



**BUFFALO CITY
METROPOLITAN MUNICIPALITY**

(EXTERNAL CIRCULAR)

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

OFFICE OF THE CITY MANAGER

SOFTWARE DEVELOPER - ICT

TASK GRADE 10: R 214 976.29 – R 279 050.63

(Total Package: R 373 192.00 per annum subject to certain conditions)

Ref No.92/18

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

Requirements:

- B Degree **OR** three (3) year National Diploma in a related field i.e Computer Science/Information Technology or MSCD
- Five (5) years appropriate experience

Key Performance Areas:

- Plans the implementation and transfer of the system into the production environment
- Programmes and develops systems as per requirements and IT policies and standards
- Tests systems before handing over to the client
- Writes adhoc reports using programming languages or tools in order to satisfy the user

For further enquiries regarding the above post kindly contact Bethwell Tilimani on 043 - 705 2739

DIRECTORATE OF FINANCIAL SERVICES

**ADMINISTRATIVE OFFICER – GOVERNMENT ACCOUNTS: REVENUE MANAGEMENT
(HEAD OFFICE)**

TASK GRADE 06: R 124 590.59 – R 161 729.25

**Total Package: R 255 763.00 per annum (subject to certain conditions)
Ref.No.113/18**

Requirements:

- Grade 12
- Three (3) years computer and communication experience

Key Performance Areas:

- Collects outstanding arrear debt from all Government Departments
- Assesses and reviews problematic accounts and resolve them
- Maximizes revenue collection and decrease arrears
- Implements credit control administrative processes in collections of arrears
- Produces weekly and monthly reports

For further enquiries regarding the above post kindly contact Siphe Mashalaba on 043 – 705 2729

DIRECTORATE OF INFRASTRUCTURE SERVICES

MASON: CONSTRUCTION DIVISION

TASK GRADE 09: R 190 936. 63 – R 247 836. 95

**(Total Package: R 341 959. 00 per annum subject to certain conditions)
Ref.No.13/18**

Requirements:

- Grade 10
- Code C1 Motor Vehicle License with PDP
- Qualified Artisan with trade test in Masonry, or Equivalent in masonry
- Five (5) years relevant experience in the Civil Engineering Construction Field of which two (2) years should be management of Personnel

Key Performance Areas:

- Supervises construction team and related construction plant
- Supervises labour team
- Gives personal input in the construction of masonry work

For further enquiries regarding the above posts kindly contact Bethwell Tilimani on 043 – 705 2739

WATER SERVICEMEN X2 (COASTAL): WATER SUPPLY SERVICES
TASK GRADE 10: R 214 976.29 – R 279 050.63
(Total Package: R 373 192.00 per annum subject to certain conditions with 15% Scarce Skills
Allowance of basic salary is applicable)
Ref.No.129/18

Requirements:

- Grade 10 **OR** Equivalent
- Plumbing Trade Test Diploma **OR** served a recognized Apprenticeship (Plumbing) **OR** recognized NQF qualification
- Valid code B/EB driver's license
- Code C1 driver's license to be obtained within six (6) months of appointment
- Physically and mentally fit
- Three (3) years post trade plumbing experience **OR** Five (5) years plumbing experience

Key Performance Areas:

- Installs fire connections and control valves
- Installs industrial and domestic connections by connecting to supply mains and meters on the property boundaries
- Maintains domestic and industrial water leading and meters by attending to leaking fittings
- Investigates high consumption and meter complaints
- Assesses and compiles reports on damage to property due to burst mains by site inspection
- Coordinates contractor's workers by on-site inspections to ensure that work is being done

For further enquiries regarding the above post kindly contact Bethwell Tilimeni on 043 - 705 2739

DIRECTORATE OF CORPORATE SERVICES

MANAGER- SKILLS DEVELOPMENT: HUMAN RESOURCES
PERFORMANCE & DEVELOPMENT
TASK GRADE 12: R 263 288.52 – R 341 748.00
(Total Package: R 394 264.00 per annum subject to certain conditions with 15% Scarce Skills
Allowance of basic salary is applicable)
Ref. No.119/18

Requirements:

- Relevant B Degree **OR** National Diploma
- Skills Development Facilitator NQF level 5 or ODETDP NQF level 5 Certificate
- Four (4) years' experience in an Education Training and Development environment

Key Performance Areas:

- Develops and submits the Workplace Skills Plan to appropriate authorities
- Conducts Skills Audit as part of the training needs analysis

- Consults with stakeholders on skills development
- Draws up the annual training plans
- Monitors the implementation of the Workplace Skills Plan
- Administers the Skills Development Funding

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: 12th September 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: 30th August 2018