



NDWEDWE LOCAL MUNICIPALITY UMASIPALA WASENDWEDWE

**MANAGER DISASTER
PERMANENT**
(Task Grade 16 R 484 714.14 per annum)

KEY REQUIREMENTS

The incumbent must have Matric Certificate and Diploma/ Degree in Disaster Management/Certificate in Disaster Management Programme or plus a minimum of three years working in the disaster management section or field within the local Government sector. Must have a valid driver's license minimum code B.

KNOWLEDGE, SKILLS & COMPETENCY

Computer Literacy
Language Proficiency (English & Zulu)
Communication Skills
Geographical knowledge of the area of jurisdiction.

KEY RESPONSIBILITIES

Formulates, aligns and implements critical objectives encompassed in approved long and short term plans to guide the functioning and priorities of the Disaster Management Section by:-

- Evaluating the adequacy of institutional arrangements to support critical requirements as stipulated in the Act and the Municipality's Disaster Management Framework.
- Mapping out current and future interventions necessary to sustain and effectively address all aspects of the disaster continuum.
- Conducting in depth investigation with a view to establishing the validity and/ or the need for integration of key performance areas to support seamless delivery of disaster management services at district, local and community level.
- Presenting recommendations, reports and interpretative analysis of legislation, by-laws, etc to the immediate superior, and/ or forwarding specific proposals, motivation and explanations to support review and approval of amendments of Disaster Management policy directives.

Manages and controls the implementation of plans, procedures, systems and controls associated with risk assessment and monitoring, Disaster Management planning, recovery and rehabilitation sequences and, education and awareness interventions, by:-

- Conducting research to identify appropriate and relevant strategies, programmes and interventions to guide risk reduction, avoidance and control.
- Formulating approaches to direct the scoping and developing of plans, programmes and projects and initiating sequences to support integration into strategic internal/ external structures and processes.
- Creating procedures and guidelines to direct and inform processes associated with disaster assessments, classification and declaration.
- Developing plans to address response, recovery and relief sequences and specifying processes to mitigate the effects of unplanned disasters.
- Initiating and coordinating quality assurance sequences in respect of monitoring and evaluating the applicability and adequacy of Disaster Management plans, procedures and strategies.
- Guiding the development of information management systems to support the collation, processing and availability of Disaster Management information and data to facilitate the alignment and/ or introduction of interventions.
- In order to ensure procedures, systems and controls contribute to effective management of dimensions

- encapsulated in the Disaster Management continuum.
- Establishing of arrangements for the development and adoption of an integrated disaster management policy.

Participates in processes aimed at providing information, advice and guidance on Disaster Management, by:-

- Chairing and disseminating information at meetings/ committees in respect of specific issues pertaining to the functionality.
- Maintaining relationships with National, Provincial and Local Government through interaction on critical aspects associated with identification, classification and readiness to deal with potential disasters.
- Engaging with community structures, state departments and professionals responsible for development with a view to educating and conveying critical information that complements strategic or integrated development initiatives.
- In order to accurate information is made available enabling and supporting decision making processes and contributing to collective and common understanding of Disaster Management strategies and plans.

BENEFITS

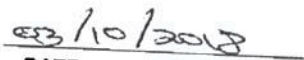
13th Cheque, Leave, 100% Retirement Annuity Fund Contribution by Employer, Pension, Medical Aid, Housing subsidy.

Written application letter together with comprehensive curriculum vitae (CV) and certified copies of qualifications must be forwarded to: **The Acting Municipal Manager, Mr MF Hadebe, Ndwedwe Local Municipality, P/Bag X 503, Ndwedwe, 4342** Faxed, e-mailed, Z83 form and late applications will not be considered. Enquiries can be directed to Human Resources Tel :032 532 5000

CLOSING DATE: 22 OCTOBER 2018

Should you not be contacted within the period of 30 days after the closing date please consider your application unsuccessful. The Municipality subscribes and promotes the principles of employment equity and affirmative action. Women are encouraged to apply.


MR. MF HADEBE
ACTING MUNICIPAL MANAGER


DATE