



**BUFFALO CITY
METROPOLITAN MUNICIPALITY**

(EXTERNAL CIRCULAR)

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

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

DIRECTORATE OF INFRASTRUCTURE SERVICES

**SENIOR PROCESS CONTROLLER - TREATMENT (MIDLAND): SANITATION
TASK GRADE 07: R 182 363.76 – R 236 727.00**

**(Total Package: R 351 458.00 per annum subject to certain conditions with 15% Scarce Skills
Allowance of basic salary is applicable)**

Ref. No.84/20

Requirements:

- Grade 12
- N2 in wastewater treatment
- Registered as a class IV Process Controller with Department of Water and Sanitation
- Valid code B/EB driver's license
- Must be prepared to work shifts
- Five (5) years' supervisory experience in a related field

Key Performance Areas:

- Conducts routine inspections of plant and equipment
- Undertakes minor repairs to pumps and equipment
- Draws up shift rosters and ensure all shifts are adequately staffed
- Coordinates, monitors and evaluates the Technical requirements of the works
- Supervises staff

For further enquiries regarding the above post kindly contact Gavin Mvandaba on 043 705 2766

DIRECTORATE OF CORPORATE SERVICES

MANAGER - COMMITTEES: ADMIN AND COUNCIL SUPPORT

TASK GRADE 12: R 362 779.32 – R 470 886.72

(Total Package: R 582 761.00 per annum subject to certain conditions)

Ref No.70/20

Requirements:

- Appropriate National Diploma
- Proficiency in English
- Computer literate
- Valid code B/EB driver's license
- Five (5) years relevant experience in Committee environment

Key Performance Areas:

- Prepares agenda and minutes for the Mayoral Committee and Council
- Ensures that recommendations/resolutions from the Metropolitan Mayoral Committee are submitted to council
- Follows up on resolutions of the Metropolitan Mayoral Committee
- Supervises Committee Secretaries
- Provides secretarial support at Metropolitan Mayoral Committee and Council meetings

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

SENIOR ADMINISTRATIVE OFFICER – TRAVEL MANAGEMENT SERVICES

TASK GRADE 08: R 205 328.40 – R 266 520.72

(Total Package: R 380 900.00 per annum subject to certain conditions)

Ref. No.86/20

Requirements:

- Diploma in Travel and Tourism
- Two (2) years relevant experience in Travel Management Services

Key Performance Areas:

- Co-ordinates the travel services by arranging airfare, accommodation, vehicle hire, international bookings as well as hiring external venues for conferences and workshops
- Liaises with different Travel Agencies that are appointed to provide Travel Management services on a rotational basis to ensure proper management of the Travel Management contract
- Ensures that Travel Agents are paid by Directorates for the services rendered
- Provides monthly and quarterly travel management reports

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

SENIOR ADMINISTRATIVE OFFICER – ADVERTISING AND TRANSLATIONS
TASK GRADE 08: R 205 328.40 – R 266 520.72
(Total Package: R 380 900.00 per annum subject to certain conditions)
Ref. No.87/20

Requirements:

- Matric plus three-year qualification (Preferably Diploma in Public Administration)
- Computer literate
- Three (3) years' experience in Advertising and Xhosa translation

Key Performance Areas:

- Advertises statutory notices, contracts, tenders and vacancies in newspapers
- Advertises notices in the Provincial Gazette
- Translates documents from Xhosa to English and vice versa
- Receives requests for street collections and prepare letters of acceptance for them
- Co-ordinates Departmental statistical reports

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

MUNICIPAL SERVICES

DISTRICT OFFICER (COASTAL): PARKS
TASK GRADE 12: R 362 779.32 – R 470 886.72
(Total Package: R 582 761.00 per annum subject to certain conditions)
Ref.No.56/20

Requirements:

- National Diploma in Horticulture or equivalent
- Valid code B/EB
- Five (5) years' relevant experience

Key performance areas:

- Plans and compiles all District finance, capital, revenue, rural development projects and provincial project plan funds
- Plans short- and long-term environmental projects
- Organizes and co-ordinates all district administration
- Coordinates/controls contract work by compiling tender documents and conducts onsite inspections

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

DIRECTORATE OF HEALTH, PUBLIC SAFETY & EMERGENCY SERVICES

**LAW ENFORCEMENT OFFICERS X2 (GRADE 3) – LAW ENFORCEMENT
TASK GRADE 07: R 182 363.76 – R 236 727.00
(Total Package: R 351 458.00 per annum subject to certain conditions)
Ref.No.101/20**

Requirements:

- Grade 12
- Traffic/Metro Police college diploma
- Valid code B/EB driver's license
- Physically fit
- No criminal record
- One (1) years' Traffic or Metro police training college experience

Key Performance Areas:

- Maintains law and order for the entire Buffalo City
- Ensures public safety by carrying out and responding to complaints from the public both written complaints and complaints dispatched by the control room and performs control room duties by answering telephone calls, dispatching members per two-way radio
- Attends to court proceedings to give evidence as witness in relation to arrests made in his or her presence
- Physically maintains law and order by carrying out raids on Council property and apprehends perpetrators
- Provides police visibility and public safety in terms of protest marches, gatherings and picketing

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

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.

Candidates will be required to undergo a defensive driving or physical/practical test where applicable.

Buffalo City Metropolitan Municipality reserves the right not to fill any or all of the positions advertised at the sole discretion of Council.

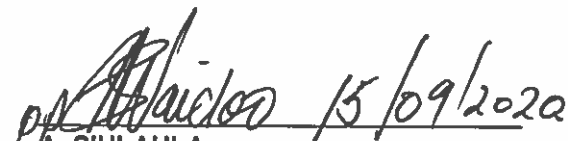
Applications can be hand delivered to the Human Resources Department, Buxton House, Buxton Street or posted to the Directorate of Corporate Services, P O Box 134, EAST LONDON, 5200.

CLOSING DATE: 7 October 2020

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

Daily Dispatch Advert: 17 September 2020