



**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 INFRASTRUCTURE SERVICES

DISTRICT ENGINEER (COASTAL) – ROADS: CONSTRUCTION, ROADS & PROJECTS
TASK GRADE 15: R 575 621.43 – R 747 190.63
(Total Package: R 1 067 474.00 per annum subject to certain conditions with 15% Scarce Skills Allowance of basic salary is applicable)
Ref. No. 32/21

Requirements:

- Matric plus four (4) year qualification (BSC Civil / BTech Civil) or accepted equivalent
- Registered as a Professional Engineer/Technologist with ECSA
- Six (6) years relevant experience with four (4) years Senior Management experience

Key Performance Areas:

- Plans, prioritizes, co-ordinates, monitors and evaluates all Coastal projects
- Reviews designs and cost estimates
- Draws, customizes and signs off all specs before project commences
- Manages operations of the Coastal District
- Monitors progress and expenditure of capital and maintenance projects
- Management of staff

Competencies as listed below:

Planning and organizing

- Oversees and evaluates the planning of complex engineering projects
- Integrates engineering / infrastructure planning with broader development planning

Cognitive ability

- Deals with high levels of complexity and clarifies issues for others

Organisational awareness

- In-depth knowledge of relevant municipal legislation
- In-depth knowledge of the Directorate / Municipality's challenges in delivering municipal services

DIRECTORATE OF SPATIAL PLANNING AND DEVELOPMENT

ADMINISTRATIVE OFFICERS X2 – ACQUISITIONS: PROPERTY MANAGEMENT

TASK GRADE 06: R 163 780.72 – R 212 601.54

(Total Package: R 335 191.00 per annum subject to certain conditions)

Ref. No. 29/23

Requirements:

- Grade 12 and relevant post matric qualification, preferably a certificate /Diploma or equivalent in Property Management/Built environment or related
- Computer literate
- Valid code B/EB driver's license
- Two (2) years relevant 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

Competencies as listed below:

Technical Communication

- Shows an understanding of the issues at hand and how best to communicate the information

Financial Management

- Ensures proper records of financial affairs and transactions

Communication

- Ensures that all written and spoken communication is concise and well structured
- Communicates information in an appropriate style related to the situation

DIRECTORATE OF SOLID WASTE & ENVIRONMENTAL MANAGEMENT

SENIOR ENVIRONMENTAL HEALTH PRACTITIONER – HEALTH 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% Scares Skills

Allowance of Basic salary is applicable)

Ref. No. 27/23

Requirements:

- A relevant tertiary qualification preferably a B Tech Degree in Environmental Health
- Registered as an Environmental Health Practitioner with HPCSA
- Valid Driver's license
- Five (5) years relevant experience and minimum of two (2) years supervisory experience

Key Performance Areas:

- Co-ordinates Food Control Monitoring, co-ordinates Water Quality Monitoring and Co-ordinates Vector Control programmes
- Surveillance of communicable diseases, excluding immunization
- Monitoring of the Management of Human Remains & Disposal of the Dead
- Co-ordinates and ensures sound Chemical Safety practices
- Ensures the undertaking of Health Surveillance of Premises
- Co-ordinates Environmental Pollution Control and Waste Management Monitoring
- Conducts health education, awareness raising and health promotion campaigns
- Attends to all Environmental Health related complaints

Competencies as listed below:

Conceptual Thinking

- Operates within less structured yet defined parameters and guidelines including legislation and regulations when solving problems

Project Management

- Plans, organizes, prioritises and schedules tasks so that they can be performed within budget and with efficient use of time and resources – at function level
- Manages conflict through a participatory transparent approach

Team Orientation

- Manages the operations of staff to ensure that service delivery is provided in a productive manner

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: 26 MAY 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, 13th cheque, medical aid and group life assurance schemes, generous leave privileges, housing subsidy and assistance towards removal expenses subject to certain conditions.



M YAWA

CITY MANAGER

Daily Dispatch Advert: 16 MAY 2023