

Witzenberg Municipality, with its Head Office in Ceres, serves the following areas: Ceres, Tulbagh, Wolseley, Prince Alfred's Hamlet, and Op-die-Berg.

**DIRECTORATE COMMUNITY SERVICES
FIRE SERVICES DEPARTMENT
2X STATION OFFICERS (REFERENCE: COM 78 & COM 79)
PERMANENT APPOINTMENTS**

Applications are hereby invited from individuals with the applicable qualifications for the above vacancy.

Requirements:

- Grade 12.
- Higher Diploma in Fire Technology from Southern African Emergency Services Institute (SAESI) or equivalent SAQA-accredited qualification in Fire Technology or Fire prevention officer (SAFPA).
- A Valid Code C1 Drivers' License.
- Computer literacy (MS Office Applications).
- 7 years of operational experience, of which 3 years must be at a supervisory level.
- Pump Operator / Aerial application qualification
- Fire Prevention Course
- Fire Services instructor 1
- High Angle Rescue 1
- Good management, human relations, interpersonal, and communication skills.
- Good sight, hearing, and speech ability.
- Ability to perform manual operations and duties on foot.
- Must be physically fit and healthy.
- Must be able to climb ladders, operate from heights, walk or crawl on dark, narrow, and uneven surfaces, and operate near electrical power lines and/or other hazards.
- Required to work outside normal working hours during emergencies.
- Must perform duties in the whole municipal area when required.
- Required to work in all weather conditions.
- Required to work overtime and/or outside normal working hours during emergencies and planned overtime.
- High level of responsibility. Ability to work under pressure. Ability to handle conflict.
- Fluent in 2 of the 3 languages spoken in the Western Cape: Afrikaans, English, or IsiXhosa.
- **Please note:** A performance agreement also applies to this position, whereby the employer reserves the right to institute a performance management program.

Competencies

COMPETENCY REQUIREMENTS OF THE POST		
No	Category	Competency
1.	Core Professional Competencies	Community and Customer Focus; Problem Solving; Negotiation and Influencing; Resilience; Communication & Ethics and Professionalism
2.	Functional Competencies	Firefighting; Rescue Operations; Special Operations (Hazmat, Urban Search and Rescue); Fire Safety and Prevention; Safety and Welfare; Emergency Medical Care; Call Taking and Dispatch
3.	Public Service Orientation Competencies	Interpersonal Relationships & Service Delivery Orientation
4.	Personal Competencies	Action and Outcome Orientation; Resilience; Change Readiness; Cognitive Ability; Learning Orientation & Problem Solving
5.	Management / Leadership Competencies	Impact and Influence; Team Orientation; Direction Setting & Coaching and Mentoring

Duties:

- Plans and coordinates the operational requirements and priorities of the various Fire Stations in the geographical area of the Municipality in collaboration with the immediate superior
- Coordinates and controls procedures, systems, and controls to regulate specific work sequences and general practices/processes as dictated to in statutory legislation, policies, and by-laws.
- Prepares capital/ operating estimates for areas of responsibility and controls expenditure against the approved budget allocations.
- Manages the implementation of financial controls/procedures and provides information to support financial planning sequences.
- Directs and controls the Key Performance Indicators and outcomes of operational personnel based at the various Fire Stations in the geographical area of the Municipality
- Coordinating and controlling the functioning and processes associated with monitoring and providing a firefighting, emergency, and rescue service through the various Fire Stations in the geographical area of the Municipality
- Manages, directs, and monitors sequences associated with the provision of Emergency/Fire and Rescue Services.
- Executes actions and disseminates instructions during major incidents of fire/emergency in accordance with the standard operating procedures and applicable legislation
- Manage the provision of Life Safety training to internal members of the Fire Services as well as parties external to the Fire Services by performing the following functions
- Ensure appropriate enforcement and application of fire and safety regulatory requirements by performing the following functions
- Manages the application of procedures with respect to the coordination and availability of firefighting and emergency resources at the various Fire Stations
- Coordinates and controls the procedural, administrative, and reporting requirements/deadlines associated with the functioning of the various Fire Stations
- Use a Municipal vehicle for work-related tasks and maintain the vehicle in good order
- Manages and controls key dimensions and requirements associated with the provision of Fire Services and Disaster Management
- Facilitates, controls, and coordinates procedures for the staging of Events in the municipal area in accordance with relevant legislation

Salary: R 420 533.54 per annum (Post Level T12 of a Grade 4 Municipality)

Interested candidates must complete an official application form, which is obtainable on our website: www.witzenberg.gov.za or at the Municipal Buildings at ODB, Wolseley, PA Hamlet, Tulbagh, and the main Office at Ceres. **(Applicants who do not fully complete the official application form and who do not submit certified copies of qualifications/identity documents/ driver's license will not be considered)** with a detailed CV accompanied by a cover letter, certified copies of qualifications, driver's license, and three (3) names of work-related references **(with email address of referent – the referent must be work-related)** to the Senior Recruitment Practitioner, 50 Voortrekker Road, Ceres, 6835 or E-mail to: jobs@witzenberg.gov.za. No CVs will be returned on the applicant's request; therefore, please do not send us your original certificates. For further inquiries, you may contact Mr. H. Arendse at the Human Resources Department at Telephone number 023 – 3161854. **Disclosure of incorrect information will lead to disqualification.**

Closing Date: 20 MARCH 2026 BEFORE 12H00

Please note: Canvassing of Councillors or any member of the Appointment Committee will result in automatic disqualification. Applicants who do not receive a reply within one (1) month after the closure of the applications should consider their application unsuccessful. Applications received after the closing date will not be accepted or considered. Witzenberg Municipality reserves the right not to appoint. Your application will be subjected to verification of qualifications as well as credit and criminal record checks.

Please state the reference number on your application

(Witzenberg Municipality fully supports and encourages designation groups to apply (in terms of the Employment Equity Act))

**Municipal Manager
D Nasson
04/03/23**

04 MARCH 2026