

EXTERNAL CIRCULATION

DIRECTORATE: COMMUNITY SERVICES

POST DESIGNATION: SENIOR DISASTER MANAGEMENT OFFICER

PERMANENT APPOINTMENT

WC444461

REFERENCE: COMMT12 01/09/2023

Salary : R 395 880– R 513 912 per annum T12
Additional Service Benefits : Medical Aid, Pension, Housing Allowance (subject to prescribed requirements), 13th Cheque and Group Life Insurance

MINIMUM REQUIREMENTS:

- Relevant tertiary qualification preferably in Disaster /Risk Management
- Computer Literacy (MS Office)
- 5-8 years relevant experience in the field of Disaster Risk Management of which 2 at Disaster Risk Management Officer Level
- DMISA Registration: Associate

COMPETENCIES:

- **Functional / Technical and Professional Competencies** - Disaster Management, Disaster Risk Prevention and Reduction, Disaster Mitigation, Disaster Preparedness and Response, Disaster Recovery and Rehabilitation, Disaster Operations and Emergency Communications and Control, Emergency Operations Management, Disaster Risk Assessment and Profiling, Disaster Risk Education, Training and Public Awareness, Disaster Information Management and Communication, Problem solving, Discipline Specific.
- **Personal Competencies** - Accountability and Ethical Conduct, Resilience, Management of learning (learning orientation)
- **Public Service Orientation Competencies** - Interpersonal Relationships, Communication, Client Orientation and Customer Service
- **Management / Leadership Competencies** - Impact and Influence, Team Orientation, Direction Setting, Coaching and Mentoring

KEY PERFORMANCE AREAS:

- Ensure potential hazards and risks are identified enabling the Section and identified areas, to adequately plan and prepare thereby reducing / minimizing the impact and consequences.
- Ensure operative requirements and procedures during potential and actual disasters are met.
- Co-ordination of the Disaster Management Plans, Contingency Plans and Emergency Plans of George Municipality.
- Ensure applications and procedures guiding the operational requirements / outcomes associated with Disaster Management are complied with.
- Ensure adequate awareness is created on the advantages of adopting a proactive approach which supports early detection and / or planning to reduce and / or remove the threat of disaster.
- Establish and maintain an effective Disaster Management Corps
- Ensure that the Municipality is in a state of readiness to manage and assist in a disaster situation.

SPECIAL CONDITIONS ATTACHED TO THE POST

- Negotiation skills
- Communication skills
- Handling conflict
- Ability to communicate at least two of the three official languages of the Western Cape

ENQUIRIES: MR N Barnard (044 – 801 6377)

INSTRUCTIONS TO APPLICANTS

Applicants must submit a formal application form with all fields completed and a comprehensive CV, certified copies (not older than 6 months) of relevant qualifications, identity document and driver's license, if applicable. Applications must be submitted **electronically** preferably as one PDF document to recruitment@george.gov.za. Application forms can be obtained from the Municipal website, www.george.gov.za and must reach the Human Resource Department on or before **22 September 2023** at 12:00pm. **Applicants must clearly state the reference number and position title in the subject line of the email.**

Only electronic applications will be accepted.

Disqualification:

Please note that the following will lead to disqualification:

Non-submission of required documents or submission of fraudulent documents.

Canvassing of Councillors and/or officials.

Non-adherence to the instructions on the advertisement.

NB: Please note, where necessary, shortlisted candidates will be subjected to a screening and vetting process. By applying for this position, candidates agree to background checks being performed which will include reference and other relevant checks.

The Municipality reserves the right not to make an appointment.

Should you not hear from us within 3 months of the closing date, kindly regard your application as being unsuccessful.

George Municipality is an equal opportunity employer which subscribes to the principle of affirmative action and Employment Equity. Preference will be given to applicants from the designated/under-represented groups.

The appointment will be subject to the need for signing of an employment contract and, where applicable, a performance agreement and disclosure of benefits and interest.

CLOSING Date:22 September 2023

