



**BUFFALO CITY
METROPOLITAN MUNICIPALITY**

(EXTERNAL CIRCULAR)

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

OFFICE OF THE CITY MANAGER

CHIEF RISK OFFICER: RISK MANAGEMENT UNIT

TASK GRADE 17: R 1 012 800.78

(Total Package: R 1 674 994.00 per annum subject to certain conditions)

Ref No. 155/26

Requirements:

- BCom Degree in Auditing and Risk Management and/or a B-Tech Degree in Auditing and Risk Management Computer literate
- Valid code B/EB driver's license
- Five (5) years' Audit/Risk Management experience of which three (3) years must be at Managerial level

Key Performance Areas:

- Identify current and possible risks in the Municipalities overall operations
- Assists Council and Senior Management to establish and communicate the municipality's Enterprise Risk Management objectives
- Assists Management with integration of risk management and strategic developmental processes
- Assists the Accounting Officer to develop and communicate risk management policies
- Assists in developing risk mitigation strategies for the organizations critical risk and monitoring these risks
- Implements appropriate risk reporting to the Accounting Officer, Senior Management and Council
- Provides administrative support to the Risk Committee
- Monitors and updates the risks register

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

DIRECTORATE OF CORPORATE SERVICES

GENERAL MANAGER – HUMAN RESOURCES MANAGEMENT

TASK GRADE 20: R 1 525 860.70

(Total Package: R 2 472 549.00 per annum subject to certain conditions)

Ref No. 180/26

Requirements:

- Degree in Human Resources Management or Law
- Post graduation qualification will be an added advantage
- Valid code B/EB driver's license
- Ten (10) years relevant experience in the Human Resources field such as Recruitment and Selection, Labour Relations, Organizational Design and Development, Employee Planning, Maintenance of staff budget, Remuneration and Benefits and Job Evaluation

Key Performance Areas:

- Provides strategic input into the Municipality's Integrated Development Plan (IDP)
- Develop strategies and policies regarding relevant Human Resources matters
- Implement all strategic HRM related plans and policies
- Attends Top Management and Management meetings
- Ensures effective financial management and controls
- Attends to all correspondence and queries
- Develops key performance indicators and targets for the Unit

Competencies as listed below:

Organisational awareness

- Knowledge of the municipality's functional Directorates/departments and understand strategic integration across these and in-depth knowledge of the municipality's challenges in delivering municipal services

Consulting

- Displays thorough understanding subject matters, risks, stakeholder dynamics and consultation processes and methodologies

Written Communication

- Prepares high quality written communication including correspondence and reports

DIRECTORATE OF SPATIAL PLANNING AND DEVELOPMENT

INSPECTOR – BUS SERVICES: TRANSPORT PLANNING AND OPERATIONS

TASK GRADE 08: R 323 458.07

(Total Package: R 501 798.00 per annum subject to certain conditions)

Ref No. 143/26

Requirements:

- Grade 12
- Valid code B/EB driver's license
- One (1) year' related experience

Key Performance Areas:

- Maintains discipline amongst drivers
- Carries out ticket examination on the buses in service
- Handles public enquiries
- Attends to accidents involving buses
- Check buses to ensure that they in good condition
- Conduct inspections, spot checks and reports on drivers

Competencies as listed below:**Planning and organizing**

- Identifies resource requirements for undertaking specific tasks

Communication

- Communicates effectively both verbal and written

ADMINISTRATIVE OFFICER – SALES**TASK GRADE 08: R 323 458.07**

(Total Package: R 501 798.00 per annum subject to certain conditions)

Ref No. 145/26

Requirements:

- National Diploma in Real Estate or Public Administration
- Computer literate
- Two (2) years property related experience

Key Performance Areas:

- Ensure that comments requested from the relevant municipal Departments are received on time to meet deadlines for reports
- Prepare reports for all committees
- Manage all sales applications of immovable assets and ensure it has been included in the sales register
- Prepare bid specification reports for BSC, BEC and BAC
- Ensures that Council resolutions are implemented timeously
- Attend to client queries

Competencies as listed below:**Attention to Detail**

- Ensures all details of a task are accomplished
- Checks against standards and regulations

Interpersonal Relationships

- Shows confidence in engagement with internal and external stakeholders

Service Delivery Orientation

- Professional interaction with the public and stakeholders

ADMINISTRATIVE OFFICER: LEASES
TASK GRADE 08: R 323 458.07
(Total Package: R 501 798.00 per annum subject to certain conditions)
Ref No. 146/26

