



**BUFFALO CITY
METROPOLITAN MUNICIPALITY**

(EXTERNAL CIRCULAR)

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

DIRECTORATE OF FINANCIAL SERVICES

MANAGER- BUDGET MONITORING & REPORTING: BUDGET & TREASURY MANAGEMENT
TASK GRADE 12: R 320 600.37 – R 416 138.72
(Total Package: R 517 937.00 per annum subject to certain conditions)
Ref No.143/19

Requirements:

- NQF 7 with Accounting as a Major
- Knowledge and understanding of Generally recognized Accounting Practice (GRAP) is an essential requirement to this post
- Knowledge and understanding of the Municipal Finance Management Act (MFMA) will be an added advantage
- Computer literate – Microsoft Office
- Strong communication and interpersonal skills
- Five (5) years relevant working experience within a Finance environment

Key Performance Areas:

- Implements the budget by opening votes for expenditure and allocation of budget in line with the cash flow projections
- Provides guidelines for budgeting to Directorates by arranging and conducting budget workshops
- Analyses Financial Reports and scrutinizes project expenditure
- Monitors the implementation of the budget in terms of financial and non- financial performance against service delivery
- Compiles standing journals for operating budget expenditure
- Develops, coordinates and implements policies and procedures relating to budgeting
- Coordinates and reports on the utilization of grants and donor funding in compliance with the division of revenue act and other applicable conditions of such funding

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

DIRECTORATE OF ECONOMIC DEVELOPMENT AND AGENCIES
GENERAL MANAGER – TRADE, INDUSTRY AND SECTOR DEVELOPMENT
TASK GRADE 17: R 637 737.53 – R 827 841.97
(Total Package: R 1 142 257.00 per annum subject to certain conditions)
Ref. No.145/19

Requirements:

- Degree in Commerce/Business Management/Economics or Development Economics
- 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
- Establishes standards and guidelines for the Department
- Identifies and exploits opportunities for strategic networking
- Reviews, analyses and monitors global, national and domestic trade and industrial trends
- Manages the provision of trade and tourism within the City
- Implements effective financial management controls

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

OFFICE OF THE CITY MANAGER

SECRETARY TO THE GENERAL MANAGER – INLAND
TASK GRADE 06: R 133 311.93 – R 173 050.30
(Total Package: R 271 696.00 per annum subject to certain conditions)
Ref. No.72/19

Requirements:

- Grade 12
- Computer literate
- Three (3) years relevant experience

Key Performance Areas:

- Arranges appointments for the General Manager
- Attends meetings and prepares agendas and takes minutes of meetings
- Attends to travel arrangements
- Assists in event activities
- Attends to correspondence and filing

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

DIRECTORATE OF INFRASTRUCTURE SERVICES

SENIOR TECHNICIAN – TREATMENT (INLAND): SANITATION

TASK GRADE 13: R 360 946.52 – R 468 535.73

(Total Package: R 570 983.00 per annum subject to certain conditions with 15% Scarce Skills Allowance of basic salary is applicable)

Ref. No.204/18

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

Requirements:

- National Diploma in Civil Engineering
- Computer literate
- Valid code B/EB driver's license
- Six (6) years' experience of which three (3) years must have been in charge of a Treatment works

Key Performance Areas:

- Manages the operations and maintenance of three Treatment works
- Co-ordinates the repairs and maintenance of major mechanical and electrical plant
- Financial administration of the Treatment section
- Ensures continuous operation of the treatment works
- Ensures the treatment works internal network is effectively and efficiently operated

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

TECHNICIAN - FORWARD PLANNING: WATER SUPPLY SERVICES

TASK GRADE 11: R 253 780.75 – R 329 420.85

(Total Package: R 423 606.00 per annum subject to certain conditions with 15% Scarce Skills Allowance of basic salary is applicable)

Ref.No.68/19

Requirements:

- National Diploma in Civil Engineering (M+3)
- Three (3) years' experience

Key Performance Areas:

- Assists with forward planning of the water branch
- Studies/scrutinizes water supply design proposals
- Sets up and controls programmes of zone meters
- Consults with engineering parties/public regarding water related matters

For further enquiries regarding the above posts kindly contact Onke Mpuampula 043 705 2729

DIRECTORATE OF SPATIAL PLANNING AND DEVELOPMENT**MANAGER – GEOMATICS: DEVELOPMENT PLANNING****TASK GRADE 14: R 406 396.43 – R 527 515.51****(Total Package: R 630 739.00 per annum subject to certain conditions with 15% Scarce Skills****Allowance of basic salary is applicable)****Ref No.129/19****Requirements:**

- BSc Land Surveying or Geomatics
- Registered as a Professional Land Surveyor in terms of Act 40/1984 or South African Geomatics Council in terms of The Geomatics Profession Act, 2013
- Four (4) years' experience

Key Performance Areas:

- Manages Survey projects
- Prepares cost and time estimates
- Carries out cadastral and topographic surveys and aerial surveys for city wide mapping
- Carries out investigations of boundaries, ownership and restrictive conditions of properties
- Consults with internal and external professionals and service providers
- Attends meetings and conferences
- Manages staff and assets

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.

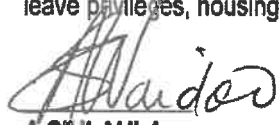
Applications can be hand delivered to the Human Resources Department, Buxton House, Buxton Street or posted to the Directorate of Corporate Services, P O Box 134, EAST LONDON, 5200.

CLOSING DATE: 10th 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 21/06/19.

Daily Dispatch Advert: 27th June 2019