



**BUFFALO CITY
METROPOLITAN MUNICIPALITY**

(EXTERNAL CIRCULAR)

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

DIRECTORATE OF INFRASTRUCTURE SERVICES

PROCESS CONTROLLERS X2 (INLAND): WATER SUPPLY SERVICES

TASK GRADE 06: R 150 850.56 – R 195 817.08

(Total Package: R 311 056.00 per annum subject to certain conditions with 15% Scarce Skills

Allowance of basic salary is applicable)

Ref. No.64/20

Requirements:

- Grade 12 OR N2 water treatment or water care certificate (NQF level 2)
- Registered as a class 1 operator with Water Affairs
- Valid code B/EB driver's license
- Must be prepared to work shifts
- First Aid Certificate
- Computer literate
- Five (5) years' experience in a recognized water treatment plant

Key Performance Areas:

- Fills in logistical data on registers
- Maintains records of the storage and pumping processes
- Monitors the outlying reservoirs by recording the levels
- Supervises staff
- Controls treatment processes

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

TEAM LEADER – BRIDAL DRIFT DAM (MIDLAND): WATER SUPPLY SERVICES
TASK GRADE 05: R 127 771.32 – R 165 862.44
(Total Package: R 281 333.00 per annum subject to certain conditions)
Ref. No.67/20

Requirements:

- Grade 8
- Valid code B/EB driver's license
- Physically fit
- Five (5) years' supervisory experience in the water or related industry

Key Performance Areas:

- Supervises staff
- Conducts onsite inspections
- Operates and maintains plant, equipment and valves

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

DIRECTORATE OF CORPORATE SERVICES

SENIOR MANAGER – EDUCATION, TRAINING DEVELOPMENT AND CAREER MANAGEMENT:
HUMAN RESOURCES PERFORMANCE AND DEVELOPMENT
TASK GRADE 16: R 596 916.60 – R 774 857.04
(Total Package: R 1 096 376.00 per annum subject to certain conditions with 15% Scarce Skills
Allowance of basic salary is applicable)
Ref. No.85/20

Requirements:

- Relevant National Qualifications Framework (NQF) Level 8 qualification
- Occupationally Directed Education Training and Development Practitioner (ODETDP) certificate
- Skills Development Facilitator (SDF) Certificate
- Valid driver's license
- Six (6) years' experience as a Training Practitioner with two (2) years at a Training Coordinator level

Key Performance Areas:

- Provides strategic direction on Talent Management and Retention initiatives
- Manages progression, career and succession management functions
- Ensures effective communication and governance in the Department
- Plans and prepares capital and operating budgets
- Manages the acquisition of assets

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

SECRETARY TO GENERAL MANAGER: CORPORATE SUPPORT SERVICES
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.33/20

Requirements:

- Grade 12 plus Secretarial Certificate
- Computer literate
- Five (5) years' experience

Key Performance Areas:

- Maintains diary of the GM
- Attends to telephonic calls and visitors to the office
- Collates outstanding matters requiring the attention of the GM
- Attends to all queries, enquiries and complaints addressed to the GM's office
- Prepares weekly institutional diary

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

DIRECTORATE OF HEALTH, PUBLIC SAFETY AND EMERGENCY SERVICES

SENIOR MANAGER – MUNICIPAL HEALTH SERVICES (ALL REGIONS)
TASK GRADE 16: R 596 916.60 – R 774 857.04
(Total Package: R 1 096 376.00 per annum subject to certain conditions)
Ref.No.93/20

Requirements:

- B Tech in Public/Environmental Health/BSc in Environmental Health
- Registered with the Health Professional Council of South Africa as an Environmental Health Practitioner or equivalent health related body
- Valid code B/EB driver's license
- Eight (8) years' experience in the Environmental Health Services Management field of which four (4) years should be in a supervisory/management position

Key Performance Areas:

- Identifies and analyses the immediate, short- and long-term objectives of the Environmental Health section
- Manages human resource issues in the Department
- Manages the finance, budget, equipment and assets relevant to the Department
- Ensures community and stakeholder participation and inter-sectoral collaboration related to Municipal Health Services

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

TRAFFIC OFFICERS X6 (X4 COASTAL & X2 INLAND): TRAFFIC SERVICES
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.99/20

Requirements:

- Grade 12
- Traffic Officer's Diploma issued by an accredited traffic training facility.
- Minimum valid category EB/B Driving License
- Eligible to be registered as a traffic officer in terms of the NRTA (Act 93 of 1996)
- No criminal record.
- Physically fit

Key Performance Areas:

- Ensures that visible law enforcement is carried out
- Carries out law enforcement functions
- Carries out general crime prevention duties

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

DIRECTORATE OF FINANCIAL SERVICES

MANAGER – VALUATIONS: REVENUE MANAGEMENT
TASK GRADE 15: R 530 177.28 – R 688 201.44
(Total Package: R 985 527.00 per annum subject to certain conditions with 15% Scarce Skills
Allowance of basic salary is applicable)
Ref. No.106/20

Requirements:

- National Diploma in Real Estate- Property Valuations
- Registered with South African Council of Valuers as a Professional Valuer/Associate Valuer
- Valid and unendorsed driver's license
- Eight (8) years' relevant experience of which at least two (2) years must be at middle management level

Key Performance Areas:

- Value all properties in the Municipal boundaries in terms of Section 30(2) of the Municipal Property Rates Act
- Prepares a valuation roll of all properties in the Metro
- Signs and certifies the valuation roll
- Submits the valuation roll to the City Manager within a prescribed period
- Considers and decides on objections to the valuation roll
- Attends meetings of the appeal board

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

DIRECTORATE OF SPATIAL PLANNING AND DEVELOPMENT

GENERAL MANAGER – PROPERTY MANAGEMENT

TASK GRADE 19: R 893 346.60 – R 1 15 638.60

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

Ref. No.112/20

Requirements:

- Bachelor's degree/Diploma in Built Environment OR Property Development and Management OR Real Estate OR LLB
- Certificate in Municipal Finance Management
- Valid code B/EB driver's license
- Eight (8) years' relevant experience of which four (4) years must have been at Senior Management and a minimum of two (2) years in a Municipal or other sphere of Government

Key Performance Areas:

- Manages, supervises, coordinates and controls the implementation and completion of all projects undertaken by the Property Management Department
- Ensures overall responsibility for the management of the Property Management Department in relation to procurement processes and Supply Chain regulations
- Prepares the annual budgets, scheduling expenditure both operating and capital, analysing variances and initiating corrective action
- Develops policies and standard operating procedures for the Department
- Ensures that properties are maintained and secured to accomplish financial objectives by collecting rental

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

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.

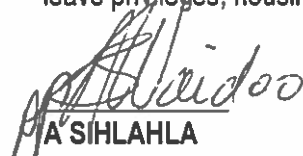
Applications can be hand delivered to the Human Resources Department, Buxton House, Buxton Street or posted to the Directorate of Corporate Services, P O Box 134, EAST LONDON, 5200.

CLOSING DATE: 19 August 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
24/07/2020

Daily Dispatch Advert: 29 JULY 2020