



INTERNAL VACANCY

The **OVERBERG DISTRICT MUNICIPALITY** has the following vacancy in the Directorate: Community Services, Department Emergency Services, to be filled permanently as soon as possible.

(Only employees currently employed at the Overberg District Municipality may apply)

ASSISTANT: DISASTER MANAGEMENT (1 X BREDASDORP)

Requirements: Grade 12 and NQF6 in Admin or Disaster Management related field; 1 - 2 Years relevant experience; Computer literate; Valid Code B driver's licence.

Other requirements: Demonstrate a fundamental knowledge base of the most important areas of one or more fields or disciplines related to Disaster Management in addition to the fundamental areas and understanding of the key terms, rules, concepts, established principles and theories in one or more fields in Disaster Management. Supports and participates in operational planning and knowledge of and able to perform project administration. Applicants must be literate in at least two of the three official languages of the Western Cape.

Responsibilities/ Duties: Administrative tasks and duties related to Disaster Management. Establishment of a Disaster Management Framework for the Municipality. Compile and establish a Disaster Management Plan for the Municipality. Coordinate the compiling of Disaster Management Plans by internal and external role players. Establishment of the Disaster Management Advisory Forum. Assist with the establishment of a Disaster Management Centre. Respond to Disasters and Major incidents.

The competency level for this position is a level 1 as stipulated in Annexure A of the Municipal Staff Regulations Government Notice No. 890 as promulgated in Government Gazette 45181 dated 20 September 2021 and comprises of the following competencies.

Functional/ Technical and Professional Competencies	Personal Competencies	Public Service Orientation Competencies	Management/ Leadership Competencies
<ul style="list-style-type: none"> Assist with Disaster (Risk) Management Assist with Disaster Risk Prevention and Reduction Assist with Disaster Mitigation Assist and participate in Disaster Preparedness and Response Assist and participate in Disaster Recovery and Rehabilitation Assist and participate in Disaster operations and emergency communications and control Assist and support Emergency operations management Participates in structured data collection for focused disaster risk management Assist and participate in Disaster Risk education, training and public awareness Assist and participate in Disaster Management information and communication Problem solving Discipline Specific 	<ul style="list-style-type: none"> Accountability and Ethical conduct resilience Management of learning (learning orientation) 	<ul style="list-style-type: none"> Interpersonal relationships Communication Client orientation and Customer Service 	<ul style="list-style-type: none"> Impact and influence Team orientation Direction setting Coaching and mentoring

Job related enquiries: Mr R Geldenhuys at (028 425 1157)

Salary: T-9= R 240 624 – R 312 324 per annum plus the normal fringe benefits of a Local Authority.

Closing date: 19 April 2024

All applications must be submitted on the prescribed ODM application form, (found on www.odm.org.za) together with a detailed CV, certified copies of original qualifications, ID document and driver's licence, the names of three references from current and previous employers including their current e-mail addresses. All documents are to be returned to the Department: Human Resources, 26 Long Street, Bredasdorp 7280, for attention Ms Anita August or emailed to aaugust@odm.org.za. Incomplete and late applications and applications with no proof of requirements will not be processed or considered.

Please note:

1. Overberg District Municipality is committed to Equal Opportunity. Candidates from designated groups, including those with disabilities, are encouraged to apply.
2. It would be expected of candidates to be subjected to evaluations and that previous and current employers, as well as references, will be contacted. Verification will be done on qualifications, criminal and credit records.
3. Overberg District Municipality complies with the Protection of Personal Information Act (POPIA), Act 4 of 2013. Applicants agree that their personal information may be recorded and processed by the Municipality.
4. If no notification is received within 90 days, please regard your application as unsuccessful. The right not to make an appointment or to re-advertise is reserved by council.
5. The permanent appointment includes the signing of an employment contract, declaration of interest and performance agreement.
6. The appointed employee will be appointed on a minimum probationary period of three months and a maximum probationary period of twelve months.