

# MOPANI DISTRICT MUNICIPALITY



**APPLICATIONS ARE INVITED FROM PERSONS WITH RELEVANT EXPERIENCE AND APPROPRIATE QUALIFICATIONS FOR THE FOLLOWING POSITIONS:**

## **RADIO COMMUNICATION OFFICER. Ref. DIS01/2015 (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. At least 5 years of experience in emergency call-taking. \* Certificate in Disaster Management (will be an advantage) \* Code 10 driver's license. \* Working knowledge and experience in at least two of the following: BAA/AEA, Fire Fighter 1, Hazmat Awareness, Public Relations, and GIS. \* Good communication and inter-personal skills. \* Proficiency in Microsoft Excel and Office. Sound computer literacy. \* Proficiency in two or more languages. \* Ability to work under pressure. \* Preparedness to be subjected to security clearance. **KEY RESPONSIBILITIES:** \* Oversee day-to-day running of the ECC. \* Ensure that all equipment is functional. \* To deal with problems which may occur during the shift. \* Assist in receiving emergency calls and dispatch the appropriate services when necessary. \* Reporting on disaster and emergency activities. \* Maintain records of disaster occurrences. \* Monitoring emergency calls responded to. \* Conducting periodic inspection of equipment and carry out routine tests. \* Review applicable radio communication and information management procedures. \* Sending early warnings as directed by Head of the Centre. \* Assisting with the operational use of the command vehicle. \* Assisting with the upgrading of communication and information management. \* Monitoring and assisting with the update and development of the radio communication and information management Centre guidelines and procedures.

## **CALL CENTRE OPERATORS. Ref. DIS02/2015 (5 POSTS).**

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

**REQUIREMENTS:** \* Grade 12 certificate. \* At least 3 years of experience in emergency call-taking or in emergency-services related field. \* Certificate in Disaster Management (will be an advantage). \* Code 10 driver's license. \* Working knowledge and experience in at least one of the following: BAA/AEA, Fire Fighter 1, Hazmat Awareness, Public Relations, and GIS/Geography. \* Good communication and inter-personal skills. \* Proficiency in Microsoft Excel and Office. \* Sound computer literacy. \* Proficiency in two or more languages. \* Ability to work under pressure. \* Preparedness to be subjected to security clearance. **KEY RESPONSIBILITIES:** \* To receive emergency and non-emergency calls and dispatch the services required. \* Evaluate calls and determine the nature of the emergency and resources required. \* Monitor all progress and services activated. \* Reporting to the shift supervisor. \* Radio communication. \* Relaying information to relevant services. \* Activation of relevant services. \* Assist with the review applicable radio communication and information and information management procedures. \* Assisting with the operational use of the command vehicle. \* Assisting with the upgrading of communication and information management. \* Notifying supervisor of any faults on the system or problem encountered with callers.

Enquiries: Mr Lebepe N.G. 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](http://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 X 9687 GIYANI 0826.

Z83 forms and fax applications will not be accepted.

**CLOSING DATE: 20 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**