

Incorporating Grahamstown, Alicedale, Riebeeck East & surrounding rural areas

The Makana Municipality invites suitably qualified candidates to apply for the under-mentioned position based in Grahamstown. The Makana Municipality is an equal opportunity and Affirmative Action Employer, committed to the Employment Equity Act (55 of 1998). Previously disadvantaged individuals and people with disabilities are encouraged to apply.

VACANCIES/ IMISEBENZI/BETREKKINGS

EXTERNAL POSITIONS

POST 1: 1 X SENIOR TRAFFIC OFFICER

DIRECTORATE: PUBLIC SAFETY & COMMUNITY SERVICES

TASK GRADE: 10

SALARY SCALE: R222 802 per annum (plus normal council benefits)

MINIMUM QUALIFICATION AND EXPERIENCE: Matric plus Traffic Officer Diploma. Grade A Examiner of driving licenses diploma. Three (3) years as a Traffic Officer and two (2) years as a senior. eNatis experience and Management Rep experience.

COMPETENCE/SKILLS REQUIRED: Code EC driver's license. Computer literacy and experience with eNatis. Ability to work in all weather conditions.

KEY PERFORMANCE AREAS: Ensure the completion of all administrative duties of sub-ordinates in accordance with prescribed legislation and departmental policy for use by relevant departments and institutes. Strategic Planning of Law Enforcement in accordance with departmental instructions for patrols and operations so as to maximise staff availability and effectiveness. Compile and consolidate weekly / monthly shift reports of sub-ordinates production and general progress by using prescribed forms in order to evaluate performance. Writing of reports, feedback and recommendations regarding complaints, arrests, occurrences and defective road infrastructure by submitting reports to superiors for evaluation and response. Facilitates the flow of information between superiors and subordinates and vice versa by verbal or written communication for effective information management. Performs standby duties by being available to work for any occurrence after normal working hours. Executes law enforcement functions by prosecuting and arresting offenders to combat crime. Testifies in court proceedings by leading evidence honestly and impartially as and when called upon by a court relating to law enforcement activities to ensure convictions. Ensure that all driving license personnel understand and know the requirements of the applicable Acts, regulations and procedure manuals. Scheduling of driver test. Quality control of all results. Sorting out of driver and learner license queries. Perform any other duties relevant to the post.

POST 2: 1 X DRIVING LICENSE EXAMINER

DIRECTORATE: PUBLIC SAFETY & COMMUNITY SERVICES

TASK GRADE: 10

SALARY SCALE: R222 802 per annum (plus normal council benefits)

MINIMUM QUALIFICATION AND EXPERIENCE: Matric. National Higher Traffic Officer's Diploma (NQF Level 5). Driver's License Examiner's Certification. At least one (1) year in an examiner position. Registration as a grade A examiner. Clean disciplinary and criminal record.

COMPETENCE/SKILLS REQUIRED: Computer literacy. Code EC driving license.

KEY PERFORMANCE AREAS: Co-ordinates and controls the application of procedures associated with the driver testing by: checking details of application received against identification and / or relevant supporting documents. Conducting visual tests and using electronic test equipment to establish conformance / deviations with specifications. Applying written / oral / practical testing sequence, moderating results and establishing and informing applicants of outcome. Co-ordinate and controls tasks / activities associated with controlling ongoing personnel performance, productivity and discipline by monitoring attendance / conduct and output and addressing deviations from agreed performance indicators through meetings / counselling and / or other approved methods designed to improve and motivate personnel. Completing procedural information, forms, documents and notifications and submitting for further processing. Updating schedules and registers reflecting licensing and testing applications processed and extracting summarised reports detailing the status of activities and forwarding to the immediate superior for processing. Maintaining records of applications, reports and tests, using alpha-numeric sequences to file documentation and / or accessing / retrieving information to support query resolution. Perform any other duties relevant to the post.

POST 3: 1 X DISASTER MANAGEMENT OFFICER
DIRECTORATE: PUBLIC SAFETY & COMMUNITY SERVICES
TASK GRADE: 10
SALARY SCALE: R222 802 per annum (plus normal council benefits)

MINIMUM QUALIFICATION AND EXPERIENCE: Matric plus a Tertiary qualification in disaster training. Community liaison must be knowledgeable of Councils procedures. Must have 2 – 3 years' relevant experience as a Disaster Officer.

COMPETENCE/SKILLS REQUIRED: Code 8 driver's license. Computer literacy, bilingualism, negotiations skills, communication skills. Ability to implement, understand and interpret legislation, procedures and regulations. Ability to handle stress. Ability to work under pressure.

KEY PERFORMANCE AREAS: Disaster control and coordination. Conduct risk assessment and planning. Stakeholder education and awareness. Office administration. Comply with all applicable requirements, rules, regulations and legislation. Utilize material and equipment in an effective, efficient and economical manner. Liaison with sector departments, NPO's and NGO's. Attend meetings. Form part of the preparation of disaster management plans. Event management. Monitoring and promoting an integrated and coordinated approach to disaster management in the makana Municipal jurisdiction.

POST 4: 1 X PLATOON COMMANDER
DIRECTORATE: PUBLIC SAFETY & COMMUNITY SERVICES
TASK GRADE: 9
SALARY SCALE: R197 888 per annum (plus normal council benefits)

MINIMUM QUALIFICATION AND EXPERIENCE: Matric. Higher certificate in Fire Technology (SAESI) or Intermediate Certificate (IFE) or Fire Fighter 1 or equivalent with 3-5 years' experience as a Senior Fire Fighter with local authority. Junior management experience. Basic Ambulance Assistant course (BAA) or a Valid First Aid Level 3 Certificate. Hazmat Awareness or Hazmat Operations Courses. Fire Instructor or Fire Investigation Courses. Management skills. Knowledge of operational strategies and tactics. Command and control skills and overall multi-disciplinary incident management.

