



**BUFFALO CITY
METROPOLITAN MUNICIPALITY**

(EXTERNAL CIRCULAR)

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

DIRECTORATE OF PUBLIC SAFETY AND EMERGENCY SERVICES

TRAFFIC OFFICERS X4 (COASTAL) - TRAFFIC SERVICES

TASK GRADE 07: R 221 348.88

(Total Package: R 419 675.00 per annum subject to certain conditions)

Ref No. 88/25

Requirements:

- Grade 12
- Basic training qualification attained (Traffic Officers Diploma)
- Code EB driver's license
- No criminal record
- Registered as a Traffic Officer
- Two (2) years relevant experience

Key Performance Areas:

- Ensures that visible law enforcement is carried out
- Carries out law enforcement functions
- Carries out general crime prevention duties

Competencies as listed below:

Resilience

- Stays calm and focused under pressure
- Responds constructively to adverse situations and has calming influence on others

Patrol, Enforcement and Emergency Response

- Directs effective patrols to prevent crimes
- Follows arrest procedures and protocols according to policies and legislation

Interpersonal relationships

- Shows confidence in engagement with internal and external stakeholders

TRAFFIC OFFICER (INLAND) - TRAFFIC SERVICES
TASK GRADE 07: R 221 348.88
(Total Package: R 419 675.00 per annum subject to certain conditions)
Ref No. 89/25

Requirements:

- Grade 12
- Basic training qualification attained (Traffic Officers Diploma)
- Code EB driver's license
- No criminal record
- Registered as a Traffic Officer
- Two (2) years relevant experience

Key Performance Areas:

- Ensures that visible law enforcement is carried out
- Carries out law enforcement functions
- Carries out general crime prevention duties

Competencies as listed below:

Resilience

- Stays calm and focused under pressure
- Responds constructively to adverse situations and has calming influence on others

Patrol, Enforcement and Emergency Response

- Directs effective patrols to prevent crimes
- Follows arrest procedures and protocols according to policies and legislation

Interpersonal relationships

- Shows confidence in engagement with internal and external stakeholders

ASSISTANT SUPERINTENDENT – DRIVERS LICENSES (INLAND): TRAFFIC SERVICES
TASK GRADE 11: R 372 957.69
(Total Package: R 612 532.00 per annum subject to certain conditions)
Ref No. 86/25

Requirements:

- Grade 12
- Examiner for Driving Licence Diploma (Grade A)
- I.L.O 2 certificate or equivalent qualification
- Driving Licence code EC and A
- Eligible to be registered as an Examiner for Driving Licence
- Three (3) years' experience as a Grade A Examiner

Key Performance Areas:

- Ensure daily activities of section to maintain continuity and flow of work
- Allocate duties daily to examiners
- Ensures all equipment is in good working order as prescribed by N RTA
- Act as management representative for the department
- Ensures all application forms are filled in appropriately according to NRTA and according to K53 manual

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

DIRECTORATE OF HUMAN SETTLEMENTS

SENIOR MANAGER – TECHNICAL AND IMPLEMENTATION: HOUSING DELIVERY AND IMPLEMENTATION

TASK GRADE 17: R 875 909.55

(Total Package: R 1 523 221.00 per annum subject to certain conditions)

Ref No. 123/25

Requirements:

- NQF level 6 in Civil Engineering/Building Science and Project Management
- Computer literate
- Valid code B/EB driver's license
- Seven (7) years' experience in Human Settlement projects working as a Project Manager (private or state) and four (4) years working in the Municipal environment at middle management level managing construction management projects

Key Performance Areas:

- Ensure the smooth implementation of Human Settlement projects
- Ensures that each project has a detailed business and project implementation plan
- Ensures proper budgeting processes
- Attends to audit and ensures compliance
- Attend to audit findings

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 INFRASTRUCTURE SERVICES

**SENIOR CABLE JOINTER (INLAND): ELECTRICITY
TASK GRADE 07: R 218 077.71**

(Total Package: R 419 675.00 per annum subject to certain conditions)

Ref No. 62/25

Requirements:

- Grade 9
- Cable Jointing certificate
- Valid code C1 driver's license with PDP or to be obtained within 6 months of employment
- Five (5) years cable jointing experience
- Municipal experience will be an added advantage

Key Performance Areas:

- Joins and terminates all makes and sizes of HT and LT cables
- Carries out maintenance to cross linked polyethylene cables
- Ensures safety of staff on site
- Supervise excavation work on site

Competencies as listed below:

Workplace Safety

- Is aware of the hazards of working with dangerous materials.

Discipline Specific Skills

- Is aware of factors that may negatively impact the completion of a job

Quality Orientation

- Reviews all parts of a job to ensure quality

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

(The above post is being re-advertised. Applicants who previously applied need not re-apply)

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

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: 12 June 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, 13thcheque, 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: 30 May 2025