

## KOUKAMMA MUNICIPALITY



**Publication Date: 30 October 2023**

Koukamma Municipality, a Category B Grade 1 Municipality, which subscribes to the principles of affirmative action and whose head offices are situated at Kareedouw, invite applications from suitably qualified persons, and preferably from designated groups, for appointment to the following position:

### **ADVERTISEMENT**

**Post: Chief Fire Officer**

**(Ref no: HR 2023/29)**

**Task Grade 14: R 456 426- R 592 508 p.a plus benefits**

#### **Requirements:**

- National Diploma or SAESI Higher (Associate) Diploma in Fire Technology or an equivalent service related NQF level 6 qualification.
- Sound Computer Literacy
- Good communication skills
- 4 years relevant experience
- A valid Code EC driving license.

#### **Responsibilities:**

- Monitoring the execution of Fire operational plans, procedures, measures and controls and resolving deviation through the application of approved alternative measures in the form of resources, process and/or rearrangement and alignment of functions
- Analysing service delivery trends and capacity against requirement to facilitate the preparation of capital and operational expenditure estimates to support the budgeting process and functional plans objectives
- Assigning duties to fire fighters, conducting training and drills and rescue tactics, evaluating their performance, and overseeing their advancement
- Analysing statistical information pertaining to staff attendance, overtime, leave and addressing deviations or occurrences of abuse and/ or workplace conflict through implementation of corrective measures in accordance with Human Resources Policies and Codes of Good Practice encapsulated in Employment Legislation
- Monitoring the execution and application of plans during call outs, through the examination of reports and conducting of on-the-spot investigations and attending deviations
- Maintain a register of all plant and equipment with relevant details are recorded in the individual logbooks
- Preparing monthly fire reports for submission to the District and Province
- Maintain records on incidence of fire, Injuries, and loss of property

#### **Special requirements**

- Excellent knowledge of Fire & Disaster Management Legislation. Sound knowledge of Fire Rescue.
- Specific physical attributes which can become essential, necessitates that the incumbent be physically fit and able bodied
- Required to be available after hours for consultation, duty and to respond to incidents in the event that the circumstances require it
- Required to be on stand-by and to work overtime during specific unplanned emergencies or disasters

*All applications will be considered, but in terms of its Employment Equity Target the Municipality would prefer to appoint an **Indian Male, White Male, African Female, Indian Female or White Female** if a suitable candidate in that category can be identified. People with disabilities are encouraged to apply.*

*In terms of the Local Government Municipal Systems Amendment Act, 2022: Section 71B, (1) A staff member may not hold political office in a political party, whether in a permanent, temporary, or acting capacity.*

**DIRECTIONS TO CANDIDATES:**

Applications **MUST** be submitted on the prescribed application form, obtainable from our website at: [www.koukammamunicipality.gov.za](http://www.koukammamunicipality.gov.za), it can also be requested from our Human Resources Department at 042 288 7246. Also refer to our Human Resources Department for enquires (Ms. R Lloyd). Forward your application to: The Municipal Manager, Koukamma Municipality, Private Bag X011, Kareedouw 6400 or hand-deliver to Municipal Offices at No. 5 Keet Street, Kareedouw 6400. Applications must be accompanied by a comprehensive CV with certified copies of qualifications, identity documents, driver licence and any other relevant documents (Not older than six (6) months.) No faxed or emailed applications will be accepted. Applicants can also apply online on our website. Failure to supply the required information will disqualify an applicant. Canvassing for appointment is strictly prohibited and any confirming evidence thereof will disqualify the applicant. Correspondence will **ONLY** be entered into with shortlisted candidates. If you do not receive notification regarding your application within one month of date of closing, please accept that your application was unsuccessful. The municipality reserves the right not to make any appointment.

Closing Date: 16 November 2023



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S Tini  
(Acting Municipal Manager)