



**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 HEALTH, PUBLIC SAFETY AND EMERGENCY SERVICES

DRIVING LICENSE EXAMINER (COASTAL): TRAFFIC SERVICES

TASK GRADE 10: R 282 597.46 – R 366 826.71

(Total Package: R 487 521.00 per annum subject to certain conditions with 15% scarce skills allowance of basic salary)

62/22

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

Requirements:

- Grade 12
- Examiner of Driver's license Diploma – Grade A
- Eligible to be registered with the Department of Transport as an Examiner
- Code A and EC driver's license
- Two (2) years' relevant experience

Key Performance Areas:

- Evaluate applicants for Learner's/ Driving License tests as required by the National Road Traffic Act 93/1998
- Evaluates the competency of Municipal drivers to drive a Municipal vehicle
- Evaluates applicants for Instructors Certificate by testing them in theory and practical to ascertain their competency to instruct learner drivers
- Assess applicant's eyes with the prescribed eye testing equipment to ensure they comply with legislation

Competencies as listed below:

Service Delivery Orientation

- Professional in interaction with general public

Resilience

- Stays calm and focused under pressure
- Responds constructively to adverse situations

Team Orientation

Able to work in a multidisciplinary team

DIRECTORATE OF INFRASTRUCTURE SERVICES**SENIOR TECHNICIAN - BULK UMZONYANA: WATER SUPPLY SERVICES**

TASK GRADE 13: R 443 442.18 – R 575 621.43

(Total Package: R 693 733.00 per annum subject to certain conditions with 15% Scarce skill Allowance of basic salary is applicable)

Ref No. 1/23

Requirements:

- National Diploma in Chemical Engineering or Water Care
- Registered as Class V Process Controller or registered as Class Iv and eligible to register as Class V with the Department of Water and Sanitation (DWS)
- Valid code B/EB driver's license
- Five (5) years' experience doing operations and maintenance at a water care treatments works

Key Performance Areas:

- Planning Daily, Monthly and Annual work requirements against available resources by working out project priority and availability of funds to ensure that Capital Projects and maintenance to equipment contributes to the continued supply of safe water to the general public of Buffalo City Coastal District
- Supervising 125ML/Day raw water pump station by operating stop and star procedures to pumps according to plant demand to replenish water into Umzoniana Dam
- Compiling, distributing and controlling daily, weekly and monthly reports from recorded daily waterworks data, and interpretation of such facts and figures to produce comprehensive reports for Senior Management to base their plans on them, and also to ensure compliance with and Council Policies requirements and assess the plant key performance indicators
- Controlling physical process of purification operations by communication with Maintenance, Quality Control and Treatment Technicians staff on changes and breakdowns to ensure continuation in the production of purified water
- Co-ordinate safety procedures at Umzoniana and Needs Camp purification plants by inspecting if staff adheres to laws and regulations set out for plant personnel to ensure safety according to Health and Safety Act, as passed by Parliament
- Control forward planning of capital projects by investigating project priority and funds availability to ensure that the section embarks on projects that are necessary and within the financial year budget.

Competencies as listed below:**Interpersonal Relationships**

- Shows confidence when engaging with internal and external stakeholders

Cognitive Ability

- Demonstrates logical, consequential thinking; and develops new ways to solve problems

Coaching and Mentoring

- Diagnoses performance issues and determines appropriate developmental intervention to suit the individuals learning style.

TECHNICIAN – MAINTENANCE BULK UMZONYANA: 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 with 15% Scarce skill****Allowance of basic salary is applicable)****Ref No. 2/23****Requirements:**

- A Relevant National Diploma in Mechanical Engineering
- Computer literate
- Valid code B/EB driver's license
- Four years relevant experience in operation and maintenance of mechanical equipment

Key Performance Areas:

- Plan, direct and carry out mechanical and electrical maintenance of infrastructure
- Carry out routine and scheduled visual inspections and testing of machinery and apply necessary theoretical and analytical analysis
- Prepare and issue maintenance schedule to the subordinates, by delegating duties like routine machinery lubrication and cleaning
- Plans for Capital and Revenue Expenditure, by submitting planned projects estimated cost
- Plan the assets maintenance and replacement, by conceptualizing and preparation of motivation memorandums for implementation of scheduled or emergency related projects
- Carry out routine performance monitoring of machinery and equipment, by arranging for routine preventative maintenance programs and machinery inspection
- Continually monitor on to Supervisory Control and Data Acquisition (SCADA) computer system

Competencies as listed below:**Communication**

- Demonstrates effective oral and written communication

Action and Outcome Orientation

- Drive to meet deadlines

Impact and Influence

- Makes positive impact and comes across as confident professional

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.

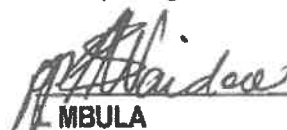
No emailed applications will be accepted.

CLOSING DATE: 2 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, 13th cheque, medical aid and group life assurance schemes, generous leave privileges, housing subsidy and assistance towards removal expenses subject to certain conditions.

 18/01/2023

**MBULA
ACTING CITY MANAGER**

Daily Dispatch Advert: 20 JANUARY 2023