



**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

SUPERINTENDENT – DRIVING LICENSES (COASTAL): TRAFFIC SERVICES

TASK GRADE 11: R 271 545.40 – R 352 480.31

(Total Package: R 453 442.00 per annum subject to certain conditions with 15% Scarce Skills Allowance of basic salary is applicable)

Ref. No.201/18

Requirements:

- Grade 12
- Valid code B Driving license
- Institute of Traffic and Municipal Officers Final Diploma or equivalent
- Registered Traffic Officer in terms of the National Road Traffic Act 93 of 1996
- Four (4) years' supervisory experience

Key Performance Areas:

- Supervises Driving licenses testing stations for the coastal and midland areas
- Authorizes conversions for foreign licenses
- Compiling monthly statistics of all Driving License testing stations
- Ensures that the Driving License Card Account is paid weekly
- Ensures that all financial transactions and cash handling are done in accordance of the Receipting and Control Procedures
- Ensures payment of all licenses to Department of Transport
- Management representative for DLTC
- Deals with all administrative duties concerning Driving licenses

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

ASSISTANT SUPERINTENDENT – TECHNICAL (COASTAL): TRAFFIC SERVICES
TASK GRADE 10: R 230 024.63 – R 298 584.17
(Total Package: R 398 851.00 per annum subject to certain conditions with 15% Scarce Skills Allowance of basic salary is applicable)
Ref. No.169/18

Requirements:

- Grade 12
- Traffic Officer's Diploma
- Code A, EC Driving Licence
- Examiner of Vehicle Diploma
- Registration as an Examiner in terms of the NRT (Act 93 of 1996)
- Three (3) years' experience

Key Performance Areas:

- Supervises the technical section
- Compiles VTS statistics
- Ensures the Roadworthy test stations runs at optimum capacity and complies with relevant statutory provisions
- Controls equipment, stock and supplies for Technical section
- Ensures the operations of parking meters are in daily use including the collection of monies
- Ensures compliance of road signs/markings in terms of Road Signs Manual

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

SECURITY GUARDS X6: LAW ENFORCEMENT
TASK GRADE 02: R 97 948.39– R 107 690.54
(Total Package: R 219 843.00 per annum subject to certain conditions)
Ref. No.165/18

Requirements:

- Grade 8
- Grade C Certificate
- PRISA Certificate
- No criminal record
- One (1) year relevant experience

Key Performance Areas:

- Ensure safety and security of buildings, assets and staff by monitoring entrances and maintaining a visitor's register
- Operates the access gate by stopping the vehicle and allowing it to enter when necessary to ensure free flow of traffic in and out of site
- Ensuring the unauthorised persons are not permitted to enter the restricted areas
- Using various detection methods, conducting checks and or searches to prevent or reduce theft from premises
- Performs escort duties of both visitors and employees at the sites where there is a need

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

DIRECTORATE OF CORPORATE SERVICES

**LABOUR RELATIONS PRACTITIONER - DISPUTE RESOLUTION: HUMAN RESOURCES
MANAGEMENT**

TASK GRADE 11: R 271 545.40 – R 352 480.31

**(Total Package: R 453 442.00 per annum subject to certain conditions with 15% Scarce Skills
Allowance of basic salary is applicable)**

Ref.No.213/18

Requirements:

- B Degree/ M + 3 Diploma in HR Management or Diploma in Industrial/Labour Relations or Labour Law
- Valid code B/EB Driver's License
- Two (2) years' relevant experience

Key performance areas:

- Facilitates and convenes disciplinary, grievance and appeal hearings
- Prepares verbal and written progress reports on disciplinary matters
- Provides technical Labour Relations advice to Line Managers
- Prepares and handles cases referred to South African Local Government Bargaining Council and Commission for Conciliation Mediation and Arbitration
- Attends to correspondence regarding Labour Relations matters
- Renders assistance on strike management
- Deals with proof of incapacity cases
- Keeps up to date with all relevant Labour Legislation and developments

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

**LABOUR RELATIONS PRACTITIONER – COLLECTIVE BARGAINING & EDUCATION: HUMAN
RESOURCES MANAGEMENT**

TASK GRADE 11: R 271 545.40 – R 352 480.31

**(Total Package: R 453 442.00 per annum subject to certain conditions with 15% Scarce Skills
Allowance of basic salary is applicable)**

Ref.No.214/18

Requirements:

- B Degree/ M + 3 Diploma in HR Management or Diploma in Industrial/Labour Relations or Labour Law
- Valid code B/EB Driver's License
- Two (2) years' relevant experience

Key performance areas:

- Co-ordinates Local Labour Forums, Sub-Committees and Local Constituency meetings
- Facilitates negotiations with Trade Unions
- Provides technical Labour Relations advice to Line Managers
- Handling disputes of mutual interests referred to CCMA/SALGBC or Labour Court
- Co-ordinates internal and external training
- Educates staff on Labour related matters

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

ADMINISTRATIVE ASSISTANT: ADMIN AND COUNCIL SUPPORT

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.179/18

Requirements:

- Grade 10 with typing and three (3) years' experience OR
- Grade 12 with typing and two (2) years' experience
- Computer literate

Key Performance Areas:

- Assists visitors and ensures enquiries are attended to
- Screens all incoming calls
- Assists in typing letters, memo's and reports for the office
- Keeps diary of meetings and appointments
- Performs general office duties

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

PROCESS CONTROLLERS X2 – WATER TREATMENT WORKS (INLAND) – WATER SUPPLY SERVICES

TASK GRADE 06: R 124 590.59 – R 161 729.25

Total Package: R 255 763.00 per annum (subject to certain conditions with 15% Scarce Skills Allowance of basic salary is applicable)

Ref. No.136/18

Requirements:

- Grade 12 OR N2 Water treatment certificated OR Water Care certificate (NQF2)
- Registered as a Class 1 Operator with DWAF
- Valid code B driver's license
- First Aid
- Computer literate
- Five (5) years' experience on a recognized Water Treatment plant

Key Performance Areas:

- Responsible for the storage of potable water and operations of the plant and pumps
- Fills in logistical data in registers
- Maintains records of the storage and pumping processes
- Monitors the outlying reservoirs by recording the levels indicated by the telemetry
- Supervises subordinates
- Controls the treatment processes

For further enquiries regarding the above post kindly contact Gavin Mvandaba on 043 - 705 2719

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: 29th November 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: 16th November 2018