



**BUFFALO CITY  
METROPOLITAN MUNICIPALITY**

**(EXTERNAL CIRCULAR)**

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

**DIRECTORATE OF SPATIAL PLANNING & DEVELOPMENT**

**GEOMATICS SURVEYOR – GEOMATICS**

**TASK GRADE 13: R 384 408.04 – R 498 990.56**

**(Total Package: R 600 672.00 per annum subject to certain conditions with 15% scarce skills allowance of basic salary)**

**Ref. No.252/19**

**Requirements:**

- BSc Land Surveying **OR** BSc Geomatics
- Registration with South African Geomatics Council (SAGC) or SA Council for Professional Land Surveyor in terms of Act 19/2013 or Act 40/1985
- Valid driver's license
- Four (4) years' experience

**Key Performance Areas:**

- Undertakes Cadastral Surveys
- Undertakes Topographical, Hydrographic, precise and General Surveys
- Trains staff
- Identifies the needs for new Survey Equipment
- Ensures the safety and efficiency of instruments and vehicles

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

**DIRECTORATE OF INFRASTRUCTURE SERVICES**

**SENIOR PROCESS CONTROLLER (MIDLAND) – SANITATION**

**TASK GRADE 07: R 171 636.60 – R 222 802.12**

**(Total Package: R 327 887.00 per annum subject to certain conditions with 15% Scarce Skills Allowance of basic salary is applicable)**

**Ref.No.229/19**

**Requirements:**

- Grade 12
- N2 in Water and Wastewater treatment
- Registered as a class IV Operator with the Department of Water and Sanitation (DWS)
- Valid code B/EB driver's license
- Five (5) years supervisory experience in the related field

**Key Performance Areas:**

- Administers the daily running of the Treatment works
- Coordinates, monitors and evaluates the Technical requirements of the treatment works
- Supervises staff

**For further enquiries regarding the above post kindly contact Onke Mpulampula 043 705 2708**

**SUPERINTENDENT TREATMENT (INLAND): SANITATION**

**TASK GRADE 12: R 341 439.40 – R 443 187.74**

**(Total Package: R 545 584.00 per annum subject to certain conditions with 15% Scarce Skills Allowance of basic salary is applicable)**

**Ref. No.205/18**

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

**Requirements:**

- Matric plus N3 in Water and Wastewater treatment
- Certified as a Grade 5 Operator
- Six (6) years' experience in a supervisory position in a related field

**Key Performance Areas:**

- Supervises and operates a 17.5 ML/day treatment works inclusive of two large pump stations and associated rising mains
- Ensures that treated effluent complies with the Water Act as promulgated by the regulating authority
- Manages the operations and maintenance of the Treatment works

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

**DIRECTORATE OF CORPORATE SERVICES**

**MANAGER – DISPUTE RESOLUTION: HUMAN RESOURCES MANAGEMENT**  
**TASK GRADE 15: R 498 990.56– R 647 719.14**  
**(Total Package: R 924 658.00 per annum subject to certain conditions with 15% Scarce Skills Allowance of basic salary is applicable)**  
**Ref.No.262/19**

**Requirements:**

- Matric
- Three (3) year Diploma or Degree in Human Resources Management or relevant qualification
- Valid code B/EB driver's license
- Five (5) years or more of Employee Relations experience of which three (3) must be at supervisory level

**Key Performance Areas:**

- Manage discipline, grievances and disputes referred to external dispute resolution statutory bodies in compliance with Labour Relations Act, Collective Agreements, Policies, Practices and Procedures.
- Handles disputes referred to CCMA, Bargaining Council and Labour Court.
- Manage budget and control resources for the division.
- Conduct research, keep abreast with labour developments and provide technical advice to Senior Management on labour matters.
- Analyse trends and draft proposals on development of employee relations policies and procedures. Manage workplace strikes and facilitate resolution.
- Manage Employee Relations staff and ensure flow of communication between staff, trade union and management.
- Develop / draft / Update all Employee Relations related reports for Local Labour Forum, Council Committees, Council, LLF Sub-Committees and Top Management.

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

**APPLICATION SUPPORT PRACTITIONER – INFORMATION TECHNOLOGY AND SUPPORT**  
**TASK GRADE 12: R 341 439.40 – R 443 187.74**  
**(Total Package: R 545 584.00 per annum subject to certain conditions)**  
**Ref No.214/19**

**Requirements:**

- Diploma in Information Technology
- Valid driver's license
- Must be ITIL certified
- Must be A+ and N+ Certified
- Four (4) years' experience in application support environment

**Key Performance Areas:**

- Supports incidents and service requests for all applications and software
- Monitors performance of applications
- Responsible for application licenses

For further enquiries regarding the above post kindly contact Melanie Naidoo on 043 705 2750

**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.

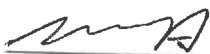
Applications can be hand delivered to the Human Resources Department, Buxton House, Buxton Street or posted to the Directorate of Corporate Services, P O Box 134, EAST LONDON, 5200.

**CLOSING DATE: 9<sup>th</sup> December 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: 26<sup>TH</sup> NOVEMBER 2019