



The City is home to 893 000 people spread over 2500 square kilometers of municipal land. The City is one of the nine members of the South African Cities' Network which together accounts for 80% of the Gross Domestic Product (GDP) of South Africa.

Nestled along the pristine 800km Eastern Cape coastline where its inhabitants boast an unbeatable leisurely lifestyle, Buffalo City is potent with endless developmental potential.

The City is home to world-class and expanding manufacturers and is financially viable.

The City is seeking a dynamic and an innovative self-driven person who can represent the City at the highest administrative level to fill the following position:

CITY MANAGER

REF: CM/22

(Five year fixed term performance based contract)

The appointment will be made on a contract basis in terms of the Municipal Systems Act, as amended, read together with the Municipal Performance Regulations and the National Treasury Gazetted Competency Regulations.

Requirements:

- NQF level 8 in Public Administration/Political Sciences/Social Sciences/Built Environment/Law or Equivalent.
- Certificate in Municipal Financial Management (SAQA Qualification ID 48965) OR to be obtained within 18 months from date of appointment. Failure to obtain/exhibit the required competence, will result in the termination of the appointee's services within one month after the end of the new appointees 18-month period as per clause 3 (b) of Government Gazette No. 37432 dated 14 March 2014.

Work Related Experience

- Minimum of ten (10) years' experience as a Manager in the Local Government of which at least (5) years must be at a Senior Management Level

Knowledge

- Advanced knowledge and understanding of relevant policy and legislation
- Advanced understanding of institutional governance systems and performance management
- Advanced understanding of council operations and delegation of powers
- Good governance
- Audit and risk management.
- Budget and finance management

Key Performance Areas

- Managing an economic, efficient and accountable administration
 - Managing the implementation of the Metro's Integrated Development Plan, Spatial Plans related Sector Plans and Metro Growth and Development Strategy. Implementing and managing the Metro's Performance Management Systems
 - Managing the administration in accordance with the
 - Constitution of the Republic of South Africa (1996), the Local Government Municipal Structures Act (1998), the Municipal Systems Act (2000), the Municipal Finance Management Act (2003), and all other national and provincial legislation applicable to the Local Government
 - Managing provision of services to the local community in a sustainable and equitable manner
 - Facilitating the participation of the local community in the affairs of the Metro
 - Developing and maintaining a system to assess community satisfaction with municipal services
 - Appointing, managing, effectively utilising and training staff and maintaining staff discipline
 - Promoting sound labour relations and compliance by the Metro with applicable labour legislation
 - Advising political structures and political office bearers of the Metro, managing communications between them and administering and carrying out their decisions
 - Administering and implementing the Municipality's by-laws and policies
 - Responsible for all income and expenditure of the Municipality, all assets, the discharge of all liabilities of the Municipality and proper and diligent compliance with applicable Municipal Finance Management legislation
 - Implementing the strategic goals of the Municipality through co-operation and innovative teamwork
- Ensure that Council's policies and relevant national and provincial legislation are implemented with noteworthy impact on the socio-economic development of Buffalo City's citizens.

Competencies as listed below:

Leading Competencies:

- Strategic Direction and Leadership
- People Management
- Program and Project Management
- Financial Management
- Change Leadership
- Governance Leadership

Core Competencies:

- Moral Competence
- Planning and organizing
- Analysis and Innovation
- Knowledge and Information Management
- Communication
- Results and Quality Focus

- The successful candidate appointed to the above post will be based at an office within Buffalo City Metropolitan Municipality.

- The successful candidate will be required to sign an employment contract, performance agreement and disclosure of financial interest
- The contact person relating to any queries with regards to the above post can be made to Mr Bob Naidoo – HOD: Corporate Services on 043 – 705 1893
- All applications must be accompanied by an official application form which is obtainable from melanien@buffalocity.gov.za or elvad@buffalocity.gov.za
- The remuneration package is as per the provisions of Government Gazette No 43122 dated 20 March 2020.

