

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**

**MANAGER: FIRE, RESCUE AND EMERGENCY SERVICES**

**(REF NO: C-PS-CFS)**

**DEPARTMENT: PUBLIC SAFETY**

**SECTION: Fire, Rescue and Emergency Services**

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| <b>SALARY SCALE</b> | <b>TASK LEVEL 16 – Total cost to company – R 1 204 838.35 -R 1 460 793.18 per annum<br/>BENEFITS: Car Allowance, Medical aid, Housing allowance, Pension and Group life</b> |
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**JOB PURPOSE:**

To manage, direct, control and provide effective, equitable and sustainable community protection by rendering fire, rescue and disaster management services to the communities of Drakenstein Municipality by ensuring that the strategic direction of the Division is in alignment with the IDP and the SDBIP.

**SELECTION REQUIREMENTS FOR THE POST:**

- National Diploma in Fire Technology (NQF Level 6) or Advance Diploma in Fire Technology (SAESI) or an equivalent service related NQF Level 6 qualification
- Incumbents must possess of valid certification issued by the South African Emergency Service Institute or similar SAQA accredited professional institute

**OTHER REQUIREMENTS/SKILLS:**

- Be in possession of a valid South African driver's license (Code C) for heavy duty vehicles
- Computer literacy (MS Office applications)
- Fluent in at least 2 of the official languages spoken in the Western Cape
- National Treasury Minimum Municipal Competency (MMC) as per relevant regulation
- Excellent written and communication skills in at least two of three regional languages with excellent fluency spoken and written English
- Attention to detail and good organizational skills
- Good presentation and project management skills
- Good understanding and interpretation of relevant legislation, policies, procedures and regulations
- Good decision-making abilities to prevent serious impacts on lives and property.

### **EXPERIENCE:**

- **10 years relevant experience within the fire, rescue and disaster management field of which 4 years must have been at management level**

### **COMPETENCIES:**

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| <ul style="list-style-type: none"><li>• Disaster (Risk) Management</li><li>• Disaster Risk Prevention and Reduction</li><li>• Disaster Mitigation</li><li>• Disaster operations and emergency communications and control</li><li>• Disaster risk education, training and public awareness</li></ul> | <ul style="list-style-type: none"><li>• Disaster information management and communication</li><li>• Problem solving</li><li>• Accountability and Ethical conduct</li><li>• Interpersonal relationships</li><li>• Customer Orientation and customer focus</li><li>• Coaching and Mentoring</li></ul> |
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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](http://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](mailto: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: 04 October 2024 23h59**

**Closing date for hardcopies: 04 October 2024 at 15h30**

**CITY MANAGER**