

# VACANCY VAKATURE



## EXTERNAL CIRCULATION

**DIRECTORATE: COMMUNITY SERVICES**  
**POST DESIGNATION: SENIOR DISASTER MANAGEMENT OFFICER - GEORGE**  
**(PERMANENT)**  
**WC0444461**  
**REFERENCE: 3198659**

Salary: R 395 880 – R 513 912 (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  
DMISA Registration: Associate (Candidate will be required to register with DMISA within 6 months of appointment if not already registered.)  
Computer Literacy: MS Office  
5 - 8 years' experience in the field of Disaster (Risk) Management of which 2 at Disaster (Risk) Management Officer level

### PHYSICAL REQUIREMENTS:

Incumbent must be physically fit and able bodied.

### COMPETENCIES:

**Functional / Technical and Professional Competencies:** Disaster (Risk) Management; Disaster Risk Prevention and Reduction; Disaster Mitigation; Disaster Preparedness and Response; Disaster Recovery and Rehabilitation; Disaster operations and emergency communication 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.  
Administration of the volunteer Disaster Manager Corps by means of brochures, media, speeches at schools and other institutions, exhibits, projects, other emergency services, equipment, training facilities, stationery, computer, meeting facilities, legislation and policies.  
Ensure that the Municipality is in a state of readiness to manage and assist in a disaster situation.

### SPECIAL CONDITIONS ATTACHED TO THE POST:

Required to be on stand-by.  
Required to work overtime during specific unplanned emergencies / disasters.

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Computer skills — MS Word / Power Point / Excel.  
Ability to communicate in two (2) of the official languages of the Western Cape.  
Negotiation skills.  
Communication skills.  
Handling conflict.

**PROBATION PERIOD:** 6 months

**ENQUIRIES:** CJJ Barnard (044 – 801 6360)

**INSTRUCTIONS TO APPLICANTS (Please read carefully)**

Applications must be submitted **electronically** on the E-recruitment site, which can be found on the George Municipality website, [www.george.gov.za](http://www.george.gov.za), under **Job Portal**. Applicants must register and apply online before **2024-08-12** at 16:30pm.

**Please Note the following when applying on the Portal:**

- Applicants must please ensure to follow the Assisting Guidelines that can be accessed on the website under Job Portal, before completing their online application.
- Applicants should check and verify their current status or the progression of their application, by referring to their "Inbox" tab on the Portal.
- Please ensure that all the information on your profile is correct and all the necessary documents are attached, prior to submitting your job application.

**Applicants must complete all the mandatory profile fields honestly and thoroughly. Please ensure the following documents are submitted under the correct field titles:**

- A comprehensive CV (Stipulating full employment history-title of position held, time periods and duties).
- All applications must be accompanied by certified copies (not older than 6 months), by a Commissioner of Oath.
- All relevant Qualifications and Identity document must accompany your application. Driver's license and registration with a professional body must accompany your application only if applicable.

**Only online applications will be accepted.**

**The turnaround time for assistance with any portal related challenges is two (2) working days. Applicants are urged to register and apply well in advance.**

**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.

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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: [2024-08-12] AT 16:30PM**