

MOPANI DISTRICT MUNICIPALITY



Applications Are Invited From Persons With Relevant Experience And Appropriate Qualifications For The Following Positions:

DIVISIONAL OFFICERS (3 posts)

Giyani Ref. GF14/2015 (1 post); Tzaneen Ref. TF15/2015 (1 post); and Maruleng Ref. MAF16/2015 (1 post)

Remuneration: R267 623-64, R281 182-30, R295 504-52 per annum, plus housing subsidy, UIF, Medical aid and pension benefit.

Requirements: • Grade 12, BAA/AEA, Graduate Diploma in Fire Technology and Fire Sciences or recognized three years relevant post - matric Fire Technology Academic Qualification and code EC driver's license. • Computer literacy (MS Word/Excel/PowerPoint.). • Six years of relevant experience within an officer's capacity. • Preparedness to be subjected to security clearance. • Render of a specialized services. Planning, organizing and demarcating of activities. • Compiling long – medium – and short term planning in conjunction with the Fire Management Operational and District commanders, considering all the available management information. • Prioritizing current and future projects, buildings, vehicles, equipment and budgets according to goals. • Manage and Impact reduction of hazardous materials incidents. • The exertion of control over the expenditure of the Operational budget, reporting on it to the Fire Management. • Responsible for the handling and documentation of subordinates leave IOD's monthly statements, overtime, fire and rescue accounts. • Ongoing control of competencies and standards by means of inspections, investigations and interviews: Advice subordinates with regard to new work procedures: Create communication channels down to the lowest hierarchical level. • To ensure that orders, free communication and grievance procedures can take place freely. • Provide guidance to officers in all aspects of the work. • Maintain a fitness and training program within the Fire Station. • Manage the working schedules for fire services personnel. • Comply with fitness standards and health conditions. **Knowledge and Skills:** • Practice sound managerial skills within Fire station. • Excellent planning, and organizational skills. • Must have knowledge of methods, practices, and techniques of modern firefighting, fire prevention, fire inspection, fire apparatus and equipment purchasing, hazardous material mitigation and emergency management services. • Ability to work adequately, independently, copes with work load pressure and meet deadlines. • Language proficiency in, English and Afrikaans. • Knowledge of Fire Service Act and Regulations and Disaster Management Act.

STATION OFFICERS OPERATIONAL (6 posts)

Ba-phalaborwa Ref. BF01/2015 (1 post), Giyani Ref. GF02/2015 (1 post); Tzaneen Ref. TF03/2015 (2 posts), Modjadjiskloof Ref. MOF04/2015 (1 post); and Maruleng Ref. MAF05/2015 (1 post)

Remuneration: R236 461-41, R248 472-29, R260 937-08 per annum, plus housing subsidy, UIF, Medical aid and pension benefits.

Requirements: • Grade 12 certificate. BAA/AEA certificate (Current registered with HPCSA), Firefighter I and II. • Higher Certificate in Fire Technology or Fire Engineering (Level 3 Certificate) or an equivalent SAQA accredited qualification in Fire Technology. • Basic Petrochemical Course as an added advantage. • Six years' experience of which 2 years must be in a Leading Fire Fighter position. • A code EC driver's license. • Computer literacy (MS Word/Excel/PowerPoint. • Preparedness to be subjected to security clearance. **Key responsibilities:** • Manage the operational and administrative activities of the all shifts. • Planning of the sectional requirements. • Take part in the budgeting process. • Perform firefighting, Hazmat, Rescue and special service within the Mopani District. • Ensuring community preparedness for emergencies. • Perform law enforcement of fire safety regulations and notices. • Ensure compliance with a predetermined standard of effectiveness and efficiency within the fire station. • Assist in the formation of and monitoring Fire Protection Associations for agriculture and related sectors. • Perform daily inspection of all vehicles, building, machinery and equipment. • Take charge of all daily parades and conduct inspections on personnel. • Compile reports for each attended or inspection conducted. • Preparing Monthly, Quarterly and annual reports to the Divisional Officer. • Coordinate demonstration to the visiting schools and the public. • Conduct fire safety inspections and awareness campaigns. • Ensure that subordinates are able to meet their objectives, Supervise the fitness and training program within the Fire Station. • Supervise the working schedules for fire services personnel. • Comply with fitness standards and health conditions. **Knowledge and Skills:** • Excellent planning, and organizational skills. • Must have knowledge of methods, practices, and techniques of modern firefighting, fire prevention, fire inspection, fire apparatus and equipment purchasing, hazardous material mitigation and emergency management services. • Ability to work adequately, independently, copes with work load pressure and meet deadlines. • Language proficiency in, English and Afrikaans. • Knowledge of Fire Service Act and Regulations and Disaster Management Act.

