



**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

RISK OFFICERS X2 - ENTERPRISE PROJECT MANAGEMENT OFFICE

TASK GRADE 11: R 271 545.40 – R 352 480.31

(Total Package: R 453 442.00 per annum subject to certain conditions)

Ref. No.154/18

(2 YEAR FIXED TERM CONTRACT POST)

Requirements:

- National Diploma/Degree in Internal Auditing/Risk Management or Accounting
- Must have good report writing, presentation, analytical and communication skills
- Computer literate (especially powerpoint and excel)
- Must be able to demonstrate an in depth understanding of the Enterprise Risk Management Framework, King IV report on Corporate Governance, COSO Framework, ISO 31000 and Batho Pele principles
- Valid driver's license
- Two (2) years' relevant experience in the field of auditing or risk management

Key Performance Areas:

- Implements the Risk Management framework in the Municipality
- Performs risk management activities (risk identification, risk assessment, facilitating development of controls/mitigation action plans, review and analyze effectiveness of existing controls) in accordance with all relevant policies, legislation and risk management guiding frameworks
- Facilitates and oversee the compilation of risk registers and recording and inherent unidentified risks
- Monitors the effectiveness and adequacy of existing controls
- Assists in the implementation of the fraud prevention plan

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

DIRECTORATE OF FINANCIAL SERVICES

PROGRAMME MANAGER – TREASURY AND CASH MANAGEMENT: BUDGET AND TREASURY TASK GRADE 16: R 527 515.51 – R 684 767.62

(Total Package: R 978 605.00 per annum subject to certain conditions)

Ref.No.155/18

Requirements:

- CA/CMA OR B.Comm (Economics or Accounting) and any other relevant tertiary qualifications
- Eight (8) years working experience within a management accounting environment which includes experience at managerial level
- Comply with the MFMA unit standards as prescribed by Regulation 493 as published in Government Gazette 29967 of 15 June 2007
- A clear understanding of broad Financial Management and Cost Accounting is required with business process analysis and business performance management

Key Performance Areas:

- Manages and makes critical long and short term cash flow decisions, including controlling daily cash requirements in accordance with Council
- Manages and makes critical decisions whether to investment or disinvestment of short term funds and investment of long term surplus fund in accordance with Council policy
- Responsible for implementing effective bank control strategies and approaches adopted by Council for improve the City's finances
- Responsible for managing investment funds
- Oversees the management of conditional grants funding

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

DIRECTORATE OF INFRASTRUCTURE SERVICES

PRINCIPAL MICROBIOLOGIST - MICROBIOLOGY: SCIENTIFIC SERVICES

TASK GRADE 12: R 299 626.51 – R 388 914.69

(Total Package: R 483 169.00 per annum subject to certain conditions with 15% Scarce Skills Allowance of basic salary is applicable)

Ref.No.64/18

(The above post is being re-advertised)

Requirements:

- BSc Microbiology (M+4)
- Registered as Professional Natural Scientist with the SA Council for Natural Scientific Professions or proof of eligibility
- Four (4) years relevant post qualification supervisory experience including preferably three (3) years in Local Government

Key Performance Areas:

- Co-ordinates the microbiology section
- Controls analytical quality and efficiency of procedures
- Executes analyses, examinations and calculations
- Evaluates results, reports exceptions and prepares reports
- Inspects, interviews, advises and assists

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: 3rd 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, 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: 19th September 2018