

JOE GQABI DISTRICT MUNICIPALITY

NOTICE NO. 02/2024

The Joe Gqabi District Municipality is a Category 4 Municipality, with its seat in Barkly East and covers the area of Walter Sisulu (Burgersdorp, Steynsburg and Venterstad, Maletswai and James Calata), Senqu (Lady Grey, Sterkspruit, Barkly East, Rhodes and Rossouw) and Elundini (Ugie, Nqanqarhu, Mount Fletcher and the rural part of Tsolo and Qumbu).

Applications from suitably qualified candidates are invited for the following position:

SATELLITE DISASTER RISK MANAGEMENT OFFICER (SENQU AREA)

(Task Grade 11 of Category 4 Local Authority)

REMUNERATION

An amount of **R319 810** per annum is on offer.

FRINGE BENEFITS

Normal fringe benefits include leave, membership to a group life scheme, housing / rent subsidy on certain conditions, pension/provident fund and membership to a medical aid scheme subsidised by Council.

REQUIREMENTS:

- Grade 12
- An appropriate Diploma or Degree in Disaster Risk Management or relevant equivalent qualification on NQF level 6.
- A minimum of 2 year's relevant experience.
- Computer Literacy and proficiency in MS word, excel, power point, written and verbal communication skills.
- Knowledge of relevant local government legislation.
- Project Management Skills, Disaster Risk Assessment.
- A valid driver's license (minimum code EB) is essential.
- A Bachelor Degree in Disaster Management or an Advanced Diploma in Disaster Management will be an added advantage.
- Be able to work under pressure and crisis situations.
- Must be able to work overtime and be prepared to respond to disaster incidents at short notice.
- Be prepared to work in adverse conditions.
- Preference will be given to qualifying applicants from Joe Gqabi

KEY COMPETENCIES

- Responsible for the performance of all duties at the Satellite Offices, in accordance with the legislative requirements and Council's Disaster Management Framework.
- Facilitating the development and implementation of Disaster Management Plans in line with relevant legislative requirements by various sector departments and relevant stakeholders within the area of jurisdiction of the Local Municipality and ensure the review of such plans.
- Facilitating and coordinating the inclusion and integration of such plans into the Local Municipality's and District Municipality's development plans(IDP).
- Conducting community risk assessments and compile risk profiles of identified risks and hazards within the Local Municipality's area of jurisdiction.
- Ensuring the development of specific disaster management protocols with emphasis on Disaster Prevention, Mitigation and Preparedness.
- Conducting community education and awareness programmes with emphasis on Disaster Prevention, Mitigation and Preparedness.
- Responding to all disaster incidents related thereto within the area of jurisdiction of the Local Municipality's and to area within the jurisdiction of the Joe Gqabi DM when required to do so.
- Recording and compiling reports of all incidents that occur within the area of the Local Municipality's and submit such to the District Disaster Management Center and relevant Disaster Management Agencies.
- Developing and maintaining an up to date database of all relevant disaster response agencies and stakeholders within the area of jurisdiction of the Local Municipality.
- Developing and submit post disaster reconstruction and rehabilitation plans to the District Disaster Center as and when required.
- Recruiting volunteers in line with policy and manage the process related to this and to the duties to be carried out by volunteers.
- Recruiting and training disaster management teams in communities on risk management.
- Ensuring training provision and awareness of volunteers on issues such fire fighting, radio-communication, helicopter rescue and safety, crowd control, site management and effective communication of sub-network.
- Controlling and maintaining of all Council's Disaster Management equipment located in the area.
- Any other function as may be reasonably delegated by management or falling within the ambit of the Disaster function and as outlined in the relevant job description.

Kindly submit a detailed CV together with a prescribed application form and relevant valid certificates and documents to the attention of the Manager: Human Resources or alternatively electronically apply via e-mail on recruitment@jgdm.gov.za. No faxed or late applications will be accepted. Canvassing and/or lobbying of a Councilor and officials will not be accepted and non-compliance thereof shall immediately disqualify any applicant.

Please note that non-completion of the official Joe Gqabi District Municipality Application for Employment Form will immediately disqualify any applicant. The Senior Management Application Form and the Z83 application form will also not be accepted. The relevant form is obtainable from the Human Resources Section at the Barkly East Offices of the Joe Gqabi District Municipality and can also be downloaded from <http://www.jgdm.gov.za/>.

Should you not receive any response within two (2) months after the closing date, please accept that your application was unsuccessful. Applications to be sent to or handed in at the address below:

ATTENTION: MANAGER: HUMAN RESOURCES AND LABOUR RELATIONS

MR M.P NONJOLA
Municipal Manager
Joe Gqabi District Municipality
Cnr Cole and Graham Street
Private Bag X102
BARKLY EAST
9786

ENQUIRIES: THEMBISA TOTO

Tel No: (045) 979 3039
File No: 4/6/3/8

CLOSING DATE: 16 FEBRUARY 2024



Handwritten signature and approval stamp. The signature is a stylized 'M' with a large loop. Below it, the date '2024/01/18' and the word 'Approved' are written in cursive.