

Witzenberg Municipality, with its Head Office in Ceres, serves the following areas: Ceres, Tulbagh, Wolseley, Prince Alfred's Hamlet, and Op-die-Berg.

COMMUNITY SERVICES
FIRE SERVICES AND DISASTER MANAGEMENT
CHIEF: FIRE AND DISASTER MANAGEMENT (REFERENCE: COM 41)
PERMANENT APPOINTMENT – CERES

Applications are hereby invited from individuals with the applicable qualifications for the above vacancy.

Requirements:

- Relevant Tertiary qualification, preferably a Bachelor's Degree in Fire Technology.
- Compliance with the relevant Minimum Competency Levels for Financial Officials as prescribed.
- A Valid Code EC1 Driver's License.
- Computer literacy (MS Office Applications).
- 12 years including relevant managerial experience.
- Good management, human relations, interpersonal, and communication skills.
- Ability to give attention to detail, a high level of responsibility, and the ability to work under pressure.
- Good sight, hearing and speech ability; must be physically fit and healthy.
- Ability to perform manual operations and duties on foot.
- Must be able to climb ladders, operate from heights, walk or crawl in the dark, on narrow and uneven surfaces and operate in proximity to electrical power lines and/or other hazards.
- Must work overtime and/or attend meetings after normal office hours when required.
- Must perform duties in the whole municipal area when required.
- **Please note:** A performance agreement is also applicable to this position whereby the employer reserves the right to institute a performance management program.

COMPETENCY REQUIREMENTS OF THE POST		
No	Category	Competency
1.	Core Professional Competencies	Use of Technology; Written Communication; Planning and Organising;
2.	Functional Competencies	People Management; Task Management
3.	Public Service Orientation Competencies	Service Delivery Orientation; Interpersonal Relationships; Client Orientation and Customer Focus.
4.	Personal Competencies	Action Orientation; Resilience; Change Readiness; Learning Orientation; Problem Solving; Accountability and Ethical Conduct;
5.	Management / Leadership Competencies	Impact and Influence; Coaching and Mentoring and Team Orientation

Duties

- Job Purpose: Manages and directs the key performance and result indicators associated with Fire Services and Disaster Management through research and evaluation of best practices; interpretation of statutory directives and treasury guidelines to enable inputs and recommendations into longer-term objective setting and operational planning; review and alignment of policies, functions, procedures and systems and directing and executing critical management and statutory reporting requirements in order to ensure that the Sub-Directorate is capable of contributing positively to the Municipality's vision and mission statements pertaining to improving the quality of life of the community and compliance with legislative frameworks and standards.
- Planning and strategy alignment by identifying and defining the immediate, short- and long-term objectives, plans and priorities of the Sub-Directorate encapsulating planning, research, development and projects associated with the functionality
- Analysing, aligning and directing the operational capacity and capabilities of the Sub-Directorate to deliver against specific key performance areas encapsulated in strategic plans and legislative frameworks and standards.
- Studying capital and operating expenditure trends and forecasts and preparing estimate reports for inclusion into the annual/adjustment budgets with due consideration to internal and external funding requirements and limitations.
- Statutory frameworks, policies and procedures by Directs, manages and controls the implementation of policies, procedures and systems associated with Fire Services and Disaster Management.