Interested and well qualified persons should address their applications together with a completed prescribed application form, comprehensive curriculum vitae, certified copies of qualifications and the names of at least three contactable referees to the Executive Mayor, P O Box 134, East London, 5200 marked **"Confidential – City Managers post"**. Alternatively, applications can be hand-delivered to the Office of the Executive Mayor, City Hall, Oxford Street, East London.

The City is seeking a dynamic and an innovative self-driven person who can represent the City at the highest administrative levels to fill the following permanent position:

HEAD OF DIRECTORATE: SPORT, RECREATION AND COMMUNITY DEVELOPMENT

REF: HOD/22

Candidates that applied previously for the above HOD post must re-apply

The appointment will be made on a permanent basis in terms of the Municipal Systems Act, as amended, read together with the Municipal Performance Regulations and the National Treasury Gazetted Competency Regulations.

Requirements:

- Bachelor's Degree in Social Sciences/Public Administration/Law or Equivalent
- Certificate in Municipal Financial Management (SAQA Qualification ID 48965) OR to be obtained within 18 months from date of appointment. Failure to obtain/exhibit the required competence, will result in the termination of the appointee's services within one month after the end of the new appointees 18-month period as per clause 3 (b) of Government Gazette No. 37432 dated 14 March 2014.
- Registration with the South African Council for Social Service professionals (SACSSP) or similar recognised relevant professional body may be an added advantage.

Work Related Experience

- Five (5) years' experience in middle management level
- Have proven successful institutional transformation experience within the public or private sector.

Knowledge

- Good knowledge and understanding of relevant policy and legislation
- Good knowledge and understanding of institutional governance and performance management systems
- Understanding of:
 - Council operations
 - Delegation of powers
 - Sports Development, Facilities and Recreation
 - Community Development (Halls, Libraries, Zoo and Aquarium)
 - Parks and Cemeteries
- Good knowledge of Supply Chain Management regulations and the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000)

Key Performance Areas:

- Oversee and ensure effective planning, development, management and implementation of Sport, Recreation, Community Development and Parks and Cemeteries related projects
- Lead, direct and manage the Directorate in an effective and efficient manner in order to ensure the attainment of the strategic objectives and goals.
- The successful candidate appointed to the above post will be based at an office within Buffalo City Metropolitan Municipality
- The successful candidate will be required to sign an employment contract, performance agreement and disclosure of financial interest
- The contact person relating to any queries with regards to the above post can be made to Mr Bob Naidoo – HOD: Corporate Services on 043 705 1893
- All applications must be accompanied by an official application form which is obtainable from melanien@buffalocity.gov.za or elvad@buffalocity.gov.za
- The remuneration package is as per the provisions of Government Gazette No 43122 dated 20 March 2020

Interested and well qualified persons should address their applications together with a completed prescribed application form, comprehensive curriculum vitae, certified copies of qualifications and the names of at least three contactable referees to the City Manager, P O Box 134, East London, 5200 marked **"Confidential" and the name of the post applying for**.

Alternatively, applications can be hand-delivered to the Office of the City Manager, 10th Floor, Trust Centre, cnr Oxford / North Street, East London. 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.

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.

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.

Applications received via fax will not be considered.

Canvassing of Councillors and officials is not permitted and contravention thereof will result in disqualification.

Shortlisted candidates will be subjected to a vetting process to determine suitability. Applicants submitting their curriculum vitae in terms of this advert specifically agree and authorize BCMM and/or its representatives to undertake the necessary confirmation/certification of any information or documents contained in the curriculum vitae or required for vetting of suitability by BCMM.

Should applicants not be notified of the outcome of their applications within **90 days of the closing date**, they should regard their applications as having been unsuccessful.

Buffalo City Metropolitan Municipality reserves the right not to fill any or all of the positions advertised at the sole discretion of Council.

The Buffalo City Metropolitan Municipality subscribes to the principles of the employment equity.

CLOSING DATE: 02nd June 2022

(5123)