



**BUFFALO CITY  
METROPOLITAN MUNICIPALITY**

**(EXTERNAL CIRCULAR)**

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

**DIRECTORATE OF PUBLIC SAFETY AND EMERGENCY SERVICES**

**DISASTER MANAGEMENT OFFICER - DISASTER MANAGEMENT**

**TASK GRADE 10: R R 311 261.32**

**(Total Package: R 540 050.00 per annum subject to certain conditions)**

**Ref. No. 12/25**

**Requirements:**

- Grade 12
- Relevant tertiary qualification in Disaster Management
- Registered as a Disaster Management Technician with the Disaster Management Institute of SA (DMISA)
- Computer Literate
- Valid code B/EB driver's license
- Three (3) years' experience in the field of Disaster Management

**Key Performance Areas:**

- Conducts risk and vulnerability assessments
- Promote prevention and mitigation
- Maintains an acceptable level of preparedness
- Manages disaster response, relief and recovery activities
- Promotes safety management at events
- Supervises staff

**Competencies as listed below:**

**Disaster Mitigation**

- Structured planning and implementation of measures to lessen the potential adverse impacts of natural and human-induced physical hazards

**Accountability and Ethical conduct**

- Demonstrate an ability to account for own actions, to work effectively with and respect others and, in a defined context, be responsible for use of resources where appropriate

**Resilience**

- Able to function effectively under pressure and in volatile, rapidly changing situations in a team leadership role

**LAW ENFORCEMENT OFFICERS X4 (GRADE 3) – LAW ENFORCEMENT  
TASK GRADE 07: R 218 077.71  
(Total Package: R 419 675.00 per annum subject to certain conditions)  
Ref No. 13/25**

**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

**DIRECTORATE OF HUMAN SETTLEMENTS**

**HOUSING PRACTITIONER – CONVEYANCING AND TRANSFER  
TASK GRADE 07: R 218 077.71**

**(Total Package: R 419 675.00 per annum subject to certain conditions)  
Ref No. 34/25**

**Requirements:**

- Grade 12 with Paralegal Diploma or Conveyancing certificate
- Computer literate
- Valid code B/EB driver's license
- Five (5) years housing administrative experience in a conveyancing environment

**Key Performance Areas:**

- To facilitate the transfer of land to title deeds and passing over housing units
- Liaise with relevant municipal departments by arranging meetings, emailing and writing internal memorandums
- Coordinate and check the status of land for development of new housing units
- Maintains a housing allocation database
- Conduct consultations with the beneficiaries and community stakeholders
- Submits all deeds of sales to conveyancers through Spatial Planning and Development

**Competencies as listed below:**

**Attention to detail**

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

**Organisational awareness**

- Well-developed knowledge of relevant municipal legislation

**DIRECTORATE OF FINANCIAL SERVICES**

**STORES SUPERVISOR (INLAND): SUPPLY CHAIN MANAGEMENT**

**TASK GRADE 08: R 245 539.72**

**(Total Package: R 455 264.00 per annum subject to certain conditions)**

**Ref No. 66/25**

**Requirements:**

- Diploma/Degree in Finance/Supply Chain Management/Logistics Management with accounting as a subject passed
- Valid code B/EB driver's license
- Two (2) years' experience in Supply Chain and one (1) year supervisory experience

**Key Performance Areas:**

- Supervises staff and controls stock
- Communication and interaction with users and external suppliers on aspects pertaining to the availability of products and alternatives, pricing, quality, lead times and service delivery standards against agreed terms and conditions
- Attends to specific administrative information processing and reporting requirements
- Conducts interim and annual stock take
- Reconciles the general and stock registers
- Prepares journals for misallocations
- Updates the financial information recording and updating

**Competencies as listed below:**

**Organisational awareness**

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

**Planning and organizing**

- Identifies resource requirements for undertaking specific tasks

## **DIRECTORATE OF INFRASTRUCTURE SERVICES**

### **MILLWRIGHT (COASTAL): SANITATION**

#### **TASK GRADE 10: R 311 261.32**

**(Total Package: R 540 050.00 per annum subject to certain conditions)**

**Ref No. 59/25**

#### **Requirements:**

- Grade 12 (NQF level 4)
- Millwright's Trade Test Certificate
- Valid code B/EB driver's license
- Computer literate
- Three (3) years' experience in maintenance of mechanical and electrical equipment

#### **Key Performance Areas:**

- Repairs, maintains, monitors and evaluates mechanical and electrical equipment
- Investigates maintenance requirements and safety
- Interacts with Service Providers and Internal Departments
- Supervises staff
- Ensures the efficient and correct use of tools and equipment

#### **Competencies as listed below:**

##### **Workplace Safety**

- Is aware of the hazards of working with dangerous materials.

##### **Discipline Specific Skills**

- Is aware of factors that may negatively impact the completion of a job

##### **Quality Orientation**

- Reviews all parts of a job to ensure quality

#### **PLEASE NOTE:**

**Enquiries regarding the above posts can be made to Mr Z. R. Shweni on 043 705 2706 or Melanie Naidoo on 043 705 2750**

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

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: 14 May 2025**

**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: 30 April 2025**