

VACANCIES

SENIOR CLERK

R83 786.23/R108 761.70 pa

Grade 6

Regional Centres Unit of the Governance Cluster.

Qualifications (Essential):

Appropriate level of secondary education. **(Preferred):** Matric/Grade 12.

Experience (Essential): 6 months relevant experience in an Administrative/Clerical environment. **(Preferred):** 12 months relevant administrative experience within the Municipal environment.

Duties Include: Responsible for providing clerical and administrative support to the Manager: Customer Services for the effective operation of the Centres.

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).

PARKS, RECREATION AND CULTURE UNIT

SEASONAL CHILD MINDERS (LAW ENFORCEMENT) (R31.03 cents per hour)

Vacancies currently exist in the Parks, Leisure & Cemeteries Department of the Parks, Recreation and Culture Service Unit for Seasonal Child Minders with Appropriate level of education, and experience in taking care of children

Duties Include: Report to and remain at the designated

beach to which they are deployed for the day unless directed to relief at another beach. Erect the shelter/tents at the beginning of the shift. Keep a detailed register for children received. provide children with refreshments and blankets if necessary. Inform the Law Enforcement of any medical needs, shortages in food, blankets or bedding or any overwhelming anxieties. Must cook three meals a day for the children and ensure that they have sufficient bedding and clothing which has to be kept clean and washed.

Escorting children when they need to use ablution facilities.

Special Conditions attached to the Post: Required to work 8 hour shifts on the beaches or 12 hour shifts at the overnight Facility for 24 hour coverage. Required to work 6 days a

week. Wear the uniform provided while on duty

Physical Requirements for the Post: Healthy and strong enough to carry small children. Ability to withstand the harsh environmental condition along the coast

Applications to The Human Resources Administration Section, Parks, Recreation and Culture, 3rd Floor, Rennie House, 41 Margaret Mncadi (Victoria Embarkment), PO Box 5426, Durban, 4000 (Tel 031 311 4102) by Friday, 2011/11/18 at 12.00 (Midday).

SEASONAL POOL GUIDES (AQUATIC SAFETY: POOLS)

(R30.31 cents per hour)

A Vacancy currently exists in the Parks, Leisure & Cemeteries Department of the Parks, Recreation and Culture

Service Unit for Seasonal Pool Guides with Appropriate level of education, Minimum 1 month relevant experience, and preferably Minimum 3 months relevant experience. **Duties Include:** Controlling the crowd within the confines of the Swimming Pool. Preventing the public from bringing glass utensils into the swimming pool and to remove any glass found within the confines of the swimming pool. Report missing or damaged equipment, facilities, signage or a shortage of bins to the Pool Supervisor. Assist with keeping the pool surrounds litter free and advising the public not to litter. Care for separated children until they are reunited with their parents or guardians. Advise members of the public and ensure that they comply with the acceptable

code of dress and conduct.

Alert the Pool Supervisor to any emergency situation.

Dealing with public complaints or enquiries.

Special Conditions attached to the Post: Required to work 8 hour a day and 6 days a week.

Wear the uniform provided while on duty

Physical Requirements for the Post: Must have a calm disposition while being assertive.

Ability to work in the open in all weather conditions. Ability to work under pressure

Applications to The Human Resources Administration

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