



**(EXTERNAL CIRCULAR)**

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

**DIRECTORATE OF PUBLIC SAFETY AND EMERGENCY SERVICES**

**DISASTER MANAGEMENT OFFICER - DISASTER MANAGEMENT  
TASK GRADE 10: R R 315 930.24**

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

**Ref. No. 12/25**

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

**Requirements:**

- Grade 12
- Relevant tertiary qualification in Disaster Management
- Registered as a Disaster Management Technician with the Disaster Management Institute of SA (DMISA)
- Computer Literate
- Valid code B/EB driver's license
- Three (3) years' experience in the field of Disaster Management

**Key Performance Areas:**

- Conducts risk and vulnerability assessments
- Promote prevention and mitigation
- Maintains an acceptable level of preparedness
- Manages disaster response, relief and recovery activities
- Promotes safety management at events
- Supervises staff

**Competencies as listed below:**

**Disaster Mitigation**

- Structured planning and implementation of measures to lessen the potential adverse impacts of natural and human-induced physical hazards

**Accountability and Ethical conduct**

- Demonstrate an ability to account for own actions, to work effectively with and respect others and, in a defined context, be responsible for use of resources where appropriate

**Resilience**

- Able to function effectively under pressure and in volatile, rapidly changing situations in a team leadership role

**DIRECTORATE OF SPATIAL PLANNING AND DEVELOPMENT**

**SENIOR MANAGER - PROPERTY DISPOSAL & ACQUISITION: PROPERTY  
MANAGEMENT**

**TASK GRADE 16: R 724 523.44**

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

**Ref. No. 27/24**

**(The above post is being re-advertised)**

**Requirements:**

- Bachelor's degree/Diploma in Property Management/Built Environment or related field
- Computer literate
- Valid driver's license
- Eight (8) years' experience in Property Management at middle/senior management

**Key Performance Areas:**

- Initiates and implements policies and procedures within the Department
- Reports to the relevant Portfolio Committees on all matters concerning the Division through the General Manager
- Ensures efficient and effective staff management
- Ensures all acquisitions and expropriations projects are done in a coordinated manner and completed professionally and timeously
- Ensures financial management and budgeting processes for both capital and operating projects are adhered to
- Engages with external and internal stakeholders

**Competencies as listed below:**

**Organisational awareness**

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

**Project Management**

- Manages multiple projects

**Communication**

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

**MANAGER – BUILDING INSPECTORATE: ARCHITECTURE**  
**TASK GRADE 14: R 558 170.59**  
**(Total Package: R 847 940.00 per annum subject to certain conditions**  
**Ref No. 79/25**

**Requirements:**

- National Diploma in Architecture, Building Management or Quantity Surveying
- Valid driver's license
- Five (5) years' experience in the building inspectorate environment

**Key Performance Areas:**

- Approval of building plans
- Signs notices of illegal building activities
- Approval of applications for the erection of temporary structures
- Approval of occupancy certificates
- Granting permission to erect temporary buildings
- Granting Demolition permit
- To serve notices of contravention of the National Building Regulations

**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

**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.

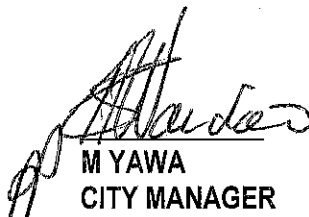
**Applications can be hand delivered to the Human Resources Department, Buxton House, Buxton Street or posted to the Directorate of Corporate Services, P O Box 134, EAST LONDON, 5200.**

**CLOSING DATE: 11 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, 13<sup>th</sup> cheque, medical aid and group life assurance schemes, generous leave privileges, housing subsidy and assistance towards removal expenses subject to certain conditions.

 30/6/2025  
M YAWA  
CITY MANAGER

**Web Advert: 30 June 2025**