



**BUFFALO CITY
METROPOLITAN MUNICIPALITY**

(EXTERNAL CIRCULAR)

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

DIRECTORATE OF EXECUTIVE SUPPORT SERVICES

GENERAL MANAGER – MONITORING & EVALUATION: OFFICE OF THE EXECUTIVE MAYOR

TASK GRADE 18: R 783 052.59 – R 1 016 467.49

(Total Package: R 1 355 973.00 per annum subject to certain conditions)

Ref.No.148/19

(The above post is linked to the term of Office of the current Executive Mayor)

Requirements:

- Degree in any of the following areas: Monitoring and Evaluation; Project Planning and Management, Project Management or Public Administration, or other related social sciences
- Six (6) years relevant experience
- Proficiency with Microsoft Office applications, including Excel, Word, PowerPoint
- Valid code B/EB driver's license
- Knowledge of monitoring and evaluation principles and methods
- Proven organisational skills, including time-management
- Successful completion of the assessment on the Progression criteria of the Performance Monitoring and Evaluation Training Programme
- Basic Knowledge and Experience in research methodology

Key Performance Areas:

- Develops, implements and reviews an Integrated Monitoring and Evaluation Model for BCMM, inclusive of the PMS Policy Framework, the System of Delegations, High-level Decision/Resolution Tracking and key elements of Individual Performance Management
- Applies framework guidelines to assess compliance requirements relating to the monitoring and evaluation phases of the Organizational Performance Management cycle and advises the Executive Mayor
- Controls applications associated with the scheduling and preparing of information for Performance Monitoring and Evaluation

- Conducts interim analyses and prepares statistical summaries relating to organizational/unit or individual Performance Monitoring and Evaluation
- Provides information or input on the Performance Management monitoring and evaluation information management procedures
- Reviews reports on progress made with committed actions relating to the City's responses to Ward Priorities and Mayoral Imbizo Issues and advise the Executive Mayor on red flags emanating from such reports
- Provides input and participate in the drafting and annual review of the Integrated Development Plan
- Manages and controls the budget of the Unit
- Develops key performance indicators and targets for the Unit

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

DIRECTORATE OF ECONOMIC DEVELOPMENT AND AGENCIES

GENERAL MANAGER – TRADE, INDUSTRY AND SECTOR DEVELOPMENT

TASK GRADE 17: R 679 190.47 – R 881 651.70

(Total Package: R 1 192 987.00 per annum subject to certain conditions)

Ref. No.149/19

Requirements:

- Degree in Commerce/Business Management/Economics/ Development Economics/Development Studies or relevant qualification
- Post graduate qualification will be an added advantage
- Membership in a Professional body will be an added advantage
- Valid driver's license
- Seven (7) years' experience in Economic Development or Trade and Investment Promotion or Business Development of which five (5) years must be in a Management capacity

Key Performance Areas:

- Provides strategic input in the Municipality's Integrated Development Plan
- Develops strategies to attract new and retain existing investment into the City
- Develop Standard Operating Procedures for the Department
- Develops strategies and instruments to promote entrepreneurship in Buffalo City, including in rural and township economy
- Reviews, analyses and monitors global, national and domestic trade and industrial trends
- Manages the overall implementation of Business Support interventions including SMMEs and Cooperatives
- Implements effective financial management controls

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

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.

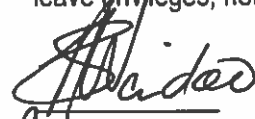
Applications can be hand delivered to the Human Resources Department, Buxton House, Buxton Street or posted to the Directorate of Corporate Services, P O Box 134, EAST LONDON, 5200.

CLOSING DATE: 18th July 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, 13th 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
 2/7/19

Daily Dispatch Advert: 5TH JULY 2019