



**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

GIS TECHNICIAN - EPMO (2 YEAR FIXED TERM CONTRACT POST)

TASK GRADE 11: R 367 446.00

(Total Package: R 612 532.00 per annum subject to certain conditions)

Ref. No. 38/24

Requirements:

- National Diploma/Degree in GIS
- Registration with SAGC or eligible for registration as a GIS Technician or Technologist
- Computer literate with fully functionality on GIS application systems and software
- Valid driver's license
- Two years' relevant work experience

Key Performance Areas:

- Plans and performs GIS analysis to address departments strategic objectives
- Captures spatial data from various formats and sources
- Sources spatial information from various data custodians
- Maintains applicable Geo-databases
- Develops and implements relational/object-oriented databases

Competencies as listed below:

Organisational awareness

- Operates within the municipality's policies and procedures
- Knowledge and understanding of the municipality's functional Directorates

GIS Systems and Software

- Applies basic GIS software functions

Impact and influence

- Makes positive impact and comes across as confident professional

DIRECTORATE OF SPATIAL PLANNING AND DEVELOPMENT

GENERAL MANAGER: TRANSPORT PLANNING AND OPERATIONS

TASK GRADE 19: R 1 068 298.77

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

Ref No. 48/25

Requirements:

- BSc Degree/B Tech in Civil Engineering, Transportation Planning, Traffic Engineering **OR** related field
- Professional Registration with the Engineering Council of South Africa
- Valid code B/EB driver's license
- Minimum of ten (10) years professional experience at senior management level with at least five (5) years' experience in the transportation field

Key Performance Areas:

- Manager and control the overall administration of the transport planning and operations department
- Develops policies and strategies to ensure the most effective utilisation of infrastructure and resources for sustainable service delivery
- Implement short-, medium- and long-term transport policy strategies in infrastructure development , traffic engineering, travel demand management and public transport service delivery
- Provide visionary and innovative leadership in the planning of integrated transport delivery to the city
- Prepare the integrated transport plan comprising of transportation infrastructure plans, the travel demand management plan and the public transport plan

Competencies as listed below:

Organisational awareness

- Demonstrates an understanding of the municipal and local government processes
- Understands priorities, goals and issues of local government

Project Management

- Manages multiple projects

Communication

- Deals with issues through communication protocol
- Produces well-structured reports and written summaries

GENERAL MANAGER – DEVELOPMENT PLANNING
TASK GRADE 19: R 1 068 298.77
(Total Package: R 1 846 971.00 per annum subject to certain conditions)
Ref No. 49/25

Requirements:

- Degree in Qualification in Town and Regional Planning recognized by the South African for Town and Regional Planners (SACPLAN)
- Registration with SACPLAN as a Professional Planner
- Valid code B/EB driver's license
- Ten (10) years' Development Planning experience of which five (5) years must be at middle management

Key Performance Areas:

- Manage the Development Planning Branch which consists of City and Regional Planning, Geomatics, Architecture Spatial Norms and Standards Enforcement and Building Aesthetics Enforcement
- Provides strategic input into BCMM's Integrated Development Plan
- Oversees the Annual Revenue and Capital expenditure budgets for the Departments
- Maintains and updates the register for implementation of approved projects

Competencies as listed below:

Organisational awareness

- Demonstrates an understanding of the municipal and local government processes
- Understands priorities, goals and issues of local government

Project Management

- Manages multiple projects

Communication

- Deals with issues through communication protocol
- Produces well-structured reports and written summaries

DIRECTORATE OF INFRASTRUCTURE SERVICES

SENIOR MANAGER – MECHANICAL & FLEET SERVICES

TASK GRADE 16: R 713 816.19

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

Ref No. 51/25

Requirements:

- National Diploma or BSc in Mechanical Engineering or Mechatronics or N6 and relevant trade test qualification
- Valid driver's license
- Eight (8) years' relevant experience in an Automotive environment, of which five (5) years should be with a Local Authority, Provincial or National Government or private sector with mechanical and fleet management responsibilities

Key Performance Areas:

- Manages the Municipal Fleet Services, Vehicle Acquisition, Budgets, Fleet register and Vehicle disposal
- Manages the Municipal workshop maintenance facilities
- Manages fixed plant services
- Prepares reports
- Manages external hire of vehicles and plant
- Manages, controls and co-ordinates Personnel within the Department

Competencies as listed below:

Cognitive ability

- Deals with high levels of complexity and clarifies issues for others

Organisational awareness

- In-depth knowledge of the Directorate / Municipality's challenges in delivering municipal services

DIRECTORATE OF FINANCIAL SERVICES

SENIOR MANAGER – ACQUISITION MANAGEMENT: SUPPLY CHAIN MANAGEMENT

TASK GRADE 16: R 713 816.19

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

Ref No. 64/25

Requirements:

- NQF level 6 qualification in Accounting, majoring in Accounting, Auditing or Cost & Management Accounting, Supply Chain Management or Public Management
- Valid code B/EB driver's license
- Six (6) years relevant experience in Supply Chain Management 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:

- Generates reports on status of procurement practices for all Directorates
- Distributes reports to Senior Management team on status of their Directorates and whether practices comply with relevant regulations
- Ensures separation of duties in processing requisitions and orders
- Ensures fair and equitable allocation of responsibilities among buyers and senior buyers
- Determines threshold values for authoring limits of Senior Buyers

Competencies as listed below:

Organisational awareness

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

Problem solving

- Is intuitive and understands symptoms and can diagnose potential problems before they occur

Cognitive ability

- Deals with high levels of complexity and clarify issues

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: 20 March 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: 7 March 2025