

SENIOR DRAUGHTSPERSON
R144 570.07/R187 659.76 Grade 10

Procurement & Infrastructure Cluster, Engineering Unit, Development Engineering Department.

Qualification (Essential): Qualified draughtsperson.
Experience (Essential): Min 2 years relevant experience.
(Preferred): Min 3 years relevant knowledge and experience in Geographic Information Systems (G.I.S.). Working knowledge of Arch Info/Arc view GIS computer.

Duties Include: Combine information gathered from existing as built, GIS and survey data to produce his design.; produce detailed drawings (layouts, plans, long sections, cross sections, structural details, and cover roads, stormwater, sewers & township layouts) from the designs of the Engineers and Technicians. Interact with the Engineer/Technician putting forward constructive suggestions to the designer; produce drawings using computer software packages; responsible for gathering data from other service providers which may affect the project, and for ensuring that the information is accurately included in the drawings (Telkom, Electricity, Water etc); undertakes aspects of the design on behalf of the Engineer/Technician including long-sections, co-ordinates areas and layouts; liaising with Consultants and other Departments; Prepare as built drawings incorporating any changes that may have taken place during construction; responsible for record keeping and support to technical staff. Applications to The Human Resources Administration, Engineering Unit, 166 Ke Masinga (Old Fort) Road, Durban, 4001 or PO Box 680, Durban, 4000, (Tel 031-3117740) or email HRRecruit@durban.gov.za by Friday, 2011/11/18 at 12.00 (Midday).

SITE ASSISTANT
R128 403.48/R166 668.65 pa Grade 9

Procurement and Infrastructure Cluster, Engineering Unit, Roads Provision Department.

Qualification (Essential): Relevant post matric certificate or Trade test. Valid code B drivers licence.

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

Duties Include: Coordinates sequences associated with monitoring compliance with standards, procedures, regulations and specifications encompassed in regulations of various sites relating to the compliance with contract specifications, preparing and presenting investigational and qualitative reports, and processing specific transactional works documentation. Applications to The Human Resources Administration, Engineering Unit, 166 Ke Masinga (Old Fort) Road, Durban, 4001 or PO Box 680, Durban, 4000, (Tel 031-3117740) or email To HRRecruit@durban.gov.za not later than Friday, 2011/11/18 at 12.00 (Midday).

SENIOR CLERK
R83 786.23/108 761.70 pa Grade 6

Qualification (Essential): Appropriate secondary education. Valid first aid certificate or be in a position to obtain one within 6 months of taking up the position **(Preferred):** Matric/Grade 12

Experience (Essential): 6 Months Relevant experience
(Preferred): Waste management experience.

Duties Include: A good general clerical background, Receiving telephone queries and referrals, recording the details and forwarding them to the relevant official. Ensure stock items available, order stock and issue stock. Filing of all depot docu-

mentation including maintenance of staff records. Computer literate; Applications to The Human Resources Administration Section, Cleansing & Solid Waste/Supply Chain Management, 7 Meller Road, Pinetown, 3610 or PO Box 49, Pinetown 3600 or email recruitment@durban.gov.za (Tel 031 311 6255/311 6921) by Friday, 2011/11/18 at 12.00 (Midday).

CLEANSING & SOLID WASTE

PRINCIPAL CLERK
R101 289.43/131 484.04 pa Grade 7

Qualification (Essential): Appropriate level of secondary education. Computer Literate
Experience (Essential): Several Years of relevant experience
Duties Include: Provide administrative services to Regions. Screening of telephone enquiries, and redirecting them, receiving visitors, while also maintaining a diary. Collation of statistical information and filing. Applications to The Human Resources Administration Section, Cleansing & Solid Waste/Supply Chain Management, 7 Meller Road, Pinetown, 3610 or PO Box 49, Pinetown 3600 or email recruitment@durban.gov.za (Tel 031 311 6255/311 6921) not later than Friday, 2011/11/18 at 12.00 (Midday).

