



**BUFFALO CITY  
METROPOLITAN MUNICIPALITY**

**(EXTERNAL CIRCULAR)**

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

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

**DIRECTORATE OF CORPORATE SERVICES**

**ADMINISTRATIVE ASSISTANT – EMPLOYEE WELLBEING: HUMAN RESOURCES  
PERFORMANCE AND DEVELOPMENT  
TASK GRADE 7: R 15 196.98 PER MONTH**

**Ref.No.146/20**

**(Six-month project post)**

**Requirements:**

- Grade 12
- Computer literate
- Four (4) years safety administrative experience

**Key Performance Areas:**

- Capturing and recording of all injured on duty claims and reporting to the Department of Labour
- Typing minutes, letters, memos, agendas and appointment letters
- Collating and filing of all correspondence
- Personal protective equipment procurement for COVID-19 and distribution thereof to the relevant Departments
- Compiles relevant statistics
- Assists in the inspection of COVID compliance

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

**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: 15 October 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.**



**P. A. SIHLAHLA  
CITY MANAGER**

**Daily Dispatch Advert: 9 OCTOBER 2020**