



**BUFFALO CITY  
METROPOLITAN MUNICIPALITY**

**(EXTERNAL CIRCULAR)**

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

**DIRECTORATE OF CORPORATE SERVICES**

**PROJECT SPECIALIST – JOB EVALUATION/JOB DESCRIPTION WRITING: HUMAN  
RESOURCES MANAGEMENT**

**TASK GRADE 16: R 459 207.48 – R 596 097.00**

**(Total Package: R 824 667.77 per annum subject to certain conditions)**

**Ref.No.67/17**

**(2 YEAR FIXED TERM CONTRACT POST)**

**Requirements:**

- An appropriate three (3) year tertiary qualification
- Computer literate
- Valid code B/EB driver's License
- Six (6) years' relevant experience in the Task Job Evaluation system & remuneration

**Key Performance Areas:**

- Establishes and Manages the Job Evaluation project team
- Provides job description writing training and support to Line Departments
- Provides job description quality assurance coaching and support
- Provides coaching and support to the formal evaluation of posts
- Advises on the submission of a Provisional outcomes report to the Audit Committee for approval and implementation.

**For further enquiries regarding the above post kindly contact Sizwe Mbuyazwe 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.

Candidates will be required to undergo a defensive driving or physical/practical test where applicable.

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: 19 July 2017**

**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: 6 JULY 2017**