



(EXTERNAL CIRCULAR)

Applications are invited from suitably qualified and experienced persons to fill the posts of:

DIRECTORATE OF ENGINEERING SERVICES

**FLEET MANAGER (INLAND): ELECTRICAL AND MECHANICAL
TASK Grade 12: R189 948 – R246 552 per annum
(Total package R288 156.16 per annum subject to certain conditions)
Ref. No. 29/11**

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

Requirements:

- Technical Matric or N3
- Proficiency in Microsoft Word and Microsoft Excel
- Proficiency in the Municipal Mainframe Computer Fleet Management package
- Six (6) years fleet management experience
- Must have own transport

Key performance areas:

- Accountable for the administration and control of Council's Fleet, the maintenance of the Fleet Management System and related policies
- Ensures compliance with the relevant statutory provisions
- Be proxy and legal representative in terms of the A.A.R.T.O. Act for Council in all related matters
- Compiles the fleet budget
- Physically analyses accident statistics

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

SENIOR ARTISAN / BRICKLAYER - CONVEYANCE (COASTAL): SANITATION
TASK Grade 09: R121 044 - R157 116 per annum
(Total package R 199 530.40 per annum subject to certain conditions)
Ref. No. 367/10

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

Requirements:

- Apprenticeship in bricklaying or plumbing and / or pass a recognized Department trade test
- Valid code C/C1 drivers license with Professional Driving Permit (PDP)
- Three (3) years experience

Key performance areas:

- Constructs manholes, inspections chambers
- Supervising and assisting with the clearing Municipal chokes
- Ensures that pipe work and pipe bridges are in good state
- Completing requisitions for materials or equipment needed

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

SUPERVISOR - CONVEYANCE (COASTAL): SANITATION
TASK Grade 06: R78 984 – R102 528 per annum
Total package R151 768.40 per annum subject to certain conditions
Ref. No. 368/10

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

Requirements:

- Grade 10 (Standard 8)
- Valid code C1 drivers license with Professional Driving Permit (PDP)
- Four (4) years experience

Key performance areas:

- Ensures that staff are well coordinated and comply with safety regulations
- Implementing the Occupational Health and Safety Act at the workplace
- Carry out regular vehicle inspections and insuring that these vehicle are kept clean
- Ensures that pipe work and pipe bridges are in good state
- Promote and maintain good relation with the public by liaising with community members regarding the location and clearing of chokes

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

BRICKLAYER (COASTAL): ROADS
TASK Grade 06: R78 984 – R102 528 per annum
(Total package R145 186.44 per annum subject to certain conditions
Ref. No. 13/11

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

Requirements:

- Standard 6
- Recognised bricklayer course certificate
- Minimum of Two (2) years experience
- Must be physically fit

Key performance areas:

- Constructs concrete channels, stormwater, catchpits, dished entrances, stormwater manholes, wing walls and laying of kerbing
- Checks tools and equipment
- Supervises staff

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

PRINCIPAL ENGINEERING ASSISTANT X2 (1X COASTAL AND 1X INLAND) ELECTRICITY
TASK Grade 12: R189 948 – R246 552 per annum
(Total package R288 156.16 per annum subject to certain conditions)
Ref. No. 80/11

Requirements:

- National Technical Certificate 3
- Trade Test Certificate as an Electrician
- Valid code B/EB driver's license
- Ability to perform standby duties and works in emergency situations
- Six (6) years post apprenticeship in an electrical environment plus two (2) years in a supervisory position.

Key performance areas:

- Directs, performs and assists with High Voltage electrical switching operations approved
- Ensures that all electrical substation infrastructure conforms and complies with requirements
- Attends to administrative functions

- Supervises and controls the construction, extension and upgrading of new electrical switchyards. Switch houses and substations
- Supervises and monitors all activities of the substations section

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

PRINCIPAL ARTISAN (COASTAL): ELECTRICITY
Task Grade 10: R136 284 – R176 904 per annum
(Total package R219 221.36 per annum subject to certain conditions)
Ref. No. 82/11

Requirements:

- National Technical Certificate Part 2
- Electrical Trade Test Certificate
- Valid code C1/EC1 with PDP or PDP to be obtained within (6) months of employment
- Four (4) years post apprenticeship experience
- Municipal experience will be an advantage
- Ability to perform standby duties and works in emergency situations

Key performance areas:

- Isolates and energises High Voltage equipment up to 11000 volts
- Assists with planned and major electrical power failures
- Responsible for administrative functions
- Monitors electrical operational on-site activities
- Maintain and repair electrical transformers
- Assembles and installs electrical panels
- Executes all electrical consumption metering requirements for the purpose of upgrading, rectification of tampering, replacing of faulty meters and installation of new meters
- Constructs, installs, repairs and maintains festive decorative lighting

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

ARTISAN/DRAINLAYER (INLAND): SANITATION
TASK Grade 09: R121 044 – R157 116 per annum
(Total package R199 530.40 per annum subject to certain conditions)
Ref. No. 83/11

Requirements:

- Apprenticeship in bricklaying or plumbing and passed a recognized trade test

- Valid Code C1 drivers license
- Must have three (3) years experience
- Must be physically fit

Key performance areas:

- Responsible for construction of manholes, inspection of chambers and other masonry work
- Responsible for maintenance and repairs of sewer mains. Interceptors, pipe bridges and manholes
- Supervises staff
- Responsible for clearing chokes
- Performs administrative duties

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

DIRECTORATE OF HEALTH AND PUBLIC SAFETY

HIV/AIDS EDUCATOR-ATICC: HEALTH SERVICES

TASK Grade 10: R136 284 – R176 904 per annum

(Total package R 219 221.36 per annum subject to certain conditions)

Ref. No. 102/11

Requirements:

- Standard 8 or equivalent and trainer
- Fluency in English and Xhosa
- One (1) year experience working in HIV/AIDS environment
- 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
- Establishes and maintains the link between private and public sector
- Plans meetings with relevant stakeholders

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

DIRECTORATE OF FINANCIAL SERVICES

**OCCASIONAL CASHIER: REVENUE MANAGEMENT
TASK GRADE 05: R66 900 – R84 804 per annum
(Total package R129 573.16 per annum subject to certain conditions)
Ref. No.104/11**

Requirements:

- Matric or equivalent with Mathematics or Accounting as subject passed
- Computer literacy
- One (1) year relevant experience

Key performance areas:

- Receives money from the consumers
- Responsible for filing
- Attends to queries

- Responsible for cashing up, balancing and banking

For further enquiries regarding the above post kindly contact Dheshan Naidoo on extension no. 2718

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 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: 05 MAY 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, 13th 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
EXTERNAL ADVERT: DAILY DISPATCH 15 APRIL 2011