

Overstrand Municipality, an equal opportunity employer, strives to render a dynamic and effective service to the community. Competent and self-motivated candidates and candidates from designated groups who enjoy challenges are invited to join our leading team by applying for the following post:



DIRECTORATE
Municipal Public Safety

DEPARTMENT
Fire, Rescue & Disaster
Management

REFERENCE NUMBER
WC0329652

SALARY
Basic: R420 684
- Cell Phone allowance
- Essential Vehicle allowance

CLOSING DATE
06 May 2026

EMPLOYMENT TYPE
Permanent

PLACE OF WORK
Hermanus

Principal Administrator: Incident Command Centre, Emergency Control & Support Services

Requirements:

- A relevant three-year tertiary qualification, preferably a National Diploma or B degree
- Computer Literacy
- 8 years or more relevant experience of which 2 years must be at Supervisory level

Key performance areas:

- Manage the Incident Command Centre, Emergency Control & Support Services which renders service Overstrand wide (covering all jurisdictions of Overstrand Municipality). Monitoring and ensuring compliance with operational KPI's set/determined. Managing and ensuring an effective Incident Command Centre, Emergency Control & Support Services
- Ensuring operational systems, Overstrand-wide, are functioning correctly, continuously being evaluated to ensure that it is fit for its designed purpose(s) are regulatory troubleshot and organized to ensure corrective action(s) are implemented while at the same time implement mitigating measures to ensure the risks are mitigated.
- Performing managerial, administrative, operational (activation of the Incident Command Centre) and technical tasks associated with logistics, emergency communications, fleet, equipment, and facilities management.
- Assuming full responsibility for the fleet and equipment of the Incident Command Centre, Emergency Control & Support Services division to ensure effective and efficient services to save lives and property.
- Performing strategic and dynamic assessments and ensuring efficient, effective, and economical use of systems and protocols by all staff
- Maintaining effective channels of communication and effective relationships with management, service providers (contractors) and various municipal employees and acting as a focal point for operations, decision making during routine and emergency situations.
- Responsible for managing, overseeing, and identifying training and development of all staff. Developing, updating, and maintaining a control room center and incident command center which supports all operations.
- Conduct quarterly performance appraisals and consult with them about their developmental plans. Perform any

other duties as may be delegated or assigned by the direct supervisor and Director.

INCIDENT COMMAND CENTRE AND INCIDENT MANAGEMENT

- EMERGENCY CONTROL ROOM MANAGEMENT
- To manage the Emergency Control Room (ECR) and coordinate Departmental Information and Technology (ICT) and infrastructure requirements of the ECR and Emergency Operations Centre (EOC) and Emergency Management Centre (EMC).

MANAGEMENT AND PLANNING

- To ensure an effective division, meeting municipal objectives.

ADMINISTRATIVE MANAGEMENT

- Establish and maintain effective administrative systems and processes for the division.

RESOURCE MANAGEMENT

- Assuming overall control and responsibility for the effective and efficient management of all assets and resources allocated to the division.

PERSONNEL AND PERFORMANCE MANAGEMENT

- To manage personnel under command so that they can meet their objectives as stated in their job descriptions, duty schedules and performance plans, by performing the following and related functions.

KNOWLEDGE SHARING, TRAINING & SKILLS DEVELOPMENT

- Responsible for improvement of own knowledge and skills through relevant interventions
- Facilitate and assist colleagues and subordinates with skills improvement (on-the-job-training)

FINANCIAL MANAGEMENT

- Preparing capital and operating estimates and controls expenditure against the approved sectional budget allocations.

ASSIST CHIEF FIRE OFFICER IN RESPECT OF THE FORMAL QUOTATION AND TENDER PROCESSES

- Provide support to and assist the Chief Fire Officer with the management, administration, and facilitation of Supply Chain related processing such as the Formal Quotation, Tender processes, transversal tenders, circular 62 etc. for the department.

