Applications are invited for the vacant positions within the various Clusters/Units, as detailed in the circular. Except where the contrary applies, appointments made will be in terms of the Conditions of Services applicable within the eThekwini Municipality.

Application forms are obtainable from any Human Resources section and must reach the addresses indicated not later than 12:00 (Midday) on the dates stated. Candidates must state clearly the position to which appointment is sought, and if consideration for more than one vacancy (even in the same Department) is desired, then separate applications must be submitted in respect to each such position.

Applicants are requested to furnish telephone number/s at which they may be contacted.

Please Note: - Canvassing of Councillors and Officials in respect of these positions will lead to disqualification of the applicants.

Corporate Human Resources Unit
DURBAN
15/06/2017

EThekwini Municipality is guided by the principles of Employment Equity. Women and people with disabilities are encouraged to apply.
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**SECTION II**

**RE-ADVERTISING/AMENDMENT**

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SECTION III

ACTING POSITIONS

NIL
INTERNAL/EXTERNAL APPLICANTS

CORPORATE AND HUMAN RESOURCES CLUSTER
DEPUTY HEAD (HUMAN RESOURCES) (POLICY & DEVELOPMENT)

REF NO: 61000010
HUMAN RESOURCES UNIT
POLICY AND DEVELOPMENT DEPARTMENT
Salary Negotiable
Grade 20

Benefits included in the Total Value of Remuneration Package Range (Pension, 13th Cheque, Medical Aid, Housing Subsidy and Car 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).

Job Purpose:
Responsible for the provision of a corporate human resources service for the eThekwini Municipality in respect of industrial Relations, Employment Policy, Performance Management, Employment Equity and Compensation Management

Key Responsibility Areas:
• Responsible for the formulation, development and maintenance of all Industrial Relations, Employment Policy, Performance Management, Employment Equity and Compensation Management policies, procedures, practices and programmes through a process of research, consultation and negotiation with all parties concerned.
• Ensure co-ordination and standardised implementation, application and interpretation of Industrial Relations, Employment Policy, Performance Management, Employment Equity, and Compensation Management policies, procedures, practices and programmes.
• Provide advice and guidance to the respective Units in regard to Industrial Relations, Employment Policy, Performance Management, Employment Equity, and Compensation Management policies, strategies and processes.
• Analyses and keeps abreast of applicable Industrial Relations, Employment Policy, Performance Management, Employment Equity and Compensation Management legislation and developments and advises Senior Management where necessary in this regard.
• Formulates capital and operating budgets for the Policy and development Department and controls expenditure on such budgets.
• Liaises with labour representatives on all matters relating to Industrial Relations, Employment Policy, Performance Management, Employment Equity and Compensation Management, in order to discuss and resolve problems and matters of mutual interest.
• Manage and control the policy and Development Departments staff.
• Recruiting and developing suitable qualified and experienced staff in accordance with employment equity targets.
• Conducting regular staff assessments and ensuring staff development.
• Dealing with disciplinary and grievance matters.
• Represents the Municipality on Forums and Working Groups and co-ordinates the research and preparation of information on industrial relations, employment policy, performance management, and employment equity and compensation management issues for discussion in the various forums.
• Serves on Sub-Committees of the Bargaining Council as required from time to time.
• Represents the Head Human Resources by attending the necessary meetings as delegated.
• Undertakes ad-hoc analysis, projects or investigations as required by the Head of the Unit.

Essential Requirements:
• Relevant Bachelor's Degree.
• Valid motor vehicle driver’s license.
• 7 Years experience at a management level of which at least 2 years must be at a senior management level.

Preferred Requirements:
• Relevant post graduate qualification in management

Physical Requirements:
Must be physically capable of carrying out the duties of the post.
Work sample and/or psychometric tests may be undertaken as part of the selection process.

EThekwini Municipality is guided by the principles of Employment Equity. Women and people with disabilities are strongly encouraged to apply.

In addition to the basic salary reflected above, the Municipality offers a 13th cheque, housing subsidy (subject to certain conditions), normal pension benefits and generous vacation leave.

Applicants who have not been contacted / notified within 3 months of the closing date of this advert should consider themselves unsuccessful.

Please quote the reference number of the vacancy in all circumstances.

Any employee may be required to be deployed and report to any of the offices, depots or workplaces of the Municipality within its area of jurisdiction.

INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED.

Canvassing Councillors or Officials in respect of these positions will lead to the disqualification of the applicants. You shall be required to undergo a pre-engagement medical examination to be conducted by a medical officer in the employ of the Municipality.

To apply go to [www.durban.gov.za](http://www.durban.gov.za) and click on e-careers link – closing date is Friday, 2017-06-30.
INTERNAL/EXTERNAL APPLICANTS

3

CORPORATE AND HUMAN RESOURCES CLUSTER
MANAGER (HR ADMINISTRATION)
REF NO: 61000520/Various
HUMAN RESOURCES UNIT
HR SHARED SERVICES DEPARTMENT
Total Remuneration Package:
R508 888.00 / R642 088.00 pa
Grade 14

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).

Job Purpose:
Manages controls and maintains the activities of the Human Resources Administration function, computerised Payroll, attendance records and leave recording systems and Recruitment Administration.

Key Responsibility Areas:
• Responsible for the Human Resources Administration function.
• Manages and controls the behaviour and performance of staff of the Human Resources Administration.
• Participate in the selection process of new employees within the Human Resources Administration.
• Represents the payroll section at the relevant meetings.
• Planning and monitoring the annual programme for the payroll division by compiling work plans and deadlines.
• Planning, co-ordinating, preparing and consolidating the annual staff estimates for the Units.
• Responsible for the preparation of the Operating and Capital Budget for the Human Resources Department.
• Responsible for Compensation and Leave function.
• Offer guidance, assistance and administrative support to Management and employees on relevant matters, including their respective Conditions of Service and relevant resolutions to ensure that Management and employees are correctly informed.
• Undertake special projects of an administrative nature from time to time.

Essential Requirements:
• Relevant 3 year tertiary qualification, i.e. National Diploma or Degree.
• 4 Years relevant experience in a HR administration environment including the management of staff.

Preferred Requirements:
• Relevant post graduate qualification.
• 6 years relevant experience in accounting or financial controls and budgeting.

Special Conditