



# DMISA

## THE DISASTER MANAGEMENT INSTITUTE OF SOUTHERN AFRICA

DMISA IS THE SAQA APPROVED PROFESSIONAL BODY FOR DISASTER MANAGEMENT

P O Box 2119  
PRIMROSE  
1416

Tel : (011) 822-1634  
Fax : 086 652 8066

**Office Hours: 08:00 – 13:00**

E-Mail: [karin@disaster.co.za](mailto:karin@disaster.co.za)

Web Site: <http://www.disaster.co.za/>

## APPLICATION FOR REGISTRATION AS DISASTER MANAGEMENT PROFESSIONAL

**SAQA DESIGNATION ID: 593**

### INSTRUCTIONS

Kindly complete the application form and return the completed form, with proof of payment, in:

- HARD COPY to: DMISA, PO BOX 2119, PRIMROSE, 1416; as well as
- ELECTRONICALLY by e-mail to: [karin@disaster.co.za](mailto:karin@disaster.co.za) or by fax to: 086 652 8066

All Fields MUST be completed. Should any field not be completed, your application will not be considered.

**FEES PAYABLE**

| <b>APPLICATION FEE: ONCE OFF PAYMENT</b>               | <b>ANNUAL MEMBERSHIP FEE</b> |
|--|------------------------------|
| Effective from 1 October 2015                          |                              |
| Non-members: R350<br>Members: N/A until further notice | R700                         |
| Effective from 1 April 2016                            |                              |
| Standard Application: R500<br>RPL Application: R750    | R1200                        |

**PLEASE NOTE:**

Paying the annual fee **after 30 April**, will result in your name being **removed from the register**, only to be restored on receipt of the **full restoration fee of R1 200**.

Annual membership payable upon application for registration as disaster management professional will exclude annual fees already paid for the current year for other membership categories of DMISA.

Membership fees are payable annually by 30 April of each year for the period 1 May of the current year to 30 April in the next year, or pro-rata if applying after 30 April.

If you require an invoice for the application and membership fee, please contact the Administrator at the telephone number or e-mail address indicated on the first page of this form.

**BANKING DETAILS OF DMISA**

BANK : ABSA  
ACCOUNT NUMBER : 650 154 290  
BRANCH CODE : 632 005  
BRANCH : EDENVALE  
REFERENCE : DMP-YourSurname

## **IMPORTANT INFORMATION**

Thank you for applying to become a registered Disaster Management Professional. We are excited to welcome you on board our professional team. DMISA received the following approval from SAQA:

*The SAQA Directorate: Registration and Recognition on 3 March 2015 informed DMISA that the SAQA Board approved the recognition of DMISA as a Professional Body for the purposes of the NQF Act, Act 67 of 2008 and also approved the registration of the designation Disaster Management Professional as a Professional Designation on the NQF.*

Please note the two different application procedures, and choose the one that applies to you. The normal registration requires a disaster management qualification, whereas the RPL application requires any formal qualification that can be mapped with a disaster management qualification. Indicate which procedure you are following in the space provided in this application form.

### **Procedure 1: Standard registration**

The requirements for standard registration are:

- NQF level 7 qualification in Disaster Management
- A minimum of 7 years of experience in senior management, of which at least 3 years must be in a full time disaster management position at management level.

For a standard registration, the following documents are required:

- Completed application form
- Certified copy of ID
- Certified copy of drivers licence (minimum code EB)
- Full curriculum vitae including employment record
- Certified copies of Qualifications
- 2 summarised reports of specific disaster management projects of which you were in charge, of no more than 500 words each. It should clearly indicate your ability pertaining to project management, and financial management. Proof of additional courses completed in project and financial management will be advantageous.
- A job description
- A letter of confirmation by current employer
- Signed Code of Ethics

Please note:

- The assessors, moderator or DMISA can request any other additional information to support any claims made.

The application will be administered by DMISA who will present it to two independent assessors for verification. After acceptance by both assessors, a moderator will quality check the application and call the final approval for registration. The application will then be processed to grant Disaster Management Professional. Professional status will only be official if you signed the code of ethics, which will include a commitment to CPD.

