



**BUFFALO CITY  
METROPOLITAN MUNICIPALITY**

**(EXTERNAL CIRCULAR)**

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

**OFFICE OF THE CITY MANAGER**

**MANAGER: MUNICIPAL COURT (MIDLAND)**

**TASK GRADE 14: R 406 396.43 – R 527 515.51**

**(Total Package: R 630 739.00 per annum subject to certain conditions)**

**Ref.No.91/19**

**Requirements:**

- National Diploma in Management/Administration or equivalent qualification (NQF level 6)
- Valid driver's license
- Six (6) years relevant experience of which four (4) years should be at supervisory level

**Key Performance Areas:**

- Manages the verification and checking of correctness of court rolls
- Synchronizes all activities between all divisions to ensure co-ordination of all functions
- Maintenance planning, cash flow projections and budget control measures are implemented and maintained in accordance with policy
- Verifies and certifies payments for progress on capital projects and service contracts
- Manages the compilation of court statistics
- Assists with court policies and standards

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

**PROSECUTORS X3: MUNICIPAL COURT (MIDLAND)**  
**TASK GRADE 12: R 320 600.37 – R 416 138.72**  
**(Total Package: R 517 937.00 per annum subject to certain conditions)**  
**Ref.No.92/19**

**Requirements:**

- B Juris/LLB
- Knowledge of Municipal legislation
- Valid driver's license
- Three (3) years prosecutorial experience and two (2) years managerial experience

**Key Performance Areas:**

- Provides prosecutorial service in compliance with the prescription of the Director of Public Prosecutions and Criminal procedures act
- Ensures acceptable rate of successful prosecutions
- Prepares cases for court
- Ensures legal and related matters are negotiated, consulted and communicated to relevant stakeholders

**For further enquiries regarding the above posts kindly contact Melanie Naidoo 043 705 2750**

**CLERK OF COURTS X3: MUNICIPAL COURT (MIDLAND)**  
**TASK GRADE 11: R 271 545.40 – R 352 480.31**  
**(Total Package: R 453 442.00 per annum subject to certain conditions)**  
**Ref.No.93/19**

**Requirements:**

- Grade 12
- Four-year Legal qualification
- Valid driver's license
- Four (4) years post qualification legal experience
- Court or litigation experience would be an added advantage
- Must have excellent communication skills

**Key Performance Areas:**

- Provides support to the judiciary
- Keeps a list of all cases before the court
- Ensures proper capturing and monitoring of case records and case flow
- Ensures annotation of relevant publications, codes, acts and rules
- Attends to and executes requests from the judiciary in connection with cases and case related matters

**For further enquiries regarding the above posts kindly contact Onke Mpulampula 043 705 2729**

**ADMINISTRATIVE OFFICERS X3: MUNICIPAL COURT (MIDLAND)**  
**TASK GRADE 08: R 181 455.72 – R 235 533.54**  
**(Total Package: R 334 994.00 per annum subject to certain conditions)**  
**Ref.No.94/19**

**Requirements:**

- M+3 qualification in Administration or Finance
- Valid driver's license
- Computer literate (particularly word, powerpoint and email)
- Ability to handle conflict
- Good interpersonal skills
- Two (2) years administrative experience

**Key Performance Areas:**

- Types letters, memoranda, reports and projects of the court
- Types confidential letters and reports
- Records, types and distributes minutes of meetings
- Prioritize incoming work
- Ensures that statute books in the law library are kept up to date
- Ensures that all documents are accounted for upon return from court
- Ensures accurate revenue collection

**For further enquiries regarding the above posts kindly contact Siphe Mashalaba on 043 705 2729**

**SECRETARY TO DEPUTY HEAD MUNICIPAL COURT (MIDLAND)**  
**TASK GRADE 07: R 161 161.13 – R 209 203.87**  
**(Total Package: R 308 312.00 per annum subject to certain conditions)**  
**Ref.No.95/19**

**Requirements:**

- Grade 12
- National Diploma/Certificate in Administration (NQF level 5)
- Computer literate
- Two (2) years relevant experience

**Key Performance Areas:**

- Manages diary for the Deputy Head
- Prepares documents and presentations
- Arranges meetings
- Completes all documentation required by internal and external agencies
- Screens visitors to the office
- Attends to all queries, enquiries and complaints received by the office
- Ensures accurate revenue collection

**For further enquiries regarding the above posts kindly contact Nontembeko Lechamocho 043 705 2763**

**INTERPRETERS X2: MUNICIPAL COURT (MIDLAND)**  
**TASK GRADE 07: R 161 161.13 – R 209 203.87**  
**(Total Package: R 308 312.00 per annum subject to certain conditions)**  
**Ref.No.96/19**

**Requirements:**

- Grade 12
- Legal interpreting at NQF level 5 or relevant qualification
- Proficiency in English and two other indigenous languages
- Driver's license would be advantageous
- Four (4) years' experience in court interpreting
- Knowledge of Municipal legislation

**Key Performance Areas:**

- Renders interpretation services within Municipal courts
- Co-ordinates the administrative component of the interpretation services
- Co-ordinates the services/procurement of foreign interpreters

**For further enquiries regarding the above posts kindly contact Mnikeli December on 043 705 2778**

**RISK OFFICER - ENTERPRISE PROJECT MANAGEMENT OFFICE**  
**TASK GRADE 11: R 271 545.40 – R 352 480.31**  
**(Total Package: R 453 442.00 per annum subject to certain conditions)**  
**Ref. No.97/19**

**(2 YEAR FIXED TERM CONTRACT POST)**

**Requirements:**

- National Diploma/Degree in Internal Auditing/Risk Management or Accounting
- Must have good report writing, presentation, analytical and communication skills
- Computer literate (especially powerpoint and excel)
- Must be able to demonstrate an in depth understanding of the Enterprise Risk Management Framework, King IV report on Corporate Governance, COSO Framework, ISO 31000 and Batho Pele principles
- Valid driver's license
- Two (2) years' relevant experience in the field of auditing or risk management

**Key Performance Areas:**

- Implements the Risk Management framework in the Municipality
- Performs risk management activities (risk identification, risk assessment, facilitating development of controls) in accordance with all relevant policies, legislation and risk management guiding framework
- Facilitates and oversee the compilation of risk registers and recording of inherent unidentified risks
- Monitors the effectiveness and adequacy of existing controls
- Assists in the implementation of the fraud prevention plan

**For further enquiries regarding the above post kindly contact Bethwell Tilimeni on 043 705 2739**

**PLEASE NOTE:**

**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.

**Depending on the requirements of the post, candidates will be required to undergo a defensive driving or physical/practical test where applicable prior to the interview process.**

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: 5<sup>th</sup> June 2019**

**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.

  
**A SIHLAHLA**  
**CITY MANAGER**

**Daily Dispatch Advert: 23<sup>RD</sup> May 2019**