LEADING FIRE FIGHTERS (4 posts)

Ba-phalaborwa Ref. BF06/2015 (1 post), Giyani Ref. GF07/2015 (1 post); Tzaneen Ref. TF08/2015 (1 post); and Maruleng Ref. MAF09/2015 (1 post)

Remuneration: R208 848-79, R219 435-70, R230 641-77 per annum, plus housing subsidy, UIF, Medical aid and pension benefits.

Requirements: • Grade 12, • BAA Certificate (current registration with HPCSA), fire fighter I and II, • Higher Certificate in Fire Technology or equivalent, Code EC driver's license and four (4) years' experience of which 2 years must be in a Senior Fire Fighter position. • Preparedness to be subjected to security clearance. **Key responsibilities:** • Perform firefighting, Hazmat, Rescue and special service within the Mopani District. • Ensuring community preparedness for emergencies. • Ensure compliance with a predetermined standard of effectiveness and efficiency within the fire station. • Perform daily inspection of all vehicles, building, machinery and equipment. • Take charge of all daily parades and conduct inspections on personnel. • Compile reports for each attended or inspection conducted. • Preparing Monthly, Quarterly and annual reports to the Station Officer. • Coordinate demonstration to the visiting schools and the public. • Conduct fire safety inspections and awareness campaigns. • Ensure that subordinates are able to meet their objectives. • Complete vehicle log books, incident report forms, etc before knocking off duty. • Command and control of all light to medium building fires. • Perform any delegated operational duties. Maintain discipline at the station. • Allocate working schedule for fire services personnel. **Knowledge and Skills:** • Thorough knowledge of Standard Operating Procedures. • Language proficiency and outstanding leadership qualities. • Computer literacy. • Must be courageous and yet be calm. • Must have initiative. • Must possess a keen sense of discipline. • Adhere and supervise working schedules for fire services personnel. • Comply with fitness standards and health conditions

SENIOR FIRE FIGHTERS (6 posts)

Tzaneen Ref. GF22/2015 (4 posts), and Maruleng Ref. MAF23/2015 (2 posts)

Remuneration: R168 337-90, R175 808-59, R184 579-30, R193 928-08 per annum, plus housing subsidy, UIF, Medical aid and pension benefits.

Requirements: • Grade 12, BAA Certificate (current registration with HPCSA), Fire fighter I and II, code EC driver's license and 3 years' experience of 2 years as a Fire Fighter. • Preparedness to be subjected to security clearance. **Key Responsibilities:** • Perform firefighting, Hazmat, Rescue and special service within the Mopani District. • Attend awareness campaigns. • Update log books, Perform daily maintenance and cleaning of all emergency vehicles, buildings, machinery and equipment. • Complete logbooks and supportive documents according to the approved administrative procedures. • Control room duties. • Coordinate demonstration to the visiting schools and the public. • Ensure that emergency activities are able to meet their objectives. • Complete vehicle log books, incident report forms, etc before knocking off duty. • Maintain discipline at the station. • Adhere to working schedules for fire services personnel. • Comply with fitness standards and health conditions. **Knowledge and Skills:** • Thorough knowledge of Standard Operating Procedures. • Language proficiency and outstanding leadership qualities. • Computer literacy. • Must have initiative. • Must possess a keen sense of discipline.

FIRE FIGHTERS (10 posts)

Giyani Ref. GF17/2015 (3 posts), Tzaneen Ref. TF18/2015 (3 posts); and Maruleng Ref. MAF19/2015 (4 posts)

Remuneration: R148 343-87, R154 572-87, R161 094-24, R168 337-79 per annum, plus housing subsidy, UIF, Medical aid and pension benefits.

Requirements: • Grade 12, BAA Certificate (current registration with HPCSA), Fire fighter 1, and 2, code EC driver's license and 2 years' experience. • Preparedness to be subjected to security clearance. **Key Responsibilities:** • Perform firefighting, Hazmat, Rescue and special service within the Mopani District. • Perform general maintenance and cleaning of emergency vehicles, equipment, quarters and the Fire station. • Rendering fire and emergency services as well as rescue operations. • Comply with all the standard operating procedures. • Execute all daily tasks thoroughly. Host demonstrations to visiting schools and public. • Attend daily parades. • Complete personal attendance register. • To perform control room duties. • Complete vehicle log books, incident report forms, etc before knocking off duty. • Perform any other duty as prescribed by the leading fire fighter. • Adhere to working schedules for fire services personnel. • Comply with fitness standards and health conditions

JUNIOR FIRE FIGHTERS (9 posts)

Ba-phalaborwa Ref. BF10/2015 (2 posts), Tzaneen Ref. TF11/2015 (2 posts), Modjadjiskloof Ref. MOF12/2015 (3 posts); and Maruleng Ref. MAF13/2015 (2 posts)

Remuneration: R130 614-34, R135 194-51, R140 002-99, R145 162-30 per annum, plus housing subsidy, UIF, medical Aid and pension benefits.

