



Office of the Municipal Manager

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www.mandeni.gov.za

MANDENI LOCAL MUNICIPALITY INTERNAL/ EXTERNAL VACANCY

The Mandeni Municipality, an affirmative action and equal opportunity employer herewith invites applications from suitably qualified and competent persons for appointment to the following position.

DEPARTMENT : COMMUNITY SERVICES AND PUBLIC SAFETY
POSITION : ASSISTANT MANAGER EMERGENCY SERVICES AND DISASTER MANAGEMENT (PERMANENT APPOINTMENT)
TASK GRADE : T14
SALARY NOTCH : R 456 425 per annum
SALARY SCALE : (R 456 425 pa – R 592 490 pa
(Subject to implementation of 2020 T.A.S.K. job evaluation final outcome result)
CLOSING DATE : FRIDAY, 24 NOVEMBER 2023 @12:00pm
REF NO : PN 115/2023

MINIMUM REQUIREMENTS:

- Grade 12 plus Degree in Disaster Management and Occupational Health and Safety (OHS)
- 2-3 years' experience in Disaster Management Field of which 2 years must be at a supervisory level within Local Government Sector.
- Professional Fire Fighting qualification
- Valid First Level iii certificate
- Incumbent must be register with SAESA.
- Code B/EB Driving License

SKILLS:

- Must be computer literature.
- Must be able to work as a team
- Analytical skills
- Leadership skills
- Good interpersonal skills
- Communication & Negotiation skills
- Project Management Skills

Executive Committee

Cllr. TP Mdlalose (Mayor) | Cllr. BL Magwaza (Deputy Mayor) | Cllr. PM Sishi (Speaker) | Ex Officio Mr S Khuzwayo (Municipal Manager)
Cllr. SZ Mdletshe | Cllr. ST Magwaza | Cllr. M. Shelembe | Cllr. MS Mdunge | Cllr. M. Mthembu

**DUTIES:**

- Managing of Emergency Services, Fire Rescue Services and Disaster Risk Management
- Compiling and controlling of budget of Disaster and Fire Rescue Management Unit
- Preparing and compiling the Disaster and Fire Rescue Management Plans
- Implementation of the Disaster Management Plan and Fire prevention plans
- Implementation of all legal requirements
- Compiling of monthly, quarterly, and yearly reports of the Unit
- Attend Departmental MANCO, MANCO, and TOPMANCO on request.
- Compiling IDP
- Liaise with the National, Provincial, and other Municipalities.

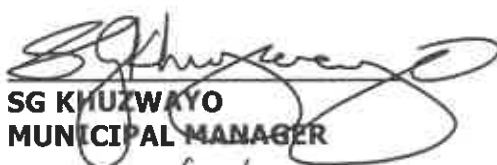
BENEFITS:

All standard Municipal Fringe benefits which *inter-alia* includes a Housing Subsidy, Medical Aid, travelling allowance and Pension fund would be applicable to the above post.

DIRECTIONS TO CANDIDATES:

Enquiries must be directed to Director Corporate Services; tel: (032) 456 8200. Apply online using Mandeni Municipal Website www.mandeni.gov.za and attach full CV, photocopies of certificates, quoting the relevant reference number. **Certified copies of certificates will only be submitted by the shortlisted candidates.** If you do not hear from us within 30 days of the closing date, consider your application as unsuccessful. **Suitable candidates with no criminal record will undergo a physical fitness test and medical tests.**

NB: The municipality is an equal opportunity affirmative action employer. The municipality reserves the right not to make appointment. No canvassing of Councillors or Officials concerned is allowed as that may lead to the automatic disqualification of the candidate.


SG KHUZWAYO
MUNICIPAL MANAGER

DATE: 10/11/2023