



**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

OFFICE OF THE CITY MANAGER

**SENIOR SECRETARY: HEAD ENTERPRISE PROJECT MANAGEMENT
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. 71/20
(2-year contract post)**

Requirements:

- Grade 12
- Secretarial Diploma would be advantageous
- Computer Literate (typing speed 50 wpm)
- Valid code B/EB driver's license
- Six (6) years' experience in Secretarial field

Key Performance Areas:

- Maintains diary of the Head: EP MO
- Types reports, letters, minutes, and memoranda as directed by the Head: EP MO
- Co-ordinates meetings, appointments, and workshops as directed by the Head: EP MO
- Attends to telephonic calls and visitors to the office and as directed by the Head: EP MO
- Always maintains strict level of confidentiality and discretion.
- Maximizes the Head EP MO's time for strategic and urgent issues.
- Arranges travel and accommodation for Head: EP MO
- Performs any other general office duties and personally assists the office of Head: EP MO

AUDIT ASSISTANT – INTERNAL AUDIT
TASK GRADE 10: R 260 286.96 – R 337 866.48
(Total Package: R 451 360.00 per annum subject to certain conditions)
Ref.No.70/21

Requirements:

- Grade 12
- Three (3) years' experience related to auditing/accounting

Key Performance Areas:

- Performs site audit work set out in the audit program
- Assists officials with advice on various matters through reference to policies and procedures
- Conducts audit work on the Municipality's Performance Management System
- Undertakes special investigations when required
- Assists with the provision of internal consultancy services
- Maintains documentation of audits by establishing sufficient and appropriate audit evidence

DIRECTORATE OF SPORTS, RECREATION AND COMMUNITY DEVELOPMENT
TLB OPERATOR (COASTAL) – CEMETERIES & CREMATORIA: PARKS CEMETERIES AND
CREMATORIA
TASK GRADE 06: R 150 850.56 – R 195 817.08
(Total Package: R 311 056.00 per annum subject to certain conditions)
Ref. No. 168/20

Requirements:

- Grade 8
- Valid code C1 driver's license with PDP
- Valid competency certification in operating TLB
- Competent in driving tractor, loader, back actor and roller
- Two (2) years relevant experience

Key Performance Areas:

- Transports personnel to and from work sites
- Transports all goods and materials to and from the workplaces
- Operates the construction plant on site and public roads
- Inspects and examines vehicles

DIRECTORATE OF SOLID WASTE AND ENVIRONMENTAL MANAGEMENT

OFFICE MANAGER – SOLID WASTE AND ENVIRONMENTAL MANAGEMENT

TASK GRADE 14: R 459 862.68 – R 596 916.60

(Total Package: R 707 228.00 per annum subject to certain conditions)

Ref.No.76/21

Requirements:

- Degree in Public Administration or relevant qualification
- Certificate in Municipal Finance and Supply Chain Management (CPMD) would be an added advantage
- Five (5) years relevant experience of which three (3) years must be in a middle management

Key performance areas:

- Provides strategic support to the HOD: SW and EM
- Manages and co-ordinates all administrative tasks within HOD's Office
- Manages the day to day operations of the HOD's Office
- Compiles and coordinates reports
- Prepares and drafts IDP and budget inputs for the Directorate
- Monitors and ensures the implementation of all Council resolutions

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: 15 July 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, 13th cheque, medical aid and group life assurance schemes, generous leave privileges, housing subsidy and assistance towards removal expenses subject to certain conditions.


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CITY MANAGER
1/07/2021
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Daily Dispatch Advert: 2 JULY 2021