Requirements: • Grade 12, BAA, Fire fighter 1, registered BAA, code EC driver's license, at least one (1) year experience. • Preparedness to be subjected to security clearance. **Key Responsibilities:** • Perform firefighting, Hazmat, Rescue and special service within the Mopani District. • Perform general maintenance and cleaning of emergency vehicles, equipment, quarters and the Fire station. • Rendering fire and emergency services as well as rescue operations. • Comply with all the standard operating procedures. • Execute all daily tasks thoroughly. • Host demonstrations to visiting schools and public. • Attend daily parades. • Undergo prescribed training. • Complete personal attendance register. • To perform control room duties. • Perform any other duty as prescribed by the leading fire fighter. **Key performance:** • Rendering fire and emergency services as well as rescue operations. • To perform control room duties. • Daily maintenance of the office building, vehicles and equipment. • Perform any other duties that may be delegated. • Adhere to working schedules for fire services personnel. • Comply with fitness standards and health conditions. **Knowledge and Skills:** • Thorough knowledge of Standard Operating Procedures. • Must have initiative. • Must possess a keen sense of discipline.

ADMIN CLERKS (FIRE) (2 posts).

Giyani Ref. GF20/2015 (1 post); and Maruleng Ref. MAF21/2015 (1 post)

Remuneration: R236 461-41, R248 472-29, R260 937-08 per annum plus housing subsidy, UIF, medical aid and pension benefits.

Requirements: • A grade 12 certificate. • Typing skills and computer literacy. • Knowledge of personnel and PayDay Systems. • Preparedness to be subjected to security clearance. **Key Responsibilities:** • Assist Fire Management with daily administrative processes and tasks. • Type documents and make copies. • Keep records of the section. • Compile monthly, quarterly station reports and relevant personnel matters. • Maintain a document management system. • Update personnel policies and records. • Respond to enquiries and refer to relevant officer. • Keep record of enquiries and responses. • Distribute recruitment adverts internally. • Compile personnel records. • Assist in responding to applications. • Update finance/payroll on staff changes. • Arrange venues for meetings and workshops for the section.

AUXILIARY SERVICES - CLEANERS (2 posts)

Modjadjiskloof Ref. MOF24/2015 (1 post); and Maruleng Ref. MAF25/2015 (1 post)

Remuneration: R92 227-99, R94 869-36, R97 634-75, R100 503-33, R103 495-70 plus housing subsidy, UIF, Medical Aid and pension benefits

Requirements: • ABET, and be prepared to be subjected to clearance security. **Key responsibilities:** • Washing curtains, windows and table cloths. Cleaning of offices: sweeping, dusting, polishing, buffing floors of offices, toilets and furniture. • Emptying dustbins in offices. • Offloading groceries & cleaning material to the respective offices. • Cleaning of events venues. • Arranging and removing chairs and tables during events. • Ensuring there are glasses and sufficient water for meetings. • Emptying of rubbish bins in offices to outside premises. • Assist with tea making and washing of dishes for visitors and clients and during Management meetings. • Ensuring that office furniture is well arranged. • Assist in moving Furniture and equipment. • Identify & report breakages. • Performing other duties as may be delegated by superiors.

Enquiries may be directed to Ms Mathabula TM . at Tel. 015-811 6300.

WOMEN AND PEOPLE WITH DISABILITIES ARE ENCOURAGED TO APPLY.

Please forward your application through the prescribed form (www.mopani.gov.za) together with your comprehensive CV and recent certified copies of your qualifications and the identity document to: The Acting Municipal Manager, Mopani District Municipality, Private Bag x9687, GIYANI, 0826.

Z83 forms and fax applications will not be accepted.

CLOSING DATE: 22 April 2015 at 16h30.

PLEASE NOTE: Fraudulent qualifications or documentations will immediately disqualify any application. MDM reserves the right not to fill this post, should there be no suitable candidate identified. Late submissions will be disqualified. Should you not receive any response within two (2) months after the closing date, regard your application as unsuccessful. Submission without certified copies of qualifications will not be considered.

ACTING MUNICIPAL MANAGER - MR NGOEPE NA