

## INTERNAL

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

# OVERBERG DISTRICT MUNICIPALITY



The **Overberg District Municipality** have the following vacancy in the Directorate Community Services, Emergency Services, to be filled as soon as possible.

## CONTROL ROOM OPERATOR (1X BREDASDORP)

### Requirements:

- Grade 10
- 12-months Relevant Clerical/Office Administration experience
- Computer literacy (MS Office applications)
- Applicants must be literate in at least two of the three official languages of the Western Cape.

### Duties:

- Operate a telephone and radio console system.
- Capture necessary information from callers in appropriate and prescribed formats.
- Dispatch appropriate Fire Services.
- Communicate with outside agencies to co-ordinate assistance and aid.
- Use departmental radio communication procedures with Fire Services and other Municipal personnel.
- Accurately log and record all calls, vehicles and personnel movement.
- Dispatch appropriate Fire, Emergency and Municipal Services

**Remuneration:** T 07 = R156 216 – R202 728 per annum plus the normal fringe benefits of a Local Authority.

**Closing date:** 19 July 2019

Application forms are available at all ODM offices. Completed application forms and/or CV are to be returned to the Department: Human Resources, Private Bag X22, Bredasdorp 7280. Certified copies of qualifications must be attached to applications. Applications with no proof of requirements will not be processed. For any enquiries in this regard you can phone Mrs. S. Mdewu on 028 425 1157.

Overberg District Municipality is an Equal Opportunity employer. Candidates from designated groups are encouraged to apply.

*If no notification is received within 90 days after the closing date, please regard your application as unsuccessful. The right not to make an appointment or to re-advertise is reserved. Canvassing will disqualify any candidate from being considered for appointment.*



<https://www.facebook.com/OverbergDM>



Disabled people are encouraged to apply