



**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 CORPORATE SERVICES**

**ELECTRONIC DOCUMENT MANAGEMENT SYSTEM (EDMS) ADMINISTRATOR – RECORDS  
AND DECISION TRACKING: CORPORATE SUPPORT SERVICES**

**TASK GRADE 10: R 269 397.00 – R 349 691.81**

**(Total Package: R 464 748.00 per annum subject to certain conditions)**

**Ref. No. 173/21**

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

**Requirements:**

- National Diploma in Information Technology or any other relevant Document Management qualification
- Three (3) years Document Management experience

**Key Performance Areas:**

- Provides training to councilors, traditional leaders and officials of the metro on the usage of the EDMS
- Advises Departments on the procurement of scanners or any other data capture that will enable them to optimally digitize documents into the EDMS
- Conducts needs analysis and assessments to identify document management requirements of Departments that need to implement electronic records management
- Co-ordinates and controls processes and procedures associated with maintenance and monitoring of all five EDMS servers
- Ensures that each type of Council record is stored in officially designated cabinet in the EDMS

**OFFICE OF THE CITY MANAGER**  
**RISK OFFICER - RISK MANAGEMENT**  
**TASK GRADE 11: R 318 024.91 – R 412 813.23**  
**(Total Package: R 527 092.00 per annum subject to certain conditions)**  
**Ref. No. 178/21**

**Requirements:**

- National Diploma/Degree in Internal Auditing/Risk Management or Accounting with specialization in Audit and/or Risk Management
- Computer literate
- Valid driver's license
- Two (2) years' Audit/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

**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.


**No emailed applications will be accepted.**

**CLOSING DATE: 7 December 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.

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CITY MANAGER  
19/11/2021  
Daily Dispatch Advert: 24 NOVEMBER 2021