

(LOCAL NEWSPAPER (KLERKSDORP RECORD/LENTSWE)

DIRECTORATE: PUBLIC SAFETY

UNIT: DISASTER

POSITION: SENIOR DISASTER OFFICER

Salary

- R489 972.00 – R540 984.00 per annum (Level 6)

Qualifications

- Grade 12
- National Diploma in Disaster Management/ Risk Management

Experience

- 5 - 8 years' experience in disaster or risk management of which 2 at disaster or risk management officer level.

Requirements

- A Valid Code C1 Driver's license.
- Computer Literacy

Key Performance Areas

- Ensure that Disaster Management Policy and Strategies are aligned to IDP and Sector Plan by participating in technical tasks team.
- Ensure that resources are available by motivating for funding from various sources, preparing business plans and budgets and procuring goods and services required to maintain adequate Disaster Management at all level throughout City of Matlosana
- Manage the human resources of the Disaster Management Centre by selecting, developing skills and knowledge
- Ensure that Disaster Management Structures are established and maintained by convening and chairing meeting.
- Coordinate response by establishing as a joint operations Centre (JOD), leading briefings and liaison with all role players that response to disaster is focused and effective.

CLOSING DATE: 17 September 2025

Prescribed application form is available. Failure to complete prescribed form will be disqualified.

The following documents should be attached: Certified copies of original documentation of

- ID Document,
- Qualifications,
- Training Certificates and
- Driver's license (where applicable) and must be attached to the CV and failure to submit certified copies will render your application unsuccessful.

Also note that:

- Faxed or e-mailed CVs will not be considered.
- Copies of certified documents will also not be considered.

Interested Candidates are requested to submit complete Curriculum Vitae at the Human Resource Services Section, Room 15, Ground Floor, Civic Centre, Cnr Bram Fischer and OR Tambo Street, Klerksdorp. Alternatively, CV's may be mailed to: Recruitment Section, HR Department, P.O. Box 99, Klerksdorp, 2570. Shortlisted candidates (if necessary) will be subject to a security clearance conducted by National Intelligence Agency. Enquiries can be made with Mr. MV Toli/ IE Modise/ Ms. N Madona/ Mr. S Khata on 018 487 8094/ 8532. Suitably qualified and/or experienced persons with disabilities are encouraged to apply. The City of Matlosana is an Equal Opportunity Employer.

If you have not been contacted by the City of Matlosana within 3 months, you may accept that your application was unsuccessful.

**CIVIC CENTRE
PO BOX 99
KLERKSDORP
2570**

**MS. L SEAMETSO
MUNICIPAL MANAGER**

NOTICE NO. 38/2025