SUPPLY CHAIN MANAGEMENT

STOREKEEPER
R83786.23/108761.70 pa Grade 6

Qualification (Essential): Appropriate secondary education. Valid code B driver's license. **(Preferred):** Appropriate Certificate in Stores Management
Experience (Essential): 6 months experience in a stores related environment and Computer literate.
(Preferred): 12 months relevant experience.
Duties Include: Assisting the Senior Storekeeper. Responsible for the receiving and issuing of stock. Capture of Stores related documentation on to computer and ensuring administration function is kept up to date. Applying strict security and safety controls in the store. Applications to The Human Resources Administration Section, Cleansing & Solid Waste/Supply Chain Management, 7 Meller Road, Pinetown, 3610 or PO Box 49, Pinetown 3600 or email recruitment@durban.gov.za (Tel 031 311 6255/311 6921) by Friday, 2011/11/18 at 12.00 (Midday).

FUEL ATTENDANT
R64 551.80/81 825.27 pa Grade 4

Qualification (Essential): Appropriate level of Primary education **(Preferred):** Appropriate level of Secondary Education
Experience (Essential): 1 month relevant experience **(Preferred):** 3 months relevant general experience
Duties Include: Controls the issuing of fuel and oil Information recording onto computerised system. Taking daily dip reading and performing receiving of bulk fuel and oil. Ensuring safety of operations and compliance with safety regulations. Assists generally with stores such as counting stock, issuing and receiving of goods. Applications to The Human Resources Administration Section, Cleansing & Solid Waste/Supply Chain

Management, 7 Meller Road, Pinetown, 3610 or PO Box 49, Pinetown 3600 or email recruitment@durban.gov.za (Tel 031 311 6255/311 6921) by Friday, 2011/11/18 at 12.00 (Midday).

STORES ATTENDANT
R64 551.80/81 825.87 pa Grade 4

Qualification (Essential): Appropriate level of Primary Education **(Preferred):** Appropriate level of Secondary Education
Experience (Essential): 1 month relevant experience. Computer literacy **(Preferred):** 3 months relevant experience in Data Capturing
Duties Include: Loading and offloading goods issued/received. Relief duties for Fuel Attendant and messengers. Performing cleaning duties and keeping stores neat and tidy. Assists the storekeeper physical manhandling of goods and double checking the goods received. Applications to The Human Resources Administration Section, Cleansing And Solid Waste/Supply Chain Management, 7 Meller Road, Pinetown, 3610 or PO Box 49, Pinetown 3600 or email recruitment@durban.gov.za (Tel 031 311 6255/311 6921) by Friday, 2011/11/18 at 12.00 (Midday).

INTERNAL AUDIT AND PERFORMANCE MANAGEMENT UNIT

SENIOR INTERNAL AUDITOR
R226 854.20/R294 473.84 pa Grade 13

Internal Audit and Performance Management Unit of the Office of the City Manager Cluster.
Qualifications (Essential): BComm or equivalent qualification. **(Preferred):** CIA, CISA or BComm (Internal Auditing)
Experience (Essential): 3 Years relevant experience.
(Preferred): 4 Years relevant management and auditing experience.
Duties Include: Provide an independent, objective audit assurance and consultancy service of the municipality's systems of control, policies, procedures and standards. 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).

