



**BUFFALO CITY
METROPOLITAN MUNICIPALITY**

(EXTERNAL CIRCULAR)

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

DIRECTORATE OF ECONOMIC DEVELOPMENT AND AGENCIES

SENIOR MANAGER – ENTERPRISE DEVELOPMENT: ECONOMIC DEVELOPMENT & AGENCIES

TASK GRADE 15: R 498 990.56– R 647 719.14

(Total Package: R 924 658.00 per annum subject to certain conditions

Ref.No.4/20

Requirements:

- Degree/Diploma in Small Business Management OR Bachelor of Commerce
- Valid driver's license
- Computer literate
- Three (3) years' Management experience with extensive experience in entrepreneurship promotion, SMME development and project management experience

Key Performance Areas:

- Supports growth and development of SMME's, Co-operatives and informal traders within the City
- Facilitates access to markets for enterprises by identifying SMME's to participate in exhibition platforms
- Identifies and exploits opportunities for strategic networking and stakeholder engagement with key strategic institutions that are in the same space
- Provides regular feedback to staff on their performance and takes appropriate action where necessary
- Ensures effective and efficient financial management
- Participates in all stakeholder forums that are organised Provincially and Nationally
- Facilitates research on best practises for supporting the SMME's
- Prepares reports to Council on a quarterly basis

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

DIRECTORATE OF INFRASTRUCTURE SERVICES

SENIOR TECHNICIAN - DISTRIBUTION (COASTAL) – WATER SUPPLY SERVICES

TASK GRADE 14: R 432 812.20 – R 561 804.02

(Total Package: R 662 729.00 per annum subject to certain conditions with 15% Scarce Skills

Allowance of basic salary is applicable)

Ref. No.18/20

Requirements:

- Intermediate Diploma – Civil (T2) **OR** Recognized three-year qualification
- Good Communication skills
- Valid driver's license
- Five (5) years relevant hands on, supervisory and managerial experience in the maintenance of water infrastructure particularly distribution networks, reservoirs and pump stations

Key Performance Areas:

- Manages the construction, metering and maintenance section of the water branches distribution section
- Manages staff and vehicles in the section
- Ensures effective and efficient installation and maintenance of water mains, service reservoirs, allied fittings and plant throughout the Buffalo City area
- Ensures the provision of potable water supply in adequate quantity, pressure and quality to consumers

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

DIRECTORATE OF HEALTH, PUBLIC SAFETY & EMERGENCY SERVICES

SECURITY GUARDS X6: LAW ENFORCEMENT

TASK GRADE 04: R 109 931.02 – R 138 655.04

(Total Package: R 248 485.00 per annum subject to certain conditions)

Ref. No.30/20

Requirements:

- Grade 12
- Grade C Security Certificate
- PSIRA registered Certificate
- No criminal record
- Three (3) years military/law enforcement or police experience

Key Performance Areas:

- Ensure safety and security of buildings, assets and staff by monitoring entrances and maintaining a visitor's register
- Operates the access gate by stopping the vehicle and allowing it to enter when necessary to ensure free flow of traffic in and out of site
- Ensuring the unauthorised persons are not permitted to enter the restricted areas

- Using various detection methods, conducting checks and or searches to prevent or reduce theft from premises
- Performs escort duties of both visitors and employees at the sites where there is a need

For further enquiries regarding the above post kindly contact Nontembeko Lechamocho on 043 705 2763

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.

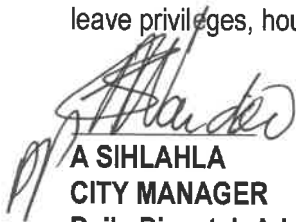
Applications can be hand delivered to the Human Resources Department, Buxton House, Buxton Street or posted to the Directorate of Corporate Services, P O Box 134, EAST LONDON, 5200.

CLOSING DATE: 7 February 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
22/01/2020
Daily Dispatch Advert: 24 JANUARY 2020