

**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 SPATIAL PLANNING AND DEVELOPMENT

MANAGER – GEOMATICS: DEVELOPMENT PLANNING

TASK GRADE 15: R 606 704.98

(Total Package: R 1 107 644.00 per annum subject to certain conditions)

Ref No. 28/24

Requirements:

- BSc Degree in Geomatics (Land Surveying)
- Registered as a Professional Land Surveyor with the SA Geomatics Council
- Computer literate
- Five (5) years' post professional experience as a Professional

Key Performance Areas:

- Manages Survey projects
- Prepares cost and time estimates
- Carries out cadastral and topographic surveys and aerial surveys for city wide mapping
- Carries out investigations of boundaries, ownership and restrictive conditions of properties
- Consults with internal and external professionals and service providers
- Attends meetings and conferences
- Manages staff and assets

Competencies as listed below:

Organisational awareness

- Contributes to shaping the municipality and local government specific goals and priorities
- Knowledge of the municipality's functional directorates/departments and understands strategic integration across these

Geo-Spatial data collection

- Manages the processes and standards for Geo-spatial data collection

Consulting

- Able to advise on technical matters in Geomatics tender specifications

DIRECTORATE OF CORPORATE SERVICES

IT SERVER COORDINATOR: ICT

TASK GRADE 13: R 467 388.06

(Total Package: R 731 999.00 per annum subject to certain conditions)

Ref. No.30/24

Requirements:

- National Diploma in Information Technology
- Six (6) years IT experience

Key Performance Areas:

- Co-ordinate and support IT server, storage and data centre infrastructure
- Proactive monitoring of all servers using a combination of tools to ensure high availability and compliance with service level agreements
- Manages and addresses quality monitoring and performance improvement issues to enable quick fault detection
- Reports on systems architecture reflecting the impact of new systems to the existing and future strategies

Competencies as listed below:

Organizational awareness

- In-depth knowledge of the issues impacting service delivery

Information strategy

- Takes overall responsibility for compliance with regulations, standards and codes of good practice relating to information and documentation, records management, information assurance and data protection

Resilience

- Stays calm and focused under pressure

DIRECTORATE OF SOLID WASTE AND ENVIRONMENTAL MANAGEMENT

SUPERVISOR – LANDFILLS & TRANSFER STATIONS: SOLID WASTE

TASK GRADE 08: R 234 966.24

(Total Package: R 433 585.00 per annum subject to certain conditions)

Ref. No. 36/24

Requirements:

- Grade 12
- Valid code 14 driver's license plus PDP
- Four (4) years' experience in landfill services/waste disposal

Key Performance Areas:

- Supervises the staff of landfill sites and transfer stations
- Performs clerical and administrative duties
- Attends to public requests and complaints about relevant services
- Ensures availability and maintenance of all waste disposal systems

Competencies as listed below:

Organizational awareness

- Aware of policies and procedures and works in strict accordance within those parameters

Planning and organizing

- Plans task on a daily basis according to set schedules
- Identifies resource requirements for undertaking specific tasks

Communication

- Communicates effectively both verbal and written

DIRECTORATE OF EXECUTIVE SUPPORT SERVICES

SENIOR ADMINISTRATIVE OFFICER – MUNICIPAL PUBLIC ACCOUNTS COMMITTEE

TASK GRADE 11: R 351 622.96

(Total Package: R 583 364.00 per annum subject to certain conditions)

Ref. No. 33/24

Requirements:

- Grade 12
- Three-year qualification in Administration Management or relevant qualification
- Computer literate
- Five (5) year relevant experience

Key Performance Areas:

- Provides and supervises the administrative function for the Department
- Drafting and preparing of memorandums and other general correspondence
- Oversee travel arrangements for the Chairperson
- Provides support to the Committee during oversight processes
- Prepares draft adverts for the MPAC public hearings
- Manages and controls the budget for the Department

Competencies as listed below:

Attention to detail

- Ensures that all information is available in the preparation of documentation

Team orientation

- Contributes towards positive climate within team

Organisational awareness

- Well-developed knowledge of relevant municipal legislation

DIRECTORATE OF PUBLIC SAFETY AND EMERGENCY SERVICES

DRIVING LICENSE EXAMINER (INLAND): TRAFFIC SERVICES

TASK GRADE 10: R 297 857.72

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

Ref. No. 22/24

Requirements:

- Grade 12
- Examiner of Driver's license Diploma – Grade A
- Registered with the Department of Transport as an Examiner
- Code A and EC driver's license
- Two (2) years' relevant experience

Key Performance Areas:

- Evaluate applicants for Learner's/ Driving License tests as required by the National Road Traffic Act 93/1998
- Evaluates the competency of Municipal drivers to drive a Municipal vehicle
- Evaluates applicants for Instructors Certificate by testing them in theory and practical to ascertain their competency to instruct learner drivers
- Assess applicant's eyes with the prescribed eye testing equipment to ensure they comply with legislation

Competencies as listed below:

Service Delivery Orientation

- Professional in interaction with general public

Resilience

- Stays calm and focused under pressure
- Responds constructively to adverse situations

Team Orientation

- Able to work in a multidisciplinary team

LAW ENFORCEMENT OFFICER (GRADE 3) – LAW ENFORCEMENT

TASK GRADE 07: R 208 686.80

(Total Package: R 399 691.00 per annum subject to certain conditions)

Ref No. 25/24

Requirements:

- Grade 12
- Traffic/Metro Police college diploma
- Code EB driver's license
- No criminal record
- Firearm proficiency
- 2 years relevant experience

Key Performance Areas:

- Maintains law and order for the entire Buffalo City

- Ensures public safety by carrying out and responding to complaints from the public both written complaints and complaints dispatched by the control room and performs control room duties by answering telephone calls, dispatching members per two-way radio
- Attends to court proceedings to give evidence as witness in relation to arrests made in his or her presence
- Physically maintains law and order by carrying out raids on Council property and apprehends perpetrators
- Provides police visibility and public safety in terms of protest marches, gatherings and picketing

Competencies as listed below:

Resilience

- Stays calm and focused under pressure
- Responds constructively to adverse situations and has calming influence on others

Patrol, Enforcement and Emergency Response

- Directs effective patrols to prevent crimes
- Follows arrest procedures and protocols according to policies and legislation

Interpersonal relationships

- Shows confidence in engagement with internal and external stakeholders

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.

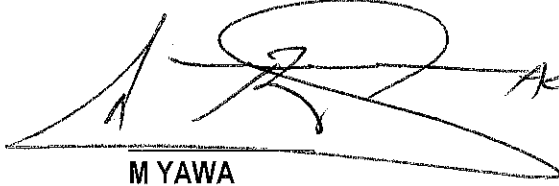
Applications can be hand delivered to the Human Resources Department, Buxton House, Buxton Street or posted to the Directorate of Corporate Services, P O Box 134, EAST LONDON, 5200.

CLOSING DATE: 8 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, 13th cheque, medical aid and group life assurance schemes, generous leave privileges, housing subsidy and assistance towards removal expenses subject to certain conditions.

A large, stylized handwritten signature in black ink, appearing to be 'M YAWA', written over a horizontal line.

M YAWA
CITY MANAGER

Web Advert: 28 October 2024