed planning that may be deemed necessary for the implementation of MURP
- Provide general support to the Programme and Operations Managers in relation to the implementation of the BCM's Mdantsane Urban Renewal Programme in co-operation with other stakeholder groups involved in MUR's ongoing programme
- Ensuring that regular contact and reporting is maintained with the Europe-Aid Co-operation Office (ECO) on a monthly basis as well as Nelson Mandela Bay Municipality
- Ensuring that a comprehensive Capacity Building Programme with a clear timeframe, is development and implemented to capacitate relevant MURP officials on EU SPSP implementation

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

### SENIOR PROJECT COORDINATOR - SOCIO ECONOMIC PROJECTS: MURP

Remuneration: R 257 358.00 (excluding benefits)

Ref.No.41/11

#### Requirements:

- M+3 qualification in Social Science, Development Studies, Public Administration or acceptable equivalent
- Three (3) years experience in local government of which one (1) year should be in a project management role.
- Good project management, time management and human resource management skills
- Working knowledge of contract documentation, administration and supervision is necessary
- Computer literacy
- Must be fluent in English and Xhosa
- Must have a valid code B/EB driver's license

#### Key performance areas:

- Assists in the preparation and submission of business plans for funding to relevant funding bodies
- Ensures proper implementation of socio-economic projects
- Ensures proper coordination of projects implemented by line departments in Mdantsane
- Ensures stakeholder involvement in all projects
- Compilation of reports to council and external stakeholders
- Ensures cost effective implementation of designated projects
- Ensures all projects are implemented in accordance with Municipal standards and relevant legislation
- Ensures effective leadership and motivation of subordinates

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

**PROJECT TECHNICAL CO-ORDINATOR: HOUSING**  
**TASK Grade 12: R189 948 – R 246 552 per annum**  
**(Total package R 288 156.16 per annum subject to certain conditions**  
**Ref. No. 383/10**

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

**Requirements:**

- An appropriate Degree / National Diploma in a Housing development, engineering or Project management related discipline
- Computer literate in all fields
- Valid code B/EB drivers license
- Five (5) years relevant experience

**Key performance areas:**

- Undertakes the implementation of Government Subsidised Housing Programmes and Projects
- Supervises, monitors and evaluates the performance of appointed Service Providers, Implementing Agents and Contractors in the provision of Government subsidized Housing
- Draft Project Business and Implementation Plans with cash flows
- Undertakes certification of claims to Service Providers, Implementing Agents, Suppliers and Contractors

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

**ADMINISTRATIVE OFFICER: HOUSING**  
**TASK Grade 07: R95 484 - R123 948 per annum**  
**(Total package R166 505.32 per annum subject to certain conditions)**  
**Ref. No. 389/10**

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

**Requirements:**

- Matric with computer and accounting skills
- Valid code B/EB drivers license
- Three (3) years municipal administration experience

**Key performance areas:**

- Undertakes to claim Housing funds from Provincial Department of Human Settlements
- Undertakes to process claims from Consultants, Contractors, Material Suppliers and Service Providers
- Undertakes to maintain accurate records of all incoming Housing funds and expenditure
- Assists in the preparation of Reconciliation Statements of all Housing funds

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

**OFFICE OF THE MUNICIPAL MANAGER**

**ASSISTANT LEGAL ADVISOR: LEGAL SERVICES**

**Remuneration: R284 174.20 (excluding benefits)**

**Ref. No. 73/11**

**Requirements:**

- B Proc, LLB or other Law Degree
- Two (2) years legal experience
- Admission as an Attorney of the High Court of South Africa will be an added advantage

**Key performance areas:**

- Assists with provision of legal advice to all directorates on matters referred by researching statutes, case law and other legal procedures, etc
- Drafting legal opinion and briefs
- Assists with coordination of interaction between directorates and external legal practitioners on matters referred by acting as a liaison to ensure that all briefings and instructions are correctly issued and dealt with

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

**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 together with covering letter, 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

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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: 15 MARCH 2011**

**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.

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**A FANI**  
**ACTING MUNICIPAL MANAGER**

**ADVERT: 2 MARCH 2011**

**DAILY DISPATCH: 2 MARCH 2011**