



**BUFFALO CITY
METROPOLITAN MUNICIPALITY**

(EXTERNAL CIRCULAR)

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

NOTE: APPLICANTS WILL NOT BE REQUIRED TO COMPLETE AN APPLICATION FORM

DIRECTORATE OF CORPORATE SERVICES

GENERAL MANAGER – HUMAN RESOURCES PERFORMANCE AND DEVELOPMENT

TASK GRADE 19: R 969 919.80 – R 1 259 037.02

(Total Package: R 1 675 746.00 per annum subject to certain conditions)

Ref. No. 57/23

Requirements:

- Matric plus Three-year (3) qualification in relevant field
- Valid code B/EB driver's license
- Six (6) years relevant experience in the Human Resources field such as Education Training and Development, Employee Wellness, Career Development and Talent Management and Employee Performance Management

Key Performance Areas:

- Provides strategic input into the Municipality's Integrated Development Plan (IDP) and budget
- Develops, co-ordinates, implements and monitors HR Performance and Development strategies and policies
- To advise Management and Council on all matters related to HRD
- Liaises and interacts with National and Provincial Government, SALGA, SALGBC, LGSETA and Unions to address HR Performance and Delivery
- Manages and implements the infrastructure skills development programme
- Attends Top Management and Senior Management meetings
- Ensures effective financial management and controls within the unit
- Attends to all correspondence and queries of the unit
- Develops key performance indicators and targets for the Unit

Competencies as listed below:

Written communication

- Prepares high quality written communication including correspondence and reports to committees

Change Management

- Has thorough knowledge of human and municipality' behaviours and applies this knowledge in the design and implementation of strategies, frameworks, methods for complex change programmes

Accountability and Ethical Conduct

- Promotes transparent and accountable administration

Resilience

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

Direction Setting

- Grasp and articulates municipality's vision and mission and its implications

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.

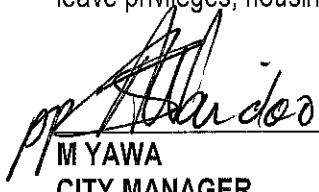
No emailed applications will be accepted.

CLOSING DATE: 7 JULY 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

22/06/2023

Daily Dispatch Advert: 26 JUNE 2023