BUDGET MONITORING WITHIN THE DEPARTMENT

- Compile the deviation report and supporting documentation and after approval from the Chief Fire Officer and submit it to the Supply Chain Department

SERVICE DELIVERY AND BUDGET IMPLEMENTATION PLAN (SDBIP)

- To positively contribute to the operational management of the department by the drafting and implementation of action/project plans which are incorporated into the IDP.

SECTION 10 PROCESS

- Administrative & Communication functions
- Manage specific activities associated with reporting and communication undertaken by subordinates.

SERVICE PROVIDERS: CONTRACT MANAGEMENT & SERVICE LEVEL AGREEMENTS

- Taking Command and Control for all decisions and making independent decisions related to the Incident Command Centre and Emergency Control and as per the Incident Command System.

PUBLIC INFORMATION OFFICER

- Gathering information relevant to an incident

DISASTER MANAGEMENT

- Attends operational requirements to perform tasks during potential disasters.

PROJECT SUPPORT

- Manages departmental Programs for Fire, Rescue & Disaster Management.

STRATEGIC PROJECTS, POLICIES & PROGRAMME SUPPORT

- Manages the policy and procedural requirements associated with implementation of strategic projects and programs.

REVIEW OF STRATEGIC DOCUMENTS

- Assist the Chief Fire Officer with administration and facilitation of the review of strategic documents which includes but are not limited to Brigade Standing Orders, Policies, Plans (Disaster Management Plans, Contingency Plans and Emergency Plans)

SYSTEM ADMINISTRATOR FOR THE CAD (Computer Aided Dispatch) FOR PROTECTION SERVICES

- To ensure that the CAD is developed.

Minimum Competency Framework:

As are provided for in the Local Government: Municipal Staff Regulations.

<p>Functional Competencies:</p> <ul style="list-style-type: none"> - Business processes - Use of technology - Data processing & analysis 	<p>Personal Competencies:</p> <ul style="list-style-type: none"> - Action orientation - Resilience - Change readiness - Cognitive readiness - Learning orientation
<p>Core Professional Competencies:</p> <ul style="list-style-type: none"> - Written Communication - Oral communication - Attention to detail - Influencing - Ethics and professionalism - Organizational awareness - Problem solving - Planning and organising 	<p>Public Service Orientation Competencies:</p> <ul style="list-style-type: none"> - Interpersonal Relationships - Service Delivery orientation - Communication - Client orientation and customer focus <p>Management / Leadership Competencies:</p> <ul style="list-style-type: none"> - Impact and Influence - Team Orientation - Direction Setting - Coaching and Mentoring

Special conditions:

- Act as the Chief: Fire, Rescue & Disaster Management in the absence of the incumbent on a rotational basis
- May be required to attend meetings after normal hours and over weekends
- It will be required of the incumbent to perform standby duties
- He/she must be willing to work extended hours upon request
- He/she must be willing to work under inclement weather conditions
- He/she must be willing to work under difficult circumstances when called out to a disaster or riotous conditions
- He/she must be able to work well under pressure
- He/she must have supervisory skills
- He/she must have leadership skills
- He/she must have communication and negotiation skills

How to Apply:

Apply online:

External candidates:

www.overstrand.gov.za

Internal staff: [Overstrand Municipality Intranet](#)

- Original qualifications must be available on request.
- All completed application forms must be accompanied by a comprehensive CV, copy of ID, valid driver's license (if required) and academic qualifications.
- Applications not made on the prescribed application form (available via the online link) will not be accepted.
- Shortlisted candidates will be subjected to a qualification verification, a reference check and where necessary, undergo screening and vetting.
- Successful candidates will be required to sign an employment contract, where applicable, a performance agreement and disclosure of benefits and interest.
- Applications / supporting documents larger than 25MB will not be accepted.

Please note: Further communication will be limited to shortlisted candidates. If you do not receive feedback within six weeks of the closing date, please consider your application unsuccessful. For further information please contact Mr. Lester Smith on 028 313 5041. **The Council reserves the right not to make an appointment.**

In addition to the above-mentioned salary, this position offers competitive benefits which include a 13th cheque, medical aid, pension, housing subsidy/allowance and relocation costs under certain conditions.