



**BUFFALO CITY
METROPOLITAN MUNICIPALITY**

(EXTERNAL CIRCULAR)

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

DIRECTORATE OF INFRASTRUCTURE SERVICES

GENERAL MANAGER: MECHANICAL, PLANT & FLEET SERVICES

TASK GRADE 20: R 1 409 587.29

(Total Package: R 2 360 428.00 per annum subject to certain conditions)

Ref No. 115/26

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

DIRECTORATE OF SPATIAL PLANNING AND DEVELOPMENT

SENIOR MANAGER – TRAFFIC MANAGEMENT AND SAFETY

TASK GRADE 16: R 760 822.06

(Total Package: R 1 287 943.00 per annum subject to certain conditions)

Ref No. 116/26

Requirements:

- B-Tech or B Sc Civil Engineering Degree or Masters in Traffic Engineering
- Valid code B/EB driver's license
- Computer literate
- Eight years' experience of which 5 (five) years' experience must be in the field of Traffic Engineering
- Registration with Engineering Council of South Africa (ECSA)

Key Performance Areas:

- Controls the staff and activities of the Division
- Prepares reports to the relevant Council Committees
- Keeps abreast with the latest developments in Traffic Engineering
- Formulates annual and five (5) year capital expenditure programmes
- Develops traffic calming and safety plans
- Undertakes intersection analysis and Transport Management system designs
- Analyses traffic impact studies submitted by Developers

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 FINANCIAL SERVICES

SENIOR MANAGER – CUSTOMER RELATIONS MANAGEMENT (CALL CENTRE)

TASK GRADE 16: R 760 822.06

(Total Package: R 1 287 943.00 per annum subject to certain conditions)

Ref No. 117/26

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
- Six (6) years' experience of which three (3) years' experience must be at Management level

Key Performance Areas:

- Manages the operational needs of Buffalo City Metropolitan Municipality Customer Relations Management Call Centre
- Serving and communicating with all consumers through an effective first port of contact Call Centre
- Oversees operational management and strategic functions and business operations
- Collaborates and assists the Revenue Management Division with operations as to provide full and continuous networking, communication and assurance of working as associated to billing of consumer base
- Provides pertinent communication, liaison, and interaction and maintains overview and management of Call Centre and Staff Capacity

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 MANAGER (MIDLAND): REVENUE MANAGEMENT

TASK GRADE 16: R 760 822.06

(Total Package: R 1 287 943.00 per annum subject to certain conditions)

Ref No. 173/25

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
- Six (6) years' experience of which three (3) years' experience must be at Management level

Key performances:

- Manages, organizes, plans and controls the operational and working functions of the Midland Region – Revenue Management
- Controls, oversees and provides operational working assurance for all accounting and administrative processes relating to the Midland Region
- Provides pertinent communication, liaison and interaction
- Maintains an overview of the management of the Midland Region Staff capacity

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 MANAGER – PAYROLL AND BENEFITS
TASK GRADE 16: R 760 822.06
(Total Package: R 1 287 943.00 per annum subject to certain conditions)
Ref No. 118/26

Requirements:

- B Com Degree 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
- Six (6) years' relevant payroll management experience in a similar size organisation of which three (3) years' experience must be at Management level
- Local Government experience will be an added advantage

Key Performance Areas:

- Controls the staff and activities of the Division
- Sets up formulas and tables that will correctly calculate earnings and appropriate deductions
- Controls the payroll by authorising all parameter changes relating to deductions, allowances, overtime and debt
- Prepare and provides expenditure reports to Senior Management and Council
- Approves all documents relating to payments and journal entries
- Controls all votes relating to salary benefits
- Manages the process of reconciliation of total salaries expenses as processed by payroll to costs reflected in the vote's ledger
- Ensures that all notes relating to staff expenses are provided for inclusion in the Annual Financial Statements

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

DIRECTORATE OF ELECTRICITY AND ENERGY SERVICES

SENIOR MANAGER – ELECTRICAL OPERATIONS

TASK GRADE 17: R 919 792.61

(Total Package: R 1 523 221.00 per annum subject to certain conditions)

Ref. No. 168/25

(The above post is being re-advertised)

Requirements:

- B.Sc. or BTech in Electrical Engineering
- Professional Registration with the ECSA in Electrical Engineering or eligible to register as a Professional
- Electrical Engineer's Government Certificate of Competency
- Ten (10) years of which five (5) years should be in a Managerial capacity in a Local Authority

