



# BUFFALO CITY METROPOLITAN MUNICIPALITY

Applications are invited from suitably qualified and experienced applicants to fill the following posts:

## DIRECTORATE OF INFRASTRUCTURE SERVICES

### DRAWING OFFICE MANAGER

ELECTRICAL DEVELOPMENT, CONTRACTS AND ASSETS:  
ELECTRICAL AND ENERGY SERVICES

**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. 29/22**

#### Requirements:

- Grade 12 and N5 Technical drawing
- AllyCAD end user course
- Introduction to Asset Management course
- ArcGIS desktop 1: getting started with GIS course
- Valid code B/EB driver's license
- Six (6) years draughting and CAD experience with three (3) years in a Senior post

#### Key performance areas:

- Drawings meet the required design, specifications and completed timeously
- Maintains and completes list of installed assets as required by the Auditor General and NERSA
- Maintains and updates drawings indicating positions of all electrical cables and installations

## DIRECTORATE OF HEALTH, PUBLIC SAFETY AND EMERGENCY SERVICES TRAFFIC OFFICERS x2 (INLAND)

TRAFFIC SERVICES: PUBLIC SAFETY

**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. 13/22**

#### Requirements:

- Grade 12
- Traffic Officer's Diploma issued by an accredited traffic training facility.
- Minimum valid category EB/B Driving License
- Eligible to be registered as a Traffic Officer in terms of the NRTA (Act 93 of 1996)
- No criminal record
- Physically fit

#### Key performance areas:

- Ensures that visible law enforcement is carried out
- Carries out law enforcement functions
- Carries out general crime prevention duties

## DIRECTORATE OF ECONOMIC DEVELOPMENT AND AGENCIES AGRICULTURAL TECHNICIAN (CROP PRODUCTION)

AGRICULTURE & RURAL DEVELOPMENT

**TASK GRADE 11: R 318 024.91 – R 412 813.23**

**(Total Package: R 527 092.00 per annum subject to certain conditions) Ref. No. 16/22**

#### Requirements:

- National Diploma in Agriculture (Crop Production)
- Valid code B/EB drivers' licence
- Two (2) years' relevant work experience

#### Key performance areas:

- Provides technical advice in project implementation by working with National and Provincial Government, Private sector and NGOs to help overcome identified constraints and tap on identified opportunities in Agriculture and Rural Development
- Organises seminars, exhibitions and technical site meetings with sectoral experts
- Compiles technical progress reports
- Promotes food security and economic growth through agricultural development
- Assists in establishing markets for Farmers

## COOPERATIVE COORDINATOR

ENTERPRISE DEVELOPMENT

**TASK GRADE 12: R 375 476.60 – R 487 367.76**

**(Total Package: R 600 748.00 per annum subject to certain conditions) Ref. No. 17/22**

#### Requirements:

- Grade 12
- Degree in Small Business Development or relevant qualification
- Valid drivers' licence
- Three (3) years' experience in Enterprise Development

#### Key performance areas:

- Supports cooperatives through the following services:
  - ➔ Access to information, finance and market
  - ➔ Entrepreneurial skills development
  - ➔ Profiling of the enterprise
  - ➔ Business advice and registration
- Prepares monthly reports on programme activities
- Receives and facilitates invoice payments
- Submits business and procurement plans
- Monitors budget and reports on over expenditure and fruitless and wasteful expenditure
- Attends to related business forums
- Identifies and exploits opportunities for strategic networking and stakeholder engagement

## DIRECTORATE OF SPATIAL PLANNING AND DEVELOPMENT ADMINISTRATIVE OFFICERS x2

ACQUISITIONS: PROPERTY MANAGEMENT

**TASK GRADE 06: R 156 130.33 – R 202 670.68**

**(Total Package: R 319 534.00 per annum subject to certain conditions) Ref. No. 42/22**

#### Requirements:

- Grade 12 and three (3) year qualification in Real Estate or Public Administration
- Valid code B/EB driver's license
- Two (2) years property related experience

#### Key performance areas:

- Receives and scrutinizes incoming correspondence or proposals from landowners.
- Liaises with internal Departments to establish a need for the land offered and obtain market value for the land offered to the Municipality.
- Assists in preparing and submitting reports to the Spatial Planning and Development Portfolio Committee
- Ensures that Council's resolutions are implemented timeously.
- Maintains a schedule of available land for acquisition.

## DIRECTORATE OF SOLID WASTE AND ENVIRONMENTAL MANAGEMENT LIFEGUARDS x2

BEACHES: ENVIRONMENTAL MANAGEMENT

**TASK GRADE 06: R 156 130.33 – R 202 670.68**

**(Total Package: R 319 534.00 per annum subject to certain conditions) Ref. No. 76/22**

#### Requirements:

- Grade 10
- SPA certificate/Lifeguard award
- Valid retest certificate
- Must be physically fit
- One (1) years' relevant lifesaving experience

#### Key performance areas:

- Rescues drowning persons
- Patrols City beaches by checking local conditions of beaches
- Renders first aid to the injured by dealing with necessary injuries
- Operates rescue equipment including inflatable boat

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

#### PLEASE NOTE:

#### APPLICANTS WILL NOT BE REQUIRED TO COMPLETE AN APPLICATION FORM

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: 06<sup>th</sup> April 2022 at 16H00**

**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-eight (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. **(5070)**