STELLENBOSCH
STELLENBOSCH • PNIEL • FRANSCHHOEK
MUNICIPALITY • UMASIPALA • MUNISIPALITEIT

SENIOR DISASTER COORDINATOR
DISASTER MANAGEMENT
COMMUNITY AND PROTECTION SERVICES
REF: CP/PRS/DMFS/DM/01

Minimum requirements: Grade 12 • Relevant tertiary qualification preferably in Disaster (Risk) Management • DMISA Registration: Associate • 5 – 8 years' experience in the field of disaster risk management • Computer Literacy: MS Office.

Other Requirements: Good health • Must conform to the core Professional Competencies under level 3 In the following functional areas: • I)Disaster (Risk) Management: The ability to identify and assess risk, and manage resources for dealing with emergencies to reduce the impact of disasters • II) Disaster Risk Prevention and Reduction: The ability to assess, anticipate and reduce the risk of disasters • III) Disaster Mitigation: Planning and implementing proactive measures to reduce the impact of risks and disasters • IV) Disaster Preparedness and Response: Ability to prepare for and reduce the impact of disasters and effectively manage consequences in the event of a disaster • V) Disaster Recovery and Rehabilitation: Assisting and enabling the restoration and recovery of facilities, livelihoods and living conditions of disaster-affected communities • VI) Disaster operations and emergency communications and control: Planning, co-ordinating and controlling disaster operations and emergency communications • VII) Emergency operations management: Ability to apply principles and procedures of Emergency Management in the event of incidents and disasters • VIII) Disaster risk assessment and profiling: Ability to identify and analyse potential risks and hazards • IX) Disaster risk education, training and public awareness: Promote disaster risk management through public information campaigns, education and training, and liaison with communities • X) Disaster information management and communication: Gathering, analysis and communication of disaster information and data • Good interpersonal, problem solving and good communication skills in two of the three official languages of the Western Cape Province (English, Afrikaans and Xhosa) • Require to be on standby and to work overtime with little or no notice • May be required to attend meetings after normal hours and over weekends.

Duties/Responsibilities: Manages the implementation, monitoring, evaluation and reporting sequences of outcomes associated with plans and programs designed to accomplish key service delivery objectives with respect to Disaster Management • Demonstrate detailed knowledge of the main areas of D(R)M, disciplines or practices, Leads operational and tactical planning; Supports and participates in strategic planning.

Job related enquiries: Mr Wayne Smith 021 808 8771

General enquiries: Ms Lucretia Koegelenberg 021 808 8102 or Ms Evan Williams 021 808 8059 or Ms Lisa Patience 021 808 8064

Salary: R 287 387.35 - R 373 022.34 **Plus benefits**

Note: Both the T-grade and post name is subject to re-evaluation and changes will be implemented on receipt of a T.A.S.K outcome

---

Applications, clearly marked and accompanied by an application form of Stellenbosch Municipality, a comprehensive CV, certified copies of qualifications and the details of contactable referees, must be emailed to the Human Resource Management Services at Stellenbosch Municipality at the following email address specifically linked to the above Directorate: Comprotect.Jobs@stellenbosch.gov.za

Your application must be completed on an official application form of Stellenbosch Municipality and will not be considered if not submitted. Application forms can be found on the Stellenbosch Municipal website https://stellenbosch.gov.za

Applications for the above-mentioned vacancy must be sent via the given email. If not, it will not be considered. No hand-delivered or posted applications will be considered.

Please note: By applying for this position, the candidate consents to verification checks of qualifications, criminal records and must be willing to be subjected to a rigorous evaluation process. Receipt of applications will not be acknowledged and no supporting documentation will be returned. Canvassing with Councillors or any other decision-maker/ member of the Selection Committee, is not permitted and proof thereof will result in disqualification of your application

Closing date: 19 May 2025

Stellenbosch Municipality is an Equal Opportunity employer. Candidates from the designated groups, including those with disabilities, are encouraged to apply. The requirements of the Employment Equity Act will be considered as part of the selection criteria/process. If you do not hear from us within ten (10) weeks of the closing date, please regard your application as unsuccessful. For more details on vacancies, visit our website www.stellenbosch.gov.za. The Council reserves the right not to make an appointment and to add/amend/change the salary package.