EMERGENCY CONTROL UNIT

TEMPORARY TELECOMMUNICATOR I (CCTV) & (EMACC)
(Interchangeable Posts)
R101 289.43/R131 484.04 pa Grade 7

Emergency Control Unit.
Qualification (Essential): Matric/ Grade 12 **(Preferred):** Grade 12 Pass in English Higher Grade or minimum of D symbol in standard grade.
Experience (Essential): 12 months relevant experience. Computer Literacy. **(Preferred):** 18 months relevant experience.
Duties Include: Under the guidance of Telecommunicator Level II (MACC) and Senior Telecommunicator (MACC) will undertake procedural applications associated with the operational activities relating to the Mobilising and Communication Centre. Under the guidance of the Telecommunicator Level II (CCTV) and Senior Telecommunicator (CCTV) performs procedural applica-

tions relating to the Closed Circuit Television operations by monitoring a specific zone or defined area of the Ethekwini region. PRE ENGAGEMENT MEDICAL EXAMINATION You shall be required to undergo a pre-engagement medical examination to be conducted by a Medical Officer in the of the Municipality. Applications to The Recruitment Division Of Emergency Services Unit/ Metropolitan Police Services, Human Resources, Metro Police Hq, 16 Achie Gumede Place (Old Fort Place), Ground Floor, Durban, 4000, Or P.O. Box 1172, Durban, 4000 or emailed To NhlumayoPhumla@durban.gov.za (Tel 031-3112917/2896) by Friday, 2011/11/18 at 12.00 (Midday).

HUMAN RESOURCES UNIT

HR SYSTEMS ADMINISTRATOR
Total Value of Remuneration Package R363 266.00/R459 435.00 pa Grade 14

"Benefits included in the Total Value of Remuneration Package Range (Pension; 13th Cheque; Medical Aid; Housing Subsidy and Motor Vehicle Allowance) 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)"
Corporate and Human Resources Cluster, Human Resources Unit, HR Shared Services Department.

Qualifications (Essential): Relevant 3 year tertiary qualification. **(Preferred):** Relevant post graduate Qualification.
Experience (Essential): 4 Years experience in maintaining a Human Resources Management and Payroll Systems. Exposure to networks, hardware, various operating systems platform and development tools.

(Preferred): 6 Years experience in maintaining a Human resources Management and Payroll System. Exposure to networks, hardware, various operating systems platform and development tools.
Duties Include: Responsible for the entire integrated Human Resources Management and Payroll System including all activities relating to the development and maintenance of the system for the eThekweni Municipality to ensure that the payroll and human resources data is processed accurately and timeously. 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).

SENIOR CLERK
R83 786.23/R108 761.70 pa Grade 6

Human Resources Unit of the Corporate and Human Resources Cluster.
Qualification (Essential): Appropriate level of secondary education. **(Preferred):** Matric/Grade 12 certificate.
Experience (Essential): 6 Months relevant experience. Computer literacy. **(Preferred):** 12 months relevant experience.
Duties Include: Provide administrative assistance in the

Recruitment and Administration Branch. 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).

OCCUPATIONAL HEALTH AND SAFETY UNIT

SAFETY AND RISK OFFICER
R170 665.75/R221 533.23 pa Grade 11

Occupational Health and Safety Unit of the Corporate and Human Resources Cluster.
Qualification (Essential): National Diploma in Safety Management. Suitable qualification in hazard identification and risk assessment. Health and safety auditors course. Valid code EB drivers licence. **(Preferred):** B Tech in safety management.

Experience (Essential): 3 Years relevant experience in safety an risk management. Computer literacy. **(Preferred):** 4 Years relevant experience in safety and risk management.

Duties Include: Provide Occupational Safety Services to all eThekweni Municipality Clusters by undertaking independent compliance audits, risk assessments, accident investigations and related advisory services to ensure compliance with Health and Safety Legislation, Policies, Procedures and Standards. 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).