## **Procedure 2: RPL registration (Recognition of Prior Learning)**

The requirements for an RPL registration are:

- Any NQF 5 and 15-20 years in the field of Disaster Management
- Any NQF 6 and 10-15 years in the field of Disaster Management
- Any NQF 7 and 8-10 years in the field of Disaster Management
- Any NQF 8 and 5-8 years in the field of Disaster Management

For an RPL registration, the following documents are required:

- Completed application form
- Certified copy of ID
- Certified copy of drivers licence (minimum code EB)
- Full curriculum vitae including employment record
- Certified copies of Qualifications
- Detailed, certified, official results of qualifications indicating the subjects completed and marks obtained. [This is needed for a mapping exercise.]
- 5 summarised reports of specific disaster management projects of which you were in charge, of no more than 500 words each. It should clearly indicate your ability pertaining to project management, and financial management. Proof of additional courses completed in project and financial management will be advantageous.
- A job description
- A letter of confirmation by current employer

Please note:

- The applicant must ensure that the above documentation confirms all the claims made on the application form. If needed, additional evidence must be provided to validate claims made.
- The assessors, moderator or DMISA can request any other additional information to support any claims made.

The application will be administered by DMISA who will present it to two independent assessors for verification. The assessors will complete a mapping exercise to evaluate the applicability of the qualifications presented, against the requirement of professional status. After acceptance by both assessors, a moderator will quality check the application and call the final approval for registration. The application will then be processed to grant Disaster Management Professional to the applicant. Professional status will only be official if you signed the code of ethics, which will include a commitment to CPD.

## **CPD (Continuous Professional Development)**

Once registered, Disaster Management Professionals will be required to acquire 20 CPD points within each two year cycle of registration. CPD points will be awarded for, among other: Modular courses; Short courses; Workshops; Conferences; Seminars; Mentorships; In-service training; Research reports; Academic journal articles; and Projects. A list of the activities counting towards CPD points will be released at the beginning of each calendar year, starting 2016.

**Please complete all fields**

**A: APPLICATION TYPE**

Please indicate which application procedure you want to follow:

**Standard application**

**RPL application**

**B: CURRENT DMISA MEMBERSHIP**

To be completed ONLY by Existing DMISA Members

|                                |  |
|--------------------------------|--|
| DMISA Membership Number        |  |
| DMISA Membership Category      |  |
| Date of Registration as Member |  |

**C: DEMOGRAPHIC INFORMATION**

|  |  |
|--|--|
| SURNAME:                                   |  |
| NAME:                                      |  |
| MIDDLE NAME:                               |  |
| MAIDEN NAME OR PREVIOUS SURNAME:           |  |
| TITLE:                                     |  |
| GENDER:                                    |  |
| RACE:                                      |  |
| IDENTITY NUMBER:                           |  |
| PREVIOUS IDENTITY NUMBER / ALTERNATIVE ID: |  |
| ALTERNATIVE ID TYPE:                       |  |
| BIRTH DATE:                                |  |
| TELEPHONE (HOME):                          |  |
| TELEPHONE (WORK):                          |  |
| FAX NUMBER:                                |  |

|  |   |
|--|---|
| CELL NUMBER:                             |   |
| ALTERNATIVE CELL NUMBER:                 |   |
| E-MAIL ADDRESS:                          |   |
| ALTERNATIVE E-MAIL ADDRESS:              |   |
| HOME ADDRESS 1:                          |   |
| HOME ADDRESS 2:                          |   |
| POSTAL CODE:                             |   |
| POSTAL ADDRESS 1:                        |   |
| POSTAL ADDRESS 2:                        |   |
| POSTAL CODE:                             |   |
| PROVINCE:                                |   |
| NATIONALITY:                             |   |
| HOME LANGUAGE:                           |   |
| SOCIO ECONOMIC STATUS:                   | <b>Please indicate with ✓ if applicable</b> |
| Employed                                 |   |
| Unemployed, looking for work             |   |
| Not working, not looking for work        |   |
| Not working, house wife / home maker     |   |
| Not working, scholar / Full-time student |   |
| Not working, pensioner / retired person  |   |
| Not working, disabled person             |   |

