



**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**

**MANAGER – MUNICIPAL HEALTH SERVICES (COASTAL)**

**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)**

**Ref. No.5/21**

**Requirements:**

- B Tech in Public/Environmental Health
- Registered with the Health Professional Council of South Africa as an Environmental Health Practitioner
- Valid code B/EB driver's license
- Seven (7) years' experience with five (5) years in leadership/managerial experience in the Environmental Health field

**Key Performance Areas:**

- Ensures compliance and implements relevant health legislation
- Provides environmental health management relating to food safety, pollution control, water and sanitation, infectious disease control
- Facilitates health awareness programmes
- Promotes health and safety
- Manages human resource issues in the Department

**ENVIRONMENTAL HEALTH ASSISTANT: MUNICIPAL HEALTH SERVICES (INLAND)**  
**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. 65/21**

**Requirements:**

- Certificate in Health Promotion course
- Registered with the Health Professional Council of South Africa (HPCSA)
- Physically fit
- Valid code B/EB driver's license
- Two (2) years' experience

**Key Performance Areas:**

- Assists with the coordination of food control and water quality monitoring programmes
- Conducts regular vector control surveys and monitoring programmes
- Assists with the coordination of the district communicable disease surveillance programmes
- Assists in investigating of environmental pollution complaints
- Assists with the investigation of indigent and pauper burial/cremation assistance applications

**OFFICE OF THE CITY MANAGER**

**SENIOR INTERNAL AUDITOR: GOVERNANCE AND INTERNAL AUDIT**  
**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.69/21**

**Requirements:**

- Matric plus three-year qualification
- IIA qualification – Internal Audit Technician (IAT)
- Computer Literate
- Valid code B/EB driver's license
- Five (5) years' experience with knowledge of legislation affecting the organization

**Key Performance Areas:**

- Arranges and conducts initial meetings with clients to confirm the audit universe and divisional risks
- Assists in planning audit tasks based on the approved internal audit plan
- Maintains the resolution register from the Audit Committee
- Assists in drafting terms of reference for Internal Audit service provider
- Reviews the system descriptions prepared by Internal Auditors
- Provides direction, supervision on work performed by Internal Auditors

**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: 8 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, 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

Daily Dispatch Advert: 25 JUNE 2021

25/06/2021

**Angela Labuschagne**

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**From:** Melanie Naidoo  
**Sent:** Thursday, 24 June 2021 09:55  
**To:** Angela Labuschagne  
**Subject:** DAILY DISPATCH RE-ADS  
**Attachments:** DAILY DISPATCH ADVERT 25 June 2021.docx

Hi Ang

For HOD's approval. These are re-ads which were initially advertised internally.

**Regards**

**Melanie Naidoo**

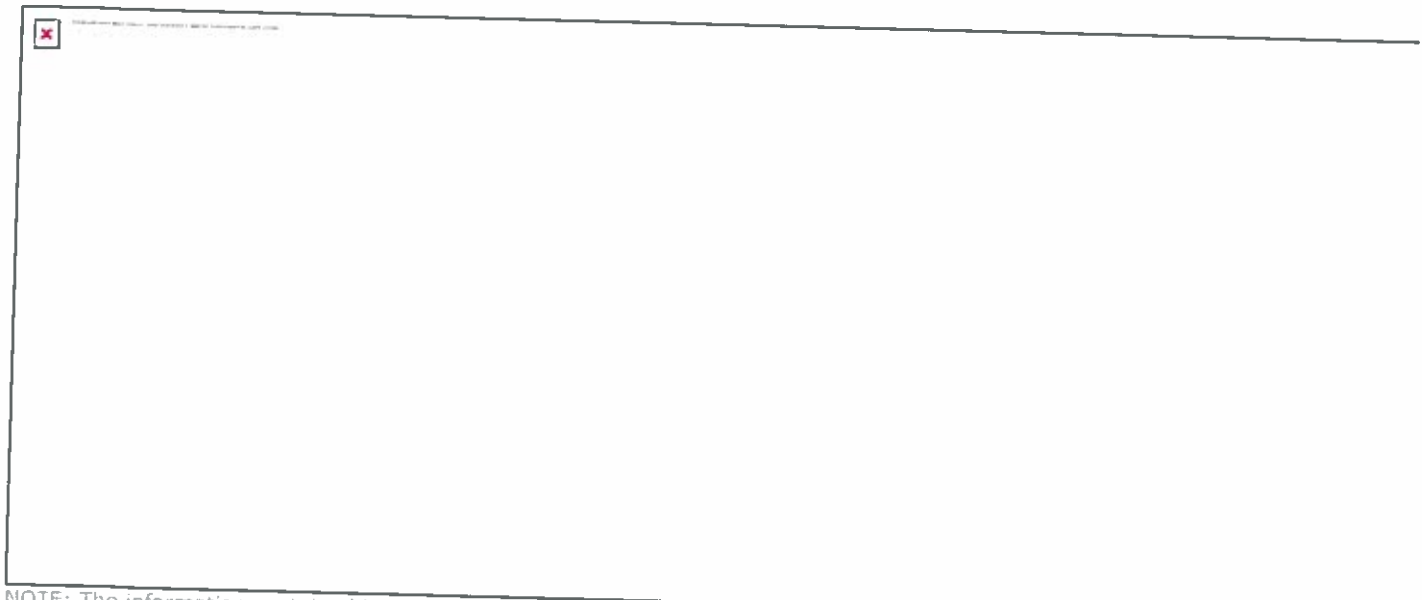
**Acting Senior Manager: Recruitment and Selection**

**Human Resources Department**

**BUFFALO CITY METROPOLITAN MUNICIPALITY**

**Telephone: 043 705 2750**

**Email: [melanien@buffalocity.gov.za](mailto:melanien@buffalocity.gov.za)**



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