



**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 PUBLIC SAFETY AND EMERGENCY SERVICES**

**CHIEF SECURITY & PROTECTION SERVICES MANAGER**

**TASK GRADE 16: R 683 077.70 – R 886 702.70**

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

**Ref. No. 56/24**

**Requirements:**

- Three (3) year tertiary qualification or equivalent (NQF 7)
- PSIRA Registration
- Valid code B/EB driver's license
- Computer literacy Skills (word, excel, power point)
- Project Management skills and experience will be an added advantage
- Six (6) years in Security Management of which 3 years must be at middle Management level

**Key Performance Areas:**

- Formulates and/or aligns key deliverables and outcomes
- Directs and controls the Key Performance Indicator's and outcomes of personnel within the Security Services functionality
- Prepares operating estimates and controls expenditure against the approved budget allocations
- Manages and controls the implementation of plans, procedures, systems and controls related to risk analysis, loss control, incident investigation and protection Manages and controls the implementation of plans, procedures, systems and controls related to risk analysis, loss control, incident investigation and protection
- Directs operative requirements and procedures associated with key functional areas within Security & Protection Services Division
- Participates in processes aimed at providing information and, advice and guidance on Security Management

- Prepares and approves correspondence, requisitions, procedural forms and documentation for further processing and communication pertaining to the activity's requirements of the Division

**Competencies as listed below:**

**Problem Solving**

- Manages problems and its impact on the function and municipality

**Resilience**

- Remains focused and in control of situations

**Impact and influence**

- Establishes support and projects authority and credibility

**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: 11 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, 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: 29 October 2024**