



# **EXTERNAL ADVERTISEMENT**

**FEZILE DABI DISTRICT MUNICIPALITY**

**NOTICE NO: FDDM 002/2021-22**

Applications are invited from suitably qualified persons to apply for the under mentioned position based at Fezile Dabi District Municipality. Council is committed to the policy of Affirmative Action and any appointment that would ensure equity and representivity shall be given preference.

## **1. ASSISTANT MANAGER SECURITY**

**OFFICE OF THE MUNICIPAL MANAGER**

**UNIT: MUNICIPAL PROTECTION SERVICES**

**POST LEVEL: 3**

**SALARY: R608 280.00 p.a**

**BENEFITS:** Provident fund, medical aid subsidy, rental/housing subsidy, Travelling allowance

### **REQUIREMENTS**

- Grade 12, A relevant qualification in Security Management/Policing/Military and valid PSIRA registration.
- Fire arm license
- Must have a minimum of 5 years' experience in Protection Services or any related roles **Experience in investigation as well as exposure to criminal procedures and relevant laws will serve as an added advantage**
- Good organizational skills, effective time management and flexibility
- Ability to work under pressure.
- Honesty and management of confidentiality and adherence to applicable laws
- Vast knowledge of operations of Protection Service Clusters in the field of security management/ policing/military
- Computer literacy
- A valid driver's license

### **RESPONSIBILITIES:**

- Draft, implement and review the Security Policy and Plan on regular basis
- Ensure the business continuity of the Municipality is realizable
- Respond to incidents, limit exposure and liability in all areas of information, financial, physical, personal and reputation risk
- Research and deploy state of the art technology solutions and innovative security management techniques to safeguard the institutions assets, including intellectual property

- Report the status of security to the Accounting Officer and management on regular basis
- Conduct security audit of all physical security apparatus
- Conduct threat and risk assessment of security apparatus and advise the management accordingly
- Protect the areas where the sensitive information is discussed, e.g. a boardrooms
- Arrange and conduct security awareness program within the institution
- Regularly consult with other law enforcements to determine any developments or changes in training and awareness fields
- Ensure compliance with regard to the Anti-Fraud and Corruption policy and plan

## **2. CIVIL ENGINEERING TECHNICIAN**

**DEPARTMENT: PROJECT MANAGEMENT AND PUBLIC WORKS**

**UNIT: PROJECT MANAGEMENT**

**POST LEVEL: 3**

**SALARY: R608 280.00 p.a**

**BENEFITS:** Provident fund, medical aid subsidy, rental/housing subsidy, Travelling allowance

### **REQUIREMENTS**

- Grade 12, National Diploma or B-Tech in Civil
- Minimum 5 years' experience in civil works
- ECSA Registered
- Computer literacy
- A valid driver's license

### **RESPONSIBILITIES:**

- Provide technical support to local municipality in terms of project implementation and methodology
- Evaluate consultant's designs for local municipality to ensure scope of work for a specific project and environment is met
- Solve technical problems related to infrastructure development and upgrading of existing infrastructure
- Monitor and give construction advice on site
- Conduct quality of works and engineering inspections
- Monitor construction progress
- Monitor project expenditure and produce monthly variance report
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### **3. JUNIOR FIRE FIGHTER**

**POST LEVEL: 10**

**DEPARTMENT- ENVIRONMENTAL HEALTH & EMERGENCY SERVICES**

**UNIT: FIRE SERVICES**

**SALARY SCALE: R216 612.00– R243 720.00 p.a.**

**BENEFITS:** Provident fund, medical aid subsidy, rental/housing subsidy.

#### **REQUIREMENTS:**

- Grade 12 certificate
- Fire Fighter I and II
- BAC or First Aid Level 3
- Code EC 1 Driver's License

#### **KEY RESPONSIBILITIES:**

- Respond to fires, accident scenes, hazardous material incidents and other emergency calls within the Municipal boundaries
- Report to the Senior Fire Fighter on incidents and outcomes in the prescribed format.
- Evaluate the fire or rescue scene upon arrival in accordance with prescribed procedures
- Control and extinguish all types of fires by suppressing and combating fires according to prescribed methods
- Handle all identified emergencies/incidents according to the set standard operating procedures and SOPs
- Rescue victims from vehicle, building, or structure with all the means at the fire fighter's disposal and stabilize vehicle, building, or structure and victim before extraction

### **4. ACCESS CONTROL OFFICERS X2**

**POST LEVEL: 15**

**DEPARTMENT – OFFICE OF THE MUNICIPAL MANAGER**

**UNIT: MUNICIPAL PROTECTION SERVICES**

**SALARY SCALE: R127 884 –R138 084 p.a**

**BENEFITS:** Provident fund, medical aid subsidy, rental/housing subsidy.

#### **REQUIREMENTS:**

- Grade 11
- Minimum of 2 years' experience in security services.
- Experience in the public sector will be an added advantage

- Interpersonal relations
- Client service
- Strong ethical conduct
- Ability to work independently and in a team

**KEY RESPONSIBILITIES:**

- Monitor access control at entrances,
- The processing of Vehicle and Pedestrian Access Permits daily.
- Upkeep of the following Registers: - Occurrence Book, Main Door Key Registers, Visitor's Register, Vehicle and Pedestrian Access Permit Register.
- Receive and escort visitors by utilization of a visitor's permit.
- Ensure adherence to good housekeeping practices

**DIRECTIONS TO CANDIDATES:**

1. Application letter, together with a comprehensive CV and certified copies of qualifications, can be directed to: **The Municipal Manager, Fezile Dabi District Municipality, John Vorster Road, PO Box 10, Sasolburg, 1947**
2. Canvassing will automatically disqualify a candidate.
3. Faxed, Late or e-mailed applications will not be accepted.
4. Candidates must be prepared to be subjected to security clearance.
5. Enquiries should be directed to **Dr R.S MOTINGOE (DIRECTOR CORPORATE SUPPORT SERVICES): Tel 016 970 8600.**
6. Should you not receive any response within 2 months after the closing date consider your application unsuccessful.
7. The Municipality reserves the right to make no appointment.

**CLOSING DATE: 27 SEPTEMBER 2021**

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**L MOLIBELI**  
**MUNICIPAL MANAGER**