



**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

**QUALITY ASSURANCE PRACTITIONER: RISK OFFICER- ENTERPRISE PROJECT
MANAGEMENT OFFICE**

TASK GRADE 11: R 307 270.44 – R 398 853.36

(Total Package: R 511 596.00 per annum subject to certain conditions)

Ref. No. 119/21

(2 YEAR FIXED TERM CONTRACT POST)

Requirements:

- National Diploma/Degree in Internal Auditing/Risk Management with specialization in Audit and/or Risk Management
- Computer literate (especially powerpoint and excel)
- Valid driver's license
- Two (2) years' audit/quality assurance/risk management experience
- Audit experience may comprise of either external, internal or a combination of both

Key Performance Areas:

- Research and advise on best suitable strategies to improve the City's operations and consequently improving service delivery
- Ensures adherence and compliance to institutional policies and legal prescripts
- Work with relevant Departments to consolidate data on standards not attained and assist in the development of suitable strategies to address the shortfalls
- Implements the Risk Management framework in the Municipality
- Performs risk management activities (risk identification, risk assessment, facilitating development of controls/mitigation action plans, review and analyze effectiveness of existing controls) in accordance with all relevant policies, legislation and risk management guiding frameworks
- Facilitates and oversee the compilation of risk registers and recording and inherent unidentified risks
- Monitors the effectiveness and adequacy of existing controls
- Assists in the implementation of the fraud prevention plan

DIRECTORATE OF CORPORATE SERVICES
DATABASE ADMINISTRATOR: ICT
TASK GRADE 11: R 307 270.44 – R 398 853.36
(Total Package: R 511 596.00 per annum subject to certain conditions)
Ref No. 123/21

Requirements:

- Diploma in Information Technology
- Five (5) years' experience in Database administration

Key Performance Areas:

- Design, create, modify and implement database
- Monitors database
- Researches and reviews database
- Reports to Business Support Co-ordinator and files all business analysis documentation

DIRECTORATE OF SPATIAL PLANNING AND DEVELOPMENT

MANAGER – GEOMATICS: DEVELOPMENT PLANNING
TASK GRADE 14: R 459 862.68 – R 596 916.60
(Total Package: R 707 228.00 per annum subject to certain conditions with 15% Scarce Skills Allowance of basic salary is applicable)
Ref No. 141/21

Requirements:

- BSc Land Surveying or Geomatics
- Registered with the South African Geomatics Council (SAGC) (formerly PLATO) as a Professional Land Surveyor in terms of Act 40/1984 or Geomatics Professional in terms of Act 19/2013
- Four (4) years' experience

Key Performance Areas:

- Manages Survey projects
- Prepares cost and time estimates
- Carries out cadastral and topographic surveys and aerial surveys for city wide mapping
- Carries out investigations of boundaries, ownership and restrictive conditions of properties
- Consults with internal and external professionals and service providers
- Attends meetings and conferences
- Manages staff and assets

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: 17 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, 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
28/07/2021
Daily Dispatch Advert: 3 AUGUST 2021