



## BUFFALO CITY METROPOLITAN MUNICIPALITY

### OUR VISION

*"A responsive, people centred and developmental City"*

The City is home to over a million people spread over 2500 square kilometers of municipal land. The City is one of the nine members of the South African Cities' Network which together accounts for 80% of the Gross Domestic Product (GDP) of South Africa.

Nestled along the pristine 800km Eastern Cape coastline where its inhabitants boast an unbeatable leisurely lifestyle, Buffalo City is potent with endless developmental potential.

The City is home to world-class and expanding manufacturers, and is financially viable.

The City is seeking a dynamic and an innovative self-driven person who can represent the City at the highest administrative levels to fill the following position:

## CITY MANAGER

**(Five year fixed term performance based contract)**

The appointment will be made on a contract basis in terms of the Municipal Systems Act, as amended, read together with the Municipal Performance Regulations and the National Treasury Gazetted Competency Regulations

### **Requirements**

- Bachelor Degree in Public Administration/Political Sciences/Social Sciences/Built Environment/Law or Equivalent
- Certificate in Municipal Financial Management (SAQA Qualification ID 48965)

### **Work-related experience**

- Minimum of ten (10) years' experience as a Manager in the Local Government Sphere of which at least (5) years must be at a Senior Management Level

### **Knowledge**

- Advanced knowledge and understanding of relevant policy and legislation
- Advanced understanding of institutional governance systems and performance management
- Advanced understanding of council operations and delegation of powers
- Good governance
- Audit and risk management.
- Budget and finance management

### **Key Performance Areas**

- Managing an economic, efficient and accountable administration
- Managing the implementation of the Metro's Integrated Development Plan, Spatial Plans related Sector Plans and Metro Growth and Development Strategy.
- Implementing and managing the Metro's Performance Management Systems
- Managing the administration in accordance with the Constitution of the Republic of South Africa (1996), the Local Government Municipal Structures Act (1998), the Municipal Systems Act (2000), the Municipal Finance Management Act (2003), and all other national and provincial legislation applicable to the Local Government
- Managing provision of services to the local community in a sustainable and equitable manner
- Facilitating the participation of the local community in the affairs of the Metro
- Developing and maintaining a system to assess community satisfaction with municipal services
- Appointing, managing, effectively utilising and training staff and maintaining staff discipline
- Promoting sound labour relations and compliance by the Metro with applicable labour legislation
- Advising political structures and political office bearers of the Metro, managing communications between them and administering and carrying out their decisions
- Administering and implementing the Municipality's by-laws and policies
- Responsible for all income and expenditure of the Municipality, all assets, the discharge of all liabilities of the Municipality and proper and diligent compliance with applicable Municipal Finance Management legislation
- Implementing the strategic goals of the Municipality through co-operation and innovative teamwork
- Ensure that Council's policies and relevant national and provincial legislation are implemented with noteworthy impact on the socio-economic development of Buffalo City's citizens

**Competencies as listed below:**

**Leading Competencies:**

- Strategic Direction and Leadership
- People Management
- Program and Project Management
- Financial Management
- Change Leadership
- Governance Leadership

**Core Competencies:**

- Moral Competence
- Planning and organizing
- Analysis and Innovation
- Knowledge and Information Management
- Communication
- Results and Quality Focus

- The successful candidate appointed to the above post will be based at an office within Buffalo City Metropolitan
- The successful candidate will be required to sign an employment contract, performance agreement and disclosure of financial interest
- Any queries with regards to the above post can be made through the Office of the Executive Mayor 043 – 705 1072
- All applications must be accompanied by an official application form which is obtainable from [PhilasandeP@buffalocity.gov.za](mailto:PhilasandeP@buffalocity.gov.za)
- The total remuneration package offered will be in terms of Government Gazette No. 40117 dated 1 July 2016.

Interested and well qualified persons should address their applications, together with a completed prescribed application form, comprehensive curriculum vitae and certified copies of qualifications to the Executive Mayor, P O Box 134, East London, 5200 marked "Confidential – City Manager post". Alternatively, applications can be hand-delivered to the Office of the Executive Mayor, City Hall, Oxford Street, East London.

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.

Applications received via fax will not be considered.

Canvassing of Councilors and officials is not permitted and contravention thereof will result in disqualification.

Shortlisted candidates will be subjected to a full vetting process and psychometric testing to determine suitability. Applicants submitting their curriculum vitae in terms of this advert specifically agree and authorize BCMM and/or

its representatives to undertake the necessary confirmation/certification of any information or documents contained in the curriculum vitae or required for vetting of suitability by BCMM.

Should applicants not be notified of the outcome of their applications within 90 days of the closing date, they should regard their applications as having been unsuccessful.

Buffalo City Metropolitan Municipality reserves the right not to fill any or all of the positions advertised at the sole discretion of Council.

The Buffalo City Metropolitan Municipality subscribes to the principles of the employment equity.

**CLOSING DATE: 26 January 2017**



**CLLR X. PAKATI**  
**EXECUTIVE MAYOR**

**Sunday Times: 8 January 2017**

**City Press: 8 January 2017**

**Daily Dispatch: 9 January 2017**