



**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 FINANCIAL SERVICES

SENIOR MANAGER – CORPORATE ASSET MANAGEMENT: ASSET REPORTING AND INSURANCE

TASK GRADE 16: R 617 808.68 – R 801 977.04

(Total Package: R 1 132 339.00 per annum subject to certain conditions)

Ref. No. 31/20

(The above post is being re-advertised)

Requirements:

- B.Com Degree with Accounting III as a major
- Computer literate – use of Office (Excel, Word etc)
- Valid code B/EB driver's license
- Eight (8) years appropriate experience including the preparation of Fixed Asset register

Key Performance Areas:

- Manages the accounting functions and operations of the Asset reporting and Insurance Division
- Manages the production of the Fixed Asset Register
- Manages the update of the integrated Asset Register system and the Insurance Portfolio of Councils assets
- Manages capital and operating projects and programmes within the Asset Reporting and Insurance division
- Manages Personnel
- Checks and reports on the currently installed Asset Register software releases by running and checking data printouts/reports

OFFICE OF THE CITY MANAGER

AUDIT ASSISTANT – INTERNAL AUDIT

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. 70/21

(The above post is being re-advertised)

Requirements:

- Grade 12
- Three (3) years' experience related to auditing/accounting

Key Performance Areas:

- Performs site audit work set out in the audit program
- Assists officials with advice on various matters through reference to policies and procedures
- Conducts audit work on the Municipality's Performance Management System
- Undertakes special investigations when required
- Assists with the provision of internal consultancy services
- Maintains documentation of audits by establishing sufficient and appropriate audit evidence

DIRECTORATE OF HEALTH, PUBLIC SAFETY AND EMERGENCY SERVICES

DISASTER MANAGEMENT OFFICER - DISASTER MANAGEMENT

TASK GRADE 10: R 269 397.00 – R 349 691.81

(Total Package: R 464 748.00 per annum subject to certain conditions with 15% Scarce Skills Allowance of basic salary is applicable)

Ref. No. 182/21

Requirements:

- Grade 12
- NQF 6 Diploma in Disaster Management or Relevant Disaster Management qualification
- Computer literate
- Valid code B/EB driver's license
- Registration as a Disaster Management Associate with the Disaster Management Institute of SA
- Two (2) years post graduate Disaster Management experience

Key Performance Areas:

- Conducts risk and vulnerability assessments
- Promotes prevention and mitigation
- Maintains an acceptable level of preparedness
- Manages disaster response, relief and recovery activities
- Promotes safety management at events
- Supervises staff

LAW ENFORCEMENT OFFICERS X5 (GRADE 3) – LAW ENFORCEMENT
TASK GRADE 07: R 188 746.49 – R 245 012.45
(Total Package: R 361 349.00 per annum subject to certain conditions)
Ref. No. 183/21

Requirements:

- Grade 12
- Traffic/Metro Police college diploma
- Valid code B/EB driver's license
- Physically fit
- No criminal record
- One (1) years' Traffic or Metro police training college experience

Key Performance Areas:

- Maintains law and order for the entire Buffalo City
- Ensures public safety by carrying out and responding to complaints from the public both written complaints and complaints dispatched by the control room and performs control room duties by answering telephone calls, dispatching members per two-way radio
- Attends to court proceedings to give evidence as witness in relation to arrests made in his or her presence
- Physically maintains law and order by carrying out raids on Council property and apprehends perpetrators
- Provides police visibility and public safety in terms of protest marches, gatherings and picketing

DIRECTORATE OF CORPORATE SERVICES

DATA CAPTURER - ADMINISTRATIVE AND COUNCIL SUPPORT: ORGANISATIONAL SUPPORT
TASK GRADE 05: R 132 243.32 – R 171 667.63
(Total Package: R 288 770.00 per annum subject to certain conditions)
Ref. No. 179/21

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

ETD PRACTITIONER – HUMAN RESOURCES AND DEVELOPMENT
TASK GRADE 12: R 375 476.60 – R 487 367.76
(Total Package: R 600 748.00 per annum subject to certain conditions with 15% Scarce Skills
Allowance of basic salary is applicable)
Ref. No. 188/21

Requirements:

- Relevant B Degree and ODETDP certificate
- Driver's license
- Two (2) years related Training and Development experience

Key Performance Areas:

- Develops and designs the course content whilst taking into account the principles of outcome-based learning to ensure compliance
- Arranges all administrative issues with regard to course presentations
- Presents training courses according to required training needs and to specified levels
- Develops and designs all media to be used, ensuring appropriateness to content so that it meets the needs of the learners

DIRECTORATE OF SOLID WASTE AND ENVIRONMENTAL MANAGEMENT

GENERAL MANAGER – ENVIRONMENTAL MANAGEMENT
TASK GRADE 19: R 924 613.73 – R 1 200 225.95
(Total Package: R 1 597 470.00 per annum subject to certain conditions)
Ref. No. 172/21

(The above post is being re-advertised)

Requirements:

- Bachelor of Science Degree in Environmental Studies/Science
- Certificate in Environmental Law
- Certificate programme in Municipal Finance Management (CPMD)
- Valid code B/EB driver's license
- Eight (8) years' experience in Environmental related field of which four (4) years must be on a Managerial level in the Local Government Environment

Key Performance Areas:

- Provides strategic input into the Municipality's Integrated Development Plan (IDP)
- Implements all strategic plans by setting out guidelines and procedures
- Coordination of environmental governance and maintain stakeholder relations
- Executes and monitors the development of business plans for priority projects
- Plans and directs the Departments activities to achieve agreed targets
- Attends Top Management and Management meetings
- Ensures effective financial management and controls
- Attends to all correspondence and queries
- Develops key performance indicators and targets for the Unit

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: 25 January 2022 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**

Daily Dispatch Advert: 12 JANUARY 2022