



**BUFFALO CITY
METROPOLITAN MUNICIPALITY**

(EXTERNAL CIRCULAR)

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

DIRECTORATE OF FINANCIAL SERVICES

**FINANCE MANAGEMENT INTERN
(3 YEAR INTERNSHIP PROGRAMME)**

Remuneration: R 100 000 per annum

Ref.No.2/18 (NTI)

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

Requirements:

- M + 3 majoring in Accounting or Auditing

Key Performance Areas:

- Revenue Management
- Budget Management
- Treasury functions
- Annual Financial Statements
- Expenditure Management
- Supply Chain Management

For further enquiries regarding the above post kindly contact Onke Mpulampula on 043 - 705 2729

LEGAL OFFICER - CONSUMER SUPPORT (COASTAL): REVENUE MANAGEMENT
TASK GRADE 07: R 161 161.00 – R 209 203.87.00
(Total Package: R 308 312.00 per annum subject to certain conditions)
Ref. No.184/18

Requirements:

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

Key Performance Areas:

- Provides support and research associated with the working outputs and functions of legal activities within the revenue management legal collection
- Collates and communicates information with regards to customer/debtor arrears relevant for legal action and collection
- Maintains accurate records of debtors for effective legal arrear debt collection action
- Ensures that legal collection activities are progressing within expected time frames

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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.

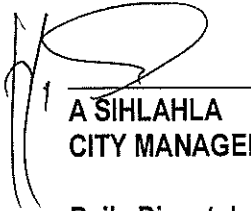
Applications can be hand delivered to the Human Resources Department, Buxton House, Buxton Street or posted to the Directorate of Corporate Services, P O Box 134, EAST LONDON, 5200.

CLOSING DATE: 21st December 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 Advert: 7TH December 2018