

WEST COAST DISTRICT MUNICIPALITY



The West Coast District Municipality strives for dynamic and effective service delivery for the community of the District Municipality. As an equal employment-employer, we currently make available the following vacancies for appropriate qualified and experienced persons

DEPARTMENT: ADMINISTRATION AND COMMUNITY SERVICES

DIVISION: DISASTER MANAGEMENT

DISASTER MANAGEMENT INTERN (1 POST)

(CONTRACT POST) - 12 MONTHS

Requirements:

- Diploma/Certificate in Disaster Management/ Public Administration or equivalent qualification.
- Computer literacy (Windows, MSOffice, MSWord, MS Excel & PowerPoint)
- 1 - 2 years' related experience.
- Ability to work independently.
- Must be able to work with confidential information.
- Must be able to work shifts.

Duties and Responsibilities

To receive, process and record emergency and non-emergency calls from the public and calls from other public safety agencies and initiate emergency responses from disaster, fire, police, traffic, ambulance and other emergency services and/or municipal service departments in accordance with prescribed procedures whilst a variety of Computer Aided Dispatch (CAD) and communications equipment and to monitor direct emergency alarms, CCTV surveillance screens; public safety radio frequencies; and perform related duties as assigned for an entire shift on a rotating schedule for the Disaster Operation Centre (DOC).

Location : Moorreesburg
Salary : R70 000 per annum
Ref. Nr. : ECO 1
Closing Date : 12 July 2024 @ 14:00

The prescribed application forms are available during office hours from Ms PS Boer on 022-433 8400 or on the website at www.westcoastdm.co.za/vacancies. Completed application forms, accompanied by comprehensive CVs and certified copies of diplomas / certificates / registrations and driver's licenses, are to be **submitted on the Website or hand delivered or by Courier to the West Coast District Municipality, Human Resources: Recruitment and Selection, 58 Lang Street, Moorreesburg, 7310.**

Please Note: Council reserves the right not to make an appointment. No late applications or applications via fax or e-mail will be accepted. CVs will not be returned to candidates. Canvassing will disqualify a candidate.

Should no feedback from this office be received within 60 days of the closing date, candidates may assume that their applications have been unsuccessful.