## SOCIAL SERVICES AND DEVELOPMENT PLANNING DEPARTMENT

## ENVIRONMENTAL HEALTH PRACTITIONER

(KOKSTAD) (DURATION: MONTH TO MONTH)

Salary Grade: R33 833.49 per month • (T11)
Ref No: SS N 5/5/4/2/1

Job requirements: • Grade 12/Matric • Four (4) year qualification (NQF Level 7) BSc in Environmental Health or Relevant qualification • Must be registered with the Health Professions Council of South Africa as an independent practitioner • One (1) year of community service (Environmental Health field) • Peace Officer's licence will be and an added advantage • Good communication skills (written and verbal) • Computer literacy in Microsoft Software packages • A valid motor vehicle driver's licence • Experience in Local Government will be an added advantage.

Key performance areas: • Enforce all municipal health services legislation including by-laws and policies of the Municipality • Attend to all Municipal health services complaints received investigate the same and provide solutions accordingly • Prevent communicable diseases excluding immunization by conducting community awareness campaigns • Monitor indicators and provide reports to management • Monitor water quality, food control, waste management, vector control, disposal of the dead and health surveillance of premises • Perform any other duties as delegated by your Supervisor or someone with authority.

## PRINCIPAL CLERK

(KOKSTAD) (DURATION: MONTH TO MONTH)

• Salary Grade: R 20 079.05 per month • (T07)

Ref No: SS N 5/5/4/2/2

Job requirements: • A Grade 12/Matric • A one (1) year qualification (NQF Level 4/5) in Disaster Management/Public Management/Public Administration • Firefighter Certificate and Hazmat awareness and operation certificate will be an added advantage • 1 - 2 year's experience working in Disaster Management. Experience in Local Government will be an added advantage • Computer literacy in Microsoft Software packages • A valid motor vehicle driver's licence.

Key performance areas: • Ensure the availability of all necessary disaster equipment at prescribed places • Conduct checks/inspections in all disaster equipment and accessories to ensure that such equipment is ready for disaster at all times • Capture all disaster assessment reports as per the required mode and formant, including attaching photos of houses affected by windstorm per affected household • Assist in procurement of disaster items by liaising with finance department and submit relevant documents in order to enhance speedy response to the disaster victims • Update, maintain and/or recording/entries of occurrences in specific Disaster Management schedules and registers and aligning specific processes/outcomes to facilitate compliance with statutory and internal procedural requirements • Coordinate training of the disaster team and volunteers and placement of equipment including fire-fighting water tanks in various public places • Procedural forms and documentations, forwarding for further processing and/or responding to specific correspondence/enquiries on the activities of the functionality • Respond to reported calls of disaster related incidents and proceeding to communicate with the immediate superior and/or Disaster Management Center on the nature, severity of the disaster and resources required to control/limit the impact • Direct, report disaster to relevant stakeholders as per the set guidelines including reporting interventions made/areas affected and severity thereof • Update disaster management hotlines in the systems and disseminate all new cellphones/landlines numbers to all stakeholders including Telkom/Vodacom/MTN and entire public • Coordinate/availing information/prepare notices and publications calling for disaster workshops and training on disaster • Disseminate information to stakeholders/roleplayers and management on specific resources and requirements.

**Enquiries should be directed to:** Human Resources Unit, on tel: (039) 834 8756/5504/8752. No faxed or e-mailed applications will be accepted.

Applications must be submitted with a signed Application Form which can be found on our website: <a href="https://www.harrygwaladm.gov.za">www.harrygwaladm.gov.za</a> accompanied by a comprehensive Curriculum Vitae, certified copies of educational qualifications, Identity document and driver's licence must be addressed to: The Municipal Manager for Attention: Mrs T.T. Thiyane-Magaqa, Executive Director: Corporate Services, Harry Gwala District Municipality, Private Bag X 501, Ixopo, 3276, or can be hand delivered/courier to: 40 Main Street, Ixopo, 3276, or e-mailed to: recruitment@harrygwaladm.gov.za to reach us no later than 15h00, 20 December 2024.

Further correspondence will be confined to shortlisted candidates. If you have not been contacted within four months of the closing date of the advertisement, please accept that your application has been unsuccessful.

**NB:** Canvassing with Councillors or Management will lead to an immediate disqualification. The Harry Gwala District Municipality subscribes to the National Equity Strategy.

The Council reserves the right not to continue with the interview and appointment if it feels that no suitable candidates identified.

**NB:** Applications that are submitted without Harry Gwala District Municipality application form will not be considered.

MR G.M. SINEKE: MUNICIPAL MANAGER