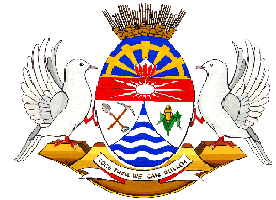


LEJWELEPUTSWA DISTRICT MUNICIPALITY



ADVERTISEMENTS

The Lejweleputswa District Municipality invites applications from suitably qualified candidates to fill the following vacancies in the permanent establishment of the municipality:

DISASTER MANAGEMENT

1. MANAGER: DISASTER MANAGEMENT (LEVEL 2)

RESPONSIBILITIES

- Manage and provide strategic direction to the Disaster Management Centre and its staff
- Ensure that Disaster Management policies and strategies are aligned to the IDP
- Ensure that Disaster Management structures are established and maintained
- Ensures that risk and vulnerability assessments are carried out
- Liaise with stakeholders and maintain balanced relationships
- Prepare reports for management, portfolio committees and council

REQUIREMENTS

- B Degree or equivalent three(3) year National Diploma or NQF Level 6
- Minimum 5 years proven work experience in a senior managerial/supervisory position
- Post graduate qualifications will be an added advantage

COMPETENCIES:

- Excellent Communication Skills
- Project Management Skills
- Planning and organising skills
- Team builder and player
- Strategist and excellent planner
- Computer Literacy
- Customer focused
- Code EB Drivers Licence

2. PLANNING AND OPERATIONS OFFICER (level 5)

RESPONSIBILITIES

- Raising awareness of Disaster Management issues through educational events
- Liaise with the police and other stakeholders
- Develop new policies and procedures in line with government legislation

- Reporting disasters within the community involving the emergency services
- Working with a range of agencies to combat and mitigate disasters
- Supporting the local communities through their pre-incident state
- Working with a range of stakeholders to ensure that normal support for communities continue through their pre-incident state
- Helping to coordinate the response for all new emergency services
- Preparing and conducting safety exercises
- Report emergencies such as natural disasters and assessing the type of assistance required

REQUIREMENTS

- B Degree or NQF Level 6
- Computer Literacy,
- Valid drivers license
- 5 years working experience

3. DISASTER MANAGEMENT SUPPORT OFFICERSX3 (LEVEL 6)

RESPONSIBILITIES

- Facilitate the gathering of information on identified hazards from all sources and ensure risk and vulnerability analysis and conduct multi-disciplinary disaster operations in the Disaster Management Division to ensure the Disaster Management legislative conditions are achieved
- Identify and liaise with line function departments, NGO's and government agencies on disaster issues in support of Disaster Management objectives
- Arrange and evaluate theoretical and practical exercises to ensure disaster preparedness in support of Disaster Management objectives
- Provide guidelines and suggest/inform on contingency plans in response to queries from the private sector, educational institutions, hospitals, homes for the aged and the likes in support of Disaster Management objectives
- Evaluate and ensure that planning documents compiled by any stakeholder comply with relevant legislation

REQUIREMENTS:

- B Degree or NQF Level 6
- Project Management Course or skills
- Proven 5 years working experience

4. RADIO COMMUNICATIONS OFFICERSX3 (LEVEL 8)

RESPONSIBILITIES

- Facilitate telecommunication between the Municipality and external organisations
- Ensure smooth running of the switchboard
- Ensure that information is relayed to relevant personnel

- General administrative duties

REQUIREMENTS:

- Grade 12
- Good communication skills
- Computer literate
- 3 years working experience will be an advantage

5. TRAINING OFFICER (LEVEL 7)

RESPONSIBILITIES

- Assessment of Disaster needs in collaboration with other stakeholders
- Co-ordinate assistance programmes
- Advise individual families and business on disaster issues
- Identify staffing and other resource requirements
- Establish an environment of assistance
- Undertake appropriate actions to ensure all stakeholders carry out their roles according to legislation and their policies
- Work with other agencies to establish individual agency programs and goals and monitor programs
- Assist with all other duties given by the Disaster Manager

REQUIREMENTS:

- Grade 12 or NQF Level 5
- Project Management
- Computer literacy good Public speaking
- 3 years working experience
- Drivers licence

6. ASSISTANT TRAINING OFFICER (Level 8)

RESPONSIBILITIES

- Compiling and updating statistical information with respect to training completed, attendance levels and targets achieved.
- Preparing reports on the activities of the Section outlining objectives and accomplishment of outcomes.
- Checking and verifying payment invoices of external provides prior to forwarding for processing.
- Updating registers detailing assets (monitors, projectors, etc.) and submitting adjustments/ changes or information on new acquisitions to the Finance for inclusion into the consolidated Assets Register.
- Updating training materials and manuals, changing content in view of amendments to legislation, processes and/ or agreements.

