

EXTERNAL ADVERTISEMENT

Ubuhlebezwe Municipality with its seat in Ixopo invites applications from suitably qualified persons for appointment to the following position.

SOCIAL DEVELOPMENT DEPARTMENT

DISASTER MANAGEMENT OFFICER

Salary Scale: R225 406.20 - R292 604. 04 Per Annum (T11)

Applicable benefits: Pension, Medical Aid, 13th Cheque and Home Owner's Allowance.

MINIMUM REQUIREMENTS

- Grade 12 Certificate.
- National Diploma in Disaster Management or any relevant qualifications.
- 2-3 years' experience in Disaster Management.
- Certificates in Fire and Life Safety Educator I & II in Petrol Chemical Fire Training will be added Advantage.
- Full package in Microsoft office.
- Be physically fit and able bodied.
- Ability to communicate both in IsiZulu and English.
- No criminal record or pending cases.
- Code EB driver's licence.

KEY PERFORMANCE AREAS

- Manage and control fire disaster incidents by ensuring rapid response and allocation and control of resources.
- Coordinate and monitor sequences associated with the provision of emergency / fire and rescue services, by implementing specific procedures during fire and rescue operations, instructing and or leading fire fighting teams and executing applications or sequences to control damage or disasters.
- Administer activities and functions of the fire and Disaster Management section by coordinating resources and controlling staff.
- Coordinate and facilitate the development of the disaster management plan by developing the Disaster Management Policy for the Municipality.
- Identify and communicate risk and develop awareness programmes.
- Determine the adequacy of fire safety and disaster control procedures and issue compliance notifications for specific offences.
- Execute specific fire fighting and rescue applications during emergencies and assume the role of "Responsible Persons" on site.
- Conduct demonstrations and communication briefings at public facilities with the intention of empowering and capacitating individuals with basic safety awareness skills to identify and capably manage life threatening situations.
- Compile training schedules and plans to coordinate exercise or practice sessions on disaster management techniques and applications.

- Conduct inspections of structures and facilities in order to establish the adequacy of preventative measures, mitigating strategies and procedures.
- Assume control of onsite operations and direct and implement procedures and plans to facilitate recovery and rehabilitation.
- Organise and arrange campaigns and programmes to provide communities with information and advice on disaster prevention and recovery techniques.
- Monitor the effectiveness of campaigns and programmes and adjust strategy to accommodate a wider interest group through public announcements, talks at schools and public events.
- Disseminate information and requirements necessary to stakeholders, role-players and management on specific resources and requirements necessary to maintain the efficiency and preparedness of institutional and community structures and systems to timeously respond to, and adequately deal with disasters and major incidents.

Ubuhlebezwe Municipality is an equal opportunity, affirmative action employer.

A signed letter of application indicating the position being applied for, together with a comprehensive Curriculum Vitae and certified copies of certificates and Identity Document, must be forwarded to: The Municipal Manager, P. O. Box 132, Ixopo 3276 by not later than 16h30 on 07 May 2018. Faxed applications will not be accepted. If you do not hear from Council within 30 days of the closing date, please consider your application as unsuccessful. All enquiries should be directed to the HR Officer, Ms B Nondabula at (039) 834-7700.

Council reserves the right not to make any appointment into the above mentioned position.

**GM SINEKE
MUNICIPAL MANAGER**