



**BUFFALO CITY
METROPOLITAN MUNICIPALITY**

(EXTERNAL CIRCULAR)

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

OFFICE OF THE CITY MANAGER

**GENERAL MANAGER - MUNICIPAL GOVERNANCE, QUALITY ASSURANCE AND
OVERSIGHT**

TASK GRADE 19: R 1 138 647.85

(Total Package: R 1 846 971.00 per annum subject to certain conditions)

Ref No. 163/25

Requirements:

- Honors Degree in Commerce majoring in Accounting
- Registered Chartered Accountant or Master's Degree in Business Administration (MBA) will be an added advantage
- Computer literate – Microsoft word/excel/powerpoint/Microsoft projects
- Valid code EB driver's license
- Ten (10) years' experience and knowledge of the MFMA, MSA, SCM regulations and Public Sector Governance frameworks of which five (5) years' experience should be in governance/oversight roles

Key Performance Areas:

- Strategically manages the following divisions:
 - Quality assurance and certification
 - Legal compliance, investigations and contract oversight
 - Bid committee oversight and SCM governance
 - Knowledge Management and Governance memory
- Financial risk management by providing early warning reports on budget deviations, contract performance and compliance failures
- Institutional accountability by directing consequence management processes in cases of negligence, misconduct or non-compliance
- MTREF Budget alignment to IDP
- Develops the operational budget for the Department
- Monitors service delivery performance and attends to deviations
- GRAP interpretation and financial compilation and review
- Review of the Audit Action Plan and Audit issues

Competencies as listed below:

Managerial competencies

- Strategic capability and leadership
- Governance and Policy interpretation
- Financial and risk management
- Strong integrity and ethical grounding
- People management and empowerment
- Ensures that all information is available in the preparation of documentation

**SENIOR MANAGER – LEGAL COMPLIANCE, INVESTIGATIONS AND CONTRACTS
OVERSIGHT**

TASK GRADE 16: R 760 822.06

(Total Package: R 1 287 943.00 per annum subject to certain conditions)

Ref No. 164/25

Requirements:

- LLB Degree or Bachelor's Degree in Law specializing in Forensics
- Admission as an Attorney or Advocate will be an added advantage
- Computer literate – Microsoft word/excel/powerpoint/Microsoft projects
- Valid code EB driver's license
- Ten (10) years' legal or forensic investigation experience of which five (5) years' must be at Managerial/Senior level

Key Performance Areas:

- Assesses, evaluates and analyses and monitors the control environment
- Prepares investigation reports for submission to the City Manager and MPAC
- Assists with the development of an overall compliance programme
- Provides oversight on contract management, enforcement and termination
- Conducts legal research and provides legal opinions and advice
- Manages and conducts investigations of poor planning, maladministration and compliance and governance irregularities

Competencies as listed below:

Managerial competencies

- Legislative and regulatory compliance
- Forensic investigation techniques
- Report writing and litigation preparation
- Strong ethical grounding and impartiality

SENIOR MANAGER – QUALITY ASSURANCE AND CERTIFICATION
TASK GRADE 16: R 760 822.06
(Total Package: R 1 287 943.00 per annum subject to certain conditions)
Ref No. 165/25

Requirements:

- Bachelor of Commerce Degree in Accounting/Auditing or Risk Management
- Master's Degree in Business Administration (MBA) or qualification in Project Management will serve as an added advantage
- Computer literate – Microsoft word/excel/powerpoint/Microsoft projects
- Valid code EB driver's license
- Eight (8) years' proven experience in Quality Assurance, Planning or Financial Oversight

Key Performance Areas:

- Design, develop, deploy and facilitate the management of an integrated, effective and efficient total quality management system
- Evaluates the IDP, SDBIP and Budget documents for compliance, accuracy and realism
- Provides specialist advisory service on quality systems and standards
- Compiles quality control reports, manage non-conformances raised
- Certifies the legality, compliance and financial soundness of all documentation requiring the City Managers' approval
- Ensures that standard operating procedures (SOP's), processes, procedural guides and quality service standards are developed, understood and implemented by the various Directorates

Competencies as listed below:

Managerial competencies

- Programme and project management
- Analytical and evaluative skills
- Decision making under pressure

**SENIOR MANAGER – BID COMMITTEE OVERSIGHT AND SUPPLY CHAIN
MANAGEMENT GOVERNANCE**
TASK GRADE 16: R 760 822.06
(Total Package: R 1 287 943.00 per annum subject to certain conditions)
Ref No. 166/25

Requirements:

- Bachelor of Commerce Degree in Accounting/Supply Chain Management/Auditing or Bachelor's Degree in Risk Management
- Post graduate qualification in Accounting/Supply Chain Management or Auditing will be an added advantage
- Computer literate – Microsoft word/excel/powerpoint/Microsoft projects
- Valid code EB driver's license
- Eight (8) years' experience in Supply Chain Management of which five (5) years must be at Managerial level

Key Performance Areas:

- Monitor and exercise oversight over the functioning of all SCM Bid Committees
- Reviews SCM deviations, including section 36 applications
- Reports on irregular procurement practices and recommend corrective measures
- Analyses, interprets and monitors the performance of SCM activities in compliance with all relevant legislation, policies, regulations and frameworks
- Oversee the development and implementation of management systems, control registers and procedures
- Manages the safekeeping of SCM information and implement protocol requirements

Competencies as listed below:**Managerial competencies**

- Supply Chain and Financial Compliance
- Policy development and interpretation
- Negotiation and conflict resolution

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.

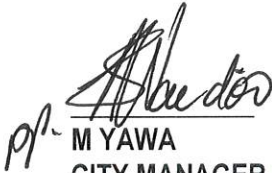
Applications can be hand delivered to the Human Resources Department, Buxton House, Buxton Street or posted to the Directorate of Corporate Services, P O Box 134, EAST LONDON, 5200.

CLOSING DATE: 21 October 2025 at 16h00

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: 8 October 2025