



**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 SPATIAL PLANNING AND DEVELOPMENT**

**PRINCIPAL ARTISAN – TRAFFIC SIGNALS: TRANSPORT PLANNING AND OPERATIONS**

**TASK GRADE 10: R 282 597.46 – R 366 826.71**

**(Total Package: R 487 521.00 per annum subject to certain conditions with 15% Scarce Skills Allowance of basic salary is applicable)**

**Ref. No. 160/22**

**Requirements:**

- Passed a recognized Electrical trade test
- NTC II
- Computer literate
- Valid code B/EB driver's license
- Five (5) years' experience as a qualified Artisan

**Key Performance Areas:**

- Preventative maintenance, repair, test installation and upgrade of traffic signal equipment
- Checks communication and modems/routers
- Installs Traffic Signal equipment and repairs faulty Traffic Signals
- Undertake stand-by duties after normal working hours
- Undertake maintenance, repairs of guidance/local destination signs
- Always adheres to safety precautions
- General administration duties

**Competencies as listed below:**

**Service Delivery Orientation**

- Engages effectively with the public and clients; and
- Corrects service delivery problems promptly without being defensive

**Resilience**

- Stays calm and focused under pressure

**Impact and Influence**

- Motivates subordinates to accomplish tasks and missions

**OFFICE OF THE CITY MANAGER****SENIOR SECRETARY: HEAD ENTERPRISE PROJECT MANAGEMENT****TASK GRADE 07: R 197 995.07 – R 257 018.05****(Total Package: R 379 055.00 per annum subject to certain conditions)****Ref No. 90/22****(2-year contract post)****Requirements:**

- Grade 12
- Secretarial Diploma would be advantageous
- Computer Literate (typing speed 50 wpm)
- Valid code B/EB driver's license
- Six (6) years' experience in Secretarial field

**Key Performance Areas:**

- Maintains diary of the Head: EPMO
- Types reports, letters, minutes, and memoranda as directed by the Head: EPMO
- Co-ordinates meetings, appointments, and workshops as directed by the Head: EPMO
- Attends to telephonic calls and visitors to the office and as directed by the Head: EPMO
- Always maintains strict level of confidentiality and discretion.
- Arranges travel and accommodation for Head: EPMO
- Performs any other general office duties

**Competencies as listed below:****Service Delivery Orientation**

- Professional in interaction with general public and stakeholders

**Action Orientation**

- Ensures deadlines are met

**DIRECTORATE OF EXECUTIVE SUPPORT SERVICES**

**EVENTS AND PROTOCOL OFFICER: OFFICE OF THE DEPUTY EXECUTIVE MAYOR**

**TASK GRADE 12: R 393 874.95 – R 511 248.78**

**(Total Package: R 630 185.00 per annum subject to certain conditions)**

**Ref. No. 157/22**

**(Fixed term contract linked to term of Office of the current Deputy Executive Mayor)**

**Requirements:**

- Diploma in Public Administration or equivalent qualification
- Computer literate
- Valid driver's license
- Five (5) years relevant experience

**Key Performance Areas:**

- Oversee the general protocol of the institution by ensuring that all state protocols are met
- Benchmark against internationally accepted protocol standards
- Oversee development and update of policies and strategies in relation to events management and protocol
- Oversee events within the office of DEM
- Develop programmes for events

**Competencies as listed below:**

**Interpersonal Relationships**

- Relates to people at all levels of the organisation
- Shows confidence in engagement with internal and external stakeholders

**Action Orientation**

- Ensures meeting of deadlines and manages contact with others

**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.

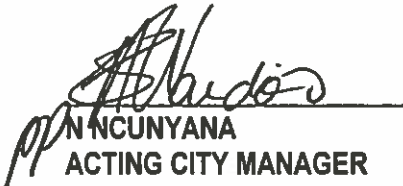
**No emailed applications will be accepted.**

**CLOSING DATE: 1 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, 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.

  
N NCUNYANA  
ACTING CITY MANAGER  
Daily Dispatch: 18 NOVEMBER 2022