



**iLEMBE DISTRICT MUNICIPALITY
iLEMBE UMASIPALA WESIFUNDA**

iLembe District Municipality is strategically positioned for Developmental and Economic potential in KZN. The Municipality subscribes to the principles of equal employment opportunities as contemplated in the Employment Equity Act: 55 of 1998

INTERNAL & EXTERNAL VACANCY

DEPARTMENT of COMMUNITY SERVICES

DISASTER MANAGEMENT & RISK OPERATIONS OFFICER

TASK GRADE 10: (R257 017.96 – R333 608.27) P.A.

MINIMUM REQUIREMENTS:

- Matric
- Diploma in Disaster Management
- 2 - 3 years' experience in Disaster Management
- A valid drivers' licence
- Computer literacy (MS Office: Word, PowerPoint, Outlook, Excel)

COMPETENCIES:

- Good supervisory and Communication skills, with proficiency in English and Zulu.
- Proficiency in English and Isizulu (speak, read and write)
- Knowledge and understanding of the regulatory framework of local government
- Knowledge of Intergovernmental Relations in all spheres of Government
- Detailed understating and experience of Disaster Management legislative framework and policies
- Understanding of development and disaster management issues relating to local government
- Broader understanding of disaster management challenges faced by rural municipalities
- Project Management skills
- Good stakeholder management, coordination and engagement
- Good communication, report writing and presentation skills
- Ability to work under pressure
- Research skills
- Public speaking

RESPONSIBILITIES:

- Assist with rapid and effective response during incidents, including capturing and monitoring of District incidents.
- Compile individual and monthly incident reports for submission to internal and external stakeholders.
- Research and analyse district, national and international trends on issues regarding disasters and disaster management.
- Assimilate and analyse data, develop programmes and maintain a real time database for use by iLembe Disaster Management Centre and the rest of the District.
- Conduct ongoing community awareness campaigns and capacity programmes to vulnerable communities and other disaster management role players in the district.
- Participate during the process of recruiting and training of disaster management volunteers in augmenting disaster management capacity in the district.
- Play an active role in all district interventions that are aimed at ensuring that the district and its four local municipalities comply with the Disaster Management Act and all other relevant Frameworks.

- Support the implementation of the Early Warning Systems in relation to major incidents and disasters.

BENEFITS: 13th Cheque, Generous Leave, subsidised pension, medical aid, additional provident fund and home ownership scheme subject to certain conditions.

Kindly forward your application letter together with your detailed Curriculum Vitae and **certified copies** of your qualifications, ID and valid driver's licence to: The Municipal Manager: iLembe District Municipality, P. O. Box 1788, KwaDukuza, 4450 or hand deliver at iLembe House, 59/61 Mahatma Gandhi Street, KwaDukuza.

All administrative enquiries are to be directed to **Manager Human Resources: Mr. GM Nzuzo on (032) 437 9348/9524**. The closing date for the submission is **30 June 2023 @ 12h00**. **Please note:** Incomplete, faxed, emailed applications and applications received after closing date **WILL NOT** be considered. Should you not be contacted by this office within three (3) months of the closing date, kindly consider that your application was not successful. Application forms are available on the iLembe District Municipal Website www.ilembe.gov.za or at iLembe House, 59/61 Mahatma Gandhi Street, KwaDukuza.

SD MBHELE
MUNICIPAL MANAGER