



**BUFFALO CITY
METROPOLITAN MUNICIPALITY**

(EXTERNAL CIRCULAR)

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

DIRECTORATE OF CORPORATE SERVICES

IT OPERATIONS MANAGER

TASK GRADE 14: R 586 134.93

(Total Package: R 847 940.00 per annum subject to certain conditions)

Ref No.144/25

Requirements:

- Bachelor's Degree in Information Technology
- Valid driver's license
- Eight (8) years' experience in Information Technology with two (2) years being in Operations Management

Key Performance Areas:

- Manages the server and network operations
- Responsible for management and organization of the day-to-day operations IT server and network sections
- Develop and manage the capital and operating budget
- Liaise with network and server team by having regular meetings
- Participate in IT strategic planning, project planning and budget planning
- Formulate and implement departmental and organizational policies and procedures
- Creates and presents reports on network changes and upgrades required

Competencies as listed below:

Organizational awareness

- Aligns annual/quarterly plans with municipality goals and objectives

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

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: 29 August 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: 18 August 2025