



**BUFFALO CITY  
METROPOLITAN MUNICIPALITY**

(EXTERNAL CIRCULAR)

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

**DIRECTORATE OF MUNICIPAL SERVICES**

**SUPERINTENDENT: TECHNICAL (INLAND) – TRAFFIC SERVICES**  
**TASK Grade 11: R160 884 – R208 836 per annum**  
**(Total package R250 894 per annum subject to certain conditions)**  
**Ref. No. 144/11**

**Requirements:**

- Matric
- Traffic Officers Diploma
- Institute of Traffic Officers Final Diploma
- Valid code B/EB drivers license
- Must have attended SANS 0216 Course
- Four (4) years experience

**Key performance areas**

- Coordinates vehicle testing stations so that standards/law is upheld
- Plans duties of road marking and road signs teams to ensure Road Safety
- Maintains Technical Section Budget by controlling all financial transactions
- Analyse collision statistics
- Supervises demarcation of hawkers trading bays in consultation with Licensing and Law Enforcement

For further enquiries regarding the above post kindly contact Noxolo Khohlani on telephone number 043 705 2739

## 2

**EXAMINER OF DRIVING LICENSES X3 (COASTAL) – TRAFFIC SERVICES**  
**TASK Grade 09: R121 044 – R157 116 per annum**  
**(Total package R 199 530.40 per annum subject to certain conditions)**  
**Ref. No.145/11**

**Requirements:**

- Secondary Qualification
- Examiner of Driving License Diploma registered with the Department of Transport
- Two (2) years experience

**Key performance areas**

- Evaluates Learners and Drivers Licenses
- Conversion of Driving Licenses
- Test applicants for Instructors Certificates

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

**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 have previously applied need not re-apply)

**Requirements:**

- Matric
- 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 councils policies and procedures including the disciplinary code
- Conducting and submitting written assignments 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

### 3

- 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 number 043 705 2742

**STATION COMMANDER – TRAINING: FIRE AND RESCUE SERVICES**  
**TASK Grade 11: R160 884 – R208 836 per annum**  
**(Total package R250 894.44 per annum subject to certain conditions)**  
**Ref. No. 324/10**

(The above post is being re-advertised, applicants who have previously applied need not re-apply)

#### Requirements:

- Matric
- Higher certificate in Fire Technology or equivalent
- Basic Ambulance course
- Fire Instructor I Certificate
- Code EC drivers license with PDP
- Eight (8) years Fire Service experience with at least Two (2) years in a supervisory post i.e. as a Platoon Commander
- The incumbent will be required to rotate functions as required

#### Key performance areas

- Commands and co-ordinates the work of the Fire Companies at major Fire Fighting and Rescue operations
- Trains staff in the use of appliances, plant and equipment to improve performance and discipline
- Co-ordinates the operational maintenance requirements of appliances, plant and equipment ensuring that the correct administration thereof on a shift basis
- Co-ordinates and organizes the assigning of manpower to various operational functions
- Accepts responsibility for functions assigned by Senior Officer to control assets of the Council

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

**QUALITY CONTROL OFFICER - HOUSING**  
**Remuneration: R 149 194.71 per annum (excluding benefits)**  
**Ref. No. 150/11**

**Requirements:**

- Matric or NTC 3
- Valid code B/EB drivers license
- Computer literate
- Thorough knowledge of National Building Regulations and good building practice
- Five (5) years post experience in the building trade OR qualified Artisan with at least five (5) years experience in the building trade.

**Key performance areas**

- Ensures construction of housing projects complies with National Building Regulations
- Ensures that buildings are constructed according to approved plans, norms and standards
- Conducts on site checks at all stages within each project
- Maintains up to date records of the start and end dates of each building phase and project
- Investigates and conducts follow up investigations regarding complaints

**For further enquiries regarding the above post kindly contact Monica Njoloza on telephone number 043 705 2726**

**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 a covering letter, along with the relevant required documentation for a specific post. (i.e. certified copies of certificates not copies of certified copies, 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 Metropolitan 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: 23 AUGUST 2011**

**NOTE:** The Buffalo City Metropolitan Council is committed to the provisions of the Employment Equity Act (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 CITY MANAGER  
INTERNAL ADVERT: 10 AUGUST 2011  
EXTERNAL ADVERT: 10 AUGUST 2011