

JOB DESCRIPTION FORM
(Approved by JEWG on 9 December 2002)

SECTION A: JOB TITLE AND INFORMATION SECTION

.1 POST IDENTIFICATION	
.2 Municipality	
.3 Post Title	Head of the Disaster Management Centre (appointment in terms of Disaster Management Act, Act 57 of 2002, Section 45)
.4 Number of Posts	
.5 Job Grade	
.6 Date Grade Authorised	
.7 Post Identification No/s.:	
Name of Incumbent(s) and Service Numbers:	

A.2 LOCATION OF POST (The departments or service units and sub divisions within which the post or posts are located. Use the terminology used in your municipality)	
Department	Disaster Management
Division or Section	
Branch or Sub-Section	

A.3 SURROUNDING POSTS	
Immediate Superior	
Job Title	Post Identification No.
1.	
Immediate Subordinates	
Job Title(s):	Post Identification No (s).
1.	
2.	
3.	
4.	

Attach a copy of the approved organogram.

SECTION B: JOB PURPOSE, DUTIES AND RESPONSIBILITIES OF THE POST

B.1 JOB PURPOSE
To develop, implement and maintain a multi-disciplinary disaster management system.

B.2 DUTIES OF THE POST		
NO.	DUTIES/TASKS (What, How and Why)	FREQUENCY
1.	<p>To establish integrated institutional capacity within the municipal sphere to enable the effective implementation of disaster management policy and regulations through:</p> <ul style="list-style-type: none"> • Establishing of arrangements for the development and adoption of an integrated disaster management policy. • Establishing of arrangements for the integrated direction and implementation of disaster management policy. • Establishing of arrangements for stakeholder participation and the engagement of technical advise in disaster management planning and operations • Establishment of arrangements for regional co-operation for disaster management <p>In order to give effect to the requirements of the Disaster Management Act, Act 57 of 2002 as it relates to Metropolitan Municipalities and read in conjunction with the National Disaster Management Framework, (Sections 1.1, 1.2, 1.3, and 1.4), Government Gazette No. 27534, Notice No. 654, Dated 2005-04-29, and relevant regulations.</p>	Daily
2.	<p>To establish a uniform approach to assessing and monitoring disaster risk that will inform disaster management planning and disaster risk reduction undertaken by organs of state and other role players.</p> <ul style="list-style-type: none"> • Conduct disaster risk assessment to inform disaster risk management and risk reduction policies, planning and programming • Generate a Municipal Indicative Disaster Risk Profile • Monitor, updates and disseminate disaster risk information • Conduct quality control. <p>In order to give effect to the requirements of the Disaster Management Act, Act 57 of 2002 as it relates to Metropolitan Municipalities and read in conjunction with the National Disaster Management Framework, (Sections 2.1, 2.2, 2.3, and 2.4), Government Gazette No. 27534, Notice No. 654, Dated 2005-04-29, and relevant regulations.</p>	Daily
3.	<p>To ensure all disaster management stakeholders develop and implement integrated disaster management plans and risk reduction programmes in accordance with approved frameworks by:</p> <ul style="list-style-type: none"> • Ensuring all stakeholders compile integrated and relevant disaster management plans. • Determining priority disaster risks and priority areas, communities and households. 	Daily

