

INTERNAL CONTROL AND BUSINESS SYSTEMS UNIT

INTERNAL CONTROL OFFICER
R128 403.48/R166 668.65 pa
Grade 9 - Grade Level is Subject to PJEC Evaluation and NMC Ratification
Treasury Cluster, Internal Control & Business Systems Department, Reconciliations Branch.

Qualifications (Essential): Matric with Accounting. Computer Literacy.

Experience (Essential): Practical experience in Accounting, Auditing and Internal Control. (Preferred): Computer Literate.

Duties Include: Undertake Internal Control assignments. Reference, Compile and reconcile working papers. Document the findings emanating from the Internal Control verification process. Process Creditor Payments timeously, execute Electronic Funds Transfer (EFT) and Cheque runs. Verify Cash disbursements and Cheque payments.

Applications to The Human Resources (Treasury), Ground Floor, Florence Mkhize Building, 251 Anton Lembede Street, Durban 4001 or PO Box 828, Durban 4000 or emailed To HRTreasury@durban.gov.za (Tel 031-311-1630 Fax: 031-311-1651) by Friday, 2011/11/18 at 12.00 (Midday).

INCOME UNIT

END USER SUPPORT ADMINISTRATOR
R128 403.48/R166 668.65 pa
Grade 9
REF:

71001114/71001116/71001118
Treasury Cluster, Revenue Management Unit, Special Projects Branch.

Qualifications (Essential): Acceptable level of secondary education. Computer literacy and considerable relevant experience.

Experience (Essential): Relevant tertiary qualification or Diploma in Information Technology. Municipal financial experience dealing with the Public and other stakeholders.

Duties Include: Provide Training for employees within the Business Unit. Prepare Training Manuals enable users access and ensure System Changes and enhancements. Maintain records and provide statistics.

PLEASE INDICATE THE REFERENCE NO. WITH YOUR APPLICATION

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FINANCE UNIT

HANDYMAN
R83 786.23/R108 761.70 pa
Grade 6
Treasury Cluster, Internal Control & Business Systems Department.

Qualifications (Essential): Appropriate secondary education. Valid code EB drivers licence.

Experience (Essential): 6 months relevant experience. (Preferred): 12 months relevant experience.

Special Conditions: Working hours: 46 hours - 6 day week 06h30 - 16h00: Monday to Friday 07h30 - 11h30: Saturday. **Duties Include:** Ordering and issuing of toilet rolls, cleaning material. Responsible for per-

formance of duties by General Assistants. Ensure that all windows are closed. Check all fire hose cupboards. Report anything unusual. Ensure that all lights are working and if necessary replace tubes or globes. *Applications to The Human Resources (Treasury), Ground Floor, Florence Mkhize Building, 251 Anton Lembede Street, Durban 4001 or P O Box 828, Durban 4000 or emailed To HRTreasury@durban.gov.za (Tel 031-311-1630 Fax: 031-311-1651) by Friday, 2011/11/18 at 12.00 (Midday).*

CITY FLEET UNIT

WORKSHOP ATTENDANT
R64 551.80/R81 825.87 pa
Grade 4

Treasury Cluster, City Fleet Unit, Operations Department. **Qualifications (Essential):** Appropriate level of Primary education with 1 months relevant experience. (Preferred): Appropriate level of secondary education with 3 months relevant experience.

Special Conditions: Ability to read and write. **Duties Include:** Grease vehicles, remove/replace wheels, and ensure correct oil level. Attend to removal of vehicle components. Clean work benches, and ensure return of tools and equipment.

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BUSINESS SUPPORT, TOURISM MARKETS UNIT

MANAGER: SYSTEMS CONTROL AND RISK MANAGEMENT
R548 763.00/R699 113.00 pa
Grade 16

Remuneration Packages
"Benefits included in the Total Value of Remuneration Package Range (Pension, 13th Cheque, Medical Aid, Housing Subsidy and Locomotion) are payable in accordance with the rules/requirements of the respective benefit schemes and any revisions that may occur from time to time which may alter the Total Value of Remuneration Package. In addition other allowances may be payable (where applicable).

Business Support, Tourism Markets Unit of the Sustainable Development & City Enterprises Cluster.

Qualifications (Essential): Relevant 3 year tertiary qualification with Financial Management or Accounting. Valid code EB drivers licence. (Preferred): Relevant post graduate qualification **Experience (Essential):** 6 Years relevant experience (Preferred): 8 Years relevant experience

Duties Include: Manages the Systems Controls and Risk function by planning priorities and interventions for the execution of accounting and administrative processes; guiding and supporting personnel on the interpretative, investigational and implantation dimensions of work and conformance with the code of conduct; implementing procedures and clarifying instructions and provisions of policy relating to the transactional processing, updating, reconciling and balancing of accounting records, overseeing applications relating to cashiering and banking and giving effect to actions to reduce risks; establishing and monitoring conformance to credit control

guidelines and, addressing management reporting in relating to cash-flow, profitability, financial planning and audit preparatory and information provision requirements in order to ensure the Branch monitors and enforces conformity with Treasury and related financial guidelines. *Applications to The Human Resources Administration, Ground Floor, Shell House, 221 Anton Lembede Street, Durban 4001 or PO Box 5892, Durban 4000 or emailed To SHRecruitment@durban.gov.za (Tel 031 311-3172/3) by Friday, 2011/11/18 at 12.00 (Midday).*

INSPECTOR

R83 786.23/ R108 761.70 pa
Grade 6

Business Support Markets & Tourism Unit of the Sustainable Development & City Enterprises Cluster.

