



**BUFFALO CITY
METROPOLITAN MUNICIPALITY**

(EXTERNAL CIRCULAR)

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

DIRECTORATE OF HEALTH, PUBLIC SAFETY & EMERGENCY SERVICES

SENIOR ENVIRONMENTAL POLLUTION OFFICER – HEALTH SERVICES

TASK GRADE 12: R 299 626.51 – R 388 914.69

(Total Package: R 440 987 per annum subject to certain conditions)

Ref. No. 72/17

Requirements:

- National Diploma in Environmental Health **OR** equivalent qualification
- Registration with Health Professional Council of South Africa or other Professional Body where necessary
- Valid code B/EB driver's license
- Five (5) year's working experience in environmental health or pollution control with at least one (1) year at a supervisory level

Key Performance Areas:

- Responsible for the assignment, supervision and monitoring of daily work programmes of the pollution control officers involved in pollution control
- Responsible for pollution audit reports, emission permits, predictive pollution dispersion models and associated health and environmental risk assessments
- Determines and interprets levels of environmental pollution by measuring sound levels; chemical concentrations or biological levels of indicator organisms by sampling and analyzing pollutants in order to ensure that the concentrations are legally compliant
- Compiles an emissions inventory by inspecting and auditing factories
- Compiles monthly and annual reports, letters, memoranda, notices
- Attends to pollution related complaints

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

DIRECTORATE OF FINANCIAL SERVICES

MANAGER: BUDGET PLANNING, COSTING & TARRIFS- BUDGET & TREASURY

TASK GRADE 12: R 299 626.51 – R 388 914.69

(Total Package: R 440 987 per annum subject to certain conditions)

Ref. No. 75/17

Requirements:

- NQF Level 7 with Financial Accounting and Management/Cost/Local Government Accounting as majors
- Knowledge and understanding of GRAP is an essential requirement to this post
- Knowledge and understanding of MFMA will be an added advantage
- Computer literate
- Strong communication and interpersonal skills
- Five (5) years relevant experience

Key Performance Areas:

- Coordinates the Directorates operating and capital budget by obtaining relevant data for consolidation into the BCM budget
- Plans, co-ordinates and monitors the compilation of the adjustment budget by amending the approved annual budget
- Assists in developing the budget process timetable by outlining key deadlines
- Ensure adherence to the Municipal Finance Management Act

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

PROGRAMME MANAGER: BUDGET PLANNING, MONITORING & REPORTING

TASK GRADE 16: R 493 005.15 – R 639 969.74

(Total Package: R 852 858 per annum subject to certain conditions)

Ref. No. 76/17

Requirements:

- NQF level 7 with Accounting as a major
- National Treasury Minimum Competency certificate or to be obtained within 18 months from date of appointment
- Seven (7) years relevant working experience which includes at least two years' experience at managerial level

Key Performance Areas:

- Coordinates the planning and development of the multi-year budget in compliance with the legislative framework
- Identifies and formulates budget assumptions and guidelines for the preparation of the multi-year budget
- Develops the budget process time schedules and ensures alignment with the IDP process
- Coordinates and reports on the utilisation of grants and donor funding
- Manages the budget office staff

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

OFFICE OF THE CITY MANAGER**HEAD: GOVERNANCE & INTERNAL AUDIT****TASK GRADE 17: R 596 016.38 – R 773 684.09****(Total Package: R 1 001 102.00 per annum subject to certain conditions)****Ref.No.80/17****Requirements:**

- M+3 in Auditing/Accounting field
- Computer literate
- Good communication, strategic planning and analytical skills
- Valid code B/EB driver's license
- Eight (8) years appropriate experience with extensive knowledge of legislation and other prescriptions affecting the organization (including financial and non-financial legislation) with five (5) years at supervisory level preferably in Local Government

Key Performance Areas:

- Assesses, evaluates and analyses the control environment
- Researches best practices
- Develops strategies relating to fraud mitigation
- Designs and develops systematic disciplined methodologies/approaches to the auditing processes
- Liaises with the Auditor General
- Ensures compliance with prescribed policies and procedures

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: 4 August 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, 13th cheque, medical aid and group life assurance schemes, generous leave privileges, housing subsidy and assistance towards removal expenses subject to certain conditions.



**A SIKLAHLA
CITY MANAGER**

DAILY DISPATCH ADVERT: 24 July 2017