Requirements:

- National Diploma in Real Estate or Public Administration
- Computer literate
- Two (2) years property related experience

Key Performance Areas:

- Receives and processes applications for the lease of municipal buildings
- Prepares lease contracts and agreements
- Prepares reports for the Portfolio and Bid Committees
- Maintains the leave register
- Implements Council resolutions
- Prepares circulation for each new application

Competencies as listed below:

Attention to Detail

- Checks against standards and regulations

Interpersonal Relationships

- Shows confidence in engagement with internal and external stakeholders

Service Delivery Orientation

- Professional interaction with the public and stakeholders

DIRECTORATE OF WATER AND SANITATION SERVICES

SUPERINTENDENT TANKER SERVICES - CONVEYANCE (COASTAL): SANITATION
TASK GRADE 12: R 533 675.48
(Total Package: R 733 929.00 per annum subject to certain conditions)
Ref No. 111/26

Requirements:

- Grade 12 or NQF Level 4 Occupational Certificate
- National Diploma in Civil or Mechanical Engineering, or apprenticeship in Plumbing, or Mechanical, or equivalent Trade Test Certificate in Plumbing, or Mechanical, or equivalent
- Valid Code EB Driver's License
- Five (5) years working experience in design or operation and maintenance of reticulation network, of which two (2) years at a supervisory level

Key Performance Areas:

- Clearing of conservancy, septic, sludge tanks and sumps
- Clearing of ventilated improved pit-latrines fecal sludge
- Check stock levels of chemicals, oils and greases
- Prepare monthly reports
- Supervise staff 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 FINANCIAL SERVICES

SENIOR MANAGER – VAT, LEASES AND PAYMENTS

TASK GRADE 16: R 846 279.13

(Total Package: R 1 415 777.00 per annum subject to certain conditions)

Ref No. 163/26

Requirements:

- B Com Degree in Accounting
- Valid code B/EB driver's license
- Computer literate
- National Treasury minimum competence requirements or to be obtained within 18 months from date of appointment
- Seven (7) years relevant experience (finance) in a similar sized organization with three (3) years Management experience
- Local Government experience will be an added advantage

Key Performance Areas:

- Manages the Vat, Leases and Payment sections
- Develop, evaluate and revise internal control processes and policies to reduce cost and increase efficiency
- Authorize journal entries including accruals and financial year end transactions
- Process EFT payments for 3rd party payments as well as creditors (unlimited)
- Authorized bank signatory who is key in approving requests and instructions to the bank

Competencies as listed below:

Organisational awareness

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

Communication

- Produces well-structured reports

SENIOR ADMINISTRATOR - INSURANCE: CORPORATE ASSET MANAGEMENT
TASK GRADE 10: R 396 834.88

(Total Package: R 594 993.00 per annum subject to certain conditions)

Ref No. 40/26

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

Requirements:

- Grade 12 with maths or accounting
- Relevant NQF 5 short term insurance certificate
- Four (4) years appropriate short term insurance experience

Key Performance Areas:

- Administers BCMM's assets insurance claims
- Processing reimbursements of costs to Departments
- Administers BCMM's asset replacements (non-motor), electricity assets and motor fleet asset replacements
- Advises Departments on insurance claim procedures

Competencies as listed below:

Technical Communication

- Shows an understanding of the issues at hand and how best to communicate the information

Communication

- Ensure that all written and spoken communication is concise and well structured
- Communicates information in an appropriate style

STORES SUPERVISOR (COASTAL): SUPPLY CHAIN MANAGEMENT
TASK GRADE 08: R 323 458.07

(Total Package: R 501 798.00 per annum subject to certain conditions)

Ref No. 147/26

Requirements:

- Degree/Diploma in Financial Management/Supply Chain Management or Logistics Management
- Computer literate
- Valid code B/EB driver's license
- Three (3) years' Supply Chain management experience with one (1) year supervisory experience

Key Performance Areas:

- Supervises staff and controls stock
- Controls computerised storekeeping procedures
- Maintains good housekeeping and safety standards
- Processes departmental requests for new stock items by allocating commodity codes
- Authorises GRNs on the solar system to ensure payments are effected by Creditors section

Competencies as listed below:

