



Waterberg District Municipality is an equal opportunity employer subscribing to the Employment Equity Act, and hereby invites applications from suitably qualified persons to fill the under-mentioned post: Women and disabled persons are encouraged to apply.

OFFICE OF THE MUNICIPAL MANAGER

FIRE PREVENTION OFFICER X1 – POST LEVEL 06

(STATION – WATERBERG DISTRICT DISASTER MANAGEMENT CENTRE-MODIMOLLE)

Remuneration: *R 206 604 per annum including all normal municipal benefits.*

REQUIREMENTS

- Grade 12, Higher Certificate in Fire Technology, Fire Fighter I and II or equivalent qualification in fire technology or fire engineering sciences from SAQA accredited South African Institutions. Basic ambulance assistance certificate (Registered with HPCSA), Hazmat Technician Certificate, Advance Fire Prevention Certificate and Computer literacy certificate (MS Word/Excel/PowerPoint. Must be in possession of valid South African driver's license (code –C) for heavy duty vehicles including a valid Driving Permit. A minimum of six years experience in a Fire Department preferably as a commander.

KNOWLEDGE AND SKILLS

- Excellent planning, and organizational skills
- Must have knowledge of methods, practices, and techniques of modern fire fighting, fire prevention, fire inspection, fire apparatus and equipment purchasing, hazardous material mitigation and emergency management services.
- Ability to work adequately, independently, copes with work load pressure and meets deadlines.
- Language proficiency in Sepedi, English and Afrikaans
- Knowledge of Disaster Management Act, Fire Protection Regulations, Fire Brigade Services Act.

DUTIES

- Manage the operational and administrative activities of the all shifts;
- Perform firefighting service within the Waterberg District;
- Ensuring community preparedness for emergencies;
- Perform law enforcement of fire safety regulations and notices;
- Ensure compliance with a predetermined standard of effectiveness and efficiency within the 6X fire stations;
- Assist in the formation of and monitoring Fire Protection Associations for agriculture and related sectors;
- Perform daily inspections of all vehicles, building, machinery and equipment;
- Take charge of all daily parades and conduct inspections on personnel;
- Supervise control room duties;
- Compile reports for each attended or inspection conducted;
- Preparing Monthly, Quarterly and Annual reports to the Chief Fire Officer;
- Coordinate demonstration to the visiting schools and the public;
- Conduct fire safety inspections and awareness campaigns;
- Ensure that subordinates are able to meet their objectives,

Applications, accompanied by a comprehensive CV, originally certified copies of qualifications, ID, driver's license and covering letter that indicate the position you are applying for, must be sent by post to: The Municipal Manager, Waterberg District Municipality, Private Bag X1018, Modimolle, 0510 or hand delivered to Waterberg District Municipality, Harry Gwala Street, Registry Section, Room 27. Faxed or e-mailed applications and those without the relevant accompanying documents will not be considered.

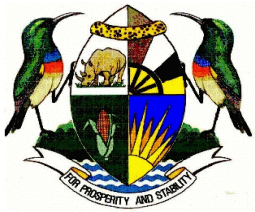
All qualifications and references will be verified.

Further enquiries may be directed to Ms. Portia Makibelo at tel. no. 014 718 3367 during office hours.

Closing Date: 05 August 2011

The Waterberg District Municipality reserves the right **NOT** to fill the advertised posts. Should you not be contacted within 60 days of the closing date please accept that your application had been unsuccessful.

**M.V LETSOALO
MUNICIPAL MANAGER**



on the Go for Growth

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OFFICE OF THE EXECUTIVE MAYOR

EXECUTIVE MAYORAL DRIVER - POST LEVEL 09

(Employment contract linked to term of Office of the Executive Mayor)

All inclusive remuneration package: R207 334.20 per annum

REQUIREMENTS

Grade 10 qualification, driver's license plus 3 years experience as a driver. Be able to communicate in at least two official languages preferably Sepedi and English.

KNOWLEDGE AND SKILLS

Various Local Municipalities within the Waterberg District Municipalities and the Limpopo Province. Using street maps. Ability to work independently and cope with workload pressure. Be prepared to work irregular hours including weekends. Political protocols. Planning, driving, map reading, time management, good interpersonal relations skills

KEY PERFORMANCE AREAS

- Performs activities/ tasks associated with specific travel requirements for the Executive Mayor and her Dignitaries
- Transports the Executive Mayor to/ from scheduled public events and functions
- Identifying with locations and venues and establishes routes, taking into consideration risk/ safety aspects.

- Communicating with the Secretary of the Executive Mayor in respect of the program/ schedule of meetings
- Checking specific safety requirements have been complied with prior to departure and using designated routes to specific locations/ venues.
- Conducting and recording details of vehicle safety inspections and/ or informs the Secretary to activate maintenance requisitions and confirm service/ repair appointments.

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OFFICE OF THE MUNICIPAL MANAGER

INTERNAL AUDIT INTERN

(Two-year fixed term – internship contract)

STIPEND: R100 000 PER ANNUM (ALL INCLUSIVE)

REQUIREMENTS:

Applicants must have a three- year B-com degree or Diploma in Commerce majoring in Accounting and Auditing or relevant qualification. Have good verbal and written communication skills in English. Must be computer literate.

KEY PERFORMANCE AREAS INCLUDE:

- Assist with planning and development of audit program.
- Assist in execution of audit as per audit program
- Assist in reporting audit findings and make recommendations for corrections of unsatisfactory findings
- Assist in conducting follow-up audit
- Assist in conducting management request or ad hoc audits
- Ensure compliance with acceptable audit standards, working papers and pre set plans.
- Give administrative support to audit committee and audit unit
- Review the internal control system of the municipality
- Ensure municipal compliance to MFMA and other applicable legislations

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