

# O. R. TAMBO DISTRICT MUNICIPALITY



O.R. TAMBO  
DISTRICT MUNICIPALITY

## Bulletin 7 of 2019 Office of the Executive Mayor

**1. Position Title:** Public Relations Manager:  
Mayoral Branding and Speech Writing  
**Department:** Office of the Executive Mayor  
**Unit:** Office of the Chief of Staff  
**Number of Posts:** 1  
**Salary :** (R 581 224, 90– R 754 452, 80)

**Key Responsibilities:**

- Dealing with enquiries from the public, the press, and related organisations.
- Creating content for press releases, byline articles and keynote presentations
- Designing, writing and producing presentations, press releases, articles, leaflets, 'in-house' journals, reports, publicity brochures, information for web sites and promotional videos.
- Writing Mayoral Speeches
- Conducting proper research and statistical analysis
- Verifying and approving the release of information, publications and communiqués pertaining to municipal projects and programmes to uphold the image of the Municipality and its leadership.
- Interacting internally as spokesperson (Mayoral Executive management team, departments) and externally (spokesperson for national/ international delegations, officials, business sector; community leaders).
- Guiding media releases, press interviews and conferences by carefully screening topics,
- Guiding advertising functions relating to community relations, outreach and public relations.
- Briefing the Mayoral Executive on the status of events and functions with respect to confirmation on the guest list, schedule of events, mayoral speech, etc.
- Designing and developing of marketing material in line with the corporate identity
- Reviewing that Mayoral branding material is readily available and that the logistics to display them is in place at any event requiring Municipal branding

**Requirements**

- Relevant degree
- EB Driver's License

**Experience**

- 5 Years

**Reporting Structure**

- Reports to the Chief of Staff: Executive Mayoral Office

**2. Position Title:** Personal Assistant Chief of Staff

**Department:** Executive Mayoral Service  
**Unit:** Office of the Chief of Staff

**Number of Posts:** 1

**Role Purpose**

**Salary :** (R 177 580, 25 – R 230 486, 94)

**Key Responsibilities:**

- Performs specific tasks/ activities associated with the provision of Secretarial support
- Maintains and access records of discussions, instructions and correspondence
- Accompany the Chief of Staff to various meetings and functions to deliver support in official duties as required by the the Chief of Staff
- Ensure that protocol is maintained as per protocol guidelines, pertaining to the Chief of Staff
- Ensure that the Chief of Staff is always informed of his/her schedule, in order to ensure that the Chief of Staff can be punctual for meetings
- Travel in advance to ensure, that venues, travelling arrangements are in place before the arrival of the Chief of Staff
- Ensure that the Chief of Staff have all relevant documents and tools of trade for relevant meetings and functions.

**Requirements**

- Relevant qualification
- Certificate in Computer Literacy

**Reporting Structure**

- Reports to the Chief of Staff

### Community Services

**3. Position Title:** Administration Officer

**Department:** Community Services

**Unit:** Office of the Director

**Number of Posts:** 1

**Salary :** (R 177 580, 25 – R 230 486, 94)

**Key Responsibilities:**

- Receiving, registering, sourcing and maintaining the legislation database (manual and/or electronic).
- Circulating memorandums to internal departments and interacting and seeking comments on content.
- Collating and providing information extracted from acts to support the enquiries and/ or preparing responses to information required.
- Attending to visitors from external stakeholders in relation to capacity building programmes.
- Organizing events/ workshops, compiling invitations, arranging venues and liaising with relevant service providers.
- Compiling reports and presentations for progress on projects pertaining to relevant programs, consolidating information and submitting reports for management reporting purposes.
- Communicating and providing information to support explanations related to the documentation approval sequence internally and/ or forwarding specific enquiries requiring procedural explanation to the immediate superior for attention.
- Maintaining records of documents and responses using alphanumeric sequential codes to store and facilitate retrieval.

