



**BUFFALO CITY
METROPOLITAN MUNICIPALITY**

(EXTERNAL CIRCULAR)

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

DIRECTORATE OF MUNICIPAL SERVICES

SUPERINTENDENT (MIDLAND) – SPORTS FACILITIES

TASK GRADE 11: R 289 195.85 – R 375 391.53

(Total Package: R 478 605.00 per annum subject to certain conditions)

Ref. No.9/20

Requirements:

- Grade 12
- NQF level 6 in Sports Management
- Computer literate
- Knowledge of Financial Management
- Valid code B/EB driver's license
- Five (5) years Sport Management experience

Key Performance Areas:

- Monitors and supervises the duties and responsibilities of all subordinates
- Directs effective use of vehicles and equipment
- Verifies cash receipt records
- Maintains diary of sports fields bookings
- Enforces sports fields rules and regulations

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

DIRECTORATE OF INFRASTRUCTURE SERVICES

ARTISAN DRAINLAYER - CONVEYANCE (INLAND): SANITATION

TASK GRADE 09: R 217 581.83 – R 282 422.60

(Total Package: R 386 791.00 per annum subject to certain conditions with 15% scarce skills allowance of basic salary)

Ref.No.25/20

Requirements:

- Apprenticeship in bricklaying or plumbing and passed a recognized Trade Test
- Valid code C1 driver's license and PDP
- Three (3) years' experience

Key Performance Areas:

- Construction of manholes, inspection chambers and other masonry work
- Maintenance and repairs of sewer mains
- Supervision of staff
- Clear Chokes/Blockages
- Perform administration duties

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

DIRECTORATE OF CORPORATE SERVICES

MANAGER – DISPUTE RESOLUTION: HUMAN RESOURCES MANAGEMENT

TASK GRADE 15: R 498 990.56– R 647 719.14

(Total Package: R 924 658.00 per annum subject to certain conditions with 15% Scarce Skills Allowance of basic salary is applicable)

Ref.No.262/19

(The above post is being re-advertised. Applicants who previously applied need not re-apply)

Requirements:

- Matric
- Three (3) year Diploma or Degree in Human Resources Management or relevant qualification
- Valid code B/EB driver's license
- Five (5) years or more of Employee Relations experience of which three (3) must be at supervisory level

Key Performance Areas:

- Manage discipline, grievances and disputes referred to external dispute resolution statutory bodies in compliance with Labour Relations Act, Collective Agreements, Policies, Practices and Procedures.
- Handles disputes referred to CCMA, Bargaining Council and Labour Court.
- Manage budget and control resources for the division.
- Conduct research, keep abreast with labour developments and provide technical advice to Senior Management on labour matters.
- Analyse trends and draft proposals on development of employee relations policies and procedures. Manage workplace strikes and facilitate resolution.

- Manage Employee Relations staff and ensure flow of communication between staff, trade union and management.
- Develop / draft / Update all Employee Relations related reports for Local Labour Forum, Council Committees, Council, LLF Sub-Committees and Top Management.

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

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.

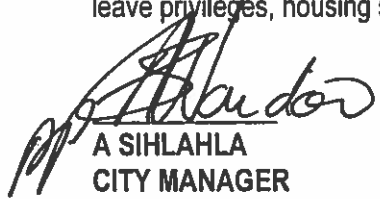
Applications can be hand delivered to the Human Resources Department, Buxton House, Buxton Street or posted to the Directorate of Corporate Services, P O Box 134, EAST LONDON, 5200.

CLOSING DATE: 6 March 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: 25 FEBRUARY 2020
 19/02/2020