



**BUFFALO CITY
METROPOLITAN MUNICIPALITY**

(EXTERNAL CIRCULAR)

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

DIRECTORATE OF CORPORATE SERVICES

GENERAL MANAGER – HUMAN RESOURCES MANAGEMENT

TASK GRADE 19: R 840 796.83 – R 1 091 424.68

(Total Package: R 1 451 953.00 per annum subject to certain conditions)

Ref.No.81/20

Requirements:

- Matric plus Three-year (3) qualification in relevant field
- Postgraduate qualification in HR, Law or Management
- Valid code B/EB driver's license
- Ten (10) years relevant experience in the Human Resources field such as Recruitment and Selection, Labour Relations (incl. disputes, negotiations etc) Organizational Design and Development, Employee Planning, Maintenance of staff budget, Remuneration and Benefits and Job Evaluation

Key Performance Areas:

- Provides strategic input into the Municipality's Integrated Development Plan (IDP)
- Develops strategies and policies regarding relevant Human Resources matters
- Implements all strategic HRM related plans and policies
- 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 A.S. Naidoo on 043 705 1891

Applications can be hand delivered to the Directorate of Corporate Services, 9th Floor, Trust Bank Building, Corner of North and Oxford Street or emailed to Angelal@buffalocity.gov.za

DIRECTORATE OF ECONOMIC DEVELOPMENT AND AGENCIES

GENERAL MANAGER: FRESH PRODUCE MARKET

TASK GRADE 19: R 840 796.83 – R 1 091 424.68

(Total Package: R 1 451 953.00 per annum subject to certain conditions)

Ref.No.82/20

Requirements:

- Bachelors Degree in Commerce/Business Studies or related field
- Post graduate in Commerce/Business Studies
- Five (5) years senior level experience in a Business Environment

Key Performance Areas:

- Initiates, develops and implements policies and procedures within compliance with statutory provisions
- Develops Strategies and Business Cases to improve efficiencies and attract new business or investment for long-term sustainability of the Fresh Produce Market.
- Reports through the Head of Directorate to the relevant Structures, Council and Committees on all matters concerning the Fresh Produce Market
- Supervises and controls an independent Financial record system by regular verification and checking of information to maintain accurate Financial records
- Ensures compliance with the Codes of Best Practice issued by DAFF
- Solicits support from Producers by attending farmers days/ meetings and informing of procedures, facilities, etc. to increase market revenue
- Assesses new developments and methods deployed in the industry and undertakes benchmarking as and when necessary

For further enquiries regarding the above post kindly contact Sizwe Mbuyazwe on 043 705 2706

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Applications can be hand delivered to the Human Resources Department, Buxton House, Buxton Street or emailed to Melanien@buffalocity.gov.za

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.

CLOSING DATE: 29 May 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: 18 MAY 2020