



**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
DIRECTORATE OF SPORTS, RECREATION AND COMMUNITY DEVELOPMENT

GENERAL MANAGER – LIBRARIES, HALLS AND RESORTS
TASK GRADE 19: R 969 919.80 – R 1 259 037.02
(Total Package: R 1 675 746.00 per annum subject to certain conditions)
Ref No. 169/22

Requirements:

- Degree in Public Administration
- Valid driver's license
- Eight (8) years Management experience in a similar 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
- 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

Competencies as listed below:

Accountability and ethical conduct

- Promotes transparent and accountable municipal administration

Facility specific skills

- Develops maintenance plans specifying detailed activities, resources, responsibilities, timescales, and risks for the attainment of facility management objectives

DIRECTORATE OF ECONOMIC DEVELOPMENT AND AGENCIES

SENIOR MANAGER – BUSINESS OPERATIONS: FRESH PRODUCE MARKET

TASK GRADE 16: R 648 081.31 – R 841 273.91

(Total Package: R 1 187 824.00 per annum subject to certain conditions with 15% Scarce Skills Allowance of basic salary is applicable)

Ref No. 170/22

Requirements

- NQF level 7 qualification in Business administration
- Five (5) years' experience in a Business Operation environment of which two (2) years must be at Middle Management

Key performances areas

- Manages the Market Business Operations
- Ensures regulatory procedures and policies are adhered to
- Organise and control Market Operations
- Performs Administrative functions
- Maintains public relations and market support development, consignment control hygiene and food safety standards
- Ensures adherence to safety and security measures

Competencies as listed below:

Accountability and ethical conduct

- Presents ideas and beliefs in a manner which is consistent with the rules and regulations of the organization

Learning orientation

- Remains abreast of changes in the industry

Coaching and Mentoring

- Actively involved in the retention and development of talent

DIRECTORATE OF PUBLIC SAFETY AND EMERGENCY SERVICES

**DISASTER MANAGEMENT OFFICERS X2 - DISASTER MANAGEMENT
TASK GRADE 10: R 282 597.46 – R 366 826.71
(Total Package: R 487 521.00 per annum subject to certain conditions)
Ref. No. 163/22**

Requirements:

- Relevant tertiary qualification preferably in Disaster (Risk) Management Basic training qualification attained
- DMISA Registration: Technician
- Computer Literacy: MS Office
- 3 - 5 years' experience in the field of Disaster (Risk) Management

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

Competencies as listed below:

Disaster Mitigation

- Structured planning and implementation of measures to lessen the potential adverse impacts of natural and human-induced physical hazards

Accountability and Ethical conduct

- Demonstrate an ability to account for your own actions, to work effectively with and respect others and, in a defined context be responsible for use of resources where appropriate

Resilience

- Able to function effectively under pressure and in volatile, rapidly changing situations in a team leadership role

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: 29 December 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, 13th cheque, medical aid and group life assurance schemes, generous leave privileges, housing subsidy and assistance towards removal expenses subject to certain conditions.

A handwritten signature in black ink, appearing to read 'L Mbula', followed by the date '9/12/2022' written in a cursive style.

**L MBULA
ACTING CITY MANAGER
Daily Dispatch: 13 DECEMBER 2022**