



**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 HEALTH, PUBLIC SAFETY AND EMERGENCY SERVICES**

**DRIVING LICENSE EXAMINERS X 3 (COASTAL): 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**

**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

**TRAFFIC OFFICER (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. 4/21**

**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

**DIRECTORATE OF MUNICIPAL SERVICES**

**SECTION CURATOR - ZOO: MARINE AND ZOOLOGICAL SERVICES**  
**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. 178/20**

**Requirements:**

- National Diploma (Conservation) OR BSc (Zoology)
- Valid code B/EB driver's license
- Firearm competency certificate
- Three (3) years in a captive husbandry environment

**Key Performance Areas:**

- Conducts mandatory daily animal check and inspections
- Curating of Exhibits
- Oversee behavioral enrichment programs
- Euthanizing animals donated to the zoo
- Controls the zoo firearms and ammunition
- Manages the zoo in the absence of the Zoo Manager
- Implement operational plans for the zoo
- Attends to zoo emergencies

**LIFEGUARD – BEACHES: SPORTS AND RECREATION FACILITIES**  
**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. 179/20**

**Requirements:**

- Grade 10
- SPA certificate/Lifeguard award
- Valid retest certificate
- Must be physically fit
- One (1) years' relevant lifesaving experience

**Key performance areas:**

- Rescues drowning persons
- Patrols City beaches by checking local conditions of beaches
- Renders first aid to the injured by dealing with necessary injuries
- Operates rescue equipment including inflatable boat

**DIRECTORATE OF CORPORATE SERVICES**

**SERVER COORDINATOR: ICT**  
**TASK GRADE 13: R 408 433.32 – R 530 177.28**  
**(Total Package: R 641 292.00 per annum subject to certain conditions)**  
**Ref. No. 190/20**

**Requirements:**

- National Diploma in Information Technology
- Six (6) years IT experience

**Key Performance Areas:**

- Coordinates and support IT server, storage and data center infrastructure
- Ongoing supervision and oversight of server, storage and data center administrators
- Consolidates and submits reports
- Reports on all projects currently running and future projects which are server related

**DATA CAPTURER - ADMINISTRATIVE AND COUNCIL SUPPORT: ORGANISATIONAL SUPPORT**  
**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. 20/21**

**Requirements:**

- Grade 12 with typing as a subject
- Must be able to type 35 words per minute
- Computer literacy with Microsoft Word

**Key Performance Areas:**

- Provides a typing service in respect of agendas, minutes, reports and general correspondence
- Dictaphone typing

**DIRECTORATE OF INFRASTRUCTURE SERVICES**

**SENIOR MANAGER – ROADS AND STORMWATER: CONSTRUCTION, ROADS AND PROJECTS**  
**TASK GRADE 17: R 721 639.80 – R 936 754.68**  
**(Total Package: R 1 277 479.00 per annum subject to certain conditions)**  
**Ref.No. 33/21**

**Requirements:**

- B. Sc in Engineering or NQF level 7 equivalent qualification and registered as a Professional Engineer with the Engineering Council of South Africa (ECSA) plus eight (8) years management experience in Roads Maintenance and Construction **OR**
- B Tech in Engineering with ten (10) years roads related experience and registration as a Professional Technologist with (ECSA) **OR**
- NHD (T4) Engineering with fifteen (15) years roads related experience of which five (5) should be in a Senior Management position and registration as a Professional Technologist with the (ECSA)

**Key Performance Areas:**

- Setting up and maintenance of effective controls and monitoring systems for the departmental infrastructure assets and continuous review thereof
- Evaluation, monitoring and review of key performance indicators measured against outcomes detailed in the departmental SDBIP
- Monitors and coordinates activities within the road reserves to exercise control and preserve the roads network
- Compiles the annual capital and operational budgets for approval
- Ensures compliance with all relevant legislation

**SENIOR PROCESS CONTROLLER (INLAND) - BULK: WATER SUPPLY  
TASK GRADE 07: R 182 363.76 – R 236 727.00**

**(Total Package: R 351 458.00 per annum subject to certain conditions with 15% scarce skills allowance)  
Ref. No.171/20**

**Requirements:**

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

**Key Performance Areas:**

- Maintains records of the treatment processes
- Monitors the outlying reservoirs across the city
- Controls treatments process during shift
- Supervises staff

**SENIOR PROCESS CONTROLLER - TREATMENT (INLAND): SANITATION  
TASK GRADE 07: R 182 363.76 – R 236 727.00**

**(Total Package: R 351 458.00 per annum subject to certain conditions with 15% Scarce Skills Allowance of basic salary is applicable)  
Ref. No. 35/21**

