



**BUFFALO CITY
METROPOLITAN MUNICIPALITY**

(EXTERNAL CIRCULAR)

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

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

DIRECTORATE OF CORPORATE SERVICES

**GENERAL MANAGER: CORPORATE SUPPORT SERVICES
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. 1/24**

Requirements:

- Matric plus three-year Degree in Public Administration **OR** Law
- Ten (10) years' experience of which five (5) years must be in a Management position

Key Performance areas:

- Provides strategic input into the Municipality's Integrated Development Plan (IDP) and budget
- Develops, co-ordinates, implements and monitors Corporate Support strategies and policies
- Advises Management and Council on all matters relating to Auxiliary Services, Records, Decision Tracking, Telecommunications, Travel Management and Council Support Services
- Attends Top Management and Senior Management meetings
- Ensures effective financial management and controls within the sections
- Attends to all correspondence and queries of the section
- Develops key performance indicators and targets for the sections
- Leads and Manages the Corporate Support Services Department

DIRECTORATE OF EXECUTIVE SUPPORT SERVICES

**GENERAL MANAGER: OFFICE OF THE EXECUTIVE MAYOR AND DEPUTY EXECUTIVE
MAYOR**

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. 2/24

**(Fixed term contract linked to term of Office of the Executive Mayor and Deputy Executive
Mayor)**

Requirements:

- Matric plus three-year tertiary qualification at NQF level 6 in Public Administration/Financial Management **OR** equivalent
- Three (3) years' experience in Middle Management and two (2) years' experience in Senior Management

Key Performance areas:

- Provides strategic input into the Municipality's Integrated Development Plan (IDP) and budget for the offices of the Executive Mayor and Deputy Executive Mayor
- Develops, co-ordinates, implements and monitors strategies and policies
- Advises Management and Council on all issues concerning matters in the office of the Executive Mayor and Deputy Executive Mayor
- Attends Top Management and Senior Management meetings
- Ensures effective financial management and controls within the offices
- Attends to all correspondence and queries of the offices
- Develops key performance indicators and targets for the offices
- Leads and Manages the staff in the offices of the Executive Mayor and Deputy Executive Mayor

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

CLOSING DATE: 5 March 2024 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.



M YAWA
CITY MANAGER

Daily Dispatch Advert: 21 FEBRUARY 2024