



Sundays River Valley Municipality

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23 Middle Street, Nqweba, 6120
P.O. Box 47, Nqweba, 6120

Notice No: 16/26

INTERNAL/EXTERNAL ADVERT

COMMUNITY SERVICES

Applications are invited from suitably qualified persons for appointment to the under mentioned position. **Sundays River Valley Municipality subscribes to the principles of employment equity as espoused in the relevant legislation.**

CHIEF FIRE AND DISASTER MANAGEMENT OFFICER: (PERMANENT) **REMUNERATION: TG 15 (R 586 135,44 – R760 822,20) p.a.**

REQUIREMENTS

- Grade 12
- A relevant B Degree NQF Level 7 in Fire Technology / ND in Fire Technology Associate/ Graduate Diploma in Fire Technology
- Certificate in Municipal Finance and Administration (CPMD)
- Basic Ambulance Assistant
- A minimum of 5 years' relevant experience in a Municipal Environment at a managerial level
- Understanding of legislative requirements and ability to manage key outcomes associated with the implementation and provision of effective firefighting, emergency rescue and humanitarian in service
- Code EC Driver's License
- No criminal record
- Physical fit and able bodied

RESPONSIBILITIES INCLUDE:

- Communicating with the Director: Community Services, presenting the status of the functionality with respect to resources, capability and constraints and, establishing key priorities, interventions and procedures requiring implementation to support service delivery standards and compliance with legislation.
- Analysing service delivery trends and capacity against requirements to facilitate the preparation of capital and operational expenditure estimates to support the budgeting process and functional plans objectives.
- Monitoring the execution of Fire operational plans, procedures, measures and controls and, resolving deviations through the application of approved alternative measures in the form of resources, processes and/ or rearrangement and alignment of functions/ procedures within the section. Monitoring attendance/ conduct and output and addressing deviations from agreed performance indicators through meetings/ counseling and/or other approved methods designed to improve and motivate personnel.
- Conducting quarterly evaluation of staff through individual performance appraisals.
- Establishing the adequacy and availability of personnel against agreed outcomes and motivating to the immediate superior for additional resources.
- Keeping staff informed of new developments, legislation, circulars and policies.
- Addressing workplace conflict/ conduct through the initiation and coordination of consultative processes and implementation of specific disciplinary procedures.

- Defining skill gap and training needs and activates procedural sequences aimed at developing and capacitating individuals.
- Interpreting and guiding the application of requirements related to the provision of fire-fighting, emergency rescue, disaster management and humanitarian aid services to facilitate alignment and synergy with management principles and as stipulated in Acts, Council Policy, Ordinances and By-Laws.
- Issuing of safety compliance certificates after inspections of premises (buildings, businesses, etc.) and approvals.
- Communicating to personnel through the verbal and written mediums statutory and procedural requirements for adoption and/ or approving statutory notices for circulation and, procedural forms authorizing personnel to conduct inspection and investigations to determine compliance.
- Monitoring the inspection of work sites and/ or conducting observations of work sequences and determining extent of awareness and/ or the need for corrective/ remedial measures.
- Discussing and/ or investigating workplace accidents/ incidents, seeking reasons from supervisory personnel on any non -compliance/ deviation and providing direction on courses of action for execution.
- Mapping out and implementing, monitoring response plans and procedures and/ or developing/ revising contingency plans.
- Monitoring the execution and application of plans during call-outs, through the examination of reports and conducting of on the spot investigations and, attending to deviations and/ or determining the need for review of procedures.
- Commanding and/or guiding personnel on the specific applications during incidents with a view to maintaining established fire-fighting standards/ approaches during life threatening and/ or high-risk situations.
- Controlling and formulating emergency measures to combat fire of hazardous chemical tankers involved in collision/s, derailment or proximity to fire.
- Instituting awareness of fire prevention and fire-fighting strategies within communities through the co-ordination of educational initiatives that provides understanding of basic preventative measures and implementing fire prevention education and awareness program.
- Establishing the adequacy of equipment and vehicles at specific units and adjusting response-planning schedules to activate redeployment of resources in accordance with availability.
- Addressing critical maintenance needs and/ or formulates and approves planned and predictive maintenance schedules for vehicles and equipment.
- Evaluating the condition of equipment/ vehicles through analysis of inspection reports and costing schedules against budgeted provisions with a view to identifying with replacement needs.
- Approving processes to address major breakdown and repairs to vehicles and providing the Head with the necessary reports on specific logistical issues.
- Maintain a register of all plant and equipment with all relevant details are recorded in the individual logbooks.
- Ensuring that all plant and equipment is tested and maintained in accordance with manufacturer's specifications.
- Conducting meetings with subordinates by receiving written and verbal reports on the previous week's operations and by disseminating the following weeks planned work program.
- Preparing monthly fire reports for submission to the District and province.
- Maintaining records on incidence of fire, injuries and loss of property.

- Liaising with emergency response committees.
- Preparing reports detailing qualitative and quantitative information on the requirements, activities and progress made with regards to the implementation of plans and interventions and forwarding to the Manager for perusal prior to presentation or inclusion as Committee items for discussion/ attention.
- Interacting internally and externally, participating in formal meetings with a view to providing critical information and requirements pertaining to the Operations functionality, attending to and reporting on constraints effecting the implementation of operational plans/ guidelines with a view to revising procedures.
- Checking and/ or approving the recording/ entries of occurrences/ incidents in control registers and investigation files and/ or correcting specific reporting sequences.
- Approving correspondence, requisitions/ procedural forms and documentations for further processing and/ or circulation.

BENEFITS: Medical Aid, membership of a Retirement/Pension/Provident Fund, 13th cheque, Housing Subsidy subject to housing scheme rules and other normal benefits apply.

PROOF OF ACADEMIC QUALIFICATIONS:

- All applications must be accompanied by certified copies of academic qualifications and curriculum vitae
- Short-listed candidates will be required to produce their original academic qualifications at the interview
- Should it be necessary to determine equivalence of qualification and/or the verification/confirmation of same, this should be established via relevant verification authority and the responsibility for such will rest with the applicants
- Council reserves the right to verify/confirm any qualifications should it wish to do so with relevant verification authority
- False and/or fraudulent information provided will automatically disqualify the applicant

Canvassing of Councillors and staff members is not permitted and proof thereof will result in disqualification.

Council reserves the right to do reference and security checks on all short-listed candidates
Council also reserves the right not to make any appointment.

APPLICATION FORMS FOR THE ABOVE POSITIONS CAN BE OBTAINED AT THE NQWEBA ADMINISTRATION OFFICES.

The following application forms and conditions from the institutions mentioned below are not accepted:

- Z83 Forms
- Nelson Mandela Metropolitan Municipality
- Department of Labour; and
- Any other forms

Applications, accompanied by certified necessary supporting documents, should reach the Human Resource Office, Sundays River Valley Municipality, No 23 Middle Street, NQWEBA, 6120 on or before Monday 05 October 2026 at 12:00. No faxed / e-mailed applications will be considered.

Kindly note that, the Municipality does not notify applicants whose applications were unsuccessful. Applicants not contacted within 30 days of the closing date must accept that their applications were unsuccessful. They are nevertheless thanked for their interest shown in the position advertised.


Mr. T. Klaas
MUNICIPAL MANAGER
09 September 2026

Sundays River Valley Municipality
P.O. BOX 47
NQWEBA
6120