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WE HAVE AN EXCITING CAREER OPPORTUNITY FOR:

PERMANENT POSITION
Officer: Disaster Management

APPLICATION REQUIREMENTS


- Complete the online job application form and attach all relevant and updated documents (Certified Qualification/s/Certificates, ID, and CV).
- Applicants should take note that they can be required to provide proof of original documents during the selection process.
- You will be requested to provide a brief description of your work experience relating to the vacancy.
- Applicants with membership to professional bodies need to provide a membership number and expiry date.
- If you are an internal applicant, your employee number will be required.
- Applicants are advised to use Google Chrome when applying for CoJ positions.

DISCLAIMER

- The City of Johannesburg is currently recruiting and will not demand payment in any form for any job placement. All vacancies are advertised in newspapers and on the CoJ website.
- The City of Johannesburg applies the principles of employment equity as per the National legislation and policy guidelines and will consider designated groups in line with these requirements. We are an equal opportunity employer.
- By submitting your application for a position at the City of Johannesburg, you are consenting that the personal information submitted as part of your application may be used for the purposes of the Recruitment and Selection and related process.
- However, registering your CV and/or receipt and acknowledgement of any kind shall not be an indication that your application will be successful and/or lead to employment.
- Any misrepresentation or failure to disclose material information on the application form or cv will automatically disqualify your application.
- The City of Johannesburg shall not be liable for any damage, loss or liability of whatsoever nature arising from your use of the job opportunity section of this website.
- The City of Johannesburg reserves the right not to make an appointment.



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OFFICER: DISASTER MANAGEMENT

<u>Department:</u>	Public Safety
<u>Branch:</u>	Disaster Management
<u>Designation:</u>	Officer: Disaster Management
<u>Remuneration:</u>	R25 422.17 pm (basic salary, excluding benefits)
<u>Location:</u>	Martindale

Minimum Requirements:

- Grade 12 or equivalent plus a National Diploma in Disaster Risk Management at NQF level 6;
- Must have a Code 8 driver's license;
- 3 -5 years' experience in Disaster Risk Management and Knowledge of MS Office tools.
- DMISA Registration practitioner.

Primary Function:

Perform procedural application interventions and activities related to Disaster Management, attending to administrative reporting and communication requirements, conducting needs and risk analysis of the vulnerability and /or preparedness of local communities to disasters and participating and providing the provision of relief, recovery and rehabilitation sequences to ensure the local area is positioned and capacitated to attend, control and reduce its risk and vulnerability to disasters.

Key Performance Areas:

- Attends to specific priorities, administrative tasks and activities and monitors the execution of procedural applications;
- Ability to assess, anticipate and reduce the risk of disasters;
- Attends to operational requirements and procedures during disasters;
- Promote disasters risk management through public information campaigns, education and training and liaison with communities;
- Arrange and evaluate theoretical and practical / tabletop exercises to ensure disaster preparedness in support of Disaster Management objectives;
- Assist and enable the restoration and recovery of facilities, livelihoods and living conditions of disaster affected communities;
- Gathering, analysis and communication of disaster information and data;
- Ability to acknowledge and assume responsibility for ones work in an ethical manner

Leading Competencies:

- Computer literacy including MS Office Applications;
- Strong presentation skills;
- Resources availability and its management;
- Negotiation skills;
- Process evaluation and analytical skills;
- Communication and networking skills;
- Good report writing skills;



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- Accountability;
- High level of confidentiality and organisational skills;
- Time Management, working independently, under pressure, and the ability to prioritise.

Core Competencies:

- Knowledge and experience in Business Risk, Operational Risk, Physical Risk and Business Continuity Management;
- Knowledge of local government;
- Collaborative/Teamwork, Values and Integrity, Attention to detail, and quality-focused;
- Customer and Service Delivery Management (Batho Pele) Ethics, Professionalism;
- Impact and Influence according to City's protocols, legislation, and standards.

“All suitably qualified candidates are encouraged to apply and will be considered. The City of Johannesburg applies the principles of employment equity as per National legislation and policy guidelines and will consider designated groups in line with these requirements. Preference will be given to previously disadvantaged groups including those with disabilities. Appointments will be made in accordance with the approved Employment Equity Plan to promote its equitable representation in terms of race, gender, and disability.”

Please take note that only online applications will be considered. Please apply by using the following link below:

<https://share-eu1.hsforms.com/1rejX5dk2SyiOxtjlbkVTjgew554>

APPLY ONLINE VIA THIS LINK: www.joburg.org.za

ENQUIRIES ONLY:

Contact Person: Winnifred Monstwane

Tel No: 011 674 0723

CLOSING DATE: FRIDAY, 12 JANUARY 2024

Applicants are respectfully informed that, if no notification of appointment/response is received within six (6) weeks of the closing date, they must accept that their application was unsuccessful. By submitting your application for a position at the City of Johannesburg, you are consenting that the personal information submitted as part of your application may be used for the purposes of the Recruitment and Selection and related process. In terms of the Talent Acquisition Policy of the City of Johannesburg, you hereby consent to the following risk checks should your application be shortlisted:

- Credit Record,
- CV validation and
- Employment record verification,
- Criminal check, and
- Identity validation.