



**INTERNAL/EXTERNAL ADVERTISEMENT
DEPARTMENT: COMMUNITY SERVICES
REF NO. 53/2024.**

Applications are hereby invited from suitably qualified and experienced persons for the following vacant position:

POST: CHIEF FIRE OFFICER

SALARY TK: 15

SALARY SCALE: R538 893 – R699 498

QUALIFICATION AND EXPERIENCE REQUIRED

- Grade 12
- National Diploma in Fire Technology (South African Emergency Services Institute SEISI)
- Code EC Driver's license.
- 3 years' experience in fire services
- Valid Drivers' License
- Computer Literacy
- The following skills will be an added advantage:
- Advanced fire prevention
- Fire investigations.
- Registered or eligible to be registered as Peace Officer
- Ambulance emergency assistant
- Advanced risk management, health, and safety
- Command and control skills.
- Overall multi-disciplinary incident management
- Knowledge of SDBIP
- No criminal record – clearance certificate must be submitted.

**CORE RESPONSIBILITIES FUNCTIONAL MANAGEMENT OPERATIONAL
PLANNING AND REPORTING**

- Planning the coordination of operational functions of firefighting and managing of disasters.
- Makes recommendations to the Manager: Protection Services on budget provisions for expenditure and revenue projections on the draft budget.
- Ensuring adherence to budget provision processes and procedures and making recommendations to Manager: Protection Services on improvements or corrections
- Preparing and presenting to the Manager: Protection Services operational interventions necessary to sustain and/ or improve current Fire Fighting and Disaster Management performance and service levels.
- Ensuring rapid and effective response of fire and rescue management resources

- Controlling post emergency activities
- Providing strategic advice, information and guidelines on critical initiatives related to legislative imperatives with a view to sustaining interventions and supporting an integrated approach to maintaining a safe environment, in accordance with the Fire Brigade Services Act No 99 of 1987, South African
- Plans and manages the key performance areas and specific outputs associated with the fire management functionality through the design, development and alignment of policies, procedures, systems and controls guiding critical interventions and processes with respect to preventing and reducing risks which result in injury, loss or damage; • reducing the severity or consequences of emergencies, crisis or disaster.
- ensuring emergency preparedness.
- ensuring rapid and effective response of fire and rescue management resources.
- controlling post emergency; providing strategic advice, information and guidelines on critical initiatives related to legislative imperatives with a view to sustaining interventions and supporting an integrated approach to maintaining a safe environment, in accordance with the Fire Brigade Services Act No 99 of 1987, South African National Standards related to fire safety and all other legislation related thereto e.g. Disaster Management Act No 57 of 2002, and the IDP.

PROCEDURES, SYSTEMS AND CONTROLS

- Inspecting 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 accidents/ incidents, seeking reasons from supervisory personnel on any non- compliance/ deviation and providing direction on courses of action for execution.
- Monitoring maintenance requirements with respect to fire fighting and disaster management or applications in the municipal area and attending to the repair/ replacement of missing/ faulty items and/ or referring specific requirements/ hazards for further attention and decision-making to the Manager: Protection Services.
- Evaluating the operating functionality and condition of emergency vehicles, and equipment through perusal of inspection checklists, service records and registers with a view of proper asset management, prevention of abuse of vehicles and equipment.
- Identifying risks for listing on risk register.

SUPERVISION AND CONTROL MUNICIPAL AREA WIDE

- Supervising the firefighting and disaster management section
- Rendering efficient and sustainable firefighting and disaster management services
- Supervising and coordinating fire-fighting readiness and operations and enforcement of legislation regarding fire prevention and events management to ensure compliance.

- Supervising and coordinating process for recovery of costs for fire and disaster services
- Coordinating and supervising firefighting and disaster relief operations
- Monitoring fitness of operational staff
- Monitoring attendance / conduct and output and addressing deviations from agreed performance indicators through meetings/ counselling and/ or other approved methods designed to improve and motivate personnel and report such deviations to the Manager: Protection Services
- Monitoring monthly performance of section
- Establishing the adequacy and availability of personnel against agreed outcomes and motivating to the immediate supervisor for additional resources
- Keeping staff informed of new developments, legislation, policies, guidelines and circulars.
- Investigate workplace conflict/ misconduct and report to Manager: Protection Services for consideration of disciplinary action.
- Defining skills gap and training needs for consideration by direct superior and inclusion skills plan.
- Management of leave / sick leave
- Controlling of overtime/ time off for overtime worked/ shift system.
- Compiling of duty rosters

OPERATIONAL MANAGEMENT – FIRE AND DISASTERS

Co-ordinates and monitors sequences associated with the implementation of statutory fire and disaster management legislation and/ enforcement of by-laws by:

- Analysing and evaluating requirements associated with specific investigations arising out of complaints with respect to contravention of disaster management, building control or event management legislation etc.
- Attending to the documentation, building plans and applications for events
- Completing and submitting case files to facilitate prosecution and attending and defending specific actions in the court of law.

ADMINISTRATION

- Preparing investigational and monthly reports referring to statistical data and qualitative information related to service delivery initiatives of the section for the attention of the Manager: Protection Service for consideration and inclusion into Council and Committee reports.
- Collecting and analysing statistics required for reporting purposes.
- Controlling and completing instructional/ operational documentation (vehicle log sheets, fleet management system reports) extracting information from field reports/ activity lists and forwarding for approval and processing.
- Compiling investigational reports and / or responses to correspondences and queries, undertaking research or extracting information and records to support content, recommendations and/ or opinion.
- Maintaining the activity and record keeping systems and/ or executing specific actions to facilitate the updating of registers and schedules.

INTERNAL & EXTERNAL COMMUNICATION

Implements communication strategies with intra and inter-departmental management staff and external stakeholders by:

- Communicating with the Manager: Protection Services on specific Key Performance Areas with a view to aligning functions and service delivery objectives against the capacity and capability of the division.
- Communicating with personnel/ Chief Traffic Officer/ Law Enforcement Officers through the verbal and written mediums statutory and procedural requirements for adoption and compliance thereof.
- Promote fire prevention and disaster readiness education.
- Interacting with the SAPS, District and Provincial Disaster Management departments, business/community forums, officials of government departments with the aim of providing information, advice and promoting synergy and intergovernmental relationship on issues of community safety.

All applicants must complete the official Dr Beyers Naude Local Municipal application form which must be accompanied by a detailed curriculum vitae plus certified copies of all qualifications not older than two months and at least two recent testimonials which must reach the Human Resources Officer, (Mrs.H.C.Wessels) at the following addresses: Dr Beyers Naude Local Municipality, P.O. Box 71, Graaff-Reinet, 6280, Email: recruitment@bnlm.gov.za not later than **Wednesday, 15 May 2024**. Late applications will not be considered. The municipality is committed to the provisions of the Employment Equity Act in its Recruitment/Employment policies. Applicants who have not been contacted within six weeks from the closing date of the advert should consider themselves unsuccessful, applicants should also consider themselves unsuccessful when not contacted six weeks after the interviews. Canvassing of councillors or officials in respect of the position will lead to the disqualification of the applicant. Council reserves the right to fill or not to fill the vacancy.

DR E.M. RANKWANA
MUNICIPAL MANAGER

**P.O. Box 71
Graaff-Reinet
6280.**

**Tel: 049 8075700
Fax: 049 8924319**

NOTICE NO: 53/2024.