



**BUFFALO CITY  
METROPOLITAN MUNICIPALITY**

**(EXTERNAL CIRCULAR)**

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

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

**DIRECTORATE OF CORPORATE SERVICES**

**PROJECT ADMINISTRATOR (INFRASTRUCTURAL SKILLS DEVELOPMENT GRANT) – HUMAN  
RESOURCE PERFORMANCE & DEVELOPMENT**

**TASK GRADE 10: R 297 857.72**

**(Total Package: R 514 333.00 per annum subject to certain conditions)**

**Ref. No. 16/24**

**(3 YEAR FIXED TERM CONTRACT POST)**

**Requirements:**

- Grade 12
- Skills Development Facilitation Certificate
- Computer literate
- Five (5) years general administrative duties inclusive of six (6) months municipal experience

**Key performance areas:**

- Administration of conditional grant funding
- Administration of capacity building programs
- Monitors all capacity building programs
- Co-ordinates internships
- Presents learning programs

**Competencies as listed below:**

**Organisational awareness**

- Guided application of sector policies and legislation

**Problem solving and analysis**

- Demonstrates the ability to break down complex problems

**Accountability and ethical conduct**

- Shares information openly whilst respecting the principles of confidentiality

**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: 30 September 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, 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.

PP   
M YAWA  
CITY MANAGER 11/09/2024

**Web Advert: 16 September 2024**