



uMgungundlovu District Municipality

The uMgungundlovu District Municipality (UMDM), with its seat in Pietermaritzburg, invites suitably qualified candidates to fill the undermentioned position.

INTERNAL/EXTERNAL ADVERTISEMENTS

JOB TITLE : CHIEF FIRE OFFICER (3 YEAR FIXED-TERM EMPLOYMENT CONTRACT)
REFERENCE NUMBER : HR213/2023/2024
SALARY : T17 R62,588.15 p/m exclusive of benefits
POST IDENTITY NUMBER: MCD22CMPE001
POSITION REPORTS TO : EXECUTIVE MANAGER: COMMUNITY SERVICES

REQUIREMENTS

- Grade 12
- Relevant tertiary qualification, preferably an Advanced/Associates Diploma or bachelor's degree in Fire Technology
- Computer literacy: MS Office
- 12 years relevant managerial experience of which 10 years operational experience must be at Divisional Commander level.
- Accreditation with SAESI
- Valid Driver's License

KNOWLEDGE, SKILLS & COMPETENCIES

- Staff development & management;
- Ensure compliance and enforcement of appropriate legislation;
- Stakeholder management;
- Strategic management;
- Financial management;
- Lead and manage the fire services; and
- Oversee major emergency operations.
- Must be prepared to be on standby 24 hours per day seven days per week.

KEY PERFORMANCE AREAS

- Conceptualizing ideas applicable to the key performance areas within the framework of the purpose structure of the Fire Brigade Service, to establish effective service rendering.
- Conceptualizing a vision and making inputs on behalf of the key performance areas within the framework of the mission of the Fire Brigade Service to enhance effective service rendering.
- Evaluating the purpose structure of Fire Brigade Service within which the planning of scenarios, strategies and objectives is done to determine whether the structure is still abreast of the political, economic, social, and technological factors (PEST factors) and how they can be carried out.
- Philosophising and communicating with the Executive Manager the purposefulness, efficiency and effectiveness of the sectional organisational structure, to give synergy to the Division's mission.
- Recommending additional key performance areas where applicable to accommodate the changing environmental requirements in the interest to the Fire Brigade Service.
- Evaluating scenario summaries and determining whether the requirements of the scenario construction have been complied with and the concept of future directness of the specific key performance areas has been included in them.
- Paying special attention to the Fire Brigade Service information and business strategies and determining to what extent they comply with the needs of management of the section's excellence, namely purposefulness, effectiveness, and efficiency.
- Determining what the Fire Brigade Service Strategies influence the pursuit of its key performance areas and advising the Executive Manager and the various functionaries on the influence the strategies have on the key performance areas of the section.
- Analysing strong points, weak points, opportunities, and threats (SWOT analysis) in collaboration with the Executive Manager and functionaries, evaluating objectives on the basis of this analysis, and paying special attention to establishing synergy with other divisions.
- Carrying out strategic planning by evaluating and analysing gaps to determine what is and what ought to be and determining whether the objectives conceptualised within the framework of the key performance structure can bridge these gaps.
- Researching National and International trends material and implementing appropriate measures, to remain abreast of development / advancements with the Fire Brigade Services Act, Civil Protection Act, Occupational Health and Safety Act, Council Policies, directives, procedures, and standards to ensure the effective, efficient and sustainable emergency management to the benefit of the Public at large.
- Managing all operational functions within the Fire Service of the District, by formulating regulations and standard operating procedures determining appropriate operational response cultivating relations with protected community to improve the response time to incident and the effectiveness dealing of those incidents.
- Formulating Capital and operating budget considering performance requirement and resource allocations/ constraints by doing an ongoing review of all relevant matters including administrative and financial submission of recommendations to meet any short comings identified and implementation of such corrective measures be necessary.