Qualifications (Essential): Appropriate Secondary education. (Preferred): Matric / Grade 12 certificate

Experience (Essential): 6 Months relevant experience in dealing with the public (Preferred): 12 Months experience in a security environment **Duties Include:** Monitor the day to day activities of the markets

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DEVELOPMENT PLANNING, ENVIRONMENTAL PLANNING AND CLIMATE PROTECTION UNIT

ENVIRONMENTAL ASSISTANT
R128 403.48 / R166 668.65 pa
Grade 9

Development Planning, Environment Planning & Climate Protection & Management Unit of the Sustainable Development & City Enterprises Cluster.

Qualifications (Essential): Relevant post matric certificate and progress towards a relevant tertiary qualification. Valid code B/EB drivers licence. (Preferred): Relevant 3 year tertiary qualification, e.g. National Diploma or Degree.

Experience (Essential): 2 Years relevant experience. Computer literacy (Preferred): 3 Years relevant experience

Duties Include: Provide technical support and assistance to the members of the Environmental Planning and Climate Protection Department on a rotational basis (between branches) situation in the preparation and implementation of an IDP compliant Durban Metropolitan Open Space System and Municipal Climate Protection Programme aimed at achieving sustainable development and protection of eThekweni Municipality's climate and environmental and biodiversity assets.

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COMMUNITY PARTICIPATION & ACTION SUPPORT UNIT

MANAGER: YOUTH & GENDER
R459 435.00/R584 294.00 pa
Grade 15

Total Value of Remuneration Packages

"Benefits included in the Total Value of Remuneration Package Range (Pension, 13th Cheque, Medical Aid, Housing Subsidy) are payable in accordance with the rules/requirements of the respective benefit schemes and any revisions that may occur from time to time which may alter the Total Value of Remuneration Package. In addition other allowances may be payable (where applicable).

Community Participation and Action Support Unit of the Governance Cluster.

Qualifications (Essential): Relevant tertiary qualification. Valid code EB driver's licence. (Preferred): Appropriate Qualification in Social Development.

Experience (Essential): Min 6 years experience working with various stakeholders and in the Local Government Environment. (Preferred): Min 8 years in working with diverse groups and active involvement in community initiatives.

Duties Include: Responsible for the overall management of Youth & Gender Programmes *Applications to The Human Resources Administration, Ground Floor, Shell House, 221 Anton Lembede Street, Durban 4001 or PO Box 5892, Durban 4000 or email SHRecruitment@durban.gov.za (Tel 031 311-3172/3) by Friday, 2011/11/18 at 12.00 (Midday).*

YOUTH CO-ORDINATOR
R170 665.75/R221 533.23 pa
Grade 11

Community Participation and Action Support Unit of the Governance Cluster.

Qualifications (Essential): Relevant 3 year tertiary qualification. Valid code EB drivers licence. (Preferred): Qualification: Relevant qualification in Social Development and Facilitation.

Experience (Essential): 3 Years relevant experience (Preferred): 4 Years relevant experience working with diverse groups and active involvement community initiatives. Good command of isiZulu. Good negotiating and problem solving skills.

Duties Include: Responsible for the overall co-ordination and implementation of Youth Programmes/ Projects. *Applications to The Human Resources Administration, Ground Floor, Shell House, 221 Anton Lembede Street, Durban 4001 or PO Box 5892, Durban 4000 or email SHRecruitment@durban.gov.za (Tel 31 311-3172/3173/3167) by Friday, 2011/11/18 at 12.00 (Midday).*

SUPPORT OFFICER
R170 665.75/R221 533.23 pa
Grade 11

Community Participation and Action Support Unit of the Governance Cluster.

Qualifications (Essential): Relevant 3 year Tertiary Qualification. (Preferred): Bachelor degree with Social Work or Community Development and Project Management diploma would be an added advantage.

Experience (Essential): 3Years relevant experience. (Preferred): 4Years relevant experience.

Duties Include: Responsible for co-ordinating and facilitat-

ing beneficiary support for the Grant-In-Aid Programme. *Applications to The Human Resources Administration, Ground Floor, Shell House, 221 Anton Lembede Street, Durban 4001 or P O Box 5892, Durban 4000 or email SHRecruitment@durban.gov.za (Tel 031 311-3172/3173/3167) by Friday, 2011/11/18 at 12.00 (Midday).*

PROGRAMME OFFICER
R144 570.07/R187 659.76 pa
Grade 10

Community Participation and Action Support Unit of the Governance Cluster.

