



**BUFFALO CITY
METROPOLITAN MUNICIPALITY**

(EXTERNAL CIRCULAR)

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

DIRECTORATE OF FINANCIAL SERVICES

**SENIOR MANAGER – TREASURY, BANK CONTROL AND CASH MANAGEMENT: BUDGET
AND TREASURY**

TASK GRADE 16: R 713 816.19

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

Ref No. 1/25

Requirements:

- CA/CMA **OR** B. Comm (Economics or Accounting) and any other relevant tertiary qualifications
- Eight (8) years working experience within a management accounting environment which includes experience at managerial level
- 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:

- Manages and makes critical long- and short-term cash flow decisions, including controlling daily cash requirements in accordance with Council
- Manages and makes critical decisions whether to investment or disinvestment of short-term funds and investment of long-term surplus fund in accordance with Council policy
- Responsible for implementing effective bank control strategies and approaches adopted by Council for improve the City's finances
- Responsible for managing investment funds
- Oversees the management of conditional grants funding

Competencies as listed below:

Organisational awareness

- Contributes to shaping the municipality and local government specific goals and priorities

Cognitive ability

- Deals with high levels of complexity and clarify issues

DIRECTORATE OF CORPORATE SERVICES

**SENIOR MANAGER – EMPLOYEE PERFORMANCE MANAGEMENT &
DEVELOPMENT**

TASK GRADE 16: R 713 816.19

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

Ref No. 19/25

Requirements:

- Bachelor's Degree or National Diploma majoring in Public Administration/Public Management/Performance Management/Human Resources Management/Human Resources Development or Industrial Psychology
- Valid code B/EB driver's license
- Five (5) years' experience in the Performance Management environment

Key Performance Areas:

- Manages, implements, co-ordinates and monitor Employee Performance Management and Development systems roll out to all employees
- Co-ordinates the implementation and review of the Employee Performance Management policy and procedures
- Facilitates submission of quarterly reports about the implementation of Employee Performance Management and Development system to the moderating committees
- Maintains institutional memory updates regarding the new trends and new developments related to Employee Performance Management and regulatory compliance regarding National, Provincial and Local spheres of Government
- Advises on Employee Development budget expenditure

Competencies as listed below:

Organisational awareness

- Knowledge of the municipality's functional directorates / departments and understand strategic integration across these

Team Orientation

- Manages team development and offers mentoring

Communication

- Communicates effectively at senior levels

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

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.

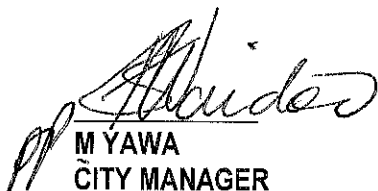
Applications can be hand delivered to the Human Resources Department, Buxton House, Buxton Street or posted to the Directorate of Corporate Services, P O Box 134, EAST LONDON, 5200.

CLOSING DATE: 21 February 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, 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: 10 February 2025