



**BUFFALO CITY
METROPOLITAN MUNICIPALITY**

(EXTERNAL CIRCULAR)

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

DIRECTORATE OF WATER AND SANITATION SERVICES

PUMPSMAN (COASTAL) - CONVEYANCE: SANITATION

TASK GRADE 10: R 331 758.34

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

Ref No. 207/25

Requirements:

- Grade 12
- NTC 3 (Mechanical or Electrical)
- Trade test certificate
- Computer literate
- Valid code B/EB driver's license
- Five (5) years working experience in maintenance of pumps and pump stations

Key Performance Areas:

- Maintains the mechanical and submersible pumps
- Maintains and controls panels and level control units
- Maintains pump station buildings and surroundings
- Maintains pumping mains and valves
- Supervises staff

Competencies as listed below:

Planning and organizing

- Identifies resource requirements for undertaking specific tasks

Communication

- Communicates effectively both verbal and written

TECHNICIAN – INVESTIGATIONS: WATER DEMAND MANAGEMENT – WATER SERVICES

TASK GRADE 11: R 391 642.87

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

Ref No. 206/25

Requirements:

- National Diploma in Civil Engineering
- Three (3) years' experience of which 1 year must be in an Engineering Design office and 2 years in design, planning and water loss management within a Consulting Engineering or Municipal Engineering Planning Department

Key Performance Areas:

- Prepares procedural programs for testing of zone meters
- Identifies areas for water loss survey, programs data loggers for installation on bulk meters and locates underground leaks
- Monitors accuracy of bulk meters in the water network
- Conducts Demand Analysis

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

DIRECTORATE OF PUBLIC SAFETY AND EMERGENCY SERVICES

DIVISIONAL COMMANDER – OPERATIONS (COASTAL): FIRE AND RESCUE SERVICES

TASK GRADE 14: R 586 134.93

(Total Package: R 847 940.00 per annum subject to certain conditions)

Ref No. 185/25

Requirements:

- Grade 12
- Diploma in Fire Technology or relevant tertiary qualification in Fire Technology
- First Aid level 3
- Code EC driver's license
- Computer literate
- Ten (10) years' operational experience of which 5 years must be at supervisory level (Platoon /Station Commander)

Key Performance Areas:

- Identifies appliance, equipment and building maintenance needs of the Fire Operations section
- Controls and co-ordinates the operational activities at the more serious and major incidents attended by the brigade
- Co-ordinates and controls the administrative activities
- Co-ordinates the Health and Safety programme

Competencies as listed below:

Resilience

- Remains focused and in control of situations

Communication

- Ensures people get important messages and receive decisions accurately

Ethics and Professionalism

- Fosters a culture of ethical behavior

**LAW ENFORCEMENT OFFICERS X4 (GRADE 3) – LAW ENFORCEMENT
TASK GRADE 07: R 232 438.45**

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

Ref No. 186/25

Requirements:

- Grade 12
- Traffic/Metro Police college diploma
- Code EB driver's license
- No criminal record
- Firearm proficiency
- 2 years relevant experience

Key Performance Areas:

- Maintains law and order for the entire Buffalo City
- Ensures public safety by carrying out and responding to complaints from the public both written complaints and complaints dispatched by the control room and performs control room duties by answering telephone calls, dispatching members per two-way radio
- Attends to court proceedings to give evidence as witness in relation to arrests made in his or her presence
- Physically maintains law and order by carrying out raids on Council property and apprehends perpetrators
- Provides police visibility and public safety in terms of protest marches, gatherings and picketing

Competencies as listed below:

Resilience

- Responds constructively to adverse situations and has calming influence on others

Patrol, Enforcement and Emergency Response

- Follows arrest procedures and protocols according to policies and legislation

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

Requirements:

- Grade 12 and N6 technical drawing
- AllyCAD 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

DIRECTORATE OF CORPORATE SERVICES

IT OPERATIONS MANAGER

TASK GRADE 14: R 586 134.93

(Total Package: R 847 940.00 per annum subject to certain conditions)

Ref No.144/25

Requirements:

- Bachelor's Degree in Information Technology
- Valid driver's license
- Eight (8) years' experience in Information Technology with two (2) years being in Operations Management

Key Performance Areas:

- Manages the server and network operations
- Responsible for management and organization of the day-to-day operations IT server and network sections
- Develop and manage the capital and operating budget
- Liaise with network and server team by having regular meetings
- Participate in IT strategic planning, project planning and budget planning
- Formulate and implement departmental and organizational policies and procedures
- Creates and presents reports on network changes and upgrades required

Competencies as listed below:**Organizational awareness**

- Aligns annual/quarterly plans with municipality goals and objectives

Information strategy

- Takes overall responsibility for compliance with regulations, standards and codes of good practice relating to information and documentation, records management, information assurance and data protection

Resilience

- Stays calm and focused under pressure

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: 30 January 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.

A handwritten signature in black ink, appearing to read 'M Yawa', is written over a horizontal line.

**M YAWA
CITY MANAGER**

Web Advert: 19 January 2026