



**BUFFALO CITY
METROPOLITAN MUNICIPALITY**

(EXTERNAL CIRCULAR)

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

DIRECTORATE OF EXECUTIVE SUPPORT SERVICES

MANAGER: OFFICE OF THE EXECUTIVE MAYOR

TASK GRADE 16: R 683 077.70

(Total Package: R 1 226 612.00 per annum subject to certain conditions)

Ref No. 58/24

(Fixed term contract linked to term of office of the current Executive Mayor)

Requirements:

- Three-year tertiary Diploma in Public Administration or equivalent NQF level
- Valid driver's license
- Five years relevant experience of which two (2) should be in Middle Management and three (3) year's in Senior Management

Key Performance areas:

- Manages the office of the Executive Mayor
- Manages staff and administrative aspects
- Develops, co-ordinates, implements and monitors strategies and policies
- Attends meetings
- Ensures effective financial management and controls within the office

Competencies as listed below:

Problem Solving

- Probes deeply and considers consequences and risks attached to actions and the impact of solutions on multiple areas within the municipality; and
- Identifies, solves and monitors unique issues or problems that have total organizational impact in consultation with the stakeholders.

Accountability and Ethical Conduct

- Promotes transparent and accountable municipal administration

Team Orientation

- Uses complex strategies, such as team assignments and cross training, to promote team morale and productivity

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.

Candidates will be required to undergo a defensive driving or physical/practical test where applicable.

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.

CLOSING DATE: 22 November 2024

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, 13thcheque, 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**

Web Ad Notice: 11 November 2024