



(EXTERNAL CIRCULAR)

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

DIRECTORATE OF EXECUTIVE SUPPORT SERVICES

GENERAL MANAGER – MONITORING & EVALUATION: OFFICE OF THE EXECUTIVE MAYOR

TASK GRADE 18: R 1 060 447.66

(Total Package: R 1 731 689.00 per annum subject to certain conditions)

Ref No. 161/25

(Temporary post linked to the term of Office of the current Executive Mayor)

Requirements:

- Degree in any of the following areas: Monitoring and Evaluation; Project Planning and Management, Project Management or Public Administration, or other related social sciences
- Post graduate Programme Management qualification
- Five (5) years' experience in the management of programmes and coordination thereof, exposure to business reengineering techniques or other forms of monitoring and evaluation programmes aimed turnaround plans
- Proficiency with Microsoft Office applications, including Excel, Word, PowerPoint
- Valid code B/EB driver's license
- Knowledge of monitoring and evaluation principles and methods
- Proven organizational skills, including time management
- Successful completion of the assessment on the Progression criteria of the Performance Monitoring and Evaluation Training Programme
- Basic Knowledge and Experience in research methodology

Key Performance Areas:

- Develops, implements and reviews an Integrated Monitoring and Evaluation Model for BCMM, inclusive of the PMS Policy Framework, the System of Delegations, High-level Decision/Resolution Tracking and key elements of Individual Performance Management
- Applies framework guidelines to assess compliance requirements relating to the monitoring and evaluation phases of the Organizational Performance Management cycle and advises the Executive Mayor
- Controls applications associated with the scheduling and preparing of information for Performance Monitoring and Evaluation

- Conducts interim analyses and prepares statistical summaries relating to organizational/unit or individual Performance Monitoring and Evaluation
- Provides information or input on the Performance Management monitoring and evaluation information management procedures
- Reviews reports on progress made with committed actions relating to the City's responses to Ward Priorities and Mayoral Imbizo Issues and advise the Executive Mayor on red flags emanating from such reports
- Manages and controls the budget of the Unit

Competencies as listed below:

Organisational awareness

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

Communication

- Deals with issues directly
- Produces well-structured reports and written summaries

DIRECTORATE OF INFRASTRUCTURE SERVICES

DISTRICT ENGINEER (INLAND) – ROADS: CONSTRUCTION, ROADS & PROJECTS

TASK GRADE 16: R 760 822.06

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

Ref No. 50/25

Requirements:

- Degree in B Eng, BSc Eng or B Tech Civil Eng
- Registered as a Professional Engineer/Technologist with ECSA
- Valid code B/EB driver's license
- Eight (8) years or more relevant roads and stormwater infrastructure post-graduation experience of which three (3) years must be in roads and stormwater managing infrastructure

Key Performance Areas:

- Provides technical input for the preparation and implementation of programmes and projects
- Manages and coordinates the allocation of resources to the various functions of the Roads section
- Assess multiple projects feasibility and prioritize based on the strategic goals of the institution
- Provides technical advice on scope variation and prepares variation orders for approval by the committee
- Manages supply chain activities of roads projects and ensures compliance with supply chain management policy and tender procurement processes
- Prepares the annual capital and operating budget for the section
- Monitors and approves capital and maintenance expenditure

Competencies as listed below:

Planning and organizing

- Oversee and evaluates the planning of complex engineering projects

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

OFFICE OF THE CITY MANAGER

**MANAGER – INTERNAL AUDIT: GOVERNANCE & INTERNAL AUDIT
TASK GRADE 15: R 675 757.00**

(Total Package: R 1 163 026.00 per annum subject to certain conditions)

Ref No. 105/25

Requirements:

- National Diploma in Auditing or Accounting field
- IIA qualification – Internal Audit Technician (IAT) or equivalent being a fully complete Occupational Certificate in Internal Audit
- Computer literate
- Valid code B/EB driver's license
- Five (5) years internal auditing experience with knowledge of legislation affecting local government
- A minimum of the above experience must include three (3) years at supervisory level, preferably in Local Government
- Project Management skills
- Ability to communicate with officials at all levels
- Preference will be given to candidates with public sector internal auditing experience

Key Performance Areas:

- Assesses, evaluates and analysis the control environment
- Development of the Annual and Strategic Audit Plan
- Plans audit projects
- Reviews and audit files
- Monitors internal audit findings
- Provides secretariat duties to the Audit Committee

Competencies as listed below:

Organizational Awareness

- Knowledge and understanding of the municipality's functional Directorates

Interpersonal Relationships

- Relates to people at all levels of the organization

Team Orientation

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

DIRECTORATE OF PUBLIC SAFETY AND EMERGENCY SERVICES

**ASSISTANT SUPERINTENDENT – DRIVING LICENSES (COASTAL/MIDLAND):
TRAFFIC SERVICES**

TASK GRADE 11: R 391 642.87

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

Ref No.117/25

Requirements:

- Grade 12
- Examiner for Driving License Diploma (Grade A)
- ITO 2 certificate or part thereof or equivalent qualification
- Eligible to be registered as an Examiner for Driving License
- Valid code A and EC driver's license
- Three (3) years' experience as a Grade A examiner

Key Performance Areas:

- Ensures daily activities of section to maintain continuity of flow of work
- Allocates duties daily to Examiners
- Ensures that all equipment are in good working order
- Download police reports from LCU daily to submit to the Senior Licensing clerk
- Evaluates PRDP applications by perusing the medical certificate and criminal status of the applicant
- Ensures that all application forms are filled in correctly

Competencies as listed below:

Resilience

- Maintains professional ethics when confronted with pressure from others

Problem solving

- Manages problems and their impact on the function and municipality

Communication

- Communicate effectively

PLEASE NOTE:

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

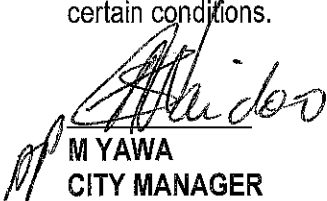
Applications can be hand delivered to the Human Resources Department, Buxton House, Buxton Street or posted to the Directorate of Corporate Services, P O Box 134, EAST LONDON, 5200.

CLOSING DATE: 29 July 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: 16 July 2025