Key Performance areas:

- Drafts, reviews and prioritise budgets for maintenance activities
- Reviews branch procedures to ensure that the branch procedures are up to date and relevant
- Approves and monitors project plans for maintenance and construction
- Directs activities in times of emergencies
- Monitors the loading on the network through local measurements
- Investigates metering disputes

Competencies as listed below:

Organisational awareness

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

Project Management

- Manages multiple projects

Communication

- Produces well-structured reports

DIRECTORATE OF CORPORATE SERVICES

SENIOR MANAGER – ADMINISTRATIVE AND COUNCIL SUPPORT:

ORGANISATIONAL SUPPORT

TASK GRADE 16: R 760 822.06

(Total Package: R 1 287 943.00 per annum subject to certain conditions)

Ref No. 119/26

Requirements:

- Degree in Public Administration or related qualification
- Computer literacy: MS Office
- Valid code B/EB driver's license
- Six (6) years' experience in a committee environment of which three (3) years must be at Middle Management

Key Performance Areas:

- Manages, co-ordinates and monitors the activities of the staff in the section of Admin and Council support
- Ensures efficient management of the Committee Section, printing and typing functions
- Oversee the operating and capital budget of the section
- Manages and controls the submission of Council and all Committee meeting reports
- Manages the process of the provision of Matters outstanding and Arising to the City Manager, Top Management and Political Office Bearers
- Write reports for Council, Mayoral Committee and Portfolio Committees on Directorate matters.
- Allocate staff to prepare minutes in the various Committees and meetings that are related to Council
- Prepare Council Resolution Register for submission to the City Manager, Executive Mayor, Speaker's Office and the Chief Whip
- Provide resolutions to the various Directorates for implementation and record

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

DIRECTORATE OF SOLID WASTE AND ENVIRONMENTAL MANAGEMENT

DISTRICT OFFICER (COASTAL): GRASS CUTTING AND VEGETATION CONTROL TASK GRADE 12: R 462 393.76

(Total Package: R 698 167.00 per annum subject to certain conditions)

Ref No. 19/26

Requirements:

- National Diploma in Environmental Management, Environmental Science or Environmental Studies
- Valid code B/EB
- Five (5) years' relevant experience

Key performance areas:

- Plans and compiles all District finance, capital, revenue, rural development projects and provincial project plan funds
- Conduct baseline assessment and develop vegetation control plan of operation
- Monitor all the vegetation control sections administration relating to time keeping, production control, safety procedures, correspondence, personnel, discipline, environmental projects, performance appraisals.
- Leads by chairing various meetings such as disciplinary hearings, production meetings and safety meetings.
- Plans short- and long-term environmental projects
- Organizes and co-ordinates all district administration
- Coordinates/controls contract work by compiling tender documents and conducts onsite inspections

Competencies as listed below:

Organizational awareness

- Aware of policies and procedures and works in strict accordance within those parameters

Planning and organizing

- Plans task on a daily basis according to set schedules
- Identifies resource requirements for undertaking specific tasks

Communication

- Communicates effectively both verbal and written

DIRECTORATE OF PUBLIC SAFETY AND EMERGENCY SERVICES

GENERAL MANAGER: PUBLIC SAFETY AND PROTECTION SERVICES

TASK GRADE 19: R 1 138 647.85

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

Ref No. 120/26

Requirements:

- Degree in Traffic Police/Metro Police, Police Management or equivalent qualification
- Valid code B/EB driver's license
- No criminal record
- Computer literate
- Ten (10) years' experience of which five (5) years must be at Middle Management level
- Must be able to be appointed as the responsible person in terms of the Firearms Control Act 60, 2000 and issue firearms

Key Performance Areas:

- Manages the operations of the Department and implements all strategic plans
- Provides input into the IDP by ensuring critical strategies are incorporated
- Establishes standards and guidelines for the Department
- Manages the capital and operational budget
- Monitors the budget process including costs and progress of all projects
- Develops and implements systems, strategies and policies for the Department including by-laws
- Ensures compliance with BCMM policies and procedures and all relevant legislation
- Ensures that complaints and legal and financial claims are correctly and timeously processed
- Ensures inter-departmental and multi-stakeholder collaboration on matters of Public Safety & Protection

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: 5 June 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: 25 May 2026