



# EXTERNAL ADVERTS GA-SEGONYANA MUNICIPALITY

Ga-Segonyana Municipality, with its seat in Kuruman, invites suitably qualified candidates to apply for the under-mentioned vacancies:

## **CORPORATE DEPARTMENT**

### **1. MANAGER RECORDS**

#### **Requirements**

- A SAQA recognized NQF level 6/7 qualification in Records Management/ Archival Studies/Knowledge Management or Information Science.
- At least 3 - 5 years' experience in Records and Archives at management level.
- Excellent Computer Literacy (MS Word, Excel, PowerPoint, etc.)
- Excellent communication, report writing, presentation and facilitation skills.
- Knowledge and in depth understanding of the Northern Cape Archives Act, National Archives and Records Services Act, Electronic Records Management system, POPIA, PAIA and PAJA.
- Knowledge and understanding of the other policies, legislation, regulations and procedures applicable to the field of records and archives management, as well financial administration.
- A valid driver's license.

#### **Key Responsibilities**

Coordinating and controlling the provision of records management services by:

- Managing the capability of the registry and records facilities to accommodate the receipt, storage, retrieval and circulation processes with respect to information, correspondence and documentation containing resolutions, decisions, actions, and queries.
- Maintaining and updating the document classification and referencing system, records management policies and procedures, managing movements and executing actions to retrieve outstanding files/ documents for/from various departments.
- Attending to the application of archiving procedures, conducting an appraisal of records to establish archival values and/or motivating for the destruction of old/obsolete records and publications.
- Provision of continuous records management training to all staff, induction to newly appointed staff, information sessions to specific units and celebrating national archives week annually. As well as continuous training to records management on new trend in records management by attending various available opportunities to augment skills.
- Take full responsibility for the compilation of the capital and operating budget of the records management unit in terms of applicable legislation.

- Establish and maintain cooperative relationship by providing advice and guidance to all departments to ensure effective and sound implementation of records management within the municipality.
- The incumbent must provide leadership and support to subordinates, as well as strategic advice to senior management on matters pertaining to records management.

**Salary: Task Level 15 (R551 786.28 – R716 254.75)**

**Benefits:** Medical Aid, Pension/ Retirement Fund, Housing Help, Leave, 13<sup>th</sup> Cheque, Group Life Insurance, vehicle allowance, and Furniture removal applicable, cell phone allowance.

## **COMMUNITY SERVICES DEPARTMENT**

### **MANAGER: FIRE AND DISASTER MANAGEMENT**

#### **Requirements:**

- Grade 12
- Bachelor's Degree/National Diploma: Fire Technology or Equivalent Qualification majoring with Fire
- Six (6) years experience in a professional Fire Brigade
- Driver's License
- Advanced Ambulance Assistance Course
- Computer Literacy
- Peace Officers Course
- Registered with Health and Professional Council of South Africa (HPCSA)

#### **Key Responsibilities:**

- Manage and Control Emergency Fire and Rescue Services
- Formulating short term, medium term and long-term budget for Fire Brigade Services
- Mapping out current and future interventions necessary to sustain and effectively address all aspect of fire risk reduction and presentation, response and recovery
- Conducting research to identify appropriate and relevant strategies, programs and interventions to guide fire risk reduction, avoidance and control
- Manages and controls the implementation of plans, procedures, systems and education and awareness intervention.
- Plan and develop fire prevention inspections, conduct risk analysis, inspections, plan approval and bylaw application.
- Enforce Fire Brigade Services Act, Fire By-laws and Regulations.
- Manages and Controls the Key Performance Indicators and Outcomes of personnel within the fire Services functionality.
- Provide all supervisors with relevant information and instructions regarding health and safety.
- Follow up all recommendations and ensure the implementation where possible.

- Ensure that all inquiries and other incidents are reported and investigated.
- Notify the Health and Safety Representative and the Safety Department of all incidents.
- Allocating resources to different teams as per needs identified to meet priorities.
- Preparing investigational and productivity reports referring to statistical data and qualitative information related to service delivery initiatives for the attention of the immediate superior for consideration and inclusion into Council and Sub Committee reports.
- Completing instructional/operational documentation (vehicle log sheets, statistics, etc.) extracting information from field reports/activity lists and forwarding for approval and processing.
- Compiling investigational reports and/or responses to correspondences and queries, undertaking research or extracting information and records to support content, recommendations and/or opinion.
- Maintaining the activity and recordkeeping systems and/or executing specific actions to facilitate the updating of registers and schedules.
- Verifying and approving transactional and/or procedural documentation/forms prior to circulation or processing.

**Salary Per Annum (T15) R 551 786,28-R716 254,75**

**BENEFITS:** Pension/Retirement Fund, Medical Aid Fund, Group Life Insurance, Leave, 13<sup>th</sup> cheque and Housing Subsidy, Vehicle Scheme and Furniture removal, Cell phone allowance.

**ENQUIRIES:** Mrs. Keabetswe Kopang & Ms. Lizelle Leeuw @ 053 712 9342. For more information, please contact Director Corporate Services Mr Clifford Pule at 053 712 9302/9306.

**APPLICATION:** Applications in the form of Application letter, Curriculum Vitae and Certified copies of Qualifications and Certified ID Copy can be hand delivered or posted to the attention of The **Municipal Manager, Ga-Segonyana Municipality, Private Bag X1522, KURUMAN, 8460.**

**CONDITIONS:** Applications which are received after the closing date/time will not be considered. The stipulations of the Employment Equity Act apply, but it is not the only criteria. The Council reserves the right not to do any appointments.

**Neither faxes nor e-mail or copies of applications will be accepted.** If you do not receive any response from us within 30 days after the closing date, please consider your application unsuccessful.

**CLOSING DATE: 04 OCTOBER 2024**

**MUNICIPAL MANAGER  
MARTIN TSATSIMPE**