



**BUFFALO CITY  
METROPOLITAN MUNICIPALITY**

**(EXTERNAL CIRCULAR)**

Applications are invited from suitably qualified and experienced applicants to fill the following posts:

**NOTE: APPLICANTS WILL NOT BE REQUIRED TO COMPLETE AN APPLICATION FORM**

**DIRECTORATE OF PUBLIC SAFETY AND EMERGENCY SERVICES**

**MANAGER – DISASTER MANAGEMENT; EMERGENCY SERVICES**

**TASK GRADE 16: R 648 081.31 – R 841 273.91**

**(Total Package: R 1 187 824.00 per annum subject to certain conditions)**

**Ref. No. 161/22**

**Requirements:**

- Minimum Honors or Post Graduate Diploma in Disaster (Risk) Management
- DMISA Registration: Professional
- Computer Literacy: MS Office
- More than 8 years of experience in Senior Management, within disaster management

**Key Performance Areas:**

- Development of Disaster Management policies and strategies.
- Disaster Management Institutional Capacity
- Financial and Resource Management
- Human Resource Management.
- Operational efficiency and effectiveness
- Disaster risk reduction
- Coordinated preparedness, response and recovery

**Competencies as listed below:**

**Communication**

- Able to read situations and interest positions and to respond appropriately
- Communicate sensitive or controversial information effectively
- Communicate effectively at senior levels; and
- Handle media enquiries effectively

#### **Disaster risk assessment and profiling**

- Interprets the results of risk assessments and leads project definition and execution

#### **Coaching and Mentoring**

- Manages the retention and development of talent within the Department / Organisation

### **ASSISTANT MANAGER – DISASTER MANAGEMENT OPERATIONS: EMERGENCY SERVICES**

**TASK GRADE 15: R 575 621.43 – R 747 190.63**

**(Total Package: R 1 067 474.00 per annum subject to certain conditions)**

**Ref. No. 162/22**

#### **Requirements:**

- Bachelors' Degree / Advanced Diploma in Disaster (Risk) Management
- DMISA Registration: Practitioner
- Computer Literacy: MS Office
- Minimum 8 years or more experience in the field of Disaster (Risk) Management of which 2 years must be at a senior level

#### **Key Performance Areas:**

- Manages the operation division
- Performs disaster management operational planning for BCM area
- Manages the finances and resources of the operational division
- Manages staff
- Promotes stakeholder engagement and participation
- Manages projects and daily operations

#### **Competencies as listed below:**

##### **Communication**

- Develops communications geared for various audiences
- Communicates sensitive or controversial information effectively

##### **Disaster risk assessment and profiling**

- Manages the nature and extent of risk by analysing potential hazards and evaluating existing conditions of vulnerability that together could potentially harm exposed people, property, services, and the environment

##### **Coaching and Mentoring**

- Understands organisational needs and formulates and implements development plans

**PLEASE NOTE:**

Enquiries regarding the above posts can be made to Mr Z.R. Shweni on 043 705 2706 or Ms M. Naidoo on 043 705 2750

Candidates who are suitably qualified as per the minimum requirements for the post set out in the advertisement are to submit a copy of their curriculum vitae together with a covering letter, along with the relevant required documentation for a specific post. (i.e. certified copies of certificates not copies of certified copies, diplomas, degrees, Identity Document and drivers' licenses, where applicable). Non-submission of the required supporting documentation may disqualify a candidate. Candidates are advised that the obligation rests upon them to demonstrate that they meet the minimum requirements specified for the post. Any candidate who does not meet the minimum requirements will be automatically disqualified.

Fraudulent qualifications or any information submitted and the canvassing of councilors or officials will disqualify any candidates with immediate effect. Candidates are cautioned that documentation and information provided is checked with relevant authorities and fraudulent submissions may also lead to criminal charges being laid against persons involved in submission thereof.

Depending on the requirements of the post, candidates will be required to undergo a defensive driving or physical/practical test where applicable prior to the interview process.

Buffalo City Metropolitan Municipality reserves the right not to fill any or all of the positions advertised at the sole discretion of Council.

Applications can be hand delivered to the Human Resources Department, Buxton House, Buxton Street or posted to the Directorate of Corporate Services, Human Resources Department, P O Box 134, EAST LONDON, 5200.

No emailed applications will be accepted.

**CLOSING DATE:** 14 November 2022 at 16:00

**NOTE:** The Buffalo City Metropolitan Council is committed to the provisions of the Employment Equity Act (Act No. 55 of 1998) for the advancement of previously disadvantaged and disabled persons.

Should candidates not be notified of the outcome of their applications within 30 days of the closing date, they may regard themselves as having been unsuccessful.

Benefits include subsidized pension, 13<sup>th</sup> cheque, medical aid and group life assurance schemes, generous leave privileges, housing subsidy and assistance towards removal expenses subject to certain conditions.

  
M. NAIDOO  
ACTING CITY MANAGER

Daily Dispatch Advert: 1 NOVEMBER 2022