



**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**

**OFFICE OF THE CITY MANAGER**

**INTERNAL AUDITOR – GOVERNANCE AND INTERNAL AUDITING  
TASK GRADE 11: R 333 608.13 – R 433 041.08  
(Total Package: R 552 919.00 per annum subject to certain conditions)  
Ref. No. 171/22**

**Requirements:**

- Three (3) year qualification with preference in Auditing or Internal Audit as a major
- Registered with a recognized profession, i.e. the Institute of Internal Auditors
- Institute of Internal Auditors Certification, i.e. IAT(Internal Audit Technician)
- Computer Literate
- Valid code B/EB driver's license
- 2-5 years relevant experience

**Key Performance Areas:**

- Follow up on all issued RFI's
- Documents the system description by consolidating the processes
- Identify possible risks through analysing of information
- Prepares detailed schedules of findings from the exceptions raised
- Identify root causes of the findings identified during the audit test
- Competencies relevant to an Internal Auditor as per the Local Government Municipal Staff Regulations and International Professional Practices Framework of the IIA

**Competencies as listed below:**

**Organizational Awareness**

- In-depth knowledge of municipality's policies and procedures
- Knowledge and understanding of the municipality's functional Directorates

### **Interpersonal Relationships**

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

### **Team Orientation**

- Works effectively with people from other organizations / departments and manage in a competitive environment.

## **DIRECTORATE OF PUBLIC SAFETY AND EMERGENCY SERVICES**

### **TRAFFIC OFFICERS X4 (INLAND) - TRAFFIC SERVICES**

**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. 20/23**

### **Requirements:**

- Grade 12
- Basic training qualification attained (Traffic Officers Diploma)
- Valid code B/EB driver's license
- No criminal record
- Registered as a Traffic Officer
- 2 years relevant experience

### **Key Performance Areas:**

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

### **Competencies as listed below:**

#### **Resilience**

- Stays calm and focused under pressure
- Responds constructively to adverse situations and has calming influence on others

#### **Patrol, Enforcement and Emergency Response**

- Directs effective patrols to prevent crimes
- Follows arrest procedures and protocols according to policies and legislation

#### **Interpersonal relationships**

- Shows confidence in engagement with internal and external stakeholders

**TRAFFIC OFFICERS X8 (COASTAL) - TRAFFIC SERVICES**  
**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. 21/23**

**Requirements:**

- Grade 12
- Basic training qualification attained (Traffic Officers Diploma)
- Valid code B/EB driver's license
- No criminal record
- Registered as a Traffic Officer
- 2 years relevant experience

**Key Performance Areas:**

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

**Competencies as listed below:**

**Resilience**

- Stays calm and focused under pressure
- Responds constructively to adverse situations and has calming influence on others

**Patrol, Enforcement and Emergency Response**

- Directs effective patrols to prevent crimes
- Follows arrest procedures and protocols according to policies and legislation

**Interpersonal relationships**

- Shows confidence in engagement with internal and external stakeholders

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**DIRECTORATE OF INFRASTRUCTURE SERVICES**

**SENIOR MECHANIC – FIRE & RESCUE: EMERGENCY SERVICES**  
**TASK GRADE 11: R 333 608.13 – R 433 041.08**  
**(Total Package: R 552 919.00 per annum subject to certain conditions with 15% Scarce Skills**  
**Allowance of basic salary is applicable)**  
**Ref. No. 9/22**

**Requirements:**

- NTC 11 and relevant Trade Test Diploma
- Valid code EC license and valid PDP
- To have a recognized apprenticeship plus three (3) years' trade experience

**Key Performance Areas:**

- Diagnoses faults on mechanical, hydraulics, auto electrical and automotive electronics
- Repairs and replaces components
- Conducts planned preventative maintenance
- Maintains tools and equipment
- Supervises staff and performs administrative functions
- Maintains health and safety

**Competencies as listed below:**

**Planning and Organizing**

- Draws up maintenance and preventative maintenance programmes

**Resilience**

- Proactively searches the environment to detect situations which might cause setbacks or failures

**Learning Orientation**

- Understands own strengths and weaknesses and takes action to close knowledge/skills gap

**SENIOR ARTISAN (INLAND): ELECTRICITY**

**TASK GRADE 11: R 333 608.13 – R 433 041.08**

**(Total Package: R 552 919.00 per annum subject to certain conditions with 15% Scarce Skills Allowance of basic salary is applicable)**

