

## OUR VISION

***“A responsive, people centred and developmental City”***

The City is home to over a million people spread over 2500 square kilometers. 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 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.

**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**

### **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](mailto:melanien@buffalocity.gov.za) or [elvad@buffalocity.gov.za](mailto: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.

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: 10 February 2022**

**(5010)**