

**BUFFALO CITY
METROPOLITAN MUNICIPALITY**

(EXTERNAL CIRCULAR)

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

APPLICANTS WILL NOT BE REQUIRED TO COMPLETE AN APPLICATION FORM

DIRECTORATE OF FINANCIAL SERVICES

SENIOR MANAGER: CONTRACTS AND PERFORMANCE MANAGEMENT

TASK GRADE 16: R 683 077.70

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

Ref. No. 17/24

Requirements:

- Degree in Supply Chain Management or LLB or BCom
- Six (6) years' experience in a legal or supply chain management environment
- Management of Supply Chain Management information or having gained specialist experience in a Supply Chain Management discipline
- Computer literate
- Valid code B/EB driver's license
- Certificate in Municipal Financial Management (SAQA Qualification ID 48965) **OR** to be obtained within 18 months from date of appointment. Failure to obtain/exhibit the required competence, will result in the termination of the appointee's services within one month after the end of the new appointees 18-month period as per clause 3 (b) of Government Gazette No. 37432 dated 14 March 2014

Key Performance Areas:

- Gives input in collating information to be contained in bid specification documentation for inclusion of envisaged contractual terms with prospective bidders
- Standardize contract and/or service level agreement documentation while taking into consideration special Departmental requirements
- Ensure that there is a contract register for all types of contracts and is regularly maintained
- Maintain a record of all contractual contract and tender documents
- Ensures that a contract administration plan for each project is established
- Manages contract change procedures
- Conducts post contract reviews

Competencies as listed below:

Organisational awareness

- Knowledge of the Municipality's functional Directorates/Departments and understands strategic integration across these

Problem solving

- Is intuitive and understands symptoms and can diagnose potential problems before they occur

Procurement and tenders

- Quality controls the tenders in terms of process, systems and professional conduct

Financial process management

- Develops and implements SCM financial policies and systems

SENIOR MANAGER: DEMAND AND SUPPLIER DEVELOPMENT

TASK GRADE 16: R 683 077.70

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

Ref. No. 18/24

Requirements:

- Degree in Supply Chain Management or BCom
- Six years (6) relevant experience in a financial environment and of which two (2) years should be at a Managerial level
- Computer literate
- Valid code B/EB driver's license
- Certificate in Municipal Financial Management (SAQA Qualification ID 48965) **OR** to be obtained within 18 months from date of appointment. Failure to obtain/exhibit the required competence, will result in the termination of the appointee's services within one month after the end of the new appointees 18-month period as per clause 3 (b) of Government Gazette No. 37432 dated 14 March 2014

Key Performance Areas:

- Formulates procurement and provisioning strategies, systems and processes
- Implements the functional Demand Management systems and procedures of the Municipality
- Ensures an enabling environment for SMME's and emerging contractors to participate in BCMM's procurement processes
- Establishment of a user friendly system for vendors to enroll on the Municipal database
- Dissemination of information to potential and existing emerging businesses that is beneficial for development and sustainability

Competencies as listed below:

Organisational awareness

- Knowledge of the Municipality's functional Directorates/Departments and understands strategic integration across these

Problem solving

- Is intuitive and understands symptoms and can diagnose potential problems before they occur

Financial process management

- Develops and implements SCM financial policies and systems

DIRECTORATE OF SPATIAL PLANNING AND DEVELOPMENT

SENIOR MANAGER - PROPERTY DISPOSAL & ACQUISITION: PROPERTY MANAGEMENT

TASK GRADE 16: R 683 077.70

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

Ref. No. 27/24

Requirements:

- Bachelor's degree/Diploma in Property Management/Built Environment or related field
- Computer literate
- Valid driver's license
- Eight (8) years' experience in Property Management at middle/senior management

Key Performance Areas:

- Initiates and implements policies and procedures within the Department
- Reports to the relevant Portfolio Committees on all matters concerning the Division through the General Manager
- Ensures efficient and effective staff management
- Ensures all acquisitions and expropriations projects are done in a coordinated manner and completed professionally and timeously
- Ensures financial management and budgeting processes for both capital and operating projects are adhered to
- Engages with external and internal stakeholders

Competencies as listed below:

Organisational awareness

- Demonstrates an understanding of the municipal and local government processes
- Understands priorities, goals and issues of local government

Project Management

- Manages multiple projects

Communication

- Deals with issues directly
- Produces well-structured reports and written summaries

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.

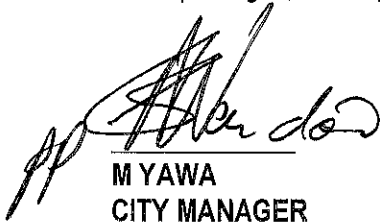
Applications can be hand delivered to the Human Resources Department, Buxton House, Buxton Street or posted to the Directorate of Corporate Services, P O Box 134, EAST LONDON, 5200.

CLOSING DATE: 7 October 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, 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

Web Advert: 23 September 2024