



**BUFFALO CITY  
METROPOLITAN MUNICIPALITY**

**(EXTERNAL CIRCULAR)**

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

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

**DIRECTORATE OF HUMAN SETTLEMENTS**

**GENERAL MANAGER – HOUSING DELIVERY AND IMPLEMENTATION**

**TASK GRADE 19: R 1 022 295.47 – R 1 327 025.02**

**(Total Package: R 1 759 020.00 per annum subject to certain conditions)**

**Ref. No. 61/23**

**(Three-year fixed term contract)**

**Requirements:**

- NQF level 6 in Civil/Building Science and NQF level 8 in Project Management
- Registered or Candidate or Member of the following professional bodies: Engineering Council of South Africa (ECSA) Council for the Project and Construction Management Professions or Member of the Association of Arbitrators of SA
- Computer literate – Microsoft word/excel/Powerpoint / Microsoft-projects
- Valid code B/EB driver's license
- Ten (10) years technical experience in Human Settlements projects of which seven (7) years working for the Municipality at middle management level

**Key Performance Areas:**

- Participates in the process of land acquisition, bulk infrastructure, budget planning and township establishment
- Ensures compliance with all legislative requirements
- Ensures that there are electronic systems for planning, monitoring and evaluation of project deliverables
- Ensures that Senior Managers have a comprehensive project plan
- Attends audit and ensure compliance of therefore
- Undertake Staff Management and Discipline

**Competencies as listed below:**

**Communication**

- Communicates with all internal and external stakeholders

**Financial Management**

- Manages programmes to ensure effective budget spend and prevention of fruitless and wasteful expenditure

**Cognitive ability**

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

**SENIOR MANAGER – INFORMAL SETTLEMENT UPGRADING**  
**TASK GRADE 16: R 683 077.70 – R 886 702.70**  
**(Total Package: R 1 226 612.00 per annum subject to certain conditions)**  
**Ref No. 62/23**  
**(Three-year fixed term contract)**

**Requirements:**

- Matric plus three-year tertiary qualification in Development Studies
- Computer literate
- Valid code B/EB driver's license
- Five (5) years technical experience in Informal Human Settlement upgrading in which three (3) years should be in a managerial role

**Key Performance Areas:**

- Manages the implementation of the informal settlements upgrading
- Facilitates the development of monitoring tool that will assist in checking and evaluating progress
- Participates in strategic initiatives of the institution
- Establishes an interdepartmental forum
- Prepares project pipelining and canvas technical and financial support

**Competencies as listed below:**

**Planning and organizing**

- Attends to and manages multiple tasks/projects and details by focusing on key priorities

**Organisational awareness**

- Contributes toward addressing the municipality's service delivery challenges

**Action and outcome orientation**

- Creates an action orientated culture that supports the Department in achieving goals

**MANAGER – SOCIAL HOUSING POLICY AND EDUCATION SUPPORT**  
**TASK GRADE 14: R 526 240.92 – R 683 077.70**  
**(Total Package: R 807 562.00 per annum subject to certain conditions)**  
**Ref No. 63/23**

**(Three-year fixed term contract)**

**Requirements:**

- Bachelor's Degree in Public Administration or Social Sciences
- Computer literate in Microsoft packages
- Valid code B/EB driver's license
- Five (5) years municipal housing administration, project, financial management and education facilitation support experience

**Key Performance Areas:**

- Manages the formulation and revision of housing policies
- Ensures that Council and other role players are timeously informed of existing, new and amendments to housing legislations
- Arranges workshops for Councillors and other stakeholders to advise of new, amended and revised housing policies
- Develops housing policy manuals
- Ensures that housing consumer education for home ownership is facilitated and done
- Compiles reports for social housing, consumer education/social facilitation

**Competencies as listed below:**

**Resilience**

- Stays calm and focused under pressure

**Organisational awareness**

- Understands the municipality's policies and procedures

**Communication**

- Demonstrates effective oral and written communication

**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 councillors 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, Electricity House, Buxton Street or posted to the Directorate of Corporate Services, Human Resources Department, P O Box 134, EAST LONDON, 5200.**

**CLOSING DATE: 13 November 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.



**M YAWA**  
**CITY MANAGER**

**Daily Dispatch Advert: 31 OCTOBER 2023**