



**BUFFALO CITY  
METROPOLITAN MUNICIPALITY**

**(EXTERNAL CIRCULAR)**

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

**DIRECTORATE OF MUNICIPAL SERVICES**

**SECTION CURATOR - ZOO: MARINE AND ZOOLOGICAL SERVICES**

**TASK GRADE 11: R 271 545.40 – R 352 480.31**

**(Total Package: R 453 442.00 per annum subject to certain conditions with 15% Scarce Skills Allowance of basic salary is applicable)**

**Ref. No.40/19**

**Requirements:**

- National Diploma (Conservation) OR BSc (Zoology)
- Valid code B/EB driver's license
- Firearm competency certificate
- Three (3) years in a captive husbandry environment

**Key Performance Areas:**

- Supervises/ manages Zoo keeper staff
- Conducts mandatory daily animal check and inspections
- Curating of Exhibits
- Oversee behavioral enrichment programs
- Euthanizing animals donated to the zoo
- Controls the zoo firearms and ammunition
- Manages the zoo in the absence of the Zoo Manager
- Implement operational plans for the zoo
- Attends to zoo emergencies

**For further enquiries regarding the above post kindly contact Bethwell Tilimani 043 – 705 2729**

**DIRECTORATE OF FINANCIAL SERVICES**

**SUPERVISOR – SATELLITE AND SERVICE CENTRE (MIDLAND) – REVENUE MANAGEMENT**

**TASK GRADE 07: R 161 161.13 – R 209 203.87**

**(Total Package: R 308 312.00 per annum subject to certain conditions)**

**Ref. No.43/19**

**Requirements:**

- Matric or NQF level 4 qualification
- Three (3) years' supervisory experience incorporating Information Communication Technology and Administrative skills

**Key Performance Areas:**

- Provides an effective working environment allowing for positive customer experience
- Oversees the process in dealing with investigations and responsiveness to customer matters
- Assists with matters relating to payments and collections
- Ensures that key controls and procedures are adhered to
- **Oversees and monitors the administrative processes of opening and closing of customer accounts and new applications/disconnections/reconnections for consumable services**

**For further enquiries regarding the above post kindly contact Nontembeko Lechamochamo on 043 705 2763**

**SENIOR ACCOUNTANT - SPECIAL PROJECTS: BUDGET PLANNING, MONITORING AND REPORTING**

**TASK GRADE 11: R 271 545.40 – R 352 480.31**

**(Total Package: R 453 442.00 per annum subject to certain conditions)**

**Ref.No.17/19**

**Requirements:**

- B Comm / Diploma in Accounting or Cost and Management Accounting or any other relevant Accounting qualification at tertiary level
- Understanding and interpretation of financial statement information
- Understanding of financial costing and management accounting
- Five (5) years' working experience within an accounting environment

**Key Performance Areas:**

- Provides budgeting guidelines to the Directorates for funded projects
- Coordinates the Directorates budget
- Facilitates the Directorates in the development of business plans for the projects with the financial information
- Analyzes financial reports and scrutinizes project expenditure for the Directorate
- Prepares in year financial reports

**For further enquiries regarding the above post kindly contact Melanie Naidoo 043 705 2750**

**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: 30<sup>th</sup> April 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: 15<sup>th</sup> April 2019**