

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

BUDGET AND TREASURY OFFICE

Division: Supply Chain Management • **Position:** Procurement Officer • **Station:** Modimolle

Post Level: 06 • **Salary:** R 451 608.00 (Basic Salary per annum excluding Municipal Employee Benefits)

Term of appointment: Permanent • **REF:** 4/3/1 - MC36BTFM001

REQUIREMENTS: Grade 12, B Degree or National Diploma in the fields of Accounting, Finance, Supply Chain Management or Procurement Management registered on the National Qualifications framework at a level 6 with a minimum of 240 credits. Must have a minimum of 3 years' experience. Certificate in MFMP – (All unit standards required for Heads of Supply Chain Management Units as determined in the Municipal Regulations on Minimum Competency Levels of 2007) will be added advantage. Computer literacy and Code B driving license. **KEY RESPONSIBILITIES:** • Acquisition management • Verifying and scrutinizing bidders and service provider information • Co-coordinating SCM information flow to end users • Provide support to departments on procurement, contract and tender issues; • Compilation of statutory reports in terms of the MFMA and Supply Chain Management; • Provide support to the Bid Evaluation Committee • Coordinates the compilation of Service Provider databases of Professional Service Providers (PSP), General Service Providers (GSP) and Contractors for the Municipality; • Compiles a register of all deviations/waiving of the SCM Policy and procedure • Supervise procurement staff in the SCM Unit • Implements the service provider and supplier manual in conjunction with the SCM Policy

DEPARTMENT: SOCIAL DEVELOPMENT AND COMMUNITY SERVICES

Division: Fire Fighting Services • **Position:** Junior Fire Fighters • **Post Level:** 11

Salary: R 220 440.00 (Basic Salary Per Annum Excluding Municipal Employee Benefits)

Stations: Bela-Bela • **REF:** 4/3/1/PF-MC36CMFB010

REQUIREMENTS: Grade 12, Fire Fighter 1, Hazmat Awareness and First Aid Level 3 Certificate. Computer literate. Valid South African driver's license (code –C1). Experience in an established fire services will be an added advantage. No fear of heights. Not Claus trophic. Good communication skills. **Working shifts system; Working six days a week; Be on standby as per shifts. KEY PERFORMANCE AREAS:** • Perform operational duties of firefighting and rescue services under supervision • Participate in fire prevention inspections and programs • Responding to firefighting, rescue and other emergencies • Execute orders at incidents in accordance with safety procedures • Report hazardous situations during operational activities • Assist with cleaning up at the accident/incident scene • Testing, maintenance and cleaning all emergency vehicles and the workstation area on a daily basis. • Manning the Control Room when required and perform basic administrative duties • Assist with queries and inquiries from public and complete call slips.

SOCIAL DEVELOPMENT AND COMMUNITY SERVICES

Division: Disaster • **Position:** Disaster Management Coordinator • **Station:** Modimolle • **Post Level:** 08

Salary: R 352 428.00 (Basic salary per annum excluding Municipal Employee Benefits)

Benefits: Normal municipal benefits • **Term of appointment:** Permanent • **REF:** 4/3/1 - MC36CMDM004

REQUIREMENTS: Grade 12, National Certificate in Disaster Management. Must have a valid driver's license (code EB). 1 year experience, Computer Literacy: MS Office. **Competencies:** • Demonstrate an informed understanding of the core areas of Disaster Management, disciplines or practices and an informed understanding of the key terms, concepts, facts, general principles, rules and theories of the field, discipline or practice. • Knowledge of and able to perform project management support • Ability to prepare for and reduce the impact of disasters and effectively manage consequences in the event of a disaster. **KEY PERFORMANCE AREAS:** • To co-ordinate disaster preparedness programme • Co-ordinate an emergency housing and care plan • Identify suitable temporary accommodation e.g. Schools, Community Halls, etc. • Co-ordinate the response and recovery for disaster • Coordinate disaster management relief initiatives and activities in the district municipality • Provide information to the disaster management centre for inclusion in the disaster management plan

All applications must be submitted on an official Waterberg District Municipality's application form that is downloadable on our website: www.waterberg.gov.za or obtainable from the reception desk. The form must be accompanied by a detailed updated CV, recently (not older than 3 months) originally certified copies of qualifications, ID, driver's license and a signed covering letter that indicate the position you are applying for and must be sent by post to: The Municipal Manager, Waterberg District Municipality, Private Bag X 1018, Modimolle, 0510 or hand delivered to Waterberg District Municipality, Harry Gwala Street, Registry Section, Room 27. Faxed, e-mailed, late applications and those without the relevant accompanying documents will not be considered.

NOTE: Qualifications, employment background check and security vetting will be done for the recommended candidate. The successful candidate will sign Declaration of Interest Form, Performance Agreement Contract and submit an affidavit declaring that they do not hold political office in political party, whether in a permanent, temporary or acting capacity

Further enquiries may be directed to Ms. RPT Makibelo at tel. no. 014 718 3367 or Mr J Matlou at 014 718 3339 during office hours.

Closing Date: 30 April 2024

Correspondence will be limited to short-listed candidates only. Should you not be contacted within 90 days of the closing date please consider your application unsuccessful.

The Waterberg District Municipality reserves the right not to appoint or fill the advertised post.

P RAPUTSOA
MUNICIPAL MANAGER



WATERBERG DISTRICT
MUNICIPALITY