



**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**

**TECHNICAL PLANNER – LAND USE MANAGEMENT: CITY & REGIONAL PLANNING**

**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. 13/23**

**Requirements:**

- National Diploma (M+3) in Town and Regional Planning or relevant qualification from an accredited institution as recognised by the South African Council for Planners (SACPLAN)
- Eligible to register as a Technical Planner with SACPLAN
- Valid code B/EB driver's license with own vehicle **OR** to be able to obtain own vehicle within six months of commencing employment
- Two (2) years' experience in dealing with various Land Use applications

**Key Performance Areas:**

- Deals with matters pertaining to Land Use management
- Provides information and guidance in regard to Land Use management
- Processes all types of Land Use applications
- Deals with complaints and queries from the public
- Performs administrative duties

**Competencies as listed below:**

**Planning and organising**

- Sets goals and objectives relevant to the function and focuses on the customer needs

**Interpersonal relationships**

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

**Team Orientation**

- Able to work in a multidisciplinary team

**DIRECTORATE OF SPORTS, RECREATION AND COMMUNITY DEVELOPMENT**

**ARTIST – LIBRARIES**

**TASK GRADE 09: R 250 996.11 – R 325 794.76**

**(Total Package: R 447 006.00 per annum subject to certain conditions)**

**Ref. No. 14/23**

**Requirements:**

- Art Diploma
- Valid driver's license
- Three (3) years' relevant experience

**Key Performance Areas:**

- Displays for promotions and advertising
- Creates posters
- Prepares holiday programmes
- Facilitates art training workshops
- Maintains stock levels
- Produces notices
- Performs Specialised Repairs
- Collects Material

**Competencies as listed below:**

**Accountability and ethical conduct**

- Demonstrates the ability to account for own actions and to work effectively with others **Impact and influence**
- Able to assist with library outreach activities and programmes

**Communication**

- Adapts communication content and style according to the audience including managing body language effectively

**DIRECTORATE OF HEALTH, PUBLIC SAFETY AND EMERGENCY SERVICES**

**LAW ENFORCEMENT OFFICERS X7 (GRADE 3) – LAW ENFORCEMENT**

**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. 17/23**

**Requirements:**

- Grade 12
- Basic training qualification attained (Traffic/Metro College Diploma)
- Code EB driver's license
- No criminal record
- Firearm proficiency
- 2 years relevant experience

**Key Performance Areas:**

- Maintains law and order for the entire Buffalo City
- Ensures public safety by carrying out and responding to complaints from the public both written complaints and complaints dispatched by the control room and performs control room duties by answering telephone calls, dispatching members per two-way radio
- Attends to court proceedings to give evidence as witness in relation to arrests made in his or her presence
- Physically maintains law and order by carrying out raids on Council property and apprehends perpetrators
- Provides police visibility and public safety in terms of protest marches, gatherings and picketing

**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

**DIRECTORATE OF INFRASTRUCTURE SERVICES**

**TECHNICIAN - FORWARD PLANNING: WATER SUPPLY SERVICES**

**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. 147/22**

**Requirements:**

- National Diploma in Civil Engineering
- Valid code B/EB drivers license
- Three (3) years' experience in Engineering Design Office and Water Planning

**Key Performance Areas:**

- Comments on technical matters pertaining to water supply to proposed development projects
- Analyses system performance
- Assists with research and planning
- Monitor service providers
- Studies/scrutinizes water supply design proposals
- Sets up and controls programmes of zone meters
- Consults with engineering parties/public regarding water related matters

**Competencies as listed below:**

**Interpersonal Relationships**

- Shows confidence in engaging with internal and external stakeholders

**Cognitive Ability**

- Demonstrates logical, consequential thinking

- Develops new ways to solve problems

**Team Orientation**

- Able to work in a multi-disciplinary team
- Shares information and collaborates easily 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: 23 February 2023 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.

  
**L MBULA  
ACTING CITY MANAGER**

**Daily Dispatch Advert: 10 FEBRUARY 2023**

*08/02/2023*