	<ul style="list-style-type: none"> • Scoping and developing disaster risk reduction plans, projects and programmes. • Including disaster risk reduction efforts into strategic integrating structures and processes. • Implementing and monitoring disaster risk reduction programmes and initiatives. <p>In order to give effect to the requirements of the Disaster Management Act, Act 57 of 2002 as it relates to Metropolitan Municipalities and read in conjunction with the National Disaster Management Framework, (Sections 3.1, 3.2, 3.3, 3.4, and 3.5), Government Gazette No. 27534, Notice No. 654, Dated 2005-04-29, and relevant regulations.</p>	
4.	<p>To ensure effective and appropriate disaster response and recovery by:</p> <ul style="list-style-type: none"> • Implementing a uniform approach to the dissemination of early warnings • Averting or reducing the potential impact in respect of personal injury, health, loss of life, property, infrastructure, environments and government services. • Implementing immediate integrated and appropriate response and relief measures when significant events or disasters occur or are threatening to occur • Implementing all rehabilitation and reconstruction strategies following a disaster in an integrated and developmental manner. • Identifying and implementing mechanism for the dissemination of early warning. • Create guidelines and mechanism for the assessment, classification, declaration and review of a disaster. • Integrate response and recovery efforts • Establish standardised and regulated relief measures. • Ensure integrated rehabilitation and reconstruction activities are conducted in a developmental manner. <p>In order to give effect to the requirements of the Disaster Management Act, Act 57 of 2002 as it relates to Metropolitan Municipalities and read in conjunction with the National Disaster Management Framework, (Sections 4.1, 4.2, 4.3, 4.4, and 4.5), Government Gazette No. 27534, Notice No. 654, Dated 2005-04-29, and relevant regulations.</p>	Daily
5.	<p>To guide the development of a comprehensive information management and communication system and establish integrated communication links with all disaster risk management role players.</p> <ul style="list-style-type: none"> • Identify data needs and data sources • Ensure that the information management and communication system supports the objectives of the key performance areas and enablers identified in the national disaster management framework. • Identify and incorporate additional specialised functionalities in the design of the information management and communication system for disaster risk management. • Develop an integrated information management and communication system for disaster risk management 	Daily

	<ul style="list-style-type: none"> • Create awareness, promoting a culture of risk avoidance and establishing good media relations. <p>In order to give effect to the requirements of the Disaster Management Act, Act 57 of 2002 as it relates to Metropolitan Municipalities and read in conjunction with the National Disaster Management Framework, (Sections 5.3, 5.4, 5.5, 5.6 and 5.7), Government Gazette No. 27534, Notice No. 654, Dated 2005-04-29, and relevant regulations.</p>	
6.	<p>To promote a culture of risk avoidance among stakeholders by capacitating all role players through integrated education, training and public awareness supported by scientific research through:</p> <ul style="list-style-type: none"> • Conducting an education, training and research needs and resources analysis. • Developing a municipal disaster management education and training framework based on the education, training and research needs and resources analysis. • Designing disaster management education programmes that form part of the formal education system and are in line with the education, training and research needs and resources analysis, the national education and training framework and the requirements of the South African Qualifications Authority and the National Qualifications Framework. • Ensuring that new and existing disaster management training programmes are in line with the education, training, research and resources needs analysis, the national education and training framework and the requirements of the South African Qualifications Authority and the National Qualifications Framework. • Creating awareness that promotes a culture of risk avoidance and the establishment of good media relations. • Establishing research programmes and information and advisory services. <p>In order to give effect to the requirements of the Disaster Management Act, Act 57 of 2002 as it relates to Metropolitan Municipalities and read in conjunction with the National Disaster Management Framework, (Sections 6.1, 6.2, 6.3, 6.4, 6.5 and 6.6), Government Gazette No. 27534, Notice No. 654, Dated 2005-04-29, and relevant regulations.</p>	Daily
7.	<p>To participate in the establishment mechanisms for the funding of disaster management in the municipality by:</p> <ul style="list-style-type: none"> • Determining funding arrangements for the establishment of institutional arrangements, including an information management and communication system for disaster management, for the effective implementation of the Act. • Establishing funding arrangements for disaster risk assessment. • Establishing funding arrangements for disaster risk reduction. • Establishing funding arrangements for disaster response and recovery. • Establishing funding arrangements for disaster management education, training, public awareness and research. 	Annually

