



(EXTERNAL CIRCULAR)

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

OFFICE OF THE CITY MANAGER

**INTERNAL AUDITOR – GOVERNANCE AND INTERNAL AUDITING
TASK GRADE 11: R 367 446.00**

**(Total Package: R 612 532.00 per annum subject to certain conditions)
Ref. No. 20/24**

Requirements:

- Three (3) year qualification in Auditing or Accounting
- Registered or eligible for registration with the recognized Profession for Internal Auditors being the Institute of Internal Auditors South Africa (IIA-SA)
- IIA Qualification being the Internal Audit Technician (IAT/ OCIA "Occupational Certificate for Internal Auditors")
- Computer Literate
- Valid code B/EB driver's license
- Three years relevant experience in an Accounting, Auditing or Internal Auditing environment

Key Performance Areas:

- Provide independent assurance and advisory services related to governance, risk and control processes
- Documents the system description by consolidating the processes
- Identify possible risks through analyzing of information
- Prepares detailed schedules of findings from the exceptions raised
- Identity root causes of the findings identified during the audit test and provide recommendations for improvement
- Preference will be given to candidates with experience in the local government/ public sector environment

Competencies as listed below:

Organizational Awareness

- In-depth knowledge of municipality's policies and procedures
- Knowledge and understanding of the municipality's functional Directorates

Interpersonal Relationships

- Relates to people at all levels of the organization
- Shows confidence in engagement with internal and external stakeholders

Team Orientation

- Works effectively with people from other organizations / departments and manage in a competitive environment

DIRECTORATE OF CORPORATE SERVICES

**NETWORK TECHNICIAN – IT OPERATIONS: INFORMATION TECHNOLOGY AND SUPPORT
TASK GRADE 10: R 311 261.32**

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

Ref. No. 45/24

Requirements:

- Diploma in Information Technology
- Valid driver's license
- Must be ITIL certified
- Four (4) years' or more appropriate network experience

Key Performance Areas:

- Installation of new network points for end users
- Maintenance and configuration of LAN and WAN
- Reports on all network issues
- Resolves network issues on PC's and laptops
- Assists with asset recording

Competencies as listed below:

Organizational awareness

- In-depth knowledge of the issues impacting service delivery

Information strategy

- Takes overall responsibility for compliance with regulations, standards and codes of good practice relating to information and documentation, records management, information assurance and data protection

Resilience

- Stays calm and focused under pressure

DIRECTORATE OF SPATIAL PLANNING AND DEVELOPMENT

PRINCIPAL ARTISAN – TRAFFIC SIGNALS: TRANSPORT PLANNING AND OPERATIONS

TASK GRADE 10: R 311 261.32

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

Ref. No. 49/24

Requirements:

- Passed National Qualifications Framework (NQF) level N3 minimum
- Passed the SANS 10142-1 national examination
- Registered with the South African Department of Labour as an Electrician in either of the following categories:
 - electrical tester for single phase
 - installation electrician
 - master installation electrician
- Computer literate
- Valid code B/EB driver's license
- Five (5) years' experience as a qualified Artisan

Key Performance Areas:

- Preventative maintenance, repair, test installation and upgrade of traffic signal equipment
- Checks communication and modems/routers
- Installs Traffic Signal equipment and repairs faulty Traffic Signals
- Undertake stand-by duties after normal working hours
- Undertake maintenance, repairs of guidance/local destination signs
- Always adheres to safety precautions
- General administration duties

Competencies as listed below:

Service Delivery Orientation

- Engages effectively with the public and clients; and
- Corrects service delivery problems promptly without being defensive

Resilience

- Stays calm and focused under pressure

Impact and Influence

- Motivates subordinates to accomplish tasks and missions

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

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: 28 January 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: 15 January 2025