



NEWCASTLE MUNICIPALITY VACANCIES

The following vacancies exist in the department as mentioned hereunder:-

DEPARTMENT: COMMUNITY SERVICES

Position	FIRE SAFETY INSPECTOR : POST ID : COMM473
Remuneration	R292363,68 (Task Grade 10)
Qualifications	<ul style="list-style-type: none"> • Grade 12 / Matric • Fire fighter 1&2, Hazmat awareness & operations, BAC / Level 3 First Aid • Code C Driver's License (Must have own Vehicle) • Must be physical fit
Experience	<ul style="list-style-type: none"> • 4 Years relevant experience
Responsibilities	<ul style="list-style-type: none"> • Conducting fire safety inspections to identify possible contraventions • Recording all findings and recommendations • Advising clients about safety precautions regarding fire safety • Attaching follow-up documents and reporting on inspections • Issuing certificates of compliance regarding fire safety • Doing regular site visits while building is being built and ensuring that all fire safety requirements are met • Inspect fixed fire installations and firefighting equipment • Providing guidelines on application of fire prevention protocols to all municipal areas • Carrying out evacuation procedures • Assisting in fire, rescue and disaster management operations when needed • Monitoring the maintenance and usage of fire systems and evacuation procedures against laid down procedures • Co- ordinating fire training for staff as necessary • Conducting fire awareness Programmes for Newcastle community • Preparing reports on all in fire safety inspections, findings and fire incidents • Completing instructional / operational documentation • Compiling investigational reports and / responses to correspondences
	<ul style="list-style-type: none"> • Internal and Newcastle Website

Detailed CV's can be placed in the box with the Security : Rates Hall, Tower Block, 1st Floor, Murchison Street, Private Bag X6621, NEWCASTLE, 2940. For further information you may contact the Chief Fire and Disaster Management: S Botha at 0343284710.

- Canvassing for appointment will automatically disqualify an applicant.
- If no reply to your application has been received within 60 days of the closing date, you should consider your application as being unsuccessful.
- The Directorate: Human Resources will not accept responsibility for information not mentioned in applications.
- **NO** late applications will be accepted.
- **NO** e-mails or faxes will be accepted.
- The Directorate: Human Resources will not be held responsible for lost applications unless proof of submission can be supplied.
- All applicants may be required to undergo a proficiency test.

- **NO** applications shall be considered without certified copies of the original documents of qualifications.
- The Newcastle Municipality adheres to the provisions as contained in the Employment Equity Act to ensure representatively through the process of affirmative action.
- It would be expected of candidates to be subjected to thorough evaluations and that previous and current employers and references will be contacted. Verifications will be done on his / her qualifications, criminal and credit records.
- Applicants must have no criminal record or pending criminal/departmental or civil cases. The candidate will be required to disclose all financial interest and will be subjected to competency assessment.
- Applicants will be subjected to a vetting process which will include security screening and fingerprint verification.
- Applicants should be a South African citizen or permanent resident.
- **SHOULD** the candidate be successful in the interview and thereafter decline the offer, such candidate will be liable for all costs incurred to have the position re-advertised.
- **The attached application form for employment must be completed in full, accurately, and legibly.**
- **All information relevant to a candidate must be provided on this form.**
- **Any additional information may be provided on the cv.**

CLOSING DATE : 2 JUNE 2023