



# NKANGALA DISTRICT MUNICIPALITY



## CONTROL ROOM OPERATOR

Work station: Nkangala District Municipality, Social Services Department, Salary: R183 135/ R189 531/ R196 313/ R203 757 p.a (Plus: Contribution to Medical Aid, Pension Fund, Group Life and Housing Allowance), Term of Office: Permanent, Post Level: 10/9

**Qualification requirements:** Grade 12, Control Room, Call Centre or Fire Fighter 1 Certificate, Basic Ambulance Assistant (BAA) with HPCSA registration. Ability to communicate in English and at least in more than one language dominant in the region, i.e. Siswati, Ndebele, Sepedi and Tswana. Advanced Computer Literacy.

**Experience requirements:** 3 years relevant experience.

**Duties:** Take emergency calls, ensuring accurate recording of the incident type, location of incident and contact details of the caller. Apply good listening skills, and fast typing onto the incident screen / register regarding the details of the call. Record full incident details on the disaster management systems or the incident logbook / register. Dispatch relevant emergency services to reported incident after full analysis and magnitude of the incident or disaster. Monitor the status quo of the incident/disaster and activate additional resources as per the need of the commander. Disseminate early-warnings to vulnerable communities. Advise vulnerable communities regarding the mitigating measures regarding medical treatment or fire management while agency is being activated. Monitor and report status quo of the disaster management systems and equipment's to the supervisor. Assist in distribution of relief material and participating in disaster management awareness campaigns where necessary. Review and update contact numbers for all emergency services (such as fire services, EMS, traffic, SAPS and etc.) on the disaster management system. Refer none emergency calls to the relevant services for attention. Close all calls and handover full details of the call/s.

## EPWP DATA CAPTURER (RE-ADVERT)

Work Station: Nkangala District Municipality, Term of Office: For fixed 24 months (2yrs), Salary: R6 000 p.m (Stipend), Level: N/A

### APPLICANTS MUST MEET THE FOLLOWING MINIMUM CRITERIA

- Be a South African citizen
- Grade 12 Certificate (Matric) NQF4 or equivalent
- A National Diploma (NQF Level 6) in Office Administration, Secretarial, Public Management/ Office Management/ Management Assistant or equivalent
- A certificate or National Diploma in Computer Literacy

**NB: This opportunity is preferably for a female youth (18–35 years) people residing within Nkangala District Municipality and South African citizen only.**

**Experience, knowledge and skill requirements:** Excellent organisational, administration and computer skills including MS Word, PowerPoint and Excel. • Be able to read and write in English. • A qualifying candidate must be physically strong and be between the ages of 18 and 35 years. • Must be unemployed or never been employed. • Candidate must not be participating or have participated in any EPWP programme before. • Strong attention to detail. • A team leader and team player, able to work in multidisciplinary teams. • At least 1–3 years' verifiable experience as a Data capturer or Data typist.

**Duties:** Coordination of EPWP projects reporting in the organization across all four sectors of the programme, environment, infrastructure, non- state and social sector. • Operating the ER-system of the National Department of Public Works to report all the EPWP jobs on-line into the system. • Filling all documents related to EPWP reporting of the projects for Pre-audit and Auditing purposes. • Facilitating the EPWP reports and to ensure that all the work opportunities are correctly reported on the ER system of EPWP. • Serve as the Secretariat to the external and internal EPWP meetings. • Draw different types of reports from the EPWP ER system for the EPWP champion and management. • Update all registered EPWP projects on a monthly basis for Council reporting to improve FTEs' performance of the institution. • Ensure that every work opportunity created by the council is reported on the EPWP system. • Compilation of progress reports on projects that are reported in the system. • Ensure that training conducted by the municipality is reported accordingly. • Ensure that EPWP reports are accurate and submitted on time. • Registration and reporting of EPWP employees on the reporting system. • Processing of EPWP contracts. • Processing of payment schedule (stipends). • Keeping of EPWP records including financial statements for all stipends paid. • Check data completeness, consistency and data verification by liaising with the Assistant Manager LED and EPWP Champion.

**NOTE:** Nkangala District Municipality is a designated, equal opportunity, representative employer. It acknowledges its mandate to take affirmative action measures to ensure equitable representation of suitably qualified people from designated groups in all occupational levels and categories and promotes representivity based on race, gender and disability in Local Government through the filling of positions. Candidates whose appointment/transfer/promotion will promote the EE Targets and Goals of the Municipality will therefore receive preference. **Persons with disabilities and African, Indian, Coloured and White males are especially encouraged to apply**, although this does not suggest that the process of recruitment excludes members from non-designated groups.

**NOTE:** The successful candidate will undergo security and qualifications vetting and enter into an employment contract / performance agreement with the municipality and **will be subjected to a 6 months' probation period** and disclosure of financial interests, as requested, must be submitted. Correspondence will be limited to short-listed candidates. **Applicants should submit an application letter, detailed CV together with certified copies of qualifications and identity document, as well as the completed, prescribed NDM General Application Form for Employment (available from the Municipal Offices or can be printed from Council's web site "www.nkangaladm.gov.za"), and send it to: The Municipal Manager, Ms M M Skosana, PO Box 437, Middelburg, 1050, Mpumalanga or Hand deliver the application to the Municipal Offices at 2A Walter Sisulu Street, Middelburg, Mpumalanga, Corporate Services Human Resource Office B21, Ground Floor. Nkangala District Municipality reserves the right not to fill any of the positions. No faxed or e-mailed applications will be accepted.**

Enquiries: Ms Hlengiwe Nkosi: 013 249 2082

Closing Date: 24 February 2020 at 16H30