**Requirements:**

- Grade 12
- N2 in wastewater treatment
- Registered as a class IV Process Controller with Department of Water and Sanitation
- Valid code B/EB driver's license
- Must be prepared to work shifts
- Five (5) years' supervisory experience in a related field

**Key Performance Areas:**

- Conducts routine inspections of plant and equipment
- Undertakes minor repairs to pumps and equipment
- Draws up shift rosters and ensure all shifts are adequately staffed
- Coordinates, monitors and evaluates the Technical requirements of the works
- Supervises staff

**CHEMICAL TECHNICIAN – ANALYTICAL SERVICES: WATER, SANITATION & SCIENTIFIC SERVICES**

**TASK GRADE 11: R 307 270.44 – R 398 853.36**

**(Total Package: R 511 596.00 per annum subject to certain conditions with 15% Scarce Skills Allowance of basic salary is applicable)**

**Ref. No. 37/21**

**Requirements:**

- BSc in Chemistry OR National Diploma in Analytical Chemistry
- Valid code B/EB driver's license and own transport
- Three (3) years' relevant post qualification experience

**Key Performance Areas:**

- Maintains chemistry laboratory infrastructure
- Performs physical and chemical analysis on samples
- Carries out various non routine investigations
- Promotes safe, on site storage of chemicals, reagents and glassware and disposal thereof
- Implements requirements of laboratory's quality management system based on ISO 17025 requirements
- Promotes early detection of unsatisfactory conditions
- Carries out relief analytical work at other laboratories

**OPERATOR/DRIVER (COASTAL) - CONSTRUCTION: ROADS, PIU AND CONSTRUCTION**

**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. 39/21**

**Requirements:**

- Grade 8
- Code C1 Motor Vehicle License with PDP
- Valid competency certification in operating TLB
- Two (2) years relevant experience in the operation of construction plant and vehicles

**Key Performance Areas:**

- Undertakes the operation of all delivery/transportation vehicles up to and including the heavy-duty category
- Undertakes the operation of all construction plant up to but not including the heavy earth moving category
- Supervises subordinates' personnel in manual labour or machine skills activities when called upon to perform temporary duties

**OFFICE OF THE CITY MANAGER**

**INTERNAL AUDITORS X2 – INTERNAL AUDIT  
TASK GRADE 12: R 362 779.32 – R 470 886.72**

**(Total Package: R 582 761.00 per annum subject to certain conditions)  
Ref. No. 161/20**

**Requirements:**

- M+3 in Auditing/Accounting
- Internal Audit Technician (IAT)
- Computer Literate
- Valid code B/EB driver's license
- Three (3) years' relevant experience

**Key Performance Areas:**

- Performs site audits
- Assists officials with advice on various queries or problems detected during audits
- Performs work in accordance with the audit program and compiles audit working papers under the direction of the Senior Internal Auditor relating to the Municipality's Performance Management system
- Conducts interviews in case where serious fraud is suspected in consultation with the Manager – Governance and Internal Audit
- Documents system descriptions for audit assignments

**DIRECTORATE OF SPATIAL PLANNING AND DEVELOPMENT**

**ARTISAN PLUMBERS X3 (COASTAL) – BUILDING MAINTENANCE  
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.114/20**

**Requirements:**

- Qualified Artisan with a Trade Diploma in domestic plumbing
- Valid code B/EB driver's license
- One (1) years' post trade diploma experience

**Key Performance Areas:**

- Ensures that the work is completed timeously and within acceptable norms and standards through daily monitoring of work done
- Assists, completes and helps with any other building maintenance duties as instructed by superior
- Applies disciplinary and/or corrective procedures when necessary
- Compiles regular verbal progress reports to the Superintendent
- Ensures that staff are suitably trained to perform the work required
- Performs technical functions so that the work received by the Superintendents can be completed timeously and to set standards by the Plumbing Serviceman
- Ensures that buildings are maintained to high standards, and that the building complies with the Occupational Health and Safety Act and the National Building Regulations and the set standards of maintenance

**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.

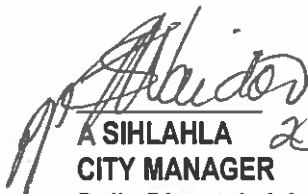
Applications can be hand delivered to the Human Resources Department, Buxton House, Buxton Street or posted to the Directorate of Corporate Services, P O Box 134, EAST LONDON, 5200.

**CLOSING DATE: 13 April 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 23/03/2021  
CITY MANAGER

Daily Dispatch Advert: 26 MARCH 2021