



**BUFFALO CITY  
METROPOLITAN MUNICIPALITY**

**(EXTERNAL CIRCULAR)**

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

**DIRECTORATE OF CORPORATE SERVICES**

**DATA CAPTURER (PREVIOUS POST TITLE TYPIST) - ADMINISTRATIVE 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.12/19**

**Requirements:**

- Grade 10 with typing as a subject with two (2) years relevant experience **OR**
- Grade 12 with typing as a subject
- Must be able to type 35 words per minute
- Computer literacy with Microsoft Word

**Key Performance Areas:**

- Provides a typing service in respect of agendas, minutes, reports and general correspondence
- Dictaphone typing

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

**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: 12<sup>th</sup> March 2019**

**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.



**A SIHLAHLA  
CITY MANAGER**

**Daily Dispatch Advert: 27<sup>TH</sup> February 2019**