



**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 – INFORMATION, KNOWLEDGE MANAGEMENT, RESEARCH AND POLICY**

**TASK GRADE 15: R 498 990.56– R 647 719.14**

**(Total Package: R 924 658.00 per annum subject to certain conditions)**

**Ref. No.187/19**

**Requirements:**

- An appropriate recognized Degree in related field
- Proven research and policy analysis skills
- Valid code B/EB driver's license
- Five (5) years appropriate experience gained in public/private sector preferably Local Government research and policy experience and policy experience gained in public/private sector environment preferably Local Government environment

**Key Performance Areas:**

- Establishes and maintains an organizational wide research function for the various Directorates
- Assists policy owners of the various Directorates with the development, alignment and maintenance of all policies
- Supports all knowledge management programmes such as creating a full infrastructure for knowledge management
- Manages the operational and capital budget of the Department
- Attends various meetings, workshops and seminars

**For further enquiries regarding the above post kindly contact Sizwe Mbuyazwe on 043 705 2706**

**HEAD: GOVERNANCE & INTERNAL AUDIT**  
**TASK GRADE 17: R 679 190.47 – R 881 651.70**  
**(Total Package: R 1 199 436.00 per annum subject to certain conditions)**  
**Ref.No.188/19**

**Requirements:**

- M+3 in Auditing/Accounting field
- Computer literate
- Good communication, strategic planning and analytical skills
- Valid code B/EB driver's license
- Eight (8) years appropriate experience with extensive knowledge of legislation and other prescriptions affecting the organization (including financial and non-financial legislation) with five (5) years at supervisory level preferably in Local Government

**Key Performance Areas:**

- Assesses, evaluates and analysis the control environment
- Develops high level internal audit operational plans
- Reviews internal audit findings and reports prepared by Internal Audit Managers.
- Guides the Internal Audit Activity.
- Provides secretariat duties to the Audit Committee.
- Ensures compliance with prescribed policies and procedures.

**For further enquiries regarding the above post kindly contact Sizwe Mbuyazwe 043 705 2706**

**DIRECTORATE OF INFRASTRUCTURE SERVICES**  
**GENERAL MANAGER – ELECTRICAL AND ENERGY SERVICES**  
**TASK GRADE 20: R 1 040 863.29 – R 1 1 44 444.85**  
**(Total Package: R 1 766 552.00 per annum subject to certain conditions)**  
**Ref.No.203/19**

**Requirements:**

- B Sc/B Tech/T4 National Higher Diploma in Electrical Engineering or relevant field
- Professional Registration with ECSA in Electrical Engineering
- Electrical Engineer's Government Certificate of Competency
- Valid driver's license
- Eight (8) years relevant experience at Senior and Middle management level of which five (5) years must preferably within Local Government

**Key Performance Areas:**

- Develops overall strategies and responsibilities for the strategic Management of the Electricity and Energy Services Department
- Strategically manages the electricity distribution infrastructure, operations and maintenance of the network, planning and design section and street lighting
- Ensures that the Department complies will all legislative requirements
- Ensures effective financial management controls
- Attends to all correspondence and queries

**For further enquiries regarding the above post kindly contact Sizwe Mbuyazwe on 043 705 2706**

**METER TESTER (COASTAL): ELECTRICITY  
TASK GRADE 06: R 141 977.21 – R 184 298.57  
(Total Package: R 289 862.00 per annum subject to certain conditions)  
Ref.No.157/19**

**Requirements:**

- Grade 12 or National technical certificate part 1
- Computer literate
- Valid code B/EB driver's license
- Two (2) years electrical consumption metering experience

**Key Performance Areas:**

- Inspects, repairs and calibrates electricity meters
- Loads and downloads data onto laptop
- Assesses whether electricity meters are redundant, technically faulty and unserviceable
- Assists with cable faulty locations
- Collates and forwards all technical details of new electricity meters installed, date and locations by completing necessary documentation

**For further enquiries regarding the above post kindly contact Bethwell Tilimani on 043 705 2739**

**WORD PROCESSOR OPERATOR – ADMINISTRATION SUPPORT  
TASK GRADE 05: R 120 255.57 – R 156 105.96  
(Total Package: R 261 887.00 per annum subject to certain conditions)  
Ref.No.176/19**

**Requirements:**

- Grade 12
- Typing as a subject or advanced Computer Certificate
- Must be able to type 50 wpm
- Must have knowledge of MS Excel and MS Word
- Four (4) years' experience

**Key Performance Areas:**

- Typing all correspondence, schedules, specifications, reports, contracts and tender documents
- Captures all incoming correspondence on mail tracking system by typing daily schedule on computer to ensure there's a record of all incoming mail
- Performs reception duties

**For further enquiries regarding the above post kindly contact Siphe Mashalaba on 043 705 2729**

**DIRECTORATE OF MUNICIPAL SERVICES****SUPERINTENDENT (INLAND) – SPORTS**

**TASK GRADE 11: R 289 195.85 – R 375 391.53**

**(Total Package: R 478 605.00 per annum subject to certain conditions)**

**Ref. No.171/19**

**Requirements:**

- Grade 12
- NQF level 6 in Sports Management
- Computer literate
- Knowledge of Financial Management
- Valid code B/EB driver's license
- Five (5) years Sport Management experience

**Key Performance Areas:**

- Monitors and supervises the duties and responsibilities of all subordinates
- Directs effective use of vehicles and equipment
- Verifies cash receipt records
- Maintains diary of sportsfields bookings
- Enforces sportsfields rules and regulations

**For further enquiries regarding the above post kindly contact Gavin Mvandaba on 043 705 2766**

**DIRECTORATE OF CORPORATE SERVICES****OCCUPATIONAL HEALTH PRACTITIONER – EMPLOYEE WELLBEING: HUMAN RESOURCES  
PERFORMANCE AND DEVELOPMENT****TASK GRADE 11: R 289 195.85 – R 375 391.53****(Total Package: R 478 605.00 per annum subject to certain conditions)****Ref.No.190/19****Requirements:**

- Diploma in General Nursing
- Diploma in Midwifery
- Advanced Diploma in Occupational Health
- Valid driver's license
- Two (2) years' experience

**Key Performance Areas:**

- Provides primary health care to employees
- Replenishes and order stock
- Keep statistics in order to produce monthly reports
- Maintains an accurate confidential records management system
- Co-ordinates health promotion drives
- Assesses injured on duty employees
- Plans and implements employee wellness days and events

**For further enquiries regarding the above post kindly contact Bethwell Tilimani on 043 705 2739****PLEASE NOTE:****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.

**Depending on the requirements of the post, candidates will be required to undergo a defensive driving or physical/practical test where applicable prior to the interview process.**

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<sup>th</sup> September 2019**

**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.

  
**A SIHLAHLA**  
**CITY MANAGER**

**Daily Dispatch Advert: 13 September 2019**

10/09/19