



**BUFFALO CITY  
METROPOLITAN MUNICIPALITY**

**(EXTERNAL CIRCULAR)**

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

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

**DIRECTORATE OF FINANCIAL SERVICES**

**MANAGER – INSURANCE: CORPORATE ASSET MANAGEMENT**

**TASK GRADE 14: R 549 921.76**

**(Total Package: R 847 940.00 per annum subject to certain conditions)**

**Ref. No. 41/23**

**(The post is being re-advertised. Applicants who previously applied need not re-apply)**

**Requirements:**

- B.Com Degree with Accounting III
- Relevant NQF level 6 Short term insurance Diploma
- Registered as an Associate of the Insurance Institute of SA (AIISA)
- Computer literate
- Six (6) years appropriate short term insurance experience

**Key Performance Areas:**

- Controls the authorisation of payment vouchers, journals, job masters and vote reconciliations
- Co-ordinates and controls the administration of insurance claims
- Co-ordinates and controls the recovery of monies due to BCMM from insurers
- Co-ordinates Insurance risk management procedures
- Management of the recording and reporting procedures to be followed for insurance claims and the training of staff
- Co-ordinating and controlling the renewal of BCMM's insurance portfolio to ensure that BCMM's assets are adequately insured

**Competencies as listed below:**

**Communication**

- Produces well-structured reports and written summaries

**Accountability and Ethical Conduct**

- Shares information openly, whilst respecting the principle of confidentiality

**Impact and Influence**

- Motivates subordinates to accomplish tasks and missions

**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: 2 December 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.

  
M YAWA  
CITY MANAGER

**Web Advert: 19 November 2024**