



**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 MUNICIPAL SERVICES

GENERAL MANAGER – LIBRARIES, HALLS AND RESORTS

TASK GRADE 19: R 893 346.60 – R 1 159 638.60

(Total Package: R 1 545 778.00 per annum subject to certain conditions)

Ref.No.195/20

Requirements:

- NQF level 7 degree in Public Administration or similar
- Valid driver's license
- Eight (8) years Management experience in a similar position
- Good Project Management skills

Key Performance Areas:

- Provides strategic leadership in the Libraries, Halls and Resorts Division
- Provides strategic input into the Municipality's Integrated Development Plan (IDP)
- Implements all departmental strategic plans by setting out guidelines and procedures
- Plans and directs the Departments activities to achieve agreed targets
- Attends Top Management and Management meetings
- Ensures effective financial management and controls
- Attends to all correspondence and queries
- Develops key performance indicators and targets for the Unit

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

DIRECTORATE OF FINANCE

GENERAL MANAGER - SUPPLY CHAIN MANAGEMENT

TASK GRADE 19: R 893 346.60 – R 1 159 638.60

(Total Package: R 1 545 778.00 per annum subject to certain conditions)

Ref.No.196/20

Requirements:

- NQF level 7 degree in Supply Chain Management / Finance / Law or Equivalent
- Minimum of 7 years experience at senior and middle management level, of which at least 2 years must be at a senior management level in a related field
- Sound knowledge of supply chain management legislative and regulatory framework
- Good project management skills
- Sound knowledge of organizational and managerial processes
- National Treasury Minimum Competency Level Certificate

Key Performance Areas:

- Provide strategic leadership direction in the Supply Chain Management (SCM) unit
- Developing and reviewing of supply chain management policy, procedures and internal processes
- Risk management in the Supply Chain Management division
- Performance management of Supply Chain Management division
- Authorization of transactions as per approved SCM delegations
- Enforcement of code of conduct, ethical standards and procedures relating to SCM
- Ensuring adherence and compliance with all SCM legislative and regulatory framework
- Implementation of effective internal control systems within SCM division

For further enquiries regarding the above post kindly contact Mr Z R 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, Electricity House, Buxton Street or posted to the Directorate of Corporate Services, Human Resources Department, P O Box 134, EAST LONDON, 5200.

CLOSING DATE: 30 December 2020 at 16h00

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, 13th 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**

8/12/2020

Daily Dispatch Advert: 10 DECEMBER 2020