REVENUE UNIT

SENIOR CONTROLLER
Ref: 71000164 and Various R170 665.75/R221 533.23 pa Grade 11

Treasury Cluster, Revenue Unit, Sales in Execution and Legal Processes Branch.
Qualifications (Essential): Grade 12. Computer literate and extensive relevant experience. **(Preferred):** Matric. Communication skills. Negotiating skills.
Special Conditions: The post is interchangeable with that of Supervisors Administration, Sundries, Legal Processes, Credit control, Accounts Management and Rates Clearance.
Duties Include: Supervise staff and work flow process in the sale in execution department. Monitor debts that gets into arrears and hand them over to Attorneys/Councils Legal Department. Monitor court hearing and authorize upliftment of court interdict. Deputise for the Manager: Sales in Execution & Legal Processes. Applications to The Human Resources (Treasury), Ground Floor, Florence Mkhize Building, 251 Anton Lembede Street, Durban 4001 or PO Box 828, Durban 4000 or email HRTreasury@durban.gov.za (Tel 031 311 1630 Fax: 031-311 1651) by Friday, 2011/11/18 at 12.00 (Midday).

CONTROLLER
REF: 71000132
R144 570.07/R187 659.76 pa Grade 10

Treasury Cluster, Revenue Unit, Arrears Management Department.

Qualifications (Essential): Relevant post Matric Certificate
Experience (Essential): 2 years relevant experience. Computer literacy. **(Preferred):** 3 years relevant experience, with 2 of these years in a supervisory position.
Special Conditions: This post is inter changeable with all other Supervisor Posts in the section.

Duties Include: Supervise the Municipal Clearance Certificate Section. Prepare and interpret Reports. Attend to complex queries and resolve account disputes. Authorise suspension and reversal of penalties. Supervise Staff and ensure performances. Applications to The Human Resources (Treasury), Ground Floor, Florence Mkhize Building, 251 Anton Lembede Street, Durban 4001 or PO Box 828, Durban 4000 or email HRtreasury@durban.gov.za (Tel 031-311-1630 Fax: 031-311 1651) by Friday, 2011/11/18 at 12.00 (Midday).

ADMINISTRATOR
Ref: 71001872 and Various R128 403.48/R166 668.65 pa Grade 9

Treasury Cluster, Revenue Unit, Sales in Execution and Legal Processes Branch.

Qualifications (Essential): Appropriate secondary education and relevant experience. **(Preferred):** Post Matric Admin and/or Computer qualification. Several years experience in Creditors Reconciliations. Communication skills.

Duties Include: Verify all invoices and statements. Prepare all payment vouchers and capture same onto the J.D.E. computer system. Cost out vouchers to the consumers/debtors account. Investigate dishonoured cheque payments and raise necessary charges. Handle all computer counter, telephonic and computer related queries. Applications to The Human Resources (Treasury), Ground Floor, Florence Mkhize Building, 251 Anton Lembede Street, Durban 4001 or PO Box 828, Durban 4000 or email HRTreasury@durban.gov.za (Tel 031 311 1630 Fax: 031-311 1651) by Friday, 2011/11/18 at 12.00 (Midday).

EXPENDITURE UNIT

ACCOUNTANT
R201 496.84/R261 542.36 pa Grade 12

Treasury Cluster, Expenditure Unit, Corporate Accounts Department, Accounts Payable Branch

Qualifications (Essential): At least one of the following: B Comm, CA (SA), member of IMFO, Associate member of CIS, or any equivalent 3 year Accounting Qualification (M+3). Computer literate.

(Preferred): At least one of the following: B Comm, CA (SA), member of IMFO, Associate member of CIS, or any equivalent 3 year Accounting Qualification (M+3).
Experience (Essential): 3 years relevant Municipal Accounting experience. **(Preferred):** 4 years post graduate Accounting Experience together with JDE and EXCELL/Quattro Pro Competency.

Duties Include: Supervise the Finance Payment section of accounts Payable. Compile monthly reports. Carry out prepayment audits and approve daily payments. Undertake and or facilitate special investigations. Attend to suppliers queries. Respond to audit queries Applications to The Human Resources (Treasury), Ground Floor, Florence Mkhize Building, 251 Anton Lembede Street, Durban 4001 or PO Box 828, Durban 4000 or email to HRtreasury@durban.gov.za (Tel 031 311 1630 Fax: 031-311 1651) by Friday, 2011/11/18 at 12.00 (Midday)