



**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**

**DRIVING LICENSE EXAMINERS X2 (COASTAL); TRAFFIC SERVICES**

**TASK GRADE 10: R 331 758.34**

**(Total Package: R 568 012.00 per annum subject to certain conditions)**

**Ref No. 24/26**

**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 CHIEFS X2 – CHIEF SECURITY SERVICES: SECURITY AND PROTECTION SERVICES**

**TASK GRADE 14: R 586 134.93**

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

**Ref. No. 28/26**

**Requirements:**

- National Diploma in Security Management or related field
- PSIRA Registration certificate Grade A
- Computer literacy skills
- Valid code B/EB driver's license
- Project Management skills and experience will be an added advantage
- Five (5) years in Security Management of which three (3) years at Supervisory level with proven experience managing Security guarding operations across multiple sites

**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
- Manages compliance with security policies and procedures

**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

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

**TASK GRADE 14: R 586 134.93**

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

**Ref. No. 29/26**

**Requirements:**

- National Diploma 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 ELECTRICITY AND ENERGY SERVICES**

**SENIOR ENGINEERING DRAUGHTSMAN: ELECTRICAL DEVELOPMENT, CONTRACT AND ASSETS**

**TASK GRADE 11: R 391 642.87**

**(Total Package: R 612 532.00 per annum subject to certain conditions)**

**Ref No. 170/25**

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

**Requirements:**

- Grade 12 and N6 technical drawing
- AutoCAD End user course
- Eligible for registration with SA Council for the Architectural Professional (SACAP) or registered with a recognized draughting society or member of South African Institute of Draughting
- Valid code B/EB drivers' licence
- Four (4) years' draughting experience

**Key Performance Areas:**

- Produces electrical network reticulation plans, architectural designs, engineering drawings and electricity layouts and schematics
- Provides reticulation data
- Obtain information on the various ongoing projects
- Maintains various drawing office archives system
- Maintains an accurate and reliable record of fixed assets
- Carries out site inspections

**Competencies as listed below:**

**Planning and prioritization**

- Ensures that high priority work is accomplished within required timelines

**Problem solving**

- Deals with high level of complexity

**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: 27 March 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, 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.

  
M YAWA  
CITY MANAGER

**Web Advert: 16 March 2026**