



**BUFFALO CITY  
METROPOLITAN MUNICIPALITY**

**(EXTERNAL CIRCULAR)**

Applications are invited from suitably qualified and experienced applicants to fill the following post:

**NOTE: APPLICANTS WILL NOT BE REQUIRED TO COMPLETE AN APPLICATION FORM**

**(The following post is being re-advertised. Applicants who previously applied must re-apply)**

**DIRECTORATE OF CORPORATE SERVICES**

**SENIOR MANAGER: INFORMATION, TECHNOLOGY AND SUPPORT**

**TASK GRADE 18: R 903 307.54 – R 1 172 568.42**

**(Total Package: R 1 572 466.00 per annum subject to certain conditions)**

**Ref No. 92/22**

**Requirements:**

- Bachelor's degree in Computer Science or related qualification
- Valid driver's license
- Eight (8) years or more relevant post qualification experience covering all aspects of the Information and Technology function of which three (3) years must be at a management level

**Key Performance Areas:**

- Participates in strategic and operational governance processes of BCMM as a member of the Senior Management team
- Assesses and makes recommendations on the improvement or re-engineering of the IT organisation
- Approves, prioritises, and controls ICT project implementation
- Ensures continuous delivery of IT services through oversight of service level agreements with end-users and monitoring of IT systems performance
- Administers the capital and operational budget of the section
- Directs, leads and manages the ICT section

Competencies as listed below:

Communication

- Effectively manages relationships with various internal and external stakeholders

Action and outcome orientation

- Successfully completes projects within time and allocated budgets

Coaching and mentoring

- Formulates and implements development plans outlining specific performance measures

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: 18 November 2022 at 16:00**

**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.



M. NCUNZANA

ACTING CITY MANAGER

Daily Dispatch: 7 NOVEMBER 2022