



Private Bag X 136, TROMPSBURG, 9913, Tel: (051) 713 9300, Fax: (051) 713 0461  
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Xhariep District Municipality comprises of the following Local Municipalities; Kopanong, Letsemeng, Mohokare. Xhariep District Municipality subscribes to the principles of affirmative action and all accompanying regulations that seek to address the imbalances of the past. The administrative offices of the municipality are situated at Trompsburg; which is 125 km's south of Bloemfontein.

To this end, the municipality seeks to fill the following vacant positions

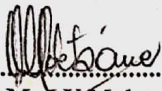
EXTERNAL JOB ADVERTISEMENT	
<b>POST NO</b>	<b>1</b>
<b>Title</b>	<b>Disaster Management Officer (permanent)</b>
<b>Reporting</b>	<b>Manager: Disaster Management</b>
<b>Responsibility</b>	<ul style="list-style-type: none"> <li>✓ Assist to identify and define the immediate, short and long term objectives/ plans associated with rendering of disaster management functions by the municipality to ensure the key responsibilities areas are identified, objectives aligned and appropriate procedures developed and implemented on approval to guide and direct disaster management related requirements and compliance by:</li> <li>✓ Conducting research into best practices associated with the functionality and determining the appropriateness of specific policies/ procedures for implementation</li> <li>✓ Analysing and aligning requirements with operating capacity and capability</li> <li>✓ Evaluate and commenting on the applicability of specific key performance indicators and measures against outcomes detailed in the municipality Business and Strategic Plans</li> <li>✓ Presenting a conceptual framework of current and future interventions necessary to support core service delivery areas with accurate information and records of work in progress and/ or project and maintenance assignments</li> <li>✓ Undertake community preparedness and recovery functions to ensure the safety and wellbeing of the community by :</li> <li>✓ Evaluating requirements and provisions of short term relief to those sectors of the communities affected by emergencies and disaster such as flooding, fires, and health hazards etc.</li> <li>✓ Undertake / assist with other related emergency/ disaster management functions to ensure through the implementation of practices and procedures preparedness and availability to render and emergency service by :</li> <li>✓ Sourcing, analysing and recording relevant information for emergency data bank.</li> <li>✓ Report on regular basis on issues of concern as well as problems and possible solutions which are encountered whilst executing the laid down duties of the post.</li> </ul>
<b>No of positions</b>	1
<b>Location</b>	Trompsburg
<b>Qualification</b>	• Matric • Code EB drivers' licences • Physically fit • Computer Literacy
<b>Remuneration</b>	<b>R305 495.36</b>
<b>Experience</b>	0-2 years' experience in the field of Disaster (Risk) Management
<b>Knowledge and Scope of work</b>	• Demonstrate an informed understanding of the core areas of D(R)M, disciplines or practices and an informed understanding of the key terms, concepts, facts, general principles, rules and theories of the field, discipline or practice. • Leads operational planning; Supports and participates in tactical planning; and • Knowledge of and able to

		perform project management support.
<b>Behavioural Competencies</b>		Self-motivated and driven. Report preparation and presentation skills. Working on strict deadlines Ability to work unsocial hours. The ability to deal with conflict and capacity to withstand stress
<b>2</b>	<b>Title</b>	<b>Youth Development Officer (Attached to the term of office of the Executive Mayor)</b>
<b>Reporting</b>		<b>Manager in the Office of the Executive Mayor</b>
<b>Responsibility</b>		<ul style="list-style-type: none"> <li>✓ Provide and coordinate services on social development for youth.</li> <li>✓ Manage the youth unit.</li> <li>✓ Coordinate outreach programmes for the youth.</li> <li>✓ Plan and coordinate Youth month activities.</li> <li>✓ Monitor youth initiatives to ensure maximum involvement.</li> <li>✓ Implement and report on funding policies and identify potential funders for youth programmes.</li> <li>✓ Establish and promote entrepreneurial programmes for the youth .</li> <li>✓ Liase with developmental organisation and National Youth Development Agency on youth challenges.</li> </ul>
<b>No of positions</b>		1
<b>Location</b>		Trompsburg
<b>Qualification</b>		Senior Certificate and Tertiary qualifications would be an added advantage.
<b>Remuneration</b>		R415076.20
<b>Experience</b>		1 year
<b>Knowledge and Scope of work</b>		Good Communication Skills Computer Skills Report writing Skills Administration Understanding. Sound knowledge of legislative process at the Municipality level .
<b>Behavioural Competencies</b>		Emotional Intelligence Business Acumen complemented by astute strategic and lateral thinking. Confidentiality Integrity Working on strict deadlines Ability to work unsocial hour
<p><b>Please note:</b></p> <ol style="list-style-type: none"> <li>1. Applicants are informed that all the necessary checks/ vetting to ensure suitability will be conducted.</li> <li>2. Applications should include a covering letter; resume and certified copies of qualifications and ID.</li> <li>3. The reference checks will be done to all shortlisted candidates</li> <li>4. Should applicants not hear from us after 30 days after the closing date; they should consider their applications unsuccessful.</li> <li>5. Given the anticipated huge volume of applications; communication will be restricted to shortlisted candidates only.</li> <li>6. People from designated groups are encouraged to apply for this position.</li> <li>7. Xhariep District Municipality reserves the right not to make any appointment and to re-advertise before a short list is compiled</li> <li>8. Electronic applications will be accepted.</li> <li>9. No late applications will be considered. Canvassing of Councillors with the purpose of being appointed is not permitted and proof of such canvassing shall lead to disqualification.</li> </ol>		

10. Submit separate applications when applying for posts and quote reference number.
11. Preference will be given to local residents before considering candidates outside the Xhariep Municipal Area.
12. Applications must be on Staff member's personal data form obtainable in Gazette No. 45181 – [www.gov.za](http://www.gov.za) appear as Table 12, page 1497

<b>Applications should be directed to</b>	The Municipal Manager : Ms LY Moletsane; Private Bag X136; Trompsburg; 9913 or email to: <a href="mailto:moletsanel@xhariep.gov.za">moletsanel@xhariep.gov.za</a>
<b>Enquiries</b>	Mr Tefo Lebaka, Manager: Human Resources and Labour Relations Telephones: 051 713 9325
<b>Date of Publication</b>	21 <sup>st</sup> January 2022
<b>Closing Date</b>	28 <sup>th</sup> January 2022
<b>Municipal Manager</b>	Ms LY Moletsane

Approved by:



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Ms LY Moletsane  
Municipal Manager  
Xhariep District Municipality