

Winnie Madikizela-Mandela Local Municipality

Physical Address
51 Winnie Madikizela
Mandela Street
Postal Address
P O Box 12
Bizana



Office of the Municipal
Manager
Tel: 039 251 0230
Fax: 039 251 0917
mahlakal@mbizana.gov.za

EXTERNAL ADVERTS

Winnie Madikizela Mandela Local Municipality is a Category 2 Municipality that is committed to affirmative action and provisions of Employment Equity Act 55 of 1998. Applications are hereby invited from suitable qualified individuals to fill the vacant positions indicated below:-

1. POST:	SOCIAL SERVICES CO-ORDINATOR
DEPARTMENT:	COMMUNITY SERVICES
CONTRACT:	PERMANENT
TASK GRADE:	11
REFERENCE:	WMMLM/JD11/SSC
REMUNERATION:	R304 992.00 BASIC SALARY PER ANNUM

MINIMUM REQUIREMENTS

- ✓ Matric / Grade 12;
- ✓ NQF Level 6 Diploma in Disaster Management / Public Administration / Developmental Studies Qualification;
- ✓ 2 years post graduate Disaster Risk Management experience essential;
- ✓ Professional level computer literacy (especially MS Word, MS Excel, MS Power-point, emails and internet);
- ✓ Valid code 8 / EB driver's license; and
- ✓ Registration as a Disaster Management Associate with the Disaster Management Institute will be an added advantage.

KEY PERFORMANCE AREAS

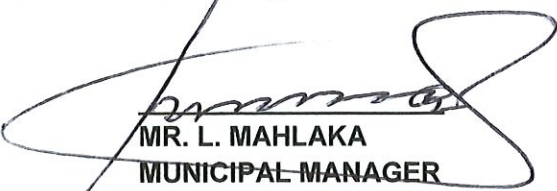
- ✓ Render procedural applications, interventions and activities related to Disaster Risk Management to the reviewing, updating and implementation of the Disaster Management Plan;

- ✓ Conduct needs and risk analysis to enable accurate determination of the vulnerability and/or preparedness of the Municipality in disaster situations;
- ✓ Participate and attending to the provision of relief, recovery and rehabilitation sequences;
- ✓ Attends to procedural applications associated with the identifying and assessing the severity of potential risk factors;
- ✓ Provide education and training to the public in order to create awareness of potential risks and coping strategies;
- ✓ Attends to procedural administrative requirements, record keeping and reporting deadlines associated with the functionality;
- ✓ Keep abreast of developments, legislative changes, emerging trends and latest technologies in the profession; and
- ✓ Establishing and training of committees for optimal effectiveness, efficiency and participation in disaster management activities.

An application form (available on the municipal website) must be completed to apply for the position and the reference number quoted, accompanied by a comprehensive CV with traceable references, copies of certificates, ID and driver's licence must be submitted as part of the applicant's application. All correspondences should be addressed to: The Senior Manager: Corporate Services, Winnie Madikizela-Mandela Local Municipality, P.O. Box 12, Bizana, 4800 or be submitted to the Municipal Offices during office hours or emailed to: hr@mbizana.gov.za. For more information please contact: **Ms N. Mshweshwe on 039-251 0230** during office hours. **Closing date: 01.05.2024 @ 12pm.**

CANVASSING OF COUNCILLORS AND OR OFFICIALS WILL DISQUALIFY YOUR APPLICATION; THE MUNICIPALITY RESERVES THE RIGHT NOT TO FILL THESE POSTS.

Applicants who have not been contacted within 30 days after the closing date should know that their applications have been unsuccessful.


MR. L. MAHLAKA
MUNICIPAL MANAGER