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WE HAVE AN EXCITING CAREER OPPORTUNITY FOR:

PERMANENT POSITION Divisional Chief

APPLICATION REQUIREMENTS

- Complete the online job application form and attach all relevant and updated documents (Certified Qualification/s/Certificates, ID, and CV).
- Applicants should take note that they can be required to provide proof of original documents during the selection process.
- You will be requested to provide a brief description of your work experience relating to the vacancy.
- Applicants with membership to professional bodies need to provide a membership number and expiry date.
- If you are an internal applicant, your employee number will be required.
- Applicants are advised to use Google Chrome when applying for CoJ positions.

DISCLAIMER

- The City of Johannesburg is currently recruiting and will not demand payment in any form for any job placement. All vacancies are advertised in newspapers and on the CoJ website.
- The City of Johannesburg applies the principles of employment equity as per the National legislation and policy guidelines and will consider designated groups in line with these requirements. We are an equal-opportunity employer.
- By submitting your application for a position at the City of Johannesburg, you are consenting that the personal information submitted as part of your application may be used for the purposes of the Recruitment and Selection and related process.
- However, registering your CV and/or receipt and acknowledgment of any kind shall not be an indication that your application will be successful and/or lead to employment.
- The City of Johannesburg shall not be liable for any damage, loss, or liability of whatsoever nature arising from your use of the job opportunity section of this website.
- The City of Johannesburg reserves the right not to make an appointment.
- Any misrepresentation or failure to disclose material information on the application form or CV will automatically disqualify your application.



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DIVISIONAL CHIEF

Department:	Public Safety
Branch:	Disaster Management
Designation:	Divisional Chief
Remuneration:	R49 989,72 pm (basic salary, excluding benefits)
Location:	Various Stations

Minimum Requirements:

- Grade 12/NQF level 4;
- Degree in Disaster Management or applicable tertiary qualification at NQF level 7;
- GIS knowledge and/or qualification;
- DMISA Registration Practitioner;
- Valid Code B Driver's License;
- 6 - 8 years' experience in the field of Disaster (Risk) Management of which 2 years must be at the middle management level.
- Knowledge and experience in Project and Programme Management.

Primary Function:

Develop and manage a comprehensive, integrated, and effective Disaster Management Information System, a Disaster Management Compliance Planning and Reporting service, and an effective Information Centre for the City of Johannesburg to improve knowledge, awareness, and understanding of disaster and coordinate and facilitate access to information and resources.

Key Performance Areas:

- Deal with strategic matters relating to Disaster Management Centre activities.
- Establish, equip staff, operationalise and maintain a Disaster Management Centre (DMC) for the City of Johannesburg Metropolitan Municipality.
- Perform administrative tasks related to the Disaster management Centre in support of departmental financial goals and policies and give effect to the IDP.
- Promote disaster risk management through public information campaigns education and training and liaison with communities.
- Development Management and implementation of the Disaster Management information System.
- Ensure that necessary processes, procedures and functions are developed, understood and implemented to ensure resources are focused for effective and efficient functioning.
- Establish a workforce to attain to maximise employee performance to achieve the Directorate objections.

Leading Competencies:

- Computer literacy Excel, Word and PowerPoint;
- Strategic management;
- Project management;
- People, Stakeholder, and Conflict management;



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- Business acumen;
- Fairness and transparency;
- Assertive and accurate intellectual capacity;
- High level of confidentiality and organisational skills;
- Time Management, working independently, under pressure, and the ability to prioritise.

Core Competencies:

- Collaborative/Teamwork, Values and Integrity, Attention to detail, and quality-focused;
- Customer and Service Delivery Management (Batho Pele) Ethics, Professionalism;
- Impact and Influence according to City's protocols, legislation, and standards.

“All suitably qualified candidates are encouraged to apply and will be considered. The City of Johannesburg applies the principles of employment equity as per National legislation and policy guidelines and will consider designated groups in line with these requirements. Preference will be given to previously disadvantaged groups including those with disabilities. Appointments will be made in accordance with the approved Employment Equity Plan to promote its equitable representation in terms of race, gender and disability.”

Please take note that only online applications will be considered. Please apply by using the following link below:

<https://share-eu1.hsforms.com/1rxUt-7B2Q1eivn3TF5aTgwew554>

APPLY ONLINE VIA THIS LINK: www.joburg.org.za

ENQUIRIES ONLY:

Contact Person: Shumani Maano

Tel No: (011) 674 0046

CLOSING DATE: TUESDAY, 23 JANUARY 2024

Applicants are respectfully informed that, if no notification of appointment/response is received within six (6) weeks of the closing date, they must accept that their application was unsuccessful. By submitting your application for a position at the City of Johannesburg, you are consenting that the personal information submitted as part of your application may be used for the purposes of the Recruitment and Selection and related process. In terms of the Talent Acquisition Policy of the City of Johannesburg, you hereby consent to the following risk checks should your application be shortlisted:

- Credit Record, CV validation, Employment record verification, Criminal check, Identity validation.