



Greater Tzaneen Municipality

VACANCY

Applications are invited from suitable qualified persons to fill the following position in the Office of the Municipal Manager:



<p>1 X ASSISTANT DISASTER MANAGEMENT OFFICER (Job Id Number: (1/1/0/002))</p>

Salary: R316 598.64 per annum (Job level 6)

The job purpose of an Assistant Disaster Management Officer is to compile all relevant information regarding possible disasters in the Greater Tzaneen Municipal area as well as preventative measures to be taken to ensure with the guidance of the Disaster Management Officer, a prepared and safe community.

The Assistant Disaster Management Officer must ensure that the daily work is done to satisfaction and to achieve the objectives of Council.

He/she will be responsible for:-

- Compiling all relevant reports on sectional activities and progress in terms of action plans for consideration by the Disaster Management Officer to ensure that all relevant information is collated and presented in the proper format;
- Performing various disaster management activities to ensure that the necessary support is provided to the Disaster Management Officer in the provision of a disaster management service to the community;
- Assisting the Disaster Management Officer with the contracts for disaster management activities to ensure proper control over contracts;
- Performing client and public service functions to ensure efficient communication; and
- To act in the position of the Disaster Management Officer, when he/she is not available.

A minimum requirement of a Grade 12 certificate with computer literacy, knowledge of municipal functions is set. Code EB drivers' license is essential. Basic as well as advance knowledge of Disaster Management emergency plans and assessment. Understanding of procedures and actions during a disaster. Three years applicable experience.

Applications on the prescribed application form (www.tzaneen.gov.za), a comprehensive CV and copies of certified certificates, driver's license and ID copy should be addressed to: acting Municipal Manager, Greater Tzaneen Municipality, P.O. Box 24, TZANEEN, 0850

Fraudulent qualifications or documents will immediately disqualify any application. A candidate who canvasses any councilor and /or senior official for preference will be disqualified immediately from the selection process or from any appointment. Short-listed applicants will be screened for criminal records and /or any pending criminal cases.

Applicants who are not invited for an interview should regard their applications as unsuccessful.

Further information can be obtained by phoning Mrs H Maake on tel no. 015- 307 8384/1.

Greater Tzaneen Municipality is an Employment Equity Employer.

Closing date: 24 October 2014

OZ MKHOMBO
Acting MUNICIPAL MANAGER