



**BUFFALO CITY
METROPOLITAN MUNICIPALITY**

(EXTERNAL CIRCULAR)

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

GENERAL MANAGER – PROPERTY MANAGEMENT
TASK GRADE 19: R 687 250.68 – R 892 108.92
(Total Package: R 1 178 496.57 per annum subject to certain conditions)
Ref.No.129/17

Requirements:

- NQF Level 8 in Built Environment or Property Management
- Professional Registration with relevant Council, relevant to the Built Environment Professional Body
- Valid Driver's License
- Eight (8) years' experience in the Built Environment field and Property Management, of which four (4) years should be in Senior Management, and a minimum of two (2) years in Municipal or other Sphere of Government

Key Performance Areas:

- Manages the Building Maintenance, Estates, Property Invasion and Building Aesthetics Divisions
- Manages procurement in the form of formal tenders, informal tenders, quotations and consultants
- Ensures implementation of Building Maintenance, Estates, Property Invasion and Building Aesthetics programs
- Manages and ensures that safety requirements in the department are maintained in terms of the occupational health and safety act
- Manages and ensures that administrative and financial functions are performed
- Manages discipline and disputes of Staff within the Department

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

DIRECTORATE OF HEALTH, PUBLIC SAFETY & EMERGENCY SERVICES

CHIEF AIR QUALITY OFFICER: HEALTH SERVICES

TASK GRADE 12: R 299 626.51– R 388 914.69

(Total Package: R 450 169.00 per annum subject to certain conditions)

Ref. No.114/17

Requirements:

- National Diploma in Environmental Health or equivalent qualification (M+3)
- Registration with HPCSA or other relevant professional body where necessary
- Valid code B/EB driver's license
- Five (5) years' experience with a least one (1) year in a supervisory role plus having an integral understanding of biological and chemical complexities and their impact on human health and ecological degradation

Key Performance Areas:

- Manages the implementation and review of the Municipality's approved Air Quality Management Plan in line with the Air Quality Act
- Manages and implements the ambient air quality monitoring programme and the validation and reporting of air monitoring data in compliance with approved quality assurance systems.
- Manages and implements the atmospheric emission licensing function, the atmospheric emission reporting system and the compilation and updating of the air emission inventory
- Identifies and assesses air pollution incidents and enforces legislation to ensure a safe and healthy environment.
- Monitors, evaluates and reports on the implementation of policies, guidelines and procedures
- Responsible for coordinating matters pertaining to air quality management in the Municipality
- Ensures community and stakeholder participation and intersectoral cooperation related to air quality management

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

ASSISTANT SUPERINTENDENT: TECHNICAL (INLAND)

TASK GRADE 10: R 214 976.29– R 279 050.63

(Total Package: R 332 569 per annum subject to certain conditions)

Ref. No.102/17

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 Tillimeni on 043 – 705 2739

REGIONAL COMMANDER: LAW ENFORCEMENT

TASK GRADE 15: R 437 883.86 – 568 399.05

(Total Package: R 785 191.00 per annum subject to certain conditions)

Ref. No.106/17

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

Requirements:

- Grade 12
- Three-year Diploma in Traffic or Police Management or Equivalent in related field
- Traffic/Police Training College Diploma
- Valid code B/EB Drivers Licence
- Computer Literate
- No criminal record
- Six (6) years Managerial experience

Key Performance Areas:

- Management of the maintenance of Law and Order
- Controlling and defusing tense situations and potential confrontation at illegal protest marches
- Manages, Plans and controls the protection of sensitive Municipal installations and buildings
- Ensures that the Law Enforcement Department functions according to status provisions and the requirements of Council
- Maintains performance standards by the application of management procedures and ensures strict adherence to the Departmental disciplinary code and performance measurements

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

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: 25 October 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, 13th cheque, medical aid and group life assurance schemes, generous leave privileges, housing subsidy and assistance towards removal expenses subject to certain conditions.



A SHILAHLA
CITY MANAGER

DD ADVERT: 12 OCTOBER 2017