**Requirements**

- National Diploma Office Management or Public Administration
- Computer Literacy

**Experience**

- 1 Year

**Reporting Structure**

- Reports to the Director: Community Services

**4. Position Title:** Disaster Management Practitioner (Response & Recovery)

**Department:** Community Services

**Unit:** Disaster Management

**Number of Posts:** 1

**Salary :** (R 299 188, 43 – R 388 364, 65)

**Key Responsibilities:**

- Prepare and forward to be signed a certificate of compliance for erection of temporal structures and tents for major and disaster relief events.
- Visiting affected areas to assess damage and the need to provide relief where necessary
- Reports on the determination of the magnitude and severity of a reported major/disastrous incident
- Reports on the implementation of approved response plans, protocols, and field operation standards in the District Municipality
- Facilitate provision of relief
- Reports on the disaster management satellite centres in the facilitation of recovery, reconstruction and rehabilitation activities.
- Supply information for funded interventions, occurred and declared disasters.
- Supervising temporary onsite assistance, where no relocation is required, in cases where settlements were devastated by fires or severe weather events
- Establishing the risks and hazards of the area, together with the basic community profile to determine the approximate degree of intervention required
- Obtaining all the relevant existing information on the community settlement. This must include plans for the area, plans for upgrading, community profiles undertaken in the past and aerial photographs of the development of the area.
- Prepare and forward to be signed a certificate of compliance for erection of temporal structures and tents for major and disaster relief events.

**Requirements**

- Diploma in Disaster Risk Management
- Certificate in Computer Literacy
- Driver's License

**Experience**

- 1 Year

**Reporting Structure**

- Reports to the Senior Disaster Management Practitioner – Response and Recovery

**5. Position Title:** Environmental Health Practitioner

**Department:** Community Services

**Unit:** Municipal Health Services

**Number of Posts:** 1

**Salary :** (R 299 188, 43 – R 388 364, 65)

**Key Responsibilities:**

- Conducts inspections and investigations of residential, rural communities, commercial or other occupied premises and/ or open spaces and/ or public facilities to determine compliance to Health by-laws and statutory legislation
- Facilitate Food Control Services
- Facilitate Water Quality Monitoring Services
- Facilitate Health Surveillance of Premises Services
- Facilitate Waste Management and General Hygiene Monitoring Services
- Facilitate Disposal of the Dead Services
- Facilitate Environmental Pollution Control Services
- Facilitate Vector Control Services
- Deliver Chemical Safety Services
- Deliver Radiation Safety Energy Use – Monitoring and Control Services

**Requirements**

- National Diploma in Environmental Health or B. Tech in Environmental Health
- Driver's License Code B
- Registration with Health profession council of South Africa in the category of Independent practice.

**Experience**

- 2 Years

**Reporting Structure**

- Reports to the Senior Environmental Health Practitioner

**Instructions**

An application letter, certified copies of qualifications, CV with at least three contactable references, driver's licence and ID copies must form part of the application package. Failure to submit the documents listed above will result in disqualification. People with disabilities are encouraged to apply and disclose the nature of their disability. The words **"APPLICATION FOR VACANCY"** should appear on the same side of, but separate from the address in the same envelope so as to sensitise the Registry Office to the closing date. If the applicant has not been notified of the results within three (3) months or (90) days from the closing date, the applicant should regard his/ her application as unsuccessful.

The Council reserves the right not to continue with the interviews and appointments if the Council feels no suitable candidate could be found. Canvassing of Councillors/ Management is not permitted and proof thereof will result in disqualification. For any enquiries contact the Human Resources Department on the following Telephone numbers: 047 501 7009/43/35/36

Please address your application to the Municipal Manager, O.R. District Municipality Private Bag x 6043, Mthatha, 5099, hand delivered applications should be sent to the Registry Office at Magwa House, Nelson Mandela Drive, Mthatha. Faxed/ Emailed applications will not be considered.

**CLOSING DATE: 12 DECEMBER 2019**

**O.N. HLAZO  
MUNICIPAL MANAGER**