



**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**

**TRAINEE LAW ENFORCEMENT OFFICERS X 11 – LAW ENFORCEMENT  
TASK GRADE 05: R 112 916. 03– R 146 578. 37  
(Total Package: R 244 800.00 per annum subject to certain conditions)  
Ref.No.1/19**

**Requirements:**

- Grade 12
- Valid code B/EB driver's license
- Physically fit
- No criminal record

**Key Performance Areas:**

- Maintains law and order for the entire Buffalo City
- Ensures public safety by carrying out and responding to complaints from the public both written complaints and complaints dispatched by the control room and performs control room duties by answering telephone calls, dispatching members per two-way radio
- Attends to court proceedings to give evidence as witness in relation to arrests made in his or her presence
- Ensures compliance with Municipal by laws and legislation and protection of municipal installations and property

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

**TRAINEE TRAFFIC OFFICERS X 17 – TRAFFIC SERVICES**  
**TASK GRADE 05: R 112 916. 03– R 146 578. 37**  
**(Total Package: R 244 800. 00 per annum subject to certain conditions)**  
**Ref.No.2/19**

**Requirements:**

- Grade 12
- Valid code B/EB driver's license
- Physically fit
- No criminal record

**Key Performance Areas:**

- Carries out specific patrols by motor car, motor cycle or on foot
- Regulates traffic at areas of congestion by performing point duty
- Undertakes Traffic Law enforcement duties
- Performs control room duties
- Completes vehicle log books

**For further enquiries regarding the above post kindly contact Sipesihle Mashalaba on 043-705 2729**

**PLEASE NOTE:**

**CANDIDATES 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.

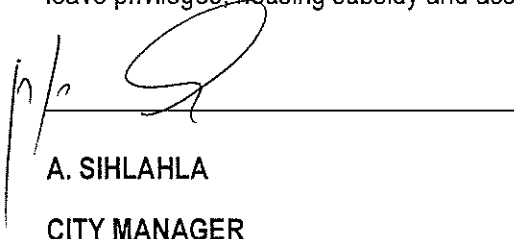
**Applications can be hand delivered to the Human Resources Department, Buxton House, Buxton Street or posted to the Directorate of Corporate Services, P O Box 134, EAST LONDON, 5200.**

**CLOSING DATE: 18 JANUARY 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: 14 JANUARY 2019**