Qualifications (Essential): Matric/Grade 12. Relevant certificate accredited by SAQA. (Preferred): Relevant qualification in Social development.

Experience (Essential): 2 years relevant experience working in the Welfare environment. Familiarity with Human Rights issues and advocacy. (Preferred): 3 years working with diverse groups and active involvement in community initiative. Good command of isiZulu.

Duties Include: Responsible for the overall co-ordination and implementation of Community Based Programmes. *Applications to The Human Resources Administration, Ground Floor, Shell House, 221 Anton Lembede Street, Durban 4001 or P O Box 5892, Durban 4000 or email SHRecruitment@durban.gov.za (Tel 031 311-3172/3173/3167) by Friday, 2011/11/18 at 12.00 (Midday).*

ADMINISTRATOR
R128 403.48/R166 668.65 pa
Grade 9

Community Participation and Action Support Unit of the Governance Cluster.

Qualifications (Essential): Matric/Grade 12. Relevant certificate accredited by SAQA. (Preferred): Appropriate tertiary qualification in the Social Sciences. **Experience (Essential):** 2 Year relevant experience. (Preferred): 3 years relevant experience. Knowledge of spreadsheet and database application

Duties Include: Responsible for the co-ordination of administrative support for the Sectoral Programmes Section. *Applications to The Human Resources Administration, Ground Floor, Shell House, 221 Anton Lembede Street, Durban 4001 or P O Box 5892, Durban 4000 or email SHRecruitment@durban.gov.za (Tel 031 311-3172/3173/3167) by Friday, 2011/11/18 at 12.00 (Midday).*

COMMUNITY MOBILIZER
R101 289.43/R131 484.04 pa
Grade 7

Community Participation and Action Support Unit of the Governance Cluster.

Qualifications (Essential): Matric/Grade 12. (Preferred): Relevant post matric certificate in Community Development Work. Good command of the isiZulu Language. **Experience (Essential):** 12 Months relevant experience. (Preferred): 18 Months experience working with diverse groups and active involvement in community initiatives.

Duties Include: Responsible for the overall implementation of Community Development Programmes/Projects. *Applications to The Human Resources Administration, Ground Floor, Shell House, 221 Anton Lembede Street, Durban 4001 or PO Box 5892, Durban 4000 or email SHRecruitment@durban.gov.za (Tel 031 311-3172/3173/3167) by Friday, 2011/11/18 at 12.00 (Midday).*

DRIVER
R70 967.52 / R92 124.12 pa
Grade 5

Community Participation & Action Support Unit of the Governance Cluster.

Qualifications (Essential): Appropriate secondary education. Valid code B drivers licence (Preferred): Matric /Grade 12

Experience (Essential): 3 Months relevant experience. (Preferred): 6 Months relevant experience

Duties Include: Responsible for the provision of a motorised messenger service. *Applications to The Human Resources Administration, Ground Floor, Shell House, 221 Anton Lembede Street, Durban 4001 or PO Box 5892, Durban 4000 or email SHRecruitment@durban.gov.za (Tel 031 311-3172/3173) by Friday, 2011/11/18 at 12.00 (Midday).*

REGIONAL CENTRES UNIT

SUPERVISOR (CUSTOMER CARE)
R128 403.48/R166 668.65 pa
Grade 9

Regional Centres Unit of the Governance Cluster.

Qualifications (Essential): Relevant post matric certificate. Valid code B drivers licence. (Preferred): Relevant 3 year tertiary qualification. **Experience (Essential):** 2 Years relevant experience. Computer literacy. (Preferred): 3 Years supervisory experience in a customer services environment.

Duties Include: Ensure that the customers seeking assistance at the walk-in centre are treated courteously and are attended (space) to in a manner which would result in their enquiries being dealt with expeditiously and in accordance with the Batho Pele principles. *Applications to The Human Resources Administration, Ground Floor, Shell House, 221 Anton Lembede Street, Durban 4001 or P O Box 5892, Durban 4000 or email SHRecruitment@durban.gov.za (Tel 031 311-3172/3173/3167) not later than Friday, 2011/11/18 at 12.00 (Midday).*

PRINCIPAL CLERK
53000200/
53000034/53000052/53000260)
R101 289/R131 484.04 pa
Grade 7

Regional Centres Unit of the Governance Cluster.

Qualifications (Essential): Matric/Grade 12 certificate. (Preferred): Relevant post Matric certificate. **Experience (Essential):** 12 months relevant experience. Computer literacy. (Preferred): 18 months relevant experience. **Duties Include:** Provide customer and related services in accordance with the principles of Batho Pele and the Unit's vision which states that "Every eThekweni resident will have easy access to all Council services in a way that is helpful, friendly, empowering and uniform across the city", to the eThekweni Municipality customers. *Applications to The Human Resources Administration, Ground Floor, Shell House, 221 Anton Lembede Street, Durban 4001 or PO Box 5892, Durban 4000 or email SHRecruitment@durban.gov.za (Tel 031 311-3172/3173/3167) by Friday, 2011/11/18 at 12.00 (Midday).*