



**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**

**MANAGERS X2 – QUALITY ASSURANCE – EPMO**

**(3 YEAR FIXED TERM CONTRACT POSTS)**

**TASK GRADE 15: R 407 865.00 – R 529 432.80**

**(Total Package: R 739 392.75 per annum subject to certain conditions)**

**Ref.No.54/17**

**Requirements:**

- Appropriate recognized B Tech Degree in Quality
- Professional Registration in Quality Management e.g. Southern African Auditor & Training Certification Authority (SAATCA) or South African Quality Institute (SAQI)
- Four (4) years proven appropriate experience in the field of Quality Management systems gained in public/private sector Quality Assurance environment, preferably Local Government

**Key Performance Areas:**

- Manages the Organizations wide Quality Assurance function for the various Directorates
- Manages municipal documents
- Improves on Quality Assurance programmes
- Manages the Quality Assurance projects

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

**DIRECTORATE OF HEALTH & PUBLIC SAFETY**

**EXAMINER OF DRIVING LICENSE (INLAND): TRAFFIC SERVICES**

**TASK GRADE 09: R 177 847.08 – R 230 846.64**

**(Total Package: R 285 242.67 per annum subject to certain conditions with 15% Scarce Skills Allowance of basic salary is applicable)**

**Ref No.248/16**

**(The following post is being re-advertised with amended requirements. Applicants who previously applied need not re-apply)**

**Requirements:**

- Grade 10
- Examiner of Driver's License Diploma
- Registered with the Department of Transport
- Two (2) years' experience
- Code A/EC driver's License

**Key Performance Areas:**

- Evaluates applicants for drivers licenses so as to ensure that the required standard of efficiency is attained in terms of the Road Traffic Act
- Ensures that all testing equipment is set up in terms of the K53 testing requirements
- Deducts points on the prescribed evaluation form for any omissions or faults made by applicants

**For further enquiries regarding the above post kindly contact Gavin Mvandaba on 043 – 705 2766**

**DIRECTORATE OF CORPORATE SERVICES**

**PRINTING OPERATOR – ADMIN & COUNCIL SUPPORT**

**TASK GRADE 06: R 116 049.36 – R 150 642.00**

**(Total Package: R 205 576.14 per annum subject to certain conditions)**

**Ref No.217/16**

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

**Requirements:**

- Grade 12
- National printing certificate 111
- Two (2) years' experience

**Key Performance Areas:**

- Operates all printing machines (litho, photocopying, numbering, guillotine, perforating, stitching) and ensures effective printing operation
- Controls photocopying machines and registers
- Recording work done and materials used daily
- Submits weekly machine status and wastage analysis reports

- Supervises Printing Assistants during printing operation

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

**MANAGER – DISPUTE RESOLUTION: HUMAN RESOURCES MANAGEMENT**  
**TASK GRADE 12: R 279 085.80 – R 362 252.88**  
**(Total Package: R 415 036.95 per annum subject to certain conditions with 15% Scarce Skills Allowance of basic salary is applicable)**  
**Ref.No.26/17**

**Requirements:**

- Relevant Degree or Diploma (M+3)
- Valid code B/EB driver's license with own vehicle
- Five (5) years' experience in Labour Relations

**Key Performance Areas:**

- Provide technical advice on grievance and discipline management.
- Analyze trends and draft proposals on remedial strategies.
- Develop draft policies and procedures.
- Manage strikes and facilitates resolutions.
- Handles all types of labour disputes referred to SALGBC/ CCMA.
- Provides guidance to Labour Relations Practitioners and Management on the correct interpretation of policies and collective agreements.
- Supervises staff and ensure flow of communication between Staff, Trade Unions and Management.

**For further enquiries regarding the above post kindly contact Andiswa Bantom 043 705 2729**

**LABOUR RELATIONS PRACTITIONER: COLLECTIVE BARGAINING & EDUCATION – HUMAN RESOURCES**  
**TASK GRADE 11: R 236 382.96 – R 306 837.60**  
**(Total Package: R 360 288.58 per annum subject to certain conditions with 15% Scarce Skills Allowance of basic salary is applicable)**  
**Ref.No.117/16**

**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 with own vehicle
- Two (2) years' relevant experience

**Key performance areas:**

- Coordinate Local Labour Forums, Sub- Committees and Local Constituency Bargaining chambers.
- Facilitates negotiations with trade unions
- Provides technical Labour Relations advice to Line Managers
- Handling the disputes on the Interpretation/ application of the Collective Agreements and other disputes of mutual interests to SALGBC/CCMA/ Labour court.

