

INTERNAL/EXTERNAL ADVERT

Masilonyana Local Municipality is an equal opportunity employer committed to the promotion of equity and equality. The Municipality hereby invites applications from suitably qualified candidates and People with disability are encouraged to apply for the following position.

DIVISION: SOCIAL AND COMMUNITY SERVICES

DISASTER MANAGER

Requirements

- An applicable B degree, preferably in Fire Services Technology and/or Disaster Management. A post-grad Degree in Disaster Management would be an advantage.
- Code EB Driver's license
- Computer literacy
- Project Management

Experience/skills

The position requires an energetic person with proven leadership skills, sound inter personal skills and organisational ability. Applicants should have at least 3 years' experience in a junior management position. The capacity to work under pressure and make decisions in crisis situations is of particular importance. The position requires excellent communication skills with the ability to communicate at all levels. Experience in public speaking, training and/or presentation skills is therefore highly recommended. The successful candidate should have previous experience in planning, project and finance management, with a good working knowledge of integrated development planning in the context of disaster management. A working knowledge of information management systems and GIS in its application to disaster management as well as emergency radio communication systems is highly recommended.

Duties

The successful candidate will be responsible for ensuring that the Fire and Disaster Management Centre exercises its powers and the performance of all its duties in accordance with legislative requirements and the Masilonyana Local Municipality's Disaster Management Plan

Key performance areas

The successful candidate will be required to manage Fire and Disaster Management Centre in terms of legislative requirements in order to sustain all

aspects of fire and disaster management which will place particular emphasis on disaster risk reduction and will include:

- Establishing integrated institutional capacity within the organisational sphere to enable the effective implementation of disaster management policy and regulations
- Establishing a uniform approach to assessing and monitoring disaster risk that will inform disaster management planning and disaster risk reduction undertaken by organs of state and other role players
- Ensuring all disaster management stakeholders develop and implement integrated disaster management plans and risk reduction programmes in accordance with approved frameworks
- Ensuring effective and appropriate disaster response and recovery
- Guiding the development of a comprehensive information management and communication system and establish integrated communication links with all disaster risk management role players
- Promoting a culture of risk avoidance among stakeholders by capacitating all role players through integrated education, training and public awareness supported by scientific research
- Participating in the establishment mechanisms for the funding of disaster management
- Providing the Municipality with a Communications facility which is able to monitor and communicate on matters related to major incidents, potential disasters, disasters occurring and disasters which have occurred, to reduce the consequences or potential consequences
- Improving performance management processes in line with strategic objectives of the Unit
- Generating innovative and creative solutions to improve service delivery through the use of relevant knowledge and information
- Medium to long term objectives and public safety priorities of productive and cost fire services.
- Organizational principles and processes for the delivery of emergency and disaster management services in the area of jurisdiction by performing related functions.
- Effective administrative system and process for the Fire Services
- Prepare capital and operating estimates and controls expenditure against the approved budget for Fire Services.
- Coordinate fire prevention, education and awareness programs.
- Coordinate communication and liaison with all role-players and stakeholders.

Salary: R426 938,03 p.a

PUBLIC SAFETY, SECURITY & LAW ENFORCEMENT DIVISION: MANAGER SECURITY

Requirements

Grade 12

Grade B security accreditation

PSIRA Grade B

Degree/National Diploma in Security Management will be an added advantage

Five (5) years' experience in the Security field or related field

Computer Literacy

Valid drivers' license (EB/08)

Responsibilities

- Develop and implement security policies, protocols and procedures
 - Control budgets for security operations and monitor expenses
 - Supervise security officers and guards
 - Attend meetings with other managers to determine operational needs
 - Plan and coordinate security operations for specific events
 - Coordinate staff when responding to emergencies and alarms
 - Review reports on incidents and breaches
 - Investigate and resolve issues
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- Create reports for management on security status
 - Analyze data to form proposals for improvements (e.g. implementation of new technology)

Salary: R426 938,03 p.a

SECURITY COORDINATOR

Requirement:

- Grade 12
- Grade B security accreditation
- PSIRA Grade B
- Must attain Security Clearance
- To perform competently
- 2-3 years experience on supervision
- Contract Management Skills
- Must be physically fit to investigate crime scenes
- Computer Literacy
- Valid driver's license

