



**BUFFALO CITY
METROPOLITAN MUNICIPALITY**

(EXTERNAL CIRCULAR)

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

DIRECTORATE OF ELECTRICITY AND ENERGY SERVICES

DISTRICT ENGINEER (COASTAL): ELECTRICITY DISTRIBUTION

TASK GRADE 16: R 846 279.13

(Total Package: R 1 351 577.00 per annum subject to certain conditions)

Ref No. 16/25

Requirements:

- National Diploma in Electrical Engineering and Registered with ECSA **OR**
- N6 in Electrical Engineering and passed an Electrical Trade test and registered as an Installation Electrician (Wireman's licence)
- Computer literate
- Valid code B/EB drivers' licence
- Five (5) years' experience in an electrical distribution environment including two (2) years in a management post

Key Performance Areas:

- Manages the planning of all electrical network operations and planned electrical outages and major electrical power failure
- Ensures that all electrical substation infrastructure, high voltage protection and metering conforms and complies with wiring legislation, regulations and wiring standards
- Manages and has oversight of all investigations into all incidents and accidents that relates to the electrical network
- Manages the implementation of all safety requirements in terms of the OHS act
- Manages all distribution and operational sections
- Manages the financial operational budgets and ensure proper controls are in place for expenditure

Competencies as listed below:

Managing work

- Ensures that high priority work is accomplished within required timelines

Planning and organizing

- Projects and forecasts short-, medium- and long-term needs for the operations falling under his/her control

Accountability and ethical conduct

- Acts decisively against corrupt and dishonest conduct

PRINCIPAL ARTISAN (INLAND): ELECTRICITY
TASK GRADE 13: R 594 629.49
(Total Package: R 807 836.00 per annum subject to certain conditions)
Ref No. 93/26

Requirements:

- National technical certificate part 3
- Electrical trade test certificate
- Computer literate
- Valid code C1 driver's license with PDP or PDP to be obtained 6 months of employment
- Six (6) years post apprenticeship experience
- Municipal experience will be an advantage

Key Performance Areas:

- Ensures that all electrical substation infrastructure conforms and complies with wiring legislation, regulations and wiring standards
- Inform consumers of pending power outages
- Assist with written reports
- Report all vandalism and theft and compiles reports
- Controls stock and equipment

Competencies as listed below:

Planning and organizing

- Attends and manages multiple tasks and details by focusing on key priorities and delegation to others

Task Management

- Plans ahead to ensure that required equipment and/or materials are in appropriate locations so that own and other's work can be done effectively

DIRECTORATE OF PUBLIC SAFETY AND EMERGENCY SERVICES
DRIVING LICENSE EXAMINERS X2 (COASTAL): TRAFFIC SERVICES
TASK GRADE 10: R 396 834.88
(Total Package: R 594 993.00 per annum subject to certain conditions)
Ref No. 24/26

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

Requirements:

- Grade 12
- Examiner of Driver's license Diploma – Grade A
- Registered with the Department of Transport as an Examiner
- No criminal record
- Code A and EC driver's license
- Two (2) years' relevant experience

Key Performance Areas:

- Evaluate applicants for Learner's/ Driving License tests as required by the National Road Traffic Act 93/1998
- Evaluates the competency of Municipal drivers to drive a Municipal vehicle
- Evaluates applicants for Instructors Certificate by testing them in theory and practical to ascertain their competency to instruct learner drivers
- Assess applicants' eyes with the prescribed eye testing equipment to ensure they comply with legislation

Competencies as listed below:

Service Delivery Orientation

- Professional in interaction with general public

Resilience

- Stay calm and focused under pressure
- Responds constructively to adverse situations

DEPUTY CHIEF – VIP PROTECTION UNIT (ALL REGIONS): SECURITY AND PROTECTION SERVICES

TASK GRADE 14: R 663 294.36

(Total Package: R 933 418.00 per annum subject to certain conditions)

Ref. No. 29/26

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

Requirements:

- National Diploma (NQF 6) in Security Management or related field
- PSIRA Registration certificate Grade A
- No criminal record
- Accredited VIP protection certificate from SAPS or reputable Security service provider
- Firearm competency certificate (handgun, rifle and shotgun), either in a military environment or for business purposes
- Computer literacy skills
- Valid code B/EB driver's license
- Advanced driving capabilities certificate
- Project Management skills and experience will be an added advantage
- Five (5) years in Security Management of which three (3) years in a Supervisory level with proven experience managing Close protection of VIP operations

Key Performance Areas:

- Formulates and/or aligning key deliverables and outcomes
- Oversee personnel and performance management of the section
- Prepares operating estimates and controls expenditure
- Manages and ensures the implementation of plans, procedures, systems and controls related to risk analysis, loss control, incident investigation and protection
- Directs operative requirements and procedures associated with key functional areas within VIP Protection

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

HOUSING PRACTITIONER – CONVEYANCING AND TRANSFER

TASK GRADE 07: R 292 797.30

(Total Package: R 462 678.00 per annum subject to certain conditions)

Ref No. 37/25

Requirements:

- Grade 12 with Paralegal Diploma or Conveyancing certificate
- Computer literate
- Valid code B/EB driver's license
- Five (5) years housing administrative experience in a conveyancing environment

Key Performance Areas:

- To facilitate the transfer of land to title deeds and passing over housing units
- Liaise with relevant municipal departments by arranging meetings, emailing and writing internal memorandums
- Coordinate and check the status of land for development of new housing units
- Maintains a housing allocation database
- Conduct consultations with the beneficiaries and community stakeholders
- Submits all deeds of sales to conveyancers through Spatial Planning and Development

Competencies as listed below:

Attention to detail

- Ensure that all information is available in the preparation of documentation

Organisational awareness

- Well-developed knowledge of relevant municipal legislation

PLEASE NOTE:

Enquiries regarding the above posts can be made by contacting the following numbers
043 705 2706/ 2750 or 2729

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, Room 7, 1st Floor Electricity House, Buxton Street, or posted to the Directorate of Corporate Services, Human Resources Department, P O Box 134, EAST LONDON, 5200.

CLOSING DATE: 14 September 2026

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: 1 September 2026