Minimum Requirements: • Grade 12 (Senior Certificate) • 1 year relevant experience in a disaster management field • Code B Driver’s License • Computer Literacy

Other Requirements: •Good interpersonal skills, problem solving skills and good communication skills in two of the three official languages of the Western Cape Province (English, Afrikaans and Xhosa) •Good health •No criminal record;

Responsibilities/Duties: 
Assisting with the conducting of inspections of structures and facilities with a view to establishing the adequacy of preventative measures, mitigating strategies and procedures •Assist with organising and monitoring of awareness activities •Liaising with stakeholders and role players •Assist with the distribution of awareness and educational material •Responding to reported calls of disaster related incidents and proceeding to investigate and communicate with the immediate superior and/ or Disaster Management Office on the nature, severity of the disaster and resources required to control/ limit the impact Reporting on the status of the disaster and/ or making recommendations to the immediate superior regarding specific interventions or priorities necessary to control and manage the disaster •Assist with capturing or monitoring of, and submitting data relating to incident •Provide support to the coordinating of all disciplines and role players involved in an emergency situation •Issue disaster relief stock in terms of approved policy/SOP upon receiving verification reports •Continual liaison with internal and external departments during and in the aftermath of an incident, with the aim to restore the affected in the shortest possible time •Report regularly to the superior regarding progress made and stock issued •Regular stocktaking of fire, flood kits and other store items and report monthly to the superior

Special conditions of the post: Require to work standby duty •Required to work overtime during specific unplanned emergencies/ disasters

Job related enquiries: Shezayd Seigels 021 808 8878; Lanese September 021 808 8064 or Lucretia Koegelenberg 021 808 8102

Salary: R 116 837.43- R 150 916.52 (subject to evaluation)  Plus benefits

Stellenbosch Municipality is an Equal Opportunity employer. Candidates from the designated groups, including those with disabilities, are encouraged to apply. The requirements of the Employment Equity Act will be considered as part of the selection criteria/process. If you do not hear from us within ten (10) weeks of the closing date, please regard your application as unsuccessful. For more details on vacancies, visit our website www.stellenbosch.gov.za. The Council reserves the right not to make an appointment and to add/amend/change the salary package.