



**BUFFALO CITY  
METROPOLITAN MUNICIPALITY**

**(EXTERNAL CIRCULAR)**

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

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

**DIRECTORATE OF INFRASTRUCTURE SERVICES**

**HANDYMAN (COASTAL) - CONSTRUCTION: ROADS, PIU AND CONSTRUCTION**

**TASK GRADE 7: R 182 363.76 – R 236 727.00**

**(Total Package: R 351 458.00 per annum subject to certain conditions)**

**Ref. No. 102/21**

**Requirements:**

- NQF level 3 in brickwork/masonry or equivalent
- Valid code C1 driver's license with PDP
- Two (2) years' relevant experience in Civil Engineering Construction field

**Key Performance Areas:**

- Supervises staff and related construction plant
- Performs works related to the construction and repair of all road related infrastructure
- Produces masonry works and other structures related to road infrastructure
- Gives personal input in the construction of masonry work

**DIRECTORATE OF HEALTH, PUBLIC SAFETY AND EMERGENCY SERVICES**

**DRIVING LICENSE EXAMINER (COASTAL & MIDLAND): TRAFFIC SERVICES**

**TASK GRADE 10: R 260 286.96 – R 337 866.48**

**(Total Package: R 451 360.00 per annum subject to certain conditions with 15% scarce skills allowance of basic salary)**

**Ref No. 136/20**

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

**Requirements:**

- Grade 12
- Examiner of Driver's license Diploma – Grade A
- Eligible to be registered with the Department of Transport as an Examiner
- Code A and EC driver's license
- Two (2) years' relevant experience

**Key Performance Areas:**

- Evaluate applicants for Learner's/ Driving License tests as required by the National Road Traffic Act 93/1998
- Evaluates the competency of Municipal drivers to drive a Municipal vehicle
- Tests applicants for Instructors Certificate by evaluating them in theory and practical to ascertain their ability to instruct other learners
- Tests applicant's eyes on the prescribed eye testing machines for all applications

**DIRECTORATE OF FINANCIAL SERVICES**

**SUPERVISOR - PROPERTY TAX ADMINISTRATION: REVENUE MANAGEMENT**

**TASK GRADE 8: R 205 328.40 – 266 520.72**

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

**Ref.No.67/21**

**Requirements:**

- Matric or NQF Level 4 Qualification and computer skills
- Three (3) years supervisory experience incorporating information communication technology and administration skills

**Key Performance Areas:**

- Checks all documents required for creating stands before allocating to the rates maintenance officers
- Allocates the monthly supplementary valuation roll to the rates maintenance officers
- Checks if all the properties on the roll have been adjusted
- Checks and signs all the journals done by the staff before authorization

**DIRECTORATE OF SOLID WASTE AND ENVIRONMENTAL MANAGEMENT**

**SECRETARY TO THE GENERAL MANAGER - SOLID WASTE MANAGEMENT**

**TASK GRADE 6: R 150 850.56 – R 195 817.08**

**(Total Package: R 311 056.00 per annum subject to certain conditions)**

**Ref. No. 110/21**

**Requirements:**

- Grade 12 or any recognized equivalent qualification
- Computer literate
- Five (5) years' experience in a similar position

**Key Performance Areas:**

- Maintains the diary of the GM
- Arranges all travel and accommodation for 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
- Takes minutes at various meetings of the GM

**PLEASE NOTE:**

**Enquiries regarding the above posts can be made to Mr Z.R. Shweni on 043 705 2706 or Ms M. Naidoo on 043 705 2750**

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: 16 August 2021 at 16:30**

**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 (28) days of the closing date, they may regard themselves as having been unsuccessful.**

Benefits include subsidized pension, 13<sup>th</sup> 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

28/07/2021

Daily Dispatch Advert: 2 AUGUST 2021