

**DIRECTORATE: MUNICIPAL MANAGER**

**POSITION : RISK OFFICER**  
**SECTION : RISK MANAGEMENT OFFICE**  
**REFERENCE : RISK/3/11/24**  
**REMUNERATION :IN ACCORDANCE WITH JOB LEVEL 5 OF**  
**MERAFONG CITY LOCAL MUNICIPALITY (R 465 496.63 PER ANNUM,**  
**EXCLUDING BENEFITS)**

**KEY REQUIREMENTS:** Grade 12 • Tertiary qualification preferably in Disaster (Risk) Management • DMISA Registration will be added advantage • 5 years' experience in the field of Disaster (Risk) Management • Computer Literacy: MS Office • Valid drivers license

**RESPONSIBILITIES:** Coordinating risk analysis/identification • Implementing policies, strategy and framework • risk assessment and mitigation processes, risk awareness and compliance • Developing and maintaining risk register and heat maps • Developing and implementing risk mitigation strategies and control • Recommending improvement to risk management process • providing administrative support to the section. • Identifying, assessing, and controlling risks associated with the organization's operations • Developing and implementing risk management policies and procedures. • Maintaining risk assessment and management information. • Providing support to senior management in decision-making related to risk. • Working closely with different departments to integrate risk management strategies. • Developing risk management controls and systems. • Creating contingency plans to manage crises. • Evaluating existing policies and procedures to find weaknesses • Generating reports on risks and risk management initiatives.

**COMPETENCIES: Functional / Technical and Professional Competencies:** Disaster (Risk) Management • Disaster Risk Prevention and Reduction • Disaster Mitigation Disaster Preparedness and Response Disaster • Recovery and Rehabilitation • Disaster operations and emergency communications and control Emergency operations management • Disaster risk assessment and profiling • Disaster risk education, training and public awareness • Disaster information management and communication • Problem solving • Discipline Specific **Personal Competencies** Accountability and Ethical conduct Management of learning (learning orientation) Resilience **Public Service Orientation Competencies** • Interpersonal Relationships • Communication