



**BUFFALO CITY
METROPOLITAN MUNICIPALITY**

(EXTERNAL CIRCULAR)

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

DIRECTORATE OF EXECUTIVE SUPPORT SERVICES

MANAGER: INTEGRATED DEVELOPMENT PLAN/BUDGET INTEGRATION

TASK GRADE 15: R 437 883.86 – R 568 399.05

(Total Package: R 818 191.00 per annum subject to certain conditions)

Ref.No.94/17

(The above post is being re-advertised. Applicants who previously applied need not re-apply)

Requirements:

- Degree in Town and Regional Planning or in Development Planning relevant research degree
- Valid code B/EB driver's license
- Five (5) years of appropriate management experience gained in government/local government sector, preferably local government environment

Key Performance Areas:

- Manages the day-to-day work in the IDP Division
- Ensures that the IDP is strategic, participatory and implementation orientated
- Ensure that the national time frames regarding the IDP and Budget processes are adhered to
- Facilitates and ensures the development of an IDP that is strategic and appropriate to the conditions of the area and the resources of the Municipality
- Monitor and oversee the alignment of the Municipal sectoral plans with the IDP
- Monitors and ensures the IDP aligns to and informs the capital and operational budget

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

OFFICE OF THE CITY MANAGER

STRATEGIC URBAN DESIGNER - EPMO

TASK GRADE 16: R 493 005.15 – R 639 969.74

(Total Package: R 910 688.00 per annum subject to certain conditions)

Ref.No.28/18

(2 YEAR FIXED TERM CONTRACT POST)

Requirements:

- Master's Degree in Urban Design and registration as a Professional with the Urban Design Institute of South Africa (UDISA) as a Professional Urban Designer and South African Council for Planners (SACPLAN) as a Professional Planner
- Valid driver's license and own vehicle
- Eight (8) years post-graduate experience which must include the full range of Urban Design activities

Key Performance Areas:

- Assists with the formulation and reporting on the Built Environment Performance Plan (BEPP)
- Prepares precinct plans, Urban Design plans and guidelines that serve to implement the BEPP
- Contributes to the planning and execution of complex strategic planning and urban design projects within EPMO
- Leads a team of professionals in planning and executing Strategic Urban Design projects
- Assembling terms of reference to appoint professional services for strategic urban design work
- Be part of a multi-disciplined team of professionals in the Metro, to plan and execute catalytic projects

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

DIRECTORATE OF INFRASTRUCTURE SERVICES

SENIOR TECHNICIAN CONVEYANCE- SANITATION (COASTAL)

TASK GRADE 13: R 337 333.19 – R 437 883.86

(Total Package: R 532 157.00 per annum subject to certain conditions)

Ref. No.144/17

Requirements:

- National Higher Diploma in Civil Engineering
- Valid code B/EB driver's license
- Five (5) years' experience

Key Performance Areas:

- Manages resources, staff and equipment by delegating subordinates and contractors to execute tasks related to the conveyance section
- Financial administration of the conveyance section
- Ensures continuous operation of the reticulation network
- Ensures the reticulation network is effectively and efficiently operated

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

DIRECTORATE OF SPATIAL PLANNING AND DEVELOPMENT

GIS OPERATOR – CITY PLANNING: DEVELOPMENT PLANNING
TASK GRADE 11: R 253 780. 75 – R 329 420. 85
(Total Package: R 423 606.00 per annum subject to certain conditions)
Ref.No.7/18

Requirements:

- University Degree in GIS or related fields **OR** relevant three-year tertiary qualification
- University degree as required by PLATO to register as a GIS Practitioner or registration with PLATO as a GIS Practitioner
- Valid code B/EB driver's license
- Four (4) years' experience

Key Performance Areas:

- Develops, manages and maintains the Geo Spatial databases and Geographical information system applications used by the City Planning Division
- Supervises the GIS Staff
- Performs administrative duties

For further enquiries regarding the above posts kindly contact Melanie Naidoo 043 - 7052750

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: 14th March 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, 13th 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: 1st March 2018