



**BUFFALO CITY
METROPOLITAN MUNICIPALITY**

(EXTERNAL CIRCULAR)

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

DIRECTORATE OF CORPORATE SERVICES

**SENIOR MANAGER: REMUNERATION AND BENEFITS – HUMAN RESOURCES
MANAGEMENT**

TASK GRADE 17: R 919 792.61

(Total Package: R 1 599 039.00 per annum subject to certain conditions)

Ref No. 1/26

Requirements:

- Bachelor's Degree in Human Resources Management/Financial Management or Financial Accounting
- A relevant post graduate qualification will serve as an added advantage
- Computer literate
- Valid code B/EB driver's license
- Ten (10) years' relevant experience covering a broad range of human resources functions with (5) years at Senior Management level

Key Performance Areas:

- Manages the remuneration, benefits and payroll sections
- Develops and reviews policies and procedures
- Attends relevant meetings and prepares relevant reports for Standing Committee, Risk, Audit and MPAC Committees
- Attends to all correspondence and responds thereto
- Management and control of the staff costs and budget for the municipality
- Manages staff

Competencies as listed below:

Organisational awareness

- Knowledge of the municipality's functional directorates / departments and understand strategic integration across these

Accountability and Ethical Conduct

- Promotes transparent and accountable administration

Communication

- Communicates effectively at senior levels

DIRECTORATE OF HUMAN SETTLEMENTS

GENERAL MANAGER: HOUSING PLANNING AND STRATEGY

TASK GRADE 19: R 1 138 647.85

(Total Package: R 1 938 825.00 per annum subject to certain conditions)

Ref No. 210/25

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

Requirements:

- Hons Degree/Degree in Urban and Regional Planning/ City and Regional Planning/ Town and Regional Planning
- Registration with SACPLAN as a Professional Planner
- Valid code B/EB driver's license
- Computer literate
- Ten (10) years' experience in City and Regional Planning of which five (5) years must be at Senior Management level

Key Performance Areas:

- Contributes to the overall policy and strategy development within BCMM
- Develops standard operating procedures for all functions within the Department
- Identify key areas for interventions in human settlements within the framework
- Institutes corrective measures on audit findings
- Provides input to human settlements analyses and needs assessment and other activities aimed at urban environmental planning and management
- Ensures compliance with relevant legal prescriptions and constraints

Competencies as listed below:

Organisational awareness

- Demonstrates an understanding of the municipal and local government processes

Project Management

- Manages multiple projects

Communication

- Deals with issues directly

DIRECTORATE OF WATER AND SANITATION SERVICES

PROCESS CONTROLLER - BULK (COASTAL): WATER SUPPLY SERVICES

TASK GRADE 07: R 232 438.45

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

Ref No. 200/25

Requirements:

- Grade 10 OR N1 Water Treatment or Water Care certificate or certificate in Water Purification Process control (NQF level 2)
- Registered as a class 2 Process controller
- Valid code B/EB driver's license
- Five (5) years' experience at a recognized water treatment plant

Key Performance Areas:

- Fills in logistical data on registers
- Maintains records of the storage and pumping processes
- Monitors the outlying reservoirs by recording the levels
- Supervises staff
- Controls treatment processes

Competencies as listed below:

Planning and organizing

- Identifies resource requirements for undertaking specific tasks

Communication

- Communicates effectively both verbal and written

PROCESS CONTROLLER – BULK (INLAND): WATER SUPPLY SERVICES

TASK GRADE 07: R 232 438.45

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

Ref No. 201/25

Requirements:

- Grade 10 OR N1 Water Treatment or Water Care certificate or certificate in Water Purification Process control (NQF level 2)
- Registered as a class 3 Process controller
- Valid code B/EB driver's license
- Five (5) years' experience at a recognized water treatment plant

Key Performance Areas:

- Conducts operational monitoring
- Monitor treatments processes
- Isolate any defective equipment
- Carries out routine maintenance

Competencies as listed below:

Planning and organizing

- Identifies resource requirements for undertaking specific tasks

Communication

- Communicates effectively both verbal and written

DIRECTORATE OF SPATIAL PLANNING AND DEVELOPMENT

MANAGER – LAND REFORMS AND TRANSACTIONS: PROPERTY MANAGEMENT

TASK GRADE 14: R 586 134.93

(Total Package: R 891 091.00 per annum subject to certain conditions)

Ref No. 80/25

Requirements:

- Degree in Real Estate/Public Administration or Law
- Valid driver's license
- Four (4) years' land administrative experience

Key Performance Areas:

- Attends to registration of all townships and property transfers in the deeds office
- Implements strategic direction to the division
- Co-ordinates the administration of all land restitution claims within Buffalo City Municipal area
- Co-ordinates the upgrading of existing land tenure systems in BCMM
- Prepares and submits regular reports to the General Manager of Property Management on any matter that needs to be resolved
- Prepares reports to the Spatial Planning and Development standing committee and central bid committee and implement council resolutions
- Institutes adequate measures to prevent land invasion and illegal occupation of council land
- Attends to internal and external meetings with ward committees and other as required
- Supervises and manages staff under his or her control and discipline and disputes of staff within the division

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: 20 February 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: 9 February 2026