



MANDENI LOCAL MUNICIPALITY INTERNAL/EXTERNAL VACANCY

The Mandeni Municipality, affirmative action, and equal opportunity employer herewith invites applications from suitably qualified and competent persons for appointment to the following positions.

DEPARTMENT : COMMUNITY SERVICES AND PUBLIC SAFETY
**POSITION : DISASTER MANAGEMENT OFFICER
(PERMANENT APPOINTMENT)**
TASK GRADE : T 12
(Subject to implementation of 2020 T.A.S.K. job evaluation final outcome result)
SALARY NOTCH : R 360 068 per annum
SALARY SCALE : (R 360 068 pa – R 467 388 pa)
CLOSING DATE : FRIDAY, 24 MAY 2024 @ 12:00 PM
REF NO : PN 29/2024

MINIMUM REQUIREMENTS:

- Grade 12 certificate
- National Diploma in Disaster Management
- Must be computer literate.
- 2-3 years' experience in a disaster or related environment
- Code EB drivers' licences

KNOWLEDGE, SKILLS & COMPETENCIES:

- Understanding of disaster management Act
- Ability to identify and assess risk and manage resources for dealing with emergencies to reduce the impact of disasters.
- Planning and implementing proactive measures to reduce the impact of risks and disasters.
- Ability to prepare for and reduce the impact of disasters and effectively manage consequences in the event of a disaster.
- Planning, co-ordinating and controlling disaster operations and emergency communication.



Key performance Areas

- Attends specific priorities, administrative tasks and activities and monitors the execution of procedural applications.
- Controls personnel, performance, productivity, and discipline
- Co-ordinates the application of severity procedures associated with identifying and assessing the severity of potential risk factors.
- Attends to operative requirements and procedures during potential and actual disasters.
- Co-ordinates specific sequences associated with the provision of education and creating awareness of potential risks and coping strategies.
- Performs specific administrative tasks/ activities associated with the updating and maintaining records/ information related to maintenance and services activates/ operations.

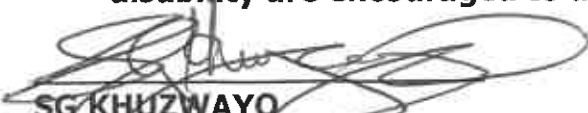
BENEFITS:

All standard Municipal Fringe benefits which *inter-alia* includes a Housing Subsidy, Medical Aid, Cell phone allowance and Pension fund would be applicable to the above post.

DIRECTIONS TO CANDIDATES:

Enquiries must be directed to Manager: Human Resource and Administration; tel: (032) 456 8200. Apply online using Mandeni Municipal Website www.mandeni.gov.za and **attach full CV, photocopies of certificates, quoting the relevant reference number. Certified copies of certificates will only be submitted by the shortlisted candidates.** If you do not hear from us within 30 days of the closing date, consider your application as unsuccessful.

NB: The municipality is an equal opportunity affirmative action employer. The municipality reserves the right not to make an appointment. No canvassing of Councillors or Officials concerned is allowed as that may lead to the automatic disqualification of the candidate. People living with a disability are encouraged to apply.


SG KHUZWAYO
MUNICIPAL MANAGER

DATE: 08/05/2024