



(EXTERNAL CIRCULAR)

Applications are invited from suitably qualified and experienced applicants to fill the following posts:

DIRECTORATE OF MUNICIPAL SERVICES

SENIOR MANAGER – HALLS

TASK GRADE 15: R 437 883.86 – R 568 399.05

(Total Package: R 818 191.00 per annum subject to certain conditions

Ref.No.68/18

**(The above post is being re-advertised with amended Requirements and Key Performance areas.
Applicants who previously applied must re-apply)**

Requirements:

- Degree/ Diploma in Public Management
- Five (5) years' management experience in Local Government

Key Performance Areas:

- Directs the management, development and maintenance of the Halls
- Formulates and enforces policy and works procedures
- Attends Integrated Development Plan (IDP) Meetings and respond to Ward Priority Issues
- Plans and controls the budget for the Department to ensure sound financial management
- Prepares reports to Senior Management and Council Committees
- Attends and responds to Strategic Programmes of the Municipality eg. Integrated Development Plan (IDP), Metro Growth and Development Strategies
- Attends to Compliance matters eg. Audit Service Delivery and Budget Implementation Plans (SDBIP)

For further enquiries regarding the above posts kindly contact Sizwe Mbuyazwe 043 – 705 2706

DIRECTORATE OF SPATIAL PLANNING & DEVELOPMENT

GENERAL MANAGER – DEVELOPMENT PLANNING

TASK GRADE 19: R 737 832.33 – R 957 768.14

(Total Package: R 1 286 053.00 per annum subject to certain conditions)

Ref.No.16/18

(The above post is being re-advertised with amended Requirements. Applicants who previously applied must re-apply)

Requirements:

- Qualification in Town & Regional Planning ((NQF Level 8)
- Registration with SACPLAN as a Professional Planner
- Valid Driver's License
- Eight (8) years' experience in the Development Planning work, of which four (4) years must be in Management, and two (2) years in Local Government

Key Performance Areas:

- Manages the Development Planning Branch which consists of City & Regional Planning, Geomatics, Spatial Norms & Standards Enforcement and Architecture
- Signs legal documents in terms of delegations
- Oversees the Annual Revenue and Capital expenditure budgets for the Departments
- Maintains and updates the register for implementation of approved projects
- Provides direct support to other Directorates through the provision of Professional services such as Land, Mapping information and Architectural services

For further enquiries regarding the above post kindly contact Sizwe Mbuyazwe 043 - 705 2706

SENIOR MANAGER: GEOMATICS – DEVELOPMENT PLANNING

TASK GRADE 15: R 437 883.86 – R 568 399.05

(Total Package: R 818 191.00 per annum subject to certain conditions with 15% Scarce Skills Allowance of basic salary is applicable)

Ref No.122/18

Requirements:

- BSc Land Surveying and Registered as a Professional Land Surveyor in terms of the Geomatics Profession Act 19 of 2013
- Five (5) years' experience of which two (2) years must be in Management

Key Performance Areas:

- Manages Geomatics projects
- Consults with professionals
- Manages staff and assets
- Carries out investigations of boundaries, ownership and restrictive conditions of properties
- Identifies training needs of staff in the Division
- Undertakes general survey investigations
- Controls the divisions revenue and capital expenditure
- Ensures that cadastral, topographic and aerial surveys are completed within set standards

- Consults with internal and external professionals and service providers
- Attends meetings and conferences and represents the Department in task team and committee meetings

For further enquiries regarding the above post kindly contact Sizwe Mbuyazwe on 043-705 2706

BUILDING INSPECTOR: ARCHITECTURE
TASK GRADE 10: R 214 976.29 – R 279 050.63
 (Total Package: R 373 192.00 per annum subject to certain conditions with 15% Scarce Skills Allowance of basic salary is applicable)
 Ref No.95/18

Requirements:

- Grade 12 **OR** NTC 3 with at least 10 years' experience in the building trade **OR**
- Qualified artisan with a Trade Diploma with 5 years' post apprenticeship experience **OR**
- Relevant National Diploma (no experience required)
- Must be able to interpret plans
- A valid code EB/B driver's License

Key Performance Areas:

- Identifies unauthorized building work within the designated area
- Ensures buildings are constructed according to the approved plans and norms and standards as laid down in the National Building Regulation
- Performs administrative duties

For further enquiries regarding the above post kindly contact Onke Mpulampula 043-705 2729

PLEASE NOTE:

PEOPLE WITH DISABILITIES ARE ENCOURAGED TO APPLY

APPLICANTS WILL NOT BE REQUIRED TO COMPLETE AN APPLICATION FORM

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 councilors 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.

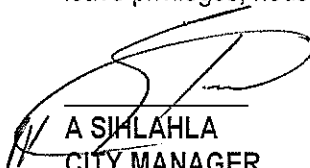
Applications can be hand delivered to the Human Resources Department, Buxton House, Buxton Street or posted to the Directorate of Corporate Services, P O Box 134, EAST LONDON, 5200.

CLOSING DATE: 13th August 2018

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



**A SIHLAHLA
CITY MANAGER**

Daily Dispatch: 30th July 2018