Planning and organizing

- Prioritize tasks daily according to an assessment of schedule and activities

Organisational awareness

- Knowledge of the Municipality's functional Directorates/Departments

STOREMAN - LOGISTICS, WAREHOUSE AND DISPOSAL: SUPPLY CHAIN MANAGEMENT

TASK GRADE 06: R 250 723.09

(Total Package: R 408 820.00 per annum subject to certain conditions)

Ref No. 47/26

Requirements:

- Grade 12
- Diploma in Logistics/Supply Chain will be an added advantage
- Computer literate
- Forklift certificate
- Physically fit
- Two (2) years' relevant experience

Key Performance Areas:

- Receives stock from suppliers and checks goods against orders
- Supervises the loading & offloading of stock
- Informs user Departments when stock arrives
- Collects urgent spares orders from suppliers
- Controls the storage of stock
- Records returns and receipt of stock issues by entering data onto computer

Competencies as listed below:

Oral communication

- Ensures professional interaction and communication with clients

Cognitive ability

- Strong attention to detail

DIRECTORATE OF PUBLIC SAFETY AND EMERGENCY SERVICES

COMMANDER - TRAFFIC SERVICES

TASK GRADE 17: R 1 012 800.78

(Total Package: R 1 674 994.00 per annum subject to certain conditions)

Ref No.164/26

Requirements:

- Degree in Policing (NQF 7)
- Registered in terms of the National Road Traffic Act 93 of 1996
- Valid driver's license
- No criminal record
- Firearm proficiency
- Ten (10) years' experience of which five (5) years must be managerial experience
- Knowledge of the Municipal Financial Management Act 56 of 2003

Key Performance Areas:

- Plans and oversee activities of the Traffic Services to ensure that the related functions are performed
- Interacts with other Departments and relevant institutions on operational and legal matters
- Manages personnel within the Department
- Compiles budget and oversee and controls expenditure and income for the Department
- Attends to large scale operations

Competencies as listed below:

Organisational awareness

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

Written Communication

- Ability to write managerial reports, produce powerpoint presentations and prepare strategic documents

SECURITY GUARDS X 10: LAW ENFORCEMENT

TASK GRADE 04: R 205 263.36

(Total Package: R 350 628.00 per annum subject to certain conditions)

Ref No. 131/26

Requirements:

- Grade 12
- Grade C PSIRA Security Certificate
- No criminal record
- Three (3) years military/law enforcement or police experience

Key Performance Areas:

- Ensure safety and security of buildings, assets and staff by monitoring entrances and maintaining a visitor's register
- Operates the access gate by stopping the vehicle and allowing it to enter when necessary to ensure free flow of traffic in and out of site
- Ensuring the unauthorised persons are not permitted to enter the restricted areas
- Using various detection methods, conducting checks and or searches to prevent or reduce theft from premises
- Performs escort duties of both visitors and employees at the sites where there is a need

Competencies as listed below:

Problem Solving

- Takes a systematic approach to solving problems

Resilience

- Is aware of personal stress and takes steps to manage it
- Stay calm and focused under pressure

TRAFFIC OFFICERS X4 (INLAND) - TRAFFIC SERVICES
TASK GRADE 07: R 292 797.30
(Total Package: R 462 678.00 per annum subject to certain conditions)
Ref No. 129/26

Requirements:

- Grade 12
- Basic training qualification attained (Traffic Officers Diploma)
- Code B/EB driver's license
- No criminal record
- Eligible to be registered as a Traffic Officer in terms of the NRTA (Act 93 of 1996)
- 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

- Stay 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

DIRECTORATE OF INFRASTRUCTURE SERVICES

GENERAL MANAGER: MECHANICAL, PLANT & FLEET SERVICES
TASK GRADE 20: R 1 525 860.70
(Total Package: R 2 472 549.00 per annum subject to certain conditions)
Ref No. 115/26

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

Requirements:

- Degree in Transport and Fleet/Mechanical Engineering/Business Management or Public Management
- Valid code B/EB driver's license
- Computer literate
- Eight (8) years relevant experience of which two (5) years must be at a middle Management level

Key Performance Areas:

- Develops an overall strategy and responsibility for the strategic management of the Fleet Management of the Mechanical Workshop Department
- Manages the vehicle distribution by monitoring the usage of vehicles
- Manages the fleet and fuel management system
- Manages the legal and statutory requirements pertaining to the Department
- Manages the financial aspects and budget for the Department
- Manages the maintenance function for the Department

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

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: 23 October 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: 12 October 2026