

# CENTRAL KAROO DISTRICT MUNICIPALITY

*All aspects of our staffing processes shall be non-discriminatory and will afford applicants equal opportunity to compete for vacant positions:*

## **MANAGER : DISASTER MANAGEMENT**

**BEAUFORT WEST**

**Salary: T13 (R325 608 – R422 652 per annum)**

### **MINIMUM REQUIREMENTS:**

• **Certificate in Disaster Management.** • 3 Years management experience. • Facilitation skills. • Sound computer literacy. • Valid B Drivers Licence. • Computer Literate and proficient in Ms Word/Excel/PowerPoint • Excellent written and communication skills in at least two of three regional languages with excellent fluency in spoken and written English • Attention to detail and good organizational skills • Good presentation and project management skills • Good understanding and interpretation of relevant legislation, policies, procedures and regulations • Good decision making, abilities to prevent serious impacts on lives and property • Required to be on standby, to attend to and take charge of major incidents if, and when required • Required to work overtime with little or no notice • Required to travel on official duties and to respond to emergencies and/or disasters outside municipal area as part of mutual aid agreement with national, provincial and local authorities • Required to work independently as well as in a team.

**Responsibilities includes:** To act as the Disaster Management Manager in the Council's area of jurisdiction. It entails the duties and responsibilities as stipulated in the Disaster Management Act, 2002 (Act 57 of 2002) with specific reference to Sections 42 to 55 of the Act. The successful applicant will also be responsible for the development and maintenance of the National Emergency Alarm Radio Network, other disaster management radio networks, the 107 concept, the functioning of a Disaster Management Centre and the operations of the Disaster Management IT system.

## **CHIEF FIRE OFFICER**

**BEAUFORT WEST**

**Salary: T12 (R289 200 – R375 396 per annum)**

### **MINIMUM REQUIREMENTS:**

• **Higher Diploma in Fire Services Technology and/or Disaster Management** • Grade 12 • Valid C Drivers License • 5-10 years' experience in all major functions of a Fire Department, of which minimum three years must have been in a supervisory capacity • Computer Literate and proficient in Ms Word/Excel/PowerPoint • Excellent written and communication skills in at least two of three regional languages with excellent fluency in spoken and written English • Attention to detail and good organizational skills • Good presentation and project management skills • Good understanding and interpretation of relevant legislation, policies, procedures and regulations • Good decision making, abilities to prevent serious impacts on lives and property • Required to be on standby, to attend to and take charge of major incidents if, and when required • Required to work overtime with little or no notice • Required to travel on official duties and to respond to emergencies and/or disasters outside municipal area as part of mutual aid agreement with national, provincial and local authorities • Required to work independently as well as in a team.

**Responsibilities include:-** Assist the Manager Emergency Services with the following functions:-

- Medium to long term objectives and public safety priorities of productive and cost fire services.
- Organizational principles and processes for the delivery of emergency and disaster management services in the area of jurisdiction by performing related functions.
- Effective administrative system and process for the Fire Services in the Central Karoo.
- Prepare capital and operating estimates and controls expenditure against the approved budget for Fire Services.
- Coordinate fire prevention, education and awareness programs.
- Coordinate communication and liaison with all role-players and stakeholders.

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**Fringe benefits include:** retirement fund, medical scheme, group life insurance, 13th cheque, accommodation allowance, relocations costs in accordance with policy. Details regarding the comprehensive list of fringe benefits are available on request.

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Applications, on the official application form of the Council (on website [skdm.co.za](http://skdm.co.za)), must be forwarded to the Municipal Manager to reach this office no later than **27 March 2020**. Applications not accompanied by valid certified copies of qualifications and driver's license will not be considered. Enquiries may be directed to Gerda van Zyl at Tel. (023) 449-1000. Kindly note that the District Municipality does not notify applicants whose applications were unsuccessful. Shortlisted candidates will be required to produce original copies of academic qualifications on the day of the interview. The District Municipality reserves the right not to make any appointment.

**S JOOSTE: MUNICIPAL MANAGER, Private Bag X560, Beaufort West, 6970**

