

# **JOE GQABI DISTRICT MUNICIPALITY**

## **NOTICE NO: 23/2024**

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, Tlokoeng and the rural part of Tsolo and Qumbu).

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

### **CHIEF ENVIRONMENTAL HEALTH PRACTITIONER**

**(Task Grade 14 of a Category 4 Local Authority)**

#### **REMUNERATION**

An annual salary of **R478 613** per annum is on offer.

#### **FRINGE BENEFITS**

Normal fringe benefits include leave, group life scheme, housing/rent subsidy on certain conditions, pension/provident fund, medical aid.

#### **REQUIREMENTS:**

- Grade 12
- Bachelor's Degree in Environmental Health or Equivalent.
- Valid registration with the Health Professional Council of SA (HPCSA) is compulsory.
- Peace Officer Certification will be an added advantage.
- A Valid Driver's license (minimum code EB) is essential.
- A minimum of four (4 years) experience as a Senior Environmental Health Practitioner.

#### **CORE RESPONSIBILITIES**

- Giving input into the development or review of the division's, policies, administrative systems, and procedures by analysing the applicability of the current policies and procedures in areas relating to the key performance and results indicators of the section, perusing, and analysing relevant legislative framework, drafting the input specifying the identified gaps, and submitting it to the immediate superior for further action Ensuring

implementation of MHS objectives, strategies and SDBIP through the EH staff that are subordinate to the incumbent so that services can be effectively decentralized to respond better to the needs of communities.

- Building relationships with the local community, local municipality, councilors, traditional leaders and other community members so that the delivery of MHS at a local level can be effective and efficient.
- Determining the needs of subordinates by assessing their performance and requesting them to submit their needs in order to promote their professional development (Continued Professional Development [CPD] and contribution to continuous quality improvement.
- Assisting with the development and implementation of MHS programmes for the district municipal area of jurisdiction focusing on policy, strategy and creation of an enabling environment. This is to be done through planning and policy documentation formulation on key areas of the sector.
- Ensure that information of the service is provided to the IDP (and information from the IDP disseminated within the work unit)
- Participating in strategic planning sessions of the municipality and highlighting the needs of the MHS section in order to sensitize management regarding the allocation of resources to the area of jurisdiction.
- Ensuring that programmes of various stakeholders are integrated in a manner that will benefit the reduction of environmental health problems, eliminating gaps and limiting duplication. This is done through meetings to align programmes and resources and using the various programme plans as tools to focus action.
- Attending sub-district Management Team meetings, departmental supervision meetings, Environmental Health meetings and Quality Assurance meetings to ensure that the municipality remains current with regard to new developments within the health sector and to facilitate teamwork.
- Initiating and launch community actions and – programmes within the environmental health framework by participating in international and national targeted initiatives such as World Environment Day, World Food Day, Sanitation Week etc that is relevant to environmental health in order to raise awareness in communities and other institutions regarding sustainable environmental issues.
- Provide advice and guidance on advanced and specialist environmental health issues to service providers by keeping up to date with the latest methodologies in the health and environmental health sector in order to ensure that clients are offered the best possible environmental health service.

- Controls expenditure of projects against income and provide reports on expenditure and progress on a monthly basis in consultation with the Finance Department to ensure to ensure that the budgeted amount is not exceeded.
- Contributing to the development of the division's strategy by drafting input relating to the key performance and results indicators of the section and submitting it to the immediate superior for further processing.
- Supporting the immediate superior when presenting the division's policies, and strategy to the stakeholders by responding to technical questions that are specific to the key performance and results indicators of the section.
- Implementing and coordinating the implementation of approved policies, procedures, and systems relating to the key performance and results indicators of the subsection.
- Coordinating and monitoring the implementation of policies and procedures, and compliance with legislative requirements relating to surveys, visual identification, inspections, and collection of data relating to public hygiene standards from the public.
- Verifying the community health profile, and establishing mechanisms to eliminate contributors to poor health environment, e.g., health nuisances, and hazards in the identified risk areas.
- Communicating environmental risks, including relevant mechanisms that must be employed to address such risks to relevant role-players such as technical services, local municipalities, water service authority, provincial and national departments such as DWAF, DEAT, etc.
- Coordinating and monitoring compliance with applicable processes and legislation in surveillance of health relating to housing and premises where animals, poultry, and birds are kept.
- Analysing reports and findings relating to the inspections of premises and examination of conditions of the stables, fowl runs, aviaries, and kraals, where animals, poultry, and birds are kept and forwarding the report with comments to the immediate superior for further action.
- Authorising written conditional consent with clear conditions and compliance orders with applicable bylaws and legislative requirements regarding the keeping of animals, poultry, and birds to be served to specific individuals.
- Perusing findings on inspections and recommending mechanisms to be instituted in attending to sources of nuisances and nuisances due to smoke, effluvia, odours, and pollution where public health might be endangered and non-adherence to relevant regulations per applicable legislative requirements.