COMPETENCE/SKILLS REQUIRED: Code EC1 driver's license. The capacity to operate under extreme stressful and often traumatic conditions. Ability to handle stress. The post requires of the incumbent to be a normal person with good health.

KEY PERFORMANCE AREAS: Control of combating and extinguishing of all types of fires of magnitude to provide a fire fighting service. Rendering of a rescue service and control of vehicle extrication rescues, of any magnitude in the absence of senior officers to provide a well organised rescue service. Rendering of an Urban Search and Rescue Service to provide a proper urban

rescue service and the control of swift water rescues, high angle rescues, confined space rescue, structural collapses and trench rescues of any magnitude in the absence of senior officers. Control and impact reduction of hazardous material incidents to ensure the proper handling of such incidents. Rendering of a humanitarian service to manage a humanitarian service. Training and the control over training to ensure the development of practical skills of subordinates. Perform administrative and liaison duties to support the effective functioning of the firefighting service. Perform any other related duties as instructed by the supervisor.

POST 5: **1 X SENIOR FIRE FIGHTER**

DIRECTORATE: **PUBLIC SAFETY & COMMUNITY SERVICES**

TASK GRADE: **8**

SALARY SCALE: **R175 757 per annum (plus normal council benefits)**

MINIMUM QUALIFICATION AND EXPERIENCE: Matric. Fire Fighter 1 or Fire Fighter 2 certificate. Basic Ambulance Assistant Course (BAA) or Valid First Aid Level 3 certificate. Hazmat Awareness or Hazmat Operations. Internal training. Knowledge of operational strategies and tactics. Atleast 3 years' experience as a fire fighter with a local authority.

COMPETENCE/SKILLS REQUIRED: Code EC1 driver's license. Management skills. The capacity to operate under extreme stressful and often traumatic conditions. Ability to handle stress. The post requires of the incumbent to be a person with good health.

KEY PERFORMANCE AREAS: Responding to incidents like fire and special service calls. Supervising of fire hydrant inspections and maintenance for effective operation. Conducting flammable liquid inspections for fire safety compliance. Present in-service training to fire fighters to support the skills development of subordinates. Supervise the fire fighter routines to enhance correctness and effectiveness. Perform administrative and liaison duties to support the effective functioning of the firefighting service. Perform any other related duties as instructed by the Supervisor.

POST 6: **3 X FIRE FIGHTER**

DIRECTORATE: **PUBLIC SAFETY & COMMUNITY SERVICES**

TASK GRADE: **7**

SALARY SCALE: **R156 106 per annum (plus normal council benefits)**

MINIMUM QUALIFICATION AND EXPERIENCE: Matric. Minimum first aid level 3 certificate (Valid). Experience in the Fire Services environment will be an added advantage. Bilingualism. Pass two (2) entry tests (Practical and a Medical Test) to prove physical and medical fitness. Must be between the ages of 18 to 30 years of age.

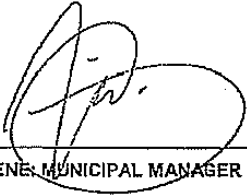
COMPETENCE/SKILLS REQUIRED: Code EC1 driver's license. Communication Skills. Ability to work under pressure. Basic command and control skills. The post requires of the incumbent to be a normal person with good health. Physically fit, strength and courage. Ability to work under strenuous conditions. The capacity to operate under extreme stressful and traumatic conditions. Ability to respond to crises situations with determination in order to mitigate events as quickly as negative effects of the occurrence. Ability to handle stress.

KEY PERFORMANCE AREAS: Responsible for the fighting of fires to ensure the safety of the environment. Responsible for the executing of fire prevention to ensure the prevention of fires causing extreme damage. Rendering a rescue service to rescue people in danger. Handling of Hazardous material incidents. Rendering of emergency medical service to stabilise injured persons. Rendering an urban search and Rescue Service to rescue people in distress situations. Responsible for water delivery

where needed. Responsible for manning of the control room. Execution of routine daily tasks as delegated by Senior Fire Fighter. Responsible for maintenance of station, vehicle and equipment to ensure that work environment is always clean, ready and neat. Perform any other related duties as instructed by the Supervisor.

NOTE: All applications must be made on the Official Application form that can be downloaded on our website www.makana.gov.za accompanied by a comprehensive CV together with certified copies of Identity document, qualifications, driver's licence where required and other documents. Failure to comply with the above will result in disqualifying your application. Canvassing of Councillors and Officials will automatically disqualify any application. All applications may be hand-delivered to The HR Manager, Makana Municipality, 86 High Street, City Hall, Grahamstown or posted to P.O Box 176, Grahamstown, 6140. **No late / faxed / emailed applications will be accepted.** First preference will be given to internal and local municipal applicants who meet the inherent requirements of the job. **Enquiries** maybe directed to The Human Resources Practitioner (Miss Zani Siqwede) at 046 603 6110 or e-mail: nsiqwede@makana.gov.za

CLOSING DATE: 19 JULY 2019

A handwritten signature in black ink, appearing to read 'M. Mene', is written over a horizontal line. The signature is stylized and somewhat circular.

MR. M. MENE, MUNICIPAL MANAGER