

Drakenstein Municipality, an employer that is committed to equal employment opportunities, invite people who qualify to apply for the abovementioned vacancy within its Public Safety Department.

PERSONNEL VACANCY
EXTERNAL APPLICATIONS WILL BE CONSIDERED

HEAD: COMPLIANCE AND SUPPORT

(REF NO: C-FD-DM03)

DEPARTMENT: PUBLIC SAFETY

SALARY SCALE	TASK LEVEL 14 – Total cost to company – R945 817.10 – R1 143 024.88 per annum BENEFITS: Car Allowance, Medical aid, Housing allowance, Pension and Group life
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JOB PURPOSE:

Provide a high-level crucial and operational support function to the Executive Director Public Safety. Initiate and manage projects and programmes, coordinating, and monitoring and budget and associated expenditure and reporting processes. Provide guidance and monitor SCM processes. Provide guidance and monitor contract management processes. Coordinate IDP processes, guide and facilitate other compliance responsibilities such as occupational health and safety requirements and, maintenance processes. Develop, manage, and maintain management information by creating templates, dashboards, and other automated processes to enable ongoing reporting on various platforms. GIS linkages during this process is critical. Responsibilities include handling sensitive information, coordinating emergency response activities, and maintaining effective communication channels. Stakeholder relations are a key aspects of this role, involving continuous engagement with Public Safety Stakeholders and relevant role players. Regular reporting to internal and external stakeholders on a weekly, monthly and quarterly basis is also integral to this multifaceted position. The post requires a dedicated and detailed orientated professional who can navigate the complexities of public safety operations/ disaster management environment while ensuring the efficient functioning of the office of the Executive Director.

SELECTION REQUIREMENTS FOR THE POST:

- A relevant three-year tertiary qualification, preferably in a national Diploma or B degree

OTHER REQUIREMENTS/SKILLS:

- Ms Office
- GIS knowledge
- ICT systems knowledge
- Good communication skills
- Good report writing skills
- Attention to detail

- Data management skills
- Maintaining confidentiality

EXPERIENCE:

- 8 years or more relevant experience of which 2 years must be at supervisory level

COMPETENCIES:

• Written Communication • Oral Communication • Attention to detail • Influence • Ethics and Professionalism • Organisational Awareness • Problem Solving • Planning and Organising • Functional Competencies • Interpersonal Relationships	• Communication • Service Delivery Orientation • Client Orientation and Customer Focus • Action Orientation • Resilience • Change Readiness • Cognitive ability • Learning orientation • Impact and Influence • Team orientation
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GENERAL INFORMATION:

1. A service bonus equivalent to one month's salary, where applicable, will be payable and be supplemented by the normal benefits applicable to the Municipality including housing allowance for homeowners subject to certain conditions.
2. The Municipality is an equal opportunity employer and respects the conditions of the Employment Equity Act. Preference will be given to candidates who comply with the Employment Equity Targets but will not be the only criteria applied.
3. All applications are subject to reference checking and verification of qualification checking, which means that by applying for a position at the Municipality, you give us consent to do the various checking.
4. Applications received after the closing date, or which have been received without the application form and documentation/s mentioned below will not be considered.
5. Canvassing of any councillor and/or member of the Appointment Committee and/or any personnel member of the Municipality will not be allowed and will immediately disqualify applicants.
6. Only short-listed applicants will be contacted for interviews. Applicants can regard their applications as being unsuccessful if no feedback has been received within three (3) months from the closing date.
7. Placement of candidates for work can be done in any area of Drakenstein. This area covers Simondium, Paarl, Wellington, Gouda, Hermon and Saron.
8. Applications within the **Drakenstein municipal area** will be receiving preference.
9. The Municipality respects the conditions of the Protection of Personal Information Act. By submitting your information and application you confirm that the information you have provided to us is true, correct and up to date.
10. Successful candidates will be expected to sign a contract of employment, disclosure of benefits and interest and a performance contract (where applicable) with the employer.
11. Candidates that arrive late for interviews will be disqualified.
12. The Municipality reserves the right not to make an appointment.

Application forms can be obtained from the Human Resources Offices at the Civic Centre, Berg River Boulevard, Paarl, 7622 (Mondays to Fridays from 08:00 until 15:30) or on the Drakenstein Municipal website www.drakenstein.gov.za. Clearly indicate the reference number for the post you are applying for on the pre-scribe application form. Your fully completed application form must be accompanied by your CV and relevant certified supporting documents when handing it in. Certified copies must not be older than three (3) months **No fax copies will be accepted. No CVs will be returned on the applicant's request, therefore please do not send us your original certificates.**

Your application can be submitted via email to: communityjobs@drakenstein.gov.za, hand delivered or posted to Drakenstein Municipality, Human Resource Offices, PO Box 1, Berg River Boulevard, Paarl, 7622.

Closing date for emailed applications: 28 June 2024 at 23h59

Closing date for hardcopies: 28 June 2024 at 15h30

CITY MANAGER