- Perusing surveillance reports, identifying communities mostly affected or at risk of communicable diseases, prioritising and focussing efforts of control and prevention on those communities following applicable legislative guidelines.
- Controlling the tracing of contacts and carriers of diseases in collaboration with relevant professionals and institutions and where necessary, coordinating execution of measures such as isolation, presumptive treatment, and immunization.
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- Controlling and coordinating investigations of infectious or communicable diseases such as cholera, typhoid, malaria, tuberculosis, food poisoning, etc, and submitting reports on finding to the immediate superior for further action.
- Coordinating and controlling inspections of food service businesses and food handling premises, e.g., butcheries, cafes, restaurants, hotels, hostels, general dealers, boarding schools and houses, food processing premises, informal food handlers (hawkers), caterers, milk shops and dairies for compliance with applicable licensing conditions and legislative requirement.
- Authorising temporary or permanent involuntary shutdown of the food businesses and food handlers who pose a possible threat to public health and safety, and are failing to pass routine inspections and comply with applicable legislative requirements.
- Analysing inspection results of meat and post-mortem examinations conducted at approved slaughterhouses and abattoirs, and antemortem examinations of the animal before slaughter.
- Authorising the serving of prohibition orders for selling food to those found to be breaching health and hygiene standards and legislative requirements in selling and handling food.
- Coordinating the execution of processes for the identification of polluting agents and their sources i.e., air, land, and water, and initiating corrective measures where such nuisances, risks, or hazards occur in compliance with applicable legislative requirements.
- Identifying and keeping a list of all operators, fumigation firms formal or informal, retail premises which deal with or manufacturing, selling, transporting, or storing chemicals or hazardous substances, and auditing compliance with applicable legislation and health standards in preventing pollution and hazards.
- Analysing and interpreting the results of laboratory tests of samples taken from chemicals, drainage, disseminating results to relevant stakeholders, etc.

- Implementing and enforcing applicable legislation to control and prevent nuisance and pollution that is caused by chemical corrosiveness, toxicity, flammability, sensitization, irritation, and explosively effects.
- Coordinating the delivery of awareness and educational outreach programmes on environmental health and approaches to safe and healthy living within the communities.
- Participating in international and national targeted initiatives per the health awareness calendar such as World Environment Day, World Food Day, Sanitation Week, etc.
- Coordinating investigations of outbreaks of disease in collaboration with relevant health professionals and sectors and participating in controlling the spread of such outbreaks.
- Coordinating community and household awareness campaigns and education on health problems and the importance of taking and following up on treatment, promotion of food supply and nutrition, safe water and basic sanitation, and prevention of locally endemic diseases.
- Consulting and discussing with the immediate superior the training requirements of personnel in the section and for inclusion in the consolidated Skills Development Plan of the department.
- Supervising personnel, providing on-the-job support, guidance, and coaching.
- Conducting appraisals to measure performance against agreed objectivities, counseling, and consulting with personnel on developmental goals, career paths, and short-term targets and standards.
- Compiling responses to enquiries and concerns from stakeholders relating to the key performance and results indicators of the subsection, using statistical data and qualitative information.
- Verifying and vetting applications for pauper burials and certification regarding exhumations, validating statements made.
- Compiling performance reports referring to statistical data and qualitative information relating to the subsection's key performance and results indicators, and forwarding them to the immediate superior for further action.
- Any other duties as reasonably delegated by management and as outlined in the job description linked to this position.

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](mailto:recruitment@jgdm.gov.za). No faxed or late applications will be accepted. Application forms can be downloaded on our website, [www.jgdm.gov.za](http://www.jgdm.gov.za). Canvassing and/or lobbying of 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/>.***

"The Joe Gqabi District Municipality is committed to Employment Equity and to the creation of a working environment that is welcoming of all applicants. We particularly encourage applications from Women, Africans and Persons with disability as well as members of the Joe Gqabi District Communities"

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

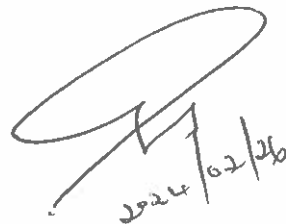
**ATTENTION: MANAGER: HUMAN RESOURCES AND LABOUR RELATIONS**

Mr. M.P Nonjola  
Municipal Manager  
Cnr Cole and Graham Street  
Private Bag X102  
BARKLY EAST  
9786

**ENQUIRIES: B.F PHETHOHA**

Tel No: (045) 979 3039/3089  
File No: 4/6/3/8

**CLOSING DATE: 15 MARCH 2024**



Handwritten signature and date: 2024/02/26