- Coordinates the internal & external training on Labour Relations matters
- Interprets Labour Relations policies and procedures to Line Managers
- Maintenance of stakeholder relations and Labour relations branding

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

### **DIRECTORATE OF FINANCIAL SERVICES**

#### **MANAGER – CONSUMER SUPPORT (MIDLAND)**

**TASK GRADE 12: R 279 085.80 – R 362 252.88**

**(Total Package: R 415 036.95 per annum subject to certain conditions)**

**Ref.No.190/16**

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

#### **Requirements:**

- Public Finance Management and Administration Qualification **OR** NQF Level 5 Qualification
- Valid driver's License
- Managerial/Supervisory experience incorporating administrative skills
- Five (5) years' relevant experience of which two (2) years must be at middle management level

#### **Key Performance Areas:**

- Lead and manage the input and output Customer Management operations of consumer debt and support provisions
- Oversees the frontline Office activities to manage and provide best customer experience
- Promotes debt collection effectively through Debt Clearance
- Staff management, supervision, monitoring performance and delegation, coordinating and managing work load processes
- Provide performance and working statistics and compile reporting of Customer Support activities
- Oversee and provide working assurance for all administration process relating to management of Consumer support

**For further enquiries regarding the above post kindly contact Andisa Bantom 043-705 2729**

#### **MANAGER – SERVICE CENTRE SATELLITES (MIDLAND): REVENUE MANAGEMENT**

**TASK GRADE 11: R 236 382.96 – R 306 837.60**

**(Total Package: R 360 288.58 per annum subject to certain conditions)**

**Ref. No.191/16**

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

#### **Requirements:**

- Public Finance Management and Administration Qualification **OR** NQF Level 5 Qualification
- Computer literate
- Valid driver's License
- Managerial/Supervisory experience incorporating administrative skills
- Five (5) years' relevant experience of which two (2) years must be at middle management level

**Key Performance Areas:**

- Plans, develops, implements and maintains a localized Revenue Management customer interface service centre and satellite provision
- Oversees the frontline service centre and satellite office activities to manage and provide best customer experience
- Staff management, supervision, monitoring performance and delegation, coordinating and managing work load processes

**For further enquiries regarding the above post kindly contact Andisa Bantom on 043 – 705 2729**

**LEGAL SYSTEMS SUPPORT OFFICER (PREVIOUS POST TITLE LEGAL CLERK) – REVENUE  
MANAGEMENT**

**TASK GRADE 06: R 116 049.36 – R 150 642.00**

**(Total Package: R 205 576.14 per annum subject to certain conditions)**

**Ref.No.244/16**

**Requirements:**

- Grade 12
- Two (2) years' computer and legal collection experience

**Key Performance Areas:**

- Facilitates and monitors consumer accounts placed under debt counselling/review
- Facilitates and monitors accounts of consumers placed under administration to ensure progressive review and outcome as to finalise on customer associated debt
- Facilitates, monitors and assesses deceased and insolvent consumers accounts as to best ascertain the collection of debt arrears owed to the Municipality
- Investigates and compiles evidentiary documentation of handed over debtor account matters that are to be submitted for write off

**For further enquiries regarding the above post kindly contact Monica Njoloza on 043 – 705 2777**

**DIRECTORATE OF INFRASTRUCTURE SERVICES**

**SENIOR ARTISANS X2 (COASTAL): ELECTRICITY**

**GRADE 10: R 200 238.72 – R 259 920.48**

**(Total Package: R 313 950.28 per annum subject to certain conditions with 15% Scarce Skills Allowance of basic salary is applicable)**

**Ref No.45/17**

**Requirements**

- National Technical Certificate Part 2
- Electrical Trade Test Certificate
- Valid code C1 drivers licence with PDP or PDP to be obtained within 6 months of employment
- Two (2) years post apprenticeship

- Experience in a municipal electrical environment Municipal experience will be an advantage

**Key Performance Areas:**

- Isolate and energise high voltage equipment up to 11000
- Attends Electricity Distribution operational meetings co-ordinated by the Principal Engineering Assistants
- Performs electrical standby duties by being officially available on a rotational basis

**For further enquiries regarding the above post kindly contact Andisa Bantom 043-705 2729**

**TECHNICIAN: (COASTAL) – ELECTRICITY  
TASK GRADE 09: R 177 847.08 – R 230 846.64**

**(Total Package: R 285 242.67 per annum subject to certain conditions with 15% Scarce Skills Allowance of basic salary is applicable)**

**Ref. No.46/17**

**Requirements:**

- S2 OR N.T.C.3
- Passed an Electricians Trade test
- Valid code EB driver's license
- Must be computer literate
- Three (3) years metering and protection experience

**Key Performance Areas:**

- Performs high voltage switching operations
- Installs and calibrates, repairs and maintains all high voltage protection equipment
- Locates exact location of high voltage and low voltage of underground cable faults
- Tests all new or repaired high voltage switch gear, transformer and overhead mains

