



**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

HEAD: GOVERNANCE & INTERNAL AUDIT

TASK GRADE 17: R 919 792.61

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

Ref No.67/26

Requirements:

- Degree in Auditing/Accounting field
- Computer literate
- Good communication, strategic planning and analytical skills
- Valid code B/EB driver's license
- IIA professional qualification i.e. Certified Internal Auditor (CIA) or Chartered Accountant would be an added advantage
- Eight (8) years' appropriate experience with extensive knowledge of legislation and other prescriptions affecting the organization (including financial and non-financial legislation)

Key Performance Areas:

- Provide secretariat duties to the Audit Committee
- Holistically manages the Internal Audit Unit including development of the three-year and annual audit plans
- Review internal audit evaluations and reports prepared by Internal Audit team and provide appropriate guidance
- Reports to the statutory Audit Committee on all activities conducted, control environment status and corrective actions taken
- Manages and monitors performance of any outsourced Internal Audit functions and service providers
- Reviews institutional performance management system and operational objectives of Directorates/Departments
- Provides internal consultancy and technical support to Directorates/Departments
- Develops and maintains the Internal Audit methodology/procedure manual aligned to the Global Internal Audit Standards
- Drafts and reviews policies pertaining to the Audit Committee, Internal Audit, and related functions

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 HUMAN SETTLEMENTS

GENERAL MANAGER: SPECIAL PROJECTS

TASK GRADE 19: R 1 138 647.85

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

Ref No. 73/26

(3 year fixed term contract post)

Requirements:

- BSc or BTech in Civil Engineering or Building Sciences and eligibility for Professional Registration
- Valid code B/EB driver's license
- Computer literate
- Ten (10) years' relevant experience Management/Project Management level ow which seven (7) should preferably have been in Local Government

Key Performance Areas:

- Strategically manages the Special Projects and coordination of schedule 4B grants
- Monitors costs and progress of all projects
- Oversees contract administration
- Prepares revue and capital estimates
- Prepare and submit schedule 4B grant business plans to the National Department of Human Settlements for funding
- Plans the implementation of grant-funded projects by aligning project cash flows to project budgets

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 CORPORATE SERVICES

**EMPLOYEE PERFORMANCE MANAGEMENT & DEVELOPMENT
CO-ORDINATOR: HUMAN RESOURCES PERFORMANCE AND DEVELOPMENT
TASK GRADE 11: R 391 642.87
(Total Package: R 644 070.00 per annum subject to certain conditions)
Ref No. 10/26**

Requirements:

- Degree majoring in Public Administration/Public Management/Performance Management/Human Resources Management/Human Resources Development or Industrial Psychology
- Four (4) years' Local Government experience

Key Performance Areas:

- Co-ordinates and controls the Employee Performance Management and Development system for BCMM staff
- Schedules and ensures that the required training for all staff to whom the system is applicable is provided
- Disseminates functional and operational information on the immediate, short and long term objectives and current developments, problems and constraints
- Co-ordinates the integration of institutional and employee performance

Competencies as listed below:

Organisational awareness

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

Communication

- Communicates effectively at senior levels

DIRECTORATE OF SOLID WASTE AND ENVIRONMENTAL MANAGEMENT

**LIFEGUARDS X 2 – BEACHES
TASK GRADE 06: R 192 272.14
(Total Package: R 390 282.00 per annum (subject to certain conditions)
Ref No. 20/26**

Requirements:

- Grade 10
- Surf Proficiency Award certificate
- Valid retest certificate
- Two (2) years relevant lifesaving experience

Key performance areas:

- Rescues drowning persons
- Patrols City beaches by checking local conditions of beaches
- Renders first aid to the injured by dealing with necessary injuries
- Operates rescue equipment including inflatable boat

Competencies as listed below:

Resilience

- Handles difficult situations effectively

Interpersonal Relationships

- Communicate effectively

Team Orientation

- Works well with other team members

DIRECTORATE OF FINANCIAL SERVICES

SENIOR MANAGER: CONTRACTS AND PERFORMANCE MANAGEMENT

TASK GRADE 16: R 760 822.06

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

Ref. No. 80/26

Requirements:

- Degree in Supply Chain Management or Public Administration or BCom or LLB
- Six (6) years' experience in a legal or supply chain contract management environment
- Management of Supply Chain Management information or having gained specialist experience in a Supply Chain Management discipline on contracts management.
- Computer literate
- Valid code B/EB driver's license
- Certificate in Municipal Financial Management (SAQA Qualification ID 48965) **OR** to be obtained within 18 months from date of appointment. Failure to obtain/exhibit the required competence, will result in the termination of the appointee's services within one month after the end of the new appointees 18-month period as per clause 3 (b) of Government Gazette No. 37432 dated 14 March 2014

Key Performance Areas:

- Gives input in collating information to be contained in bid specification documentation for inclusion of envisaged contractual terms with prospective bidders
- Standardize contract and/or service level agreement documentation while taking into consideration special Departmental requirements
- Ensure that there is a contract register for all types of contracts and is regularly maintained
- Maintain a record of all contractual contract and tender documents
- Ensures that a contract administration plan for each project is established
- Manage contract change procedures
- Conducts post contract reviews

Competencies as listed below:

Organisational awareness

- Knowledge of the Municipality's functional Directorates/Departments and understands strategic integration across these

Problem solving

- Is intuitive and understands symptoms and can diagnose potential problems before they occur

Procurement and tenders

- Quality controls the tenders in terms of process, systems and professional conduct

Financial process management

- Develops and implements SCM financial policies and systems

SENIOR ADMINISTRATOR - INSURANCE: CORPORATE ASSET MANAGEMENT

TASK GRADE 10: R 331 758.34

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

Ref No. 40/26

Requirements:

- Grade 12 with maths or accounting
- Diploma in Accounting or related qualification
- Relevant NQF level 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

SENIOR BUYER – ACQUISITION MANAGEMENT: SUPPLY CHAIN MANAGEMENT
TASK GRADE 11: R 391 642.87
(Total Package: R 644 070.00 per annum subject to certain conditions)
Ref No. 48/26

Requirements:

- Grade 12
- Diploma in Purchasing/Supply Chain Management/Accounting or Financial Management
- Computer literate
- Valid code B/EB driver's license
- Three (3) years' relevant experience in a municipal supply chain management environment

Key Performance Areas:

- Daily management of incoming procurement requests from end users or from superiors ensuring timeous turn around
- Assists user departments with the drafting of quotation requests for required items or services, for review by line manager
- Conducts compliance checks on quotations received for order generation.
- Reviews work executed by buyers following relevant legislation and policies
- Attends to queries/enquiries and provide support to user departments with regards to work of the Unit
- Provides information to users / service providers on specific supply chain processes and procedures
- Compiles and review procurement reports for internal and external stakeholders within legislated deadlines
- Maintains a filing and information retrieval system
- Ensures that financial information is accurate, correct and valid
- Assists the municipality by providing relevant information during any audits that involve the supply chain management unit

Competencies as listed below:

Procurement

- Understands the value chain and the principles of just in time procurement

Resilience

- Proactively searches the environment to detect situations which might cause setbacks or failures

DIRECTORATE OF PUBLIC SAFETY AND EMERGENCY SERVICES

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

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

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

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: 14 May 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: 30 April 2026