- Keeping abreast of operational developments and legislation (Municipal Finance Management Act, Fire Brigade Services Act, SA National Standards, Disaster Management Act, etc.) by conducting searches into best practices with a view to alignment with internal processes and standing operating procedures.
- Aligning information systems, applications, work processes and role boundaries to support functional outcomes related to the management of the functionality.
- Expenditure control by managing and directing applications and sequences associated with the authorization and execution of expenditure transactions.
- Monitoring transactional sequences associated with expenditure for capital and ad-hoc projects/programmes and approving transactional financial reports on projects prior to release for perusal and comment.
- Procedures, systems and controls by manages and directs procedures, systems and controls to regulate specific operational sequences associated with the functionality.
- Communicating to personnel through verbal and written mediums statutory and procedural requirements for adoption and compliance thereof.
- Inspecting work sites and/or conducting observations of operational sequences and determining the extent of awareness and/or the need for corrective/remedial measures.
- Contract and supply chain management by managing and controlling the formulation of specific contracts and tender documents and controlling contractual obligations in respect of the functionality.
- Coordinating the drafting and reporting processes with regard to contracts/tenders and verifying details, terms and conditions, specifications, etc. and/or compliance with laid down policies, regulations and procedures.
- Sourcing and searching, checking websites and/or contacting suppliers with a view to establishing capabilities to supply products/items based on the Municipality's requirements.
- Personnel and performance management by supervision and control by Directs; manages and controls the key performance indicators and outcomes of personnel within the Sub-Directorate.
- Defining/adjusting the role boundaries, workflow processes and job design against laid down service delivery requirements.
- Determining staffing levels and preparing motivations for filling vacancies to complement functional objectives and requirements.
- Functional activities by fire and disaster control activities by managing and controlling key dimensions and requirements associated with the provision of Fire Services and Disaster Management.
- Mapping and/or preparing fire safety and disaster management programmes and plans aimed at co-ordinating the implementation, prioritization and allocation of responsibilities.
- Formulating operational plans and addressing the implementation of key safety and disaster management programmes with respect to special events.
- Emergencies by Manages, directs and monitors sequences associated with the provision of Emergency/Fire and Rescue Services.
- Initiating and/or implementing specific management procedures during fire and rescue operations, instructing and/or leading firefighting teams and executing applications or sequences to control damage/disaster.
- Priority and objective setting by establishing and managing the immediate and medium- to long-term objectives and priorities of the functionality.
- Initiating and facilitating the establishment of Fire Protection Associations for the agricultural and other sectors within the municipal area (voluntary firefighting teams, etc.) and monitoring performance.
- Fire engineering and fire protection management by managing, coordinating, and controlling the application of fire technology and fire engineering principles and assigning the execution and enforcement of Fire Protection Regulations and fire safety legislation.
- Assessing building plans and land use applications for fire safety compliance and addressing non-conformance with laid down standards.
- Events management by facilitating, controlling, and coordinating procedures for the staging of Events in the municipal area in accordance with relevant legislation.
- Administering processes and procedures relating to applications for the holding of events/public gatherings.
- Administrative functions by communication and reporting by disseminating advice, guidance and information on specific key performance areas and requirements associated with the Sub- Directorate's functional responsibilities.
- Participating in various meetings (Committees, management, external forums, etc.) and consultation processes, providing comments, advice and/or guidance and responding to queries/questions, through the collection of factual information and/or presenting and elaborating on findings to substantiate outcomes.

Salary: R 724 838.46 per annum (Post level T16 of a Grade 4 Municipality) (STANDARD LOCAL GOVERNMENT BENEFITS SUCH AS PENSION FUND CONTRIBUTION, MOTOR SCHEME ALLOWANCE, MEDICAL AID, ANNUAL BONUS, HOUSING SUBSIDY, GROUP LIFE AND CELLPHONE ALLOWANCE APPLY)

Interested candidates must complete an official application form, which is obtainable on our website: www.witzenberg.gov.za or at the Municipal Buildings at ODB, Wolseley, PA Hamlet, Tulbagh, and the main Office at Ceres. **(Applicants who do not fully complete the official application form and who do not submit certified copies of qualifications/identity documents/driver's license(where applicable) and who do not provide three work-related contactable references will not be considered)** with a detailed CV accompanied by a cover letter, certified copies of qualifications, driver's license and three (3) names of work-related references **(The email address of your referent must be work-related)** to the Senior Human Resource Practitioner, or email to: jobs@witzenberg.gov.za. For further inquiries, please contact Mr. H. Arendse at the Human Resources Department at Telephone number 023 – 3161854. **Disclosure of incorrect information will lead to disqualification.**

Closing Date: 23 OCTOBER 2026 BEFORE 12H00

Please note: Canvassing of Councillors or any member of the Appointment Committee will result in automatic disqualification. Applicants who do not receive a reply within one (1) month after the closure of the applications should consider their application unsuccessful. Applications received after the closing date will not be accepted or considered. Witzenberg Municipality reserves the right not to appoint. Your application will be subjected to verification of qualifications as well as credit and criminal record checks.

Please state the reference number on your application

(Witzenberg Municipality fully supports and encourages designated groups to apply (in terms of the Employment Equity Act)

Municipal Manager
D Nasson
04/03/24