**D: HEALTH, FUNCTIONING AND DISABILITY:**

| <b>Disability</b>                                  | (1)<br>No<br>difficulty | (2)<br>Some<br>difficulty | (3)<br>A lot of<br>difficulty | (4)<br>Cannot do at<br>all | (5)<br>Cannot yet be<br>determined |
|--|-------------------------|---------------------------|-------------------------------|----------------------------|------------------------------------|
| Sight<br>(even with glasses)                       |                         |                           |                               |                            |                                    |
| Hearing<br>(even with hearing aid)                 |                         |                           |                               |                            |                                    |
| Communication<br>(talk / listen)                   |                         |                           |                               |                            |                                    |
| Physical<br>(move / stand etc)                     |                         |                           |                               |                            |                                    |
| Intellectual<br>(remembering, learn etc)           |                         |                           |                               |                            |                                    |
| Emotional<br>(self-care, behaviour, psychological) |                         |                           |                               |                            |                                    |
| Multiple   |                         |                           |                               |                            |                                    |

**E: KNOWLEDGE AND EXPERIENCE**

Please indicate which of the following disaster management knowledge requirements you achieved:

| <b>Knowledge requirement</b>   | ✓or<br>N/A | <b>Formal learning</b><br>[Note<br>institution] | <b>Experiential<br/>learning [Note<br/>institution]</b> | <b>Evidence included</b><br>[CV, job<br>description,<br>project report, etc] |
|--|------------|---|---|--|
| Disaster Management Act  |            |   |   |  |
| Policy Framework for Disaster Risk<br>Management   |            |   |   |  |
| Institutional requirements for the<br>effective implementation of disaster risk<br>management policies and legislation |            |   |   |  |
| Disaster risk assessment   |            |   |   |  |
| Disaster risk reduction  |            |   |   |  |
| Response and recovery  |            |   |   |  |
| Information management and<br>communication  |            |   |   |  |
| Disaster awareness   |            |   |   |  |
| Disaster research  |            |   |   |  |
| Different types of disasters   |            |   |   |  |

Please indicate which of the following is / are your field(s) of speciality:

| <b>Speciality field</b>         | <b>With specific reference to:</b> | <b>Years of<br/>experience:</b> |
|---------------------------------|------------------------------------|---------------------------------|
| Disaster management legislation |                                    |                                 |
| Disaster management policies    |                                    |                                 |
| Disaster risk assessment        |                                    |                                 |
| Disaster risk reduction         |                                    |                                 |
| Response                        |                                    |                                 |
| Recovery                        |                                    |                                 |

|                        |  |  |
|------------------------|--|--|
| Information management |  |  |
| Communication          |  |  |
| Education              |  |  |
| Awareness              |  |  |
| Research               |  |  |

Please indicate your scope of activity and level of experience:

| <b>Activity</b>   | <b>✓ if applicable</b> | <b>Years of experience:</b> |
|---|------------------------|-----------------------------|
| <b><i>On a national level:</i></b>                                      |                        |                             |
| Implement legislation   |                        |                             |
| Advise on and manage policies   |                        |                             |
| Advise on and manage risk management plans                              |                        |                             |
| Advise on and manage joint operation agreements                         |                        |                             |
| Advise on and manage information and communication systems              |                        |                             |
| Advise on and recommend on training, education and public awareness     |                        |                             |
| Advise on and manage response management systems                        |                        |                             |
| Advise on and manage volunteer programmes                               |                        |                             |
| <b><i>On a provincial level</i></b>                                     |                        |                             |
| Manage and carry out disaster risk assessment                           |                        |                             |
| Monitor, update and disseminate disaster risk information               |                        |                             |
| Advice on priority disaster risk reduction initiatives                  |                        |                             |
| Implement and monitor disaster risk reduction plans                     |                        |                             |
| Disseminate effective early warnings                                    |                        |                             |
| Assess and classify disasters   |                        |                             |
| Manage and monitor response and recovery plans                          |                        |                             |
| Manage and monitor relief efforts                                       |                        |                             |
| Manage and monitor rehabilitation and reconstruction                    |                        |                             |
| Manage and monitor volunteers   |                        |                             |
| <b><i>On a local level</i></b>  |                        |                             |
| Manage and carry out disaster risk assessment                           |                        |                             |
| Monitor, update and disseminate disaster risk information               |                        |                             |
| Advice on priority disaster risk reduction initiatives                  |                        |                             |
| Implement and monitor disaster risk reduction plans                     |                        |                             |
| Disseminate effective early warnings                                    |                        |                             |
| Assess and classify disasters   |                        |                             |
| Manage and monitor response and recovery                                |                        |                             |
| Manage and monitor relief efforts                                       |                        |                             |
| Manage and monitor rehabilitation and reconstruction                    |                        |                             |
| Manage and monitor volunteers   |                        |                             |
| <b><i>On an educational level</i></b>                                   |                        |                             |
| Develop disaster risk management training programmes                    |                        |                             |
| Develop integrated public awareness strategies                          |                        |                             |
| Conduct research for the provision of information and advisory services |                        |                             |