JOB TITLE : 2x STATION COMMANDER (1x MKHAMBATHINI & 1x RICHMOND)
(PERMANENT POSITION)
REFERENCE NUMBER : HR214/2023/2024
SALARY : T12 R31, 463.45 p/m exclusive of benefits
POST IDENTITY NUMBER: MDCDC22CMPEF004-9
POSITION REPORTS TO : DISTRICT COMMANDER (NORTH & SOUTH)

REQUIREMENTS

- Grade 12
- Hazmat Awareness;
- First Aid Level 3;
- Code: EB Drivers
- Licence;
- Physically and Mentally fit;
- Medical Test NFPA 1582; and
- No criminal record
- Firefighter II course;
- Hazmat Operational / Fire & Rescue; and
- Pump Operator / Aerial Appliance qualification;
- Fire Prevention course;
- Fire Investigation;
- Fire Service instructor1;
- High Angle Rescue 1;
- Higher Certificate in fire technology (fire Services); and
- Code C1 Drivers Licence.
- Has come through the firefighter ranks and achieved up to platoon commander qualifications;
- Relevant tertiary qualification, preferably a Diploma in Fire Technology; and
- Computer literacy: MS Office
- 7 years relevant operational experience of which 3 years must be at supervisory level as a Platoon Commander

KNOWLEDGE, SKILLS & COMPETENCIES

- Perform managerial functions for a specific station / section.
- Must satisfy the medical standards as set out by the department.
- Required to work in hazardous locations at considerable above grade.

KEY PERFORMANCE AREAS

- Dealing with emergency incidents including fires, rescues, chemical spillages and humanitarian services in accordance with the post's responsibility level, by responding as officer-in-command of the respective station Continuously


- Communicating with the District Commander- operations, presenting the status of the functionality with the respect to resources, capability, and constraints and, recommending 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 contribute to the preparation of capital and operational expenditure estimates to support the budgeting process and functional objectives.
- Co-ordinating the execution of operational plans, procedures, measures and controls and, resolving deviation through the application of approved alternative measures in the form of resources, processes and/ or rearrangement and alignment of functions/procedures within the station. Continuously
- Ensuring compliance with prescribed equipment maintenance schedules and effecting repairs where possible at watch level in order to contribute to ensuring operational readiness and reduction of damage to departmental equipment.
- Ensuring compliance with the occupational health and safety act in respect of the station, by conducting the necessary safety inspections, ensuring subordinates are provided with, use and maintenance prescribed protective clothing as well as ensuring adherence to all policies and orders made to promote personal safety and the prevention of loss
- Performing the tasks/duties of the Divisional Commander in his/her absence to ensure that activities involving the uMgungundlovu District municipality region and its resources are conducted in accordance with departmental policies.
- Undertaking related assignments
- Arranging for crew visit to High-risk areas within his area and draw up pre-plans accordingly
- Performing standby duties after hours and weekends in order to ensure that the operation of the station is adhered to, respond to emergency calls after hours and weekends and manage the station and personnel during night shifts and weekends.
- Managing role boundaries and workflow process Appraisals- against laid down' service delivery requirements and quarterly statutory regulations and departmental priorities
- Ensuring that sub-ordinates are capable of performing prescribed duties, presenting scheduled on the job watch training sessions, training and development.
- Attending to disciplinary and grievance matters/ issues of the station. Implements procedures, systems, and controls to regulate specific work sequences and general practices / processes and dictated to in statutory legislation and by- laws.
- Managing the station functioning and processes associated with monitoring and providing a fire firefighting, emergency rescue and humanitarian aid service.

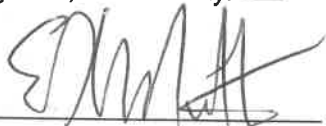
Application forms are obtainable from the offices of uMgungundlovu District Municipality, 242 Langalibalele Street, Pietermaritzburg 3201 or UMDM Website (www.umdmd.gov.za), by clicking the "about us, vacancies and following the link" Interested candidates should forward their application forms, together with comprehensive CV's and certified copies of their qualifications, to the attention of Divisional Manager: Human Resources, uMgungundlovu District Municipality, PO Box 3235, Pietermaritzburg, 3200

or hand deliver at 242 Langalibalele Street, Pietermaritzburg, 3201, by no later than **Tuesday, 21 May 2023 at 16h00 pm sharp.**

Late applications and applications by fax will not be considered. Enquiries should be directed to the HR: Officer (Recruitment) on 033 897 6752/6935. **Should you not have had any response from the Municipality within three months (3) after the closing date, kindly consider your applications as unsuccessful.**

The Council subscribes to an Affirmative Action Policy, which is non-discriminatory and based on merit. **Canvassing of Councilors and Official will lead to candidates being disqualified and the Municipality reserves the right not to make an appointment.**

Umgungundlovu District Municipality is an equal opportunity and Affirmative Action employer. We are committed to achieving diversity, equality, and the maintenance of representation in terms of race, gender, and disability. 



Dr. EX MUTHWA
MUNICIPAL MANAGER (ACTING)