



MTUBATUBA MUNICIPALITY

Mtubatuba Municipality, the hub of UMkhanyakude District, situated adjacent to the Great St. Lucia Wetlands Park and World Heritage Site, invites suitably qualified, committed and highly motivated men and women to apply for the following strategic positions:-

**Post: Disaster Management Officer
Permanent Position
Task Grade 11 of Category 1 Municipality**

Key Requirements:

- Certificate in Local government and administration
- Certificate of occupational Health and Safety
- Certificate of Disaster Management
- Event Safety Management
- Skills Development Programme in Disaster Risk Management
- Valid driver's licence is essential – as you will be required to travel within wards of the Municipality.
- Willing to work irregular hours
- Must be in good health and physical stature
- Previous supervisory / managerial experience is essential
- Fluent in English and IsiZulu
- Good understanding of disaster management issues and Acts
- Be familiar with OHS Act and its requirements
- Good presentation and communication skills
- An ideal candidate must have an honest and open personality, with the right amount of experience

Responsibility but not limited to the following:

- Ensure that health and safety regulations are enforced and adhered to at all times
- Attend to disaster management issues, compliance and liaise with relevant stakeholders in conducting awareness
- Perform duties of OHS representative
- Attend to disaster risk assessment; Disaster risk reduction; response recovery and rehabilitation
- Conducting Education, training, public awareness and research
- Facilitate funding arrangements for DRM
- Ensure compliance on site; apply processes and procedures.

Applications together with a comprehensive CV and certified copies of relevant qualifications must be addressed to: **The Human Resource Section, Mtubatuba Municipality, P.O. Box 52, Mtubatuba, 3935** or be hand-delivered to our **Municipal Registry Office at Lot 105, iNkosi Mtubatuba Road, Mtubatuba** on/or before **15H00 of 24/03/2017**. Enquiries may be directed to the Human Resource Section on **035 – 5500069** during office hours.

Mtubatuba Municipality subscribes to affirmative action programme that is non-racist, non-sexist, non-discriminatory and based on merit. The municipality reserves the right not to make appointments. Should you not hear from us within 3 months after the closing date, please consider your application as unsuccessful.

Closing Date 24/03/2017

**Municipal Manager
Mr. A.J. Mngomezulu**