**Ref. No. 138/22**

**Requirements:**

- Electrical trade test certificate
- Valid code C1 driver's license with PDP or PDP to be obtained within 6 months from date of employment
- Three (3) years post apprenticeship experience

**Key Performance Areas:**

- Maintains and repairs electrical transformers
- Maintains and repairs electrical high and low voltage circuit breakers
- Assembles and installs electric panels
- Performs electrical standby duties

**Competencies as listed below:**

**Planning and Organizing**

- Attends to and manages multiple tasks and details by focusing on key priorities and delegation to others

**Discipline Specific Skills**

- Shows sound problem-solving skills and analytical ability

**Action Orientation**

- Holds self and others accountable for delivery on projects and goals

**SENIOR CABLE JOINTER (COASTAL): ELECTRICITY**

**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. 139/22**

**Requirements:**

- Grade 9
- Cable Jointing certificate
- Valid code C1 driver's license with PDP or to be obtained within 6 months of employment
- Five (5) years cable jointing experience
- Municipal experience will be an added advantage

**Key Performance Areas:**

- Joins and terminates all makes and sizes of HT and LT cables
- Carries out maintenance to cross linked polyethylene cables
- Ensures safety of staff on site
- Supervise excavation work on site

**Competencies as listed below:**

**Workplace Safety**

- Is aware of the hazards of working with dangerous materials.

**Discipline Specific Skills**

- Is aware of factors that may negatively impact the completion of a job

**Accountability and ethical conduct**

- Demonstrates honesty, keeps commitments, and behaves in a consistent manner

**DRAWING OFFICE MANAGER – ELECTRICAL DEVELOPMENT, CONTRACTS AND ASSETS:  
ELECTRICAL AND ENERGY SERVICES  
TASK GRADE 12: R 393 874.95 – R 511 248.78**

**(Total Package: R 630 185.00 per annum subject to certain conditions with 15% Scarce Skills Allowance of basic salary is applicable)**

**Ref. No. 29/22**

**(The above post is being re-advertised. Applicants who previously applied need not re-apply)**

**Requirements:**

- Grade 12 and N5 Technical drawing
- AllyCAD end user 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

**Competencies as listed below:**

**Communication**

- Is able to compile routine reports and keeps relevant record for the unit

**Discipline Specific Skills**

- Applies specialist knowledge to situations, to solve problems or enhance solutions

**Action Orientation**

- Holds self and others accountable for delivery on projects and goals

## **DIRECTORATE OF EXECUTIVE SUPPORT SERVICES**

### **GIS MANAGER**

**TASK GRADE 15: R 575 621.43 – R 747 190.63**

**(Total Package: R 1 067 474.00 per annum subject to certain conditions conditions with 15% Scarce Skills Allowance of basic salary is applicable)**

**Ref. No. 4/23**

#### **Requirements:**

- A relevant professional tertiary qualification in GIS
- Registration with SAGC as GISc/Technologist or Professional
- Computer literate
- 8 (eight) years' or more relevant post qualifying experience covering all aspects of the GIS function

#### **Key Performance Areas:**

- Manages and integrates the Corporate Geographic Information system in such a manner that its distributed and utilized throughout the Municipal organization
- Develops strategic GIS policies to ensure that Buffalo City Metro has secured updated spatial information and systems
- Defines and implements strategies and methodologies that ensures the continued availability of planning information that supports the BCM decision makers through the development of information and management tools
- Develops guidelines and rules that determine the strategic developmental objectives of the broad-based GIS and to align the GIS to the developmental objectives of the Municipality
- Manages the Corporate GIS unit

#### **Competencies as listed below:**

##### **Action Orientation**

- Successfully manages the delivery of projects within time and budget

##### **Direction Setting**

- Organizes resources and inspires others towards focused performance

##### **Change Readiness**

- Recognizes when change is necessary, develops a change implementation strategy

#### **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, Human Resources Department, P O Box 134, EAST LONDON, 5200.

**No emailed applications will be accepted.**

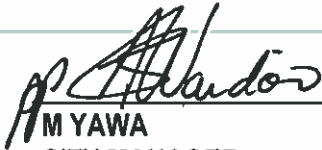
**CLOSING DATE: 16 MARCH 2023 at 16:00**

**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 30 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.

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**M YAWA**

**CITY MANAGER**

**Daily Dispatch Advert: 3 MARCH 2023**