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

**PRINCIPAL MICROBIOLOGIST - MICROBIOLOGY: SCIENTIFIC SERVICES**

**TASK GRADE 12: R 279 085.80 – R 362 252.88**

**(Total Package: R 415 036.95 per annum subject to certain conditions with 15% Scarce Skills Allowance of basic salary is applicable)**

**Ref.No.47/17**

**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 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**

**TECHNICIAN CONSTRUCTION (MIDLAND) – WATER SUPPLY**

**TASK GRADE 12: R 279 085.80 – R 362 252.88**

**(Total Package: R 415 036.95 per annum subject to certain conditions with 15% Scarce Skills Allowance of basic salary is applicable)**

**Ref. No.50/17**

**Requirements:**

- National Diploma Civil Engineering (subjects to be relevant to a water services undertaking)
- Eligible for registration with the Engineering Council of South Africa as a Professional Technician
- Ability to communicate and deal effectively with both consultants and contractors
- Computer literate
- Valid code B/EB driver's license
- Five (5) years post qualification experience in water related construction projects

**Key Performance Areas:**

- Facilitates the planning and control of both technical and financial aspects of construction projects relating to water supply within the District
- Plans and prepares drawings for specific projects
- Evaluates cost estimates
- Monitors the construction phases of projects
- Prepares estimates of costs for Departmental and contract projects

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

**OPERATOR – BULK PUMPING (MIDLAND): WATER SUPPLY SERVICES**

**TASK GRADE 06: R 116 049.36 – R 150 642.00**

**(Total Package: R 205 576.14 per annum subject to certain conditions with 15% Scarce Skills Allowance of basic salary is applicable)**

**Ref.No.51/17**

**Requirements:**

- Grade 12 **OR**
- N1 Water Treatment Certificate or Water care certificate **OR** Certificate in water purification process control (NQF level 2)
- Registered as a Class I Operator
- First Aid
- Computer literate

- Valid code B/EB driver's license
- Four (4) years' experience on a recognised Water treatment plant

**Key Performance Areas:**

- Responsible for the Operation of bulk water supply at Midlands based in Outspan
- Supervises staff
- Controls treatment processes

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

**GRAPHIC INFORMATION SYSTEMS (COASTAL) INFORMATION ANALYST - SANITATION**

**TASK GRADE 09: R 177 847.08 – R 230 846.64**

**(Total Package: R 285 242.67 per annum subject to certain conditions with 15% scarce skills allowance of basic salary)**

**Ref. No.52/17**

**Requirements:**

- Grade 12 with specialized GIS and CAD certificates
- Valid code B/EB driver's license
- Four (4) years' draughting experience (preferably Civil draughting) of which one (1) year is CAD experience and an additional one (1) year GIS experience

**Key Performance Areas:**

- Captures and maintains the sewer graphical and spatial data by using Graphic Information Systems (GIS) and Computer Aided Draughting (CAD) software
- Transfers data from existing plans to GIS and CAD
- Prepares reports and plans from the GIS/CAD data as required for distribution
- Instructs relevant staff on locations of the sewers to be verified by extracting sewer layout plans
- Controls standard for the developments and management of GIS databases

**For further enquiries regarding the above post kindly contact Monica Njoloza on 043 705 2777**

**DIRECTORATE OF MUNICIPAL SERVICES**

**AQUARIUM AQUARIST - AMENITIES**

**TASK GRADE 10: R 188 904.48 – R 245 208.00**

**(Total Package: R 298 899.33 per annum subject to certain conditions)**

**Ref.No.268/15**

**(The above post is being re-advertised)**

**Requirements:**

- Grade 12 with Biology
- Class IV diving certificate
- Four (4) years' experience at an Aquarium



**Key Performance Areas:**

- Acquires specimen food from suppliers by communicating his requirements to the Aquarium Administrative Clerks to place the order by telephone in order to keep suitable food stock levels on hand
- Feeds all the Aquarium specimens by offering them the correct quantity and variety of food
- Services all Aquarium life support equipment and apparatus by checking on the condition of filters, heaters, pumping apparatus, aeration and water flow in order to maximize the water quality in which the specimens survive
- Controls fundamental water chemistry by reading scientific equipment, adding chemical additives in order to regulate P.H. levels , salt content and monitor toxins in order to prevent stress and disease

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

**PLEASE NOTE:**

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: 22<sup>nd</sup> February 2017**

**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, 13<sup>th</sup>cheque, medical aid and group life assurance schemes, generous leave privileges, housing subsidy and assistance towards removal expenses subject to certain conditions.



**N. MBALI-MAJENG  
ACTING CITY MANAGER**

**DAILY DISPATCH ADVERT: 9<sup>TH</sup> FEBRUARY 2017**