**F: SIGNATURE**

I, \_\_\_\_\_ (insert full name and surname) endorse the provisions of the Constitution of the Disaster Management Institute of Southern Africa and undertake to adhere thereto in all respects as long as I am a registered Disaster Management Professional of the Institute. I undertake to abide to the attached code of ethics for Registered Disaster Management Professionals. The information I have provided above is, to the best of my knowledge, correct.

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**SIGNATURE OF APPLICANT**

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**DATE**

**G: OFFICIAL USE ONLY**

| <b>Document</b>   | <b>✓ or N/A</b> | <b>Comment</b> |
|---|-----------------|----------------|
| Certified copy of ID  |                 |                |
| Certified copy of code drivers licence<br>(minimum code EB) |                 |                |
| Full CV   |                 |                |
| Certified copies of Qualifications                          |                 |                |
| Detailed, certified, official results of<br>qualifications  |                 |                |
| 2 or 5 summarised reports                                   |                 |                |
| Job description   |                 |                |
| Letter of confirmation by current employer                  |                 |                |
| Current DMISA Membership verified                           |                 |                |
| DMISA member in good standing                               |                 |                |

**APPROVAL:**

**ASSESSOR** INITIALS AND SURNAME: \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

**MODERATOR** INITIALS AND SURNAME: \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

**CHAIRPERSON OF EXCO** INITIALS AND SURNAME: \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

**MEMBERSHIP NUMBER AWARDED:** \_\_\_\_\_

## Annexure A

# CODE OF ETHICS FOR DISASTER MANAGEMENT PROFESSIONALS

## INTRODUCTION

The Disaster Management Institute of Southern Africa (DMISA):

- Is a body representing the interests of disaster management practitioners working mainly in the municipal, provincial and national spheres of government in Southern Africa and those individuals and supporting organisations that the institute has granted membership to, within the constraints of its Constitution.
- The Institute strives to ensure professional conduct amongst its members and to ensure that it promotes development.
- One of its Constitutional objectives is: *"to determine a code of ethics and professional standards of work and conduct for its members, to promote, monitor, stimulate and encourage observance thereof and to create an esprit de corps for members of the Institute."*

## VALUES

Registered Disaster Management professionals are guided in their conduct by the following values which were agreed to by the DMISA Council:

1. Recognition
2. Professionalism
3. Respect
4. Dignity and Trust
5. Responsibility
6. Accountability
7. Transparency

## ETHICAL PRINCIPLES

Registered Disaster Management professionals shall:

1. Seek national and international recognition for the Institute by promoting it in a positive manner.
2. Ensure a high level of professional behaviour by avoiding real or perceived conflicts of interest and by ensuring the provisioning of quality service to all role-players and stakeholders and through consistent personal development.
3. Conduct themselves in a respectful manner, acknowledging each other's areas of skills, competence and fields of expertise and by being sensitive to the cultural and religious differences of all they come into contact with.
4. Strive to gain the trust of communities and colleagues by treating them with dignity.
5. Exercise responsible behaviour and in so doing protect the good image of the Institute.
6. Be accountable for their actions which have a negative impact on the Institute and the profession.
7. Display responsible transparency in their dealings with all persons and organisations.

## COMMITMENT

Registered Disaster Management professionals agree to obtain 20 CPD points during every 2 year cycle of registration to maintain registered status.