

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

SOCIAL DEVELOPMENT DEPARTMENT

CHIEF FIRE AND DISASTER MANAGEMENT OFFICER (X1)

Salary scale: R200 484.48 – R214 097.28 per annum

Applicable benefits: medical aid, pension, 13th cheque, home owner's allowance

Minimum qualifications

- Grade 12 and a National Diploma in Disaster Management or any relevant tertiary qualification.
- A certificate of Hazmat awareness and operations
- Certificates in Fire and Life Safety Educator I & II in Petrol Chemical Fire Training will be added advantages.
- 2-3 years' experience in Disaster Management.
- A certificate in computer studies
- Physically fit and able bodied.
- Code 08 driver's licence
- The ability to communicate both in Zulu and English
- No criminal record/pending cases.

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 firefighting teams and executing applications or sequences to control damage/disasters
- Administer activities and functions of the Fire and Disaster Management section by coordinating resources and controlling staff.
- Coordinate and facilitate the development of 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/or issue compliance notifications for specific offences.
- Execute specific firefighting and rescue applications during emergencies and/or assume the role of "responsible persons" on site.
- Conduct demonstrations and/or communication briefings at public facilities with a view 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 and forwarding for approval prior to circulating to internal departments for attention, adoption and execution.

- Conduct inspections of structures and facilities with a view to establishing the adequacy of preventative measures, mitigating strategies and procedures.
- Assume control of onsite operations and direct/implement procedures and plans to facilitate recovery and rehabilitation.
- Organise and arrange campaigns/programmes to provide communities with information and advice on disaster prevention and recovery techniques.
- Monitor the effectiveness of campaigns /programmes and adjust strategy to accommodate a wider interest group through public announcements, talks at schools and public events.
- Disseminate information and opinions 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.

FOREMAN CLEANING (X1)

Salary Scale: R 90 876.96 – R 117 972.12

Applicable benefits: medical aid, pension, 13th cheque, home owner's allowance

Minimum requirements

- Grade 12 Senior Certificate
- At least one year experience in parks and gardens.
- Qualification in Waste Management and experience in general maintenance will be an added advantage.
- Valid code C 1 driver's licence
- Must able to communicate in both isiZulu and English (spoken and written).

Key Performance Areas

- Supervise the cutting of verges and maintain parks and gardens in the municipal area.
- Maintain cemeteries and prepare graves.
- Clear fallen trees and trim branches obstructing the roads.
- Ensure adequate resources to enable subordinates to function efficiently.
- Ensure cleanliness of all municipal-owned amenities.
- Supervise, assign work and keep attendance registers for all subordinates.
- Inspect work for completeness.
- Determine material and equipment to be used.

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 certificate and Identity document must be forwarded to: The Municipal Manager, P. O. Box 132, and IXOPO 3276 by not later 16h00 on Friday the 17th July 2015. 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, Mrs. LH Khumalo (039 834 7700)

Council reserves the right not to make any appointment/appointments into the abovementioned positions.

**GM SINEKE
MUNICIPAL MANAGER**