Responsibilities:

- Provide input in the development of a security strategy and framework and implement it to ensure that all security measures are in place
- Determine needs of the section and provide input in the compilation of the budget
- Devise all security measures and procedures for the whole institution, based on the security policy
- Evaluate and Assess the implementation of security policy as well as crime prevention plan and strategy approved by the Municipality
- Develop and implement the sections operational plans to ensure improved service delivery and alignment with the unit plans
- Manage the security of council movable and immovable assets and staff to ensure that the municipality is a safe place to work in and that council property is safeguarded
- Manage the security matters related to the firearms of the Municipality
- Manage the security procedures followed when collecting money from Councils collection points e.g. Treasury, Traffic Licensing
- Control access to Council buildings and make sure the necessary access control measures are implemented
- Monitor that the alarm systems work properly, serviced timeously, repair existing equipment and make orders for replacements
- Manage the installations, testing, monitoring, maintenance and reaction to security/alarm systems in all Council Buildings
- Investigate reported cases of internal security offences, misconduct, criminal activities and arrest trespassers in the municipality
- Communicate with law enforcement authorities like SAPS and SSA for the formulation of security measures
- Manage the illegal gatherings and chair the gatherings act meetings
- Initiate networks with surrounding private security firms so that there is effective and well-coordinated cross-municipal-border co-operation in managing crime and policing issues
- Communicate and monitor the work done by private security firms linked to the Council to ensure that they adhere to service level agreement
- Manage the installation of CCTV cameras in the CBD by the private security, if necessary
- Manage and source all security contracts in the section according to the approved service level agreements (SLA's), Council requirements and procurement policy
- Conduct security inspections and sign off payment to private security firms on good service provided as per Service Level Agreements (SLA's)
- Monitor the extent of adherence/ compliance to the security policy and measures,
- Make sure that officials with access to sensitive information are vetted
- Identify all risks and threats to the security of the institution, as well as vulnerabilities in the institution's capacity to counter these
- Develop security plan based on the risk level

- Communicate regularly with NIA for advice, assistance and information regarding information security
 - Report regularly with NIA all incidents or suspected incidents of security breaches and / or leakages of sensitive information, for investigation
 - Keep record of all security incidents (e.g. leakages, theft/burglaries, tampering with security systems, hacking, etc.)
 - Manage proper administration of vetting applications, keep a record of security clearances issued, ensure the completeness of vetting applications before forwarding to the vetting institution, a process/ procedure to ensure timeous vetting
 - Implement all security measures (e.g. security of communication and communication channels and vetting of staff)
 - Prepare and manage work schedules for internal security guards and outline the responsibilities of the security guards
 - Oversee the security officers who patrol or guard an area, building to prevent fire, trespassing, theft or vandalism
 - Communicate designated staff responsibilities, authority and personal performance measurement criteria
 - Implement staff development and training to achieve overall objectives
 - Determine human resource requirements taking into consideration operational needs, skills scarcity and retention capability
 - Implement staff development and training to achieve overall objectives
 - Participate in the induction programme and provide “on-the job” training for the new recruits to the department
 - Evaluate individual and team performance, and address deviations from agreed performance indicators
 - Address workplace conflict through the initiation and coordination of consultative processes and implementation of appropriate disciplinary procedures
- Approve overtime and leave

Salary: R350 355,67 p.a

SECURITY SUPERVISOR X2 (WINBURG UNIT AND BRANDFORT UNIT)

Requirements:

- Grade 12 plus
- Grade C security accreditation
- PSIRA Grade C
- Fire Arm will be an added advantage
- Skills and Competencies
- Physical fitness to perform operational duties
- Mental fitness to perform under stress and dangerous situations
- Analytical skills
- Communicate ideas and concepts clearly to colleagues
- 2-3 years' experience in Security Management
- Supervisory experience

Key Responsibilities:

- Provide input in the development of a security and framework and implement it to ensure that all security measures are in place;
- Determine needs of the section and provide input in the compilation of the budget;
- Evaluate and Assess the implementation of security policy as well as crime prevention plan and strategy approved by the Municipality;
- Monitor that the methods, processes and systems used in the section are conducive to efficient service delivery;
- Manage the security of council movable and immovable assets and staff to ensure that the municipality is a safe place to work in and that council property is safeguarded;
- Manage the security matters related to the firearms of the Municipality;
- Control access to Council buildings and make sure the necessary access control measures are implemented;
- Investigate reported cases of internal security offences, misconduct, criminal activities and arrest trespassers in the municipality;
- Communicate with law enforcement authorities like SAPS and SSA for the formulation of security measures;
- Manage the illegal gatherings and chair the gatherings act meetings;
- Oversee the security officers who patrol or guard an area, building to prevent fire, trespassing, theft or vandalism;
- Prepare and manage work schedules for internal security guards and outline the responsibilities of the security guards.

Salary: R267 111,45 p.a

SECURITY GUARD X5

Requirements:

- Grade 10
- Security Certificate Grade C
- Fire Arm will be an added advantage
- Skills and Competencies
- Physical fitness to perform operational duties
- Mental fitness to perform under stress and dangerous situations
- Analytical skills
- Communicate ideas and concepts clearly to supervisor and colleagues
- Effective customer care skills
- Sound interpersonal and industrial relations skills
- Ability to think creatively.

NB: Candidates must not have any criminal records

Key responsibilities:

- Patrol municipal premises to prevent and detect signs of intrusion and ensure security of doors, windows, and gates;
- Respond to alarms and investigate disturbances;
- Monitor and authorise entrance and departure of employees, visitors, and other persons to guard against theft and maintain security of premises;
- Write reports of daily activities and irregularities, such as equipment or property damage, theft, presence of authorised persons, or unusual occurrences;
- Call police or fire departments in cases of emergency, such as fire or presence of unauthorised persons.
- Protect municipal property.

Salary: R153 588,25 p.a

SUPERVISOR HALL X1 (THEUNISSEN)

Requirements:

- NQF Level 4 plus Computer Literacy
- Valid drivers' Licence
- Must have a proven communication skills
- Must be able write report

Responsibilities:

Co-ordinates activities and procedures associated with monitoring personnel, services and the status / general condition of the Hall, by

- Allocating duties to personnel, monitoring outcomes and instituting the necessary corrective measures to address deviation from standards.
- Providing guidance on new applications or clarifying instructions and / or
- Preparing and distributing the programme detailing events/functions and meetings confirmed for the various locations within the building.
- Analyzing requirements with respect to the set up and arranging for cutlery, glassware and conferencing equipment as per schedules.
- Providing details to the set up crew and attending to specific constraints with respect to the arrangement.
- Communicating with prior to, during the event and attending to specific requests/requirements and/or monitoring the premises during the event, identifying and addressing any non confirming acts.
- requirements.
- Controlling the attendance and related personnel matters applying laid down Human Resources procedures.
- Monitoring the condition of the buildings and its surrounds and, interacting with Council's departments to activate specific maintenance sequences (electrical, plumbing, etc.)

- Assessing and addressing deviations in the standard and quality of service delivery with contractors/ external service provider.

Salary: R267 111,45 p.a

Closing Date: 10 December 2021 @ 16h00.

Enquiries may be directed to **Ms K.E.E Molaoa** Human Resources Recruitment and Selection Division at telephone number 063 829 5861 during office hours.

Besides the salary that is offered, the municipality will also contribute towards pension fund and medical aid contributions under certain conditions. The municipality further also give housing subsidy under certain condition and in line with the Collective Agreement as may be amended from time to time.

Interested suitable qualified and experienced persons can submit their applications and detailed CV's with certified copies of their qualifications to the following address:

The Municipal Manager, Masilonyana Local Municipality, PO Box 8, Theunissen, 9410, or applications can be hand delivered at Municipal offices in Theunissen, Brandfort, Winburg and Verkeerdevlei.

No e-mails, faxes or late submissions will be accepted.

Applicants must note that should they not receive feedback after 3 months from the closing date that their applications were not successful

DULY SIGNED
L. MOKOTELI
ACTING MUNICIPAL MANAGER