



**BUFFALO CITY
METROPOLITAN MUNICIPALITY**

(EXTERNAL CIRCULAR)

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

DIRECTORATE OF SOLID WASTE AND ENVIRONMENTAL MANAGEMENT

SENIOR MANAGER – MUNICIPAL HEALTH SERVICES (ALL REGIONS)

TASK GRADE 16: R 724 523.44

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

Ref No. 101/25

Requirements:

- Relevant tertiary qualification preferably B Tech Degree in Environmental Health
- Registered with the Health Professional Council of South Africa as an Environmental Health Practitioner
- Computer literate
- Valid code B/EB driver's license
- Eight (8) years' or more relevant experience with a minimum of three (3) years Managerial experience

Key Performance Areas:

- Identifies and analyses the immediate, short- and long-term objectives of the Environmental Health section
- Manages human resource issues in the Department
- Manages the finance, budget, equipment and assets relevant to the Department
- Ensures community and stakeholder participation and inter-sectoral collaboration related to Municipal Health Services
- Provide management and control to meet community aspirations by reviewing of the IDP projects and programmes

Competencies as listed below:

Planning and organizing

- Attends to and manages multiple tasks/projects and details by focusing on key priorities

Organisational awareness

- Contributes toward addressing the municipality's service delivery challenges

Action and outcome orientation

- Creates an action orientated culture that supports the Department in achieving goals

DIRECTORATE OF CORPORATE SERVICES

**SENIOR MANAGER: RECRUITMENT AND SELECTION – HUMAN RESOURCES
MANAGEMENT**

TASK GRADE 16: R 724 523.44

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

Ref No. 102/25

Requirements:

- Bachelor's Degree or National Diploma in Human Resources Management or related field
- Computer literate
- Valid code B/EB driver's license
- Eight (8) years relevant experience covering a broad range of human resources functions and at least three (3) years supervisory experience

Key Performance Areas:

- Compiles internal and external adverts and placement thereof
- Provide input, implementation and monitoring of policies and procedures
- Attends relevant meetings and prepares relevant reports for Standing Committee and Council
- Attends to all correspondence and responds thereto
- Compiles reports and statistics
- Manages the sections budget
- Manages staff

Competencies as listed below:

Organisational awareness

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

Accountability and Ethical Conduct

- Promotes transparent and accountable administration

Resilience

- Responds constructively to adverse situations and has calming influence on others

Communication

- Communicates sensitive or controversial information effectively
- Communicates effectively at senior levels

PLEASE NOTE:

Enquiries regarding the above posts can be made to Mr Z. R. Shweni on 043 705 2706

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.

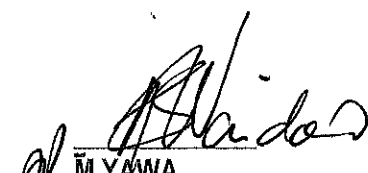
Applications can be hand delivered to the Human Resources Department, Buxton House, Buxton Street or posted to the Directorate of Corporate Services, P O Box 134, EAST LONDON, 5200.

CLOSING DATE: 25 April 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: 11 April 2025