



**BUFFALO CITY
METROPOLITAN MUNICIPALITY**

(EXTERNAL CIRCULAR)

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

DIRECTORATE OF EXECUTIVE SUPPORT SERVICES

OFFICE MANAGER

TASK GRADE 12: R 299 626.51 – R 388 914.69

(Total Package: R 483 169.00 per annum subject to certain conditions)

Ref.No.127/18

Requirements:

- M+ 3 or equivalent qualification
- Computer literate
- Knowledgeable in all relevant Legislation applicable to Local Government
- Valid code B/EB driver's license
- Three (3) years managerial experience

Key performance areas:

- Provides strategic support to the HOD: ESS
- Manages and co-ordinates all administrative tasks within HOD's Office
- Manages the day to day operations of HOD's Office
- Compiles and coordinates weekly; monthly; quarterly and annual reports
- Prepares and drafts IDP and budget inputs for the Directorate
- Monitors and ensures the implementation of all Council resolutions
- Manages the Directorate's budget and prepares reports accordingly
- Compiles all performance reports of the Directorate
- Attends meetings obo ESS Directorate
- Manages HR matters within the HOD's Office

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

PLEASE NOTE:

PEOPLE WITH DISABILITIES ARE ENCOURAGED TO APPLY

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: 17th October 2018

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, 13thcheque, 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: 4th October 2018