



# FRANCES BAARD

DISTRICT MUNICIPALITY / DISTRIKSMUNISIPALITEIT  
MASEPALA WA SEDIKA / U MASEPALA WE SITHILI

Frances Baard District Municipality is a dynamic equal opportunity employer where goals are achieved through teamwork and the pursuit of excellence in service delivery. The municipality has the following vacancies:

**DEPARTMENT: ADMINISTRATION**

**VACANCY: DISASTER MANAGEMENT COORDINATOR (DIKGATLONG LOCAL MUNICIPALITY)**

Ref. no: 23/23

## PERMANENT POSITION TASK 11

**Basic salary: R289 440.00 – R375 660.00 (plus benefits: Pension, Medical aid scheme, Group life insurance, Housing subsidy, 13th cheque)**

**Requirements:** The successful candidate must be in possession of a tertiary qualification or equivalent NQF Level 6 Diploma in Disaster Management. Three years' experience in Disaster Management or emergency services field. Operational experience within emergency services field will be an added advantage. The successful candidate must have the ability to work in a pressurised environment and be willing to work outside normal working hours. Code 8 drivers licence.

**Knowledge, skills, training and competency required:** The applicant must be computer literate and have knowledge of the Disaster Management Act. Have good communication, presentation, and leadership skills.

**Key Performance Areas:** Co-ordinate response by establishing a joint operations centre (JOC), leading briefings, and liaison with all role players so that responses to disasters is focused and effective. Ensuring that micro communities are prepared and conducts preparedness audits for appropriate response to disasters. Ensure Disaster Management is practiced on an integrated multi sectoral basis throughout Dikgatlong Local Municipality. Ensure that resources are available by motivating for funding from the District Disaster Management Centre and various other sources, preparing business plans for the Dikgatlong satellite centre and manages its budget and assist and motivates for procurement of goods and services required to maintain adequate disaster management capabilities throughout Dikgatlong Local Municipality. Managing recovery by analyzing assessments, initiating relief, and rehabilitation and reconstruction projects, monitoring progress and initiating corrective actions so that full community function can be restored in the shortest time.

**Appointments will be made according to the municipality's employment equity policy and affirmative-action practices. The completion of application forms is mandatory, and must be accompanied by detailed and comprehensive curriculum vitae and is to be accompanied by certified copies of ID and qualifications not older than three months. Applications should be forwarded to the following postal address: THE MUNICIPAL MANAGER, FRANCES BAARD DISTRICT MUNICIPALITY, PRIVATE BAG X6088, KIMBERLEY 8300 or hand delivered to: 51 DRAKENSBERG AVENUE, CARTERS GLEN, KIMBERLEY.**

**Application forms are available from the municipal office and/or may be downloaded from the municipal website; [www.francesbaard.gov.za](http://www.francesbaard.gov.za). Enquiries can be directed to: Mrs. Pulane Matsitse/Mrs. Lesedi Job, Tel: 053-838 0912/911.**

**Note: Designated groups, including people living with disabilities, are particularly encouraged to apply.**

**FAXED OR EMAILED APPLICATIONS WILL NOT BE CONSIDERED**

**Successful candidates will be subjected to a compulsory reference and validation checks. Should you not receive any response from us within 30 days of the closing date, please consider your application as unsuccessful. The District Municipality reserves the right to make no appointments.**

**Closing Date: 26 October 2023**

**MUNICIPAL MANAGER, MS ZM BOGATSU**