



**BUFFALO CITY  
METROPOLITAN MUNICIPALITY**

**(EXTERNAL CIRCULAR)**

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

**NOTE: APPLICANTS WILL NOT BE REQUIRED TO COMPLETE AN APPLICATION FORM**

**DIRECTORATE OF INFRASTRUCTURE SERVICES**

**PROCESS CONTROLLERS X4 (COASTAL) – TREATMENT: SANITATION  
TASK GRADE 06: R 150 850.56 – R 195 817.08  
(Total Package: R 311 056.00 per annum subject to certain conditions)  
Ref. No. 40/20**

**Requirements:**

- N1 in water and wastewater treatment
- Registered as a Class II Operator (Process Controller)
- Valid code B/EB driver's license
- Four (4) years' experience

**Key Performance Areas:**

- Maintains records of the treatment process by filling in data request sheets
- Greases pumps and motors
- Adjusts clarifiers according to flow volumes
- Collects samples and store in refrigerator

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

**DIRECTORATE OF CORPORATE SERVICES**

**SENIOR MANAGER – EDUCATION, TRAINING DEVELOPMENT AND CAREER  
MANAGEMENT: HUMAN RESOURCES PERFORMANCE AND DEVELOPMENT  
TASK GRADE 16: R 596 916.60 – R 774 857.04**

(Total Package: R 1 096 376.00 per annum subject to certain conditions with 15% Scarce Skills  
Allowance of basic salary is applicable)

Ref. No. 84/20

(The above post is being re-advertised with amended requirements)

**Requirements:**

- Matric plus Three-year qualification in Human Resources or relevant qualification
- Skills Development Facilitation Certificate
- Valid driver's license
- Five (5) years' experience in the Training and Development environment of which two (2) years must be at a supervisory level

**Key Performance Areas:**

- Provides strategic direction on Talent Management and Retention initiatives
- Manages progression, career and succession management functions
- Ensures effective communication and governance in the Department
- Plans and prepares capital and operating budgets
- Manages the acquisition of assets

**For further enquiries regarding the above post kindly contact Mr Z Shweni on 043 705 2706**

**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 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: 16 November 2020 at 16h30**

**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.

*pp A Sihlahla*  
A SIHLAHLA  
CITY MANAGER

*29/10/2020*

Daily Dispatch Advert: 3 NOVEMBER 2020