- Maintaining the training information recordkeeping system, updating files with current correspondence and data and/ or accessing information to support query resolution or provide details of interventions planned and completed in the district.

REQUIREMENTS:

- Grade 12
- Computer literacy good Public speaking
- Drivers licence
- 3 years working experience

MUNICIPAL MANAGER 'S OFFICE

7. ASSISTANT RISK MANAGEMENT OFFICER (level 8)

KEY RESPONSIBILITIES

- Management and administration of risk management sub-section
- Compile and maintain total risk profile of risk facilities within the district
- Supervision of daily activities by subordinates and the sub-section
- Co-ordinate, manage and inspect high risk facilities i.e. major hazards installations and special events
- Prepare and consolidate documentation on risk evaluations and other activities to be submitted to the Risk Manager and other role [players determined by legislation
- Participate in the analysis and advice on utilization and management of all available resources for provision of service on high risk activities
- Participate with the implementation of the strategic objectives of the division as determined by procedures of risk management
- Identify and develop field specific education, training and development of the risk management sub section
- Participate in the development of legislation and codes of practice

REQUIREMENTS:

- B Comm or equivalent majoring in accounting and finance
- Drivers licence
- 3 years working experience

8. AUDIT CLERKSX2 (Level 8)

KEY RESPONSIBILITIES

- Report to the Internal Auditor
- Assist in maintaining proficiency in the Internal Audit section
- Ensure proper maintenance of internal audit files
- Assist the Internal Auditor in typing documents
- Do any other job that may be delegated by the Auditor

REQUIREMENTS:

- B Comm Degree or equivalent majoring in accounting and finance
- At least 2 years experience in a finance related environment
- Knowledge of clerical work

LED AND PLANNING

9. SMME CO-ORDINATORS X1(LEVEL 9)

KEY RESPONSIBILITIES

- To develop and support SMME initiatives in the District Municipality
- Interact with established and upcoming business formations
- To develop and maintain a data base of all SMME service providers and advise centres in the District
- Responsible for the proper management of the business development, growth and retention section to ensure and enhance business development, growth and retention in the Lejweleputswa area
- Liaise with other local municipalities, community and private sector to ensure effective and sufficient business development, retention and growth
- Do routine inspections and visits to owners as and when required
- Ensure that all business agreements are upheld

REQUIREMENTS:

- Grade 12 or NQF Level 5
- Verbal and written communication skills
- Computer literacy
- Drivers licence (EB) will be an added advantage
- 3 years working experience

COMPETENCIES:

- Excellent Communication skills
- Ability to develop monthly reports and feed back to the manager LED & Planning
- Ability to work under pressure and long hours

The Lejweleputswa District Municipality is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender and disability.

DIRECTIONS TO CANDIDATES

1. Applications, together with a comprehensive CV and certified copies of qualifications, can be directed to: **The Municipal Manager, Lejweleputswa District Municipality, c/o Tempest and Jan Hoffmeyer Road, PO Box 2163, WELKOM, 9459.**

2. **Late, Faxed and/ or e-mailed applications will not be considered.**
3. Canvassing will automatically disqualify a candidate.
4. Enquiries should be directed to **Human Resource Section Me. Selina Maselwanyana: Tel 057 353 3094.**
5. Should you not receive any response within 2 months after the closing date consider your application unsuccessful.
6. The Municipality reserves the right not to make any appointment.

Closing date: 25 July 2012

Please Note: applications received after the closing date will not be considered.

NONTSIKELELO EUNICE AARON
MUNICIPAL MANAGER
28 JUNE 2012