	In order to give effect to the requirements of the Disaster Management Act, Act 57 of 2002 as it relates to Metropolitan Municipalities and read in conjunction with the National Disaster Management Framework, (Sections 7.4, 7.5, 7.6, 7.7 and 7.8), Government Gazette No. 27534, Notice No. 654, Dated 2005-04-29, and relevant regulations.	
8.	To provide the Municipality with a Communications facility which is able to monitor and communicate on matters related to major incidents, potential disasters, disasters occurring and disasters which have occurred, to reduce the consequences or potential consequences. In order to give effect to the requirements of the Disaster Management Act, Act 57 of 2002 as it relates to Municipalities and read in conjunction with the National Disaster Management Framework, Government Gazette No. 27534, Notice No. 654, Dated 2005-04-29, relevant regulations and the Electronic Communications Act, 2005, Act 36 of 2005.	Daily
9.	To improve performance management processes in line with strategic objectives of the municipality: <ul style="list-style-type: none"> • To submit a performance report at the end of every month • 90% of departmental training budget spent in accordance with the Workplace Skills Plan by the financial year end • Implement at least five (5) customer care interventions in line with result of survey 	Daily
10.	To ensure compliance with relevant legislative and statutory framework in terms of BEE, EE, HIV/AIDS and compliance with Municipal regulations	Daily
11.	To continuously improve the management of resources within the Municipality	Daily
12.	Promote leadership that inspires support and a culture of excellence	Daily
13.	Generate innovative and creative solutions to improve service delivery through the use of relevant knowledge and information	Daily
14.	Work effectively and efficiently in order to reach legislative and municipal goals.	Daily
15.	Provides strategic direction in accomplishing objectives	Daily
16.	Manages self and the unit to ensure alignment between individual and organisational priorities	Daily
17.	Demonstrates a commitment to functional areas outside the department / cluster/ contract	Daily

B.3 AUTHORITY OF THE POST

This outlines the authority the job holder has to make decisions or to take independent action without reference to a superior. Limits of authority may also be included (e.g. not permitted to...)

1.	Authority to take decisions in terms of sections 44 and 45 and any other Disaster Management legislation or policy of the Municipality related to the Disaster Management Act, Act 57 of 2002.
2.	
3.	

4.	
5.	
6.	

SECTION C: JOB SPECIFICATION

Skills relevant to a job include education or experience, specialised training, personal characteristics or abilities

C.1 ESSENTIAL REQUIREMENTS OF THE POST	
State the minimum educational, qualifications and experience that are required to perform the job competently.	
Qualification	Tertiary qualification in Disaster Management at NQF level 6.
Reasons for essential qualification	Job requirement
Experience	At least 5 years experience in disaster management at a managerial level.

C.2 PREFERRED REQUIREMENTS OF THE POST	
Qualification	Masters degree with a Disaster Management focus or a Masters Degree in Disaster Management
Reasons for preferred qualification	Required in order to strategically and correctly interpret and implement appropriate disaster management legislation which reduces disaster risk and its effect on society and the economy.
Experience	10 years

C.3 PHYSICAL/MENTAL REQUIREMENTS OF THE POST (Only where directly relevant to the performance of the job)	
1.	Physically and mentally fit
2.	
3.	
4.	
5.	

C.4 SPECIAL CONDITIONS ATTACHED TO THE POST (Specify)	
1.	Must be prepared to work extra-ordinary hours.
2.	Must have a licence to drive a motor vehicle.
3.	
4.	

SECTION D : APPROVAL OF JOB DESCRIPTION

D.1 CERTIFIED CORRECT

We the undersigned confirm that we have consulted on the content contained in the job description and hereby confirm that we consider that the information contained is a correct reflection of the context of the post and its content.

TITLE	NAME	SERVICE NO	SIGNATURE	DATE
Municipal Manager				
Immediate Superior				
Labour Organisation 1 Representative				
Labour Organisation 2 Representative				
Labour Organisation 3 Representative				
Incumbent				
Incumbent				
Incumbent				
Incumbent				
Incumbent				
Incumbent				
Incumbent				
Incumbent				
Incumbent				
Incumbent				
Incumbent				
Incumbent				
Incumbent				