

BCMDA is an established municipal entity, wholly owned by the Buffalo City Metropolitan Municipality. Applications are invited from suitably qualified and experienced applicants to fill the following positions:

1. CHIEF EXECUTIVE OFFICER
Task Grade 23 (Total Cost To Company)
(Five-year performance-based contract)

Ref. No. BCMDA-VAC-001-26

Requirements:

- Postgraduate degree in Finance, Business Management, Development Economics, Development Finance, Master of Business Administration, Master of Business Leadership, or equivalent.
- Proven track record in managing stakeholder relations including investor relations and ability to raise funding for Capital Expenditure.
- Certificate in Municipal Financial Management (SAQA Qualification ID 48965) (if not, obtain within 18 months of assuming the role)
- Minimum of ten (10) years' working experience at executive management level, with a proven record of leading medium- or large-sized organisations or entities.
- Experience in the implementation of Corporate Governance principles and leadership in a Public Sector environment.
- Thorough knowledge of King IV Corporate Governance, Companies Act, and other relevant legislation.
- Solid understanding of project management for medium- to large-scale CAPEX projects, using grant and/or international funds.
- Knowledge of legislation and regulations related to compliance. Knowledge of MFMA, MSA, BBEE, and other relevant statutes.

Key Performance Areas:

- Develop and implement strategic measurable goals to promote revenue and ensure integrated and sustainable transformation while growing the organisation.
- Ensure that the strategic goals and vision of the organisation are adhered to, and that the required direction and positive outcomes are achieved.
- Oversee the development of high-quality business strategies and plans in all departments and ensuring their alignment with short-term and long-term objectives.
- Develop intellectual leadership capacity to provide cutting-edge advice to the Board of Directors, the municipality and other stakeholders.
- Develop and maintain good relations with the Board and various sectors, keeping them apprised and informed of current strategy, performance and progress of the

BCMDA.

- Maintain awareness of the competitive market landscape, expansion opportunities, industry experience, etc. by keeping abreast with industry-related developments.
- Oversee company operations to ensure sustainable, efficient, cost-effective and high-quality service delivery.
- Ensure reporting on organisational performance to stakeholders within the required timeframes to promote sustainability and the principles of a well-governed Agency.
- Identify acquisition and merger opportunities with a view to grow BCMDA revenue streams.
- Facilitate economic development through the creation of infrastructure assets and promote investment opportunities in the city.
- Promote sustainable environmental programmes and assets, e.g. Green economy.
- Support the Smart city and related initiatives to enhance investment attraction and retention.
- Lead and champion the promotion of investment in the city.
- Lead programme and project management so that projects are delivered on time, within budget and with quality levels.
- Accountable for the achievement of strategic financial milestones, mandate and budgetary structures to contribute to the success of the Agency while responding to the economic climate.
- Facilitate the development and implementation of financial management systems, procedures in terms of MFMA and other relevant legislation.
- Secure and continue the growth of BCMDA's financial base, taking the leading role in fundraising, including the development of relations with the municipality, other development agencies and donor organisations.
- Take all reasonable steps to ensure effective, efficient and cost-effective asset, liability, revenue, expenditure, and budget management.
- Ensure that BCMDA's organisational structure, management team and staff are aligned to strategy, governance, legal and regulatory requirements.
- Lead and motivate management and staff to advance employee engagement and ensure a high-performing organisation.
- Evaluate the performance of Executive Managers and other direct reports towards the realisation of the Agency's objectives and compliance with established policies and objectives of the organisation.
- Provide direction and nurture the development of future leaders to ensure sustainable succession.
- Lead and provide a system for Corporate performance management and evaluation.
- Establish and maintain effective formal and informal links/relationships with the municipality as a shareholder, major customers, relevant government departments and agencies, donors, local authorities, key decision-makers, and other relevant stakeholders.
- Engage in numerous stakeholder meetings, obtain the required information, and foster effective and fruitful relationships locally, nationally and internationally.
- Participate in relevant CEOs' forum engagements to keep abreast of the latest market trends, economic development programmes/initiatives.
- Direct the organisation in line with good corporate governance, comply with statutory requirements, and manage the organisation's risk exposure and risk mitigation plans.
- Ensure development and maintenance of strategic Risk Register including fraud,

compliance and other governance-related risks.

- Ensure the embedment of ethical values of responsibility, fairness, accountability and transparency.
- Ensure legislative and policy compliance across all spheres of operation.

Competency Skills & Attributes:

- Strategic leadership and management
- Strategic financial management
- Operational financial management
- Governance, ethics, and values in financial management.
- Financial and performance reporting
- Risk and change management.
- Legislation, compliance, policy, and implementation.
- Stakeholder relations.
- Supply Chain Management

2. MANAGER: SUPPLY CHAIN MANAGEMENT & ASSET MANAGEMENT

TASK GRADE 16

Salary: R1 463 026.49 per annum (Total Cost to Company)

Ref. No. BCMDA-VAC-002-26

Requirements:

- NQF Level 8 qualification in Accounting /Finance or equivalent.
- Must have served Articles either in Auditing or Accounting
- Chartered Accountant CA (SA) will serve as an added advantage
- Membership with the Chartered Institute of Procurement & Supply (CIPS) will serve as an added advantage
- Minimum of 5 years' experience in SCM and Asset Management, of which at least 3 years must be at the middle management level.
- Strong knowledge of MFMA, Municipal Systems Act, and related legislation
- A high level of Computer Literacy is essential
- Skills Required: +Problem -solving, analytical ability, people management, strategic financial management, reporting, risk/change management. SCM, audit and assurance

Competencies Skills and Attributes

- Strategic and Operational Financial Management
- Problem solving and analytical skills
- People management and empowerment
- Knowledge management

- Communications
- Change management
- Service delivery innovation
- Client orientation and customer focus
- Governance, ethics and values in financial management
- Financial and performance reporting
- Legislation, policy, and implementation
- Stakeholder relations
- Supply Chain management
- Audit and assurance

Key Performance Areas:

- Identifies and defines the short to medium term objectives and priorities of the Supply Chain Management & Asset Management encapsulating procurement control functionalities by:
- Analysing and aligning operating capacity and capabilities of the section to deliver against specific key performance areas.
- Evaluating and commenting on the strengths and weaknesses, opportunities and threats arising out of operational activities and deliverables in detailed financial reports submitted for perusal to the CFO.
- Preparing and presenting reports detailing status of expenditure and available funds of current and short-term interventions to CFO and strategic management planning workshops and discussing groups.
- Directs the implementation of specific procedures, systems and controls associated with key functional areas embodied with the section's structure by:
- Assessing the adequacy of current transactional recording/accounting procedures related to reconciliations, posting, updating and adjustment of entries and presenting recommendations outlining approaches aimed at improving controls and processes.
- Monitoring the application of procurement policies with respect to the engagement of services providers and/or acquisition of supplies.
- Interpreting and analysing audit findings and investigational reports with a view to determining levels of interventions required curb non – conformance and compliance with laid down procedures.
- Communicating with legal personnel and preparing and/or approving schedules detailing debts incurred, penalties due and legal costs.
- In order to ensure processing, recording and debt administrative sequences are performed in accordance with the applicable legislation and generally recognised accounting practices.
- Communicating with personnel across various divisions to ensure compliance with procurement plan.
- Participate in meetings and provide information on specific SCM and Asset Management processes and procedures using expertise in these fields.
- Provide input in the SCM and Asset Management related risk assessment, universe/register, response plan and implementation. Support the Chief Financial Officer.
- Provide overall leadership and management in terms of the Supply Chain and Asset Management functions of the Agency

- Support the Chief Financial Officer and other Senior Managers in the execution of their functions in terms of the MFMA, Supply Chain Management Regulation and Treasury Regulations.
- Assist with the development implementation and maintenance of an effective Financial Management System inclusive of policies, procedures, standards systems, practices, mechanisms and anti-corruption measures.
- Develop and maintain proper procurement and asset management system including safeguarding and maintenance of the Agency's assets.

Ensure that full and proper records are kept and monthly reconciliation are timeously prepared.

Ensure that irregular and fruitless and wasteful expenditure and other losses are prevented.

3. RECEPTIONIST & CORPORATE SERVICES ADMINISTRATOR

TASK GRADE: 6

Salary: R370 429.37 (Total Cost to Company)

Ref. No: BCMDA-VAC-003-26

Requirements:

- A Senior National Certificate / Grade 12 / Matric
- A post-matric qualification i.e., Public Relations, Office Administration or Human Resources Management
- Relevant Experience in the office administration environment will be an advantage
- High level of computer literacy is essential

Key Performance Areas:

- Receiving incoming telephone calls and transferring them to relevant staff members
- Attending to clients visiting the office
- Ensure detailed, accurate and prompt messages are channelled to the right recipient
- Providing clients and visitors with information about BCMDA and its services
- Providing best efficient service to client and visitors
- Manage and minimise traffic in the reception area
- Update and distribute the entity's internal telephone list
- Assist HR in admin work including payroll system functions

Competencies Skills and Attributes

- Effective communication skills both verbal and written
- Interpersonal; Problem solving and analytical skills
- Knowledge management
- Client orientation
- Customer focus
- Professionalism
- Honest and integrity
- Confidentiality
- Objective and sound judgement
- Pleasant personality, neat and presentable as well as ability to deal with pressure
- The candidate must also be prepared to work long hour

These positions are based in East London and any enquiries regarding the content of the above post can be directed to Mr Noel Van Wyk at 043 – 492 2100.

PLEASE NOTE:

Candidates who are suitably qualified as per the minimum requirements for the posts 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, diplomas, degrees, identity document, drivers' license and membership to various regulating bodies. Non-submission of the required supporting documentation may disqualify a candidate.

Fraudulent qualifications and information submitted 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.

Buffalo City Metropolitan Development Agency reserves the right not to fill any or all of the positions advertised. By submitting your application for a position at the agency, you are consenting that the personal information submitted as part of your application may be used for the recruitment & selection-related processes.

Applications can be emailed to recruitment@bcmda.org.za

CLOSING DATE: 31 AUGUST 2026

Should candidates not be contacted within thirty (30) days of the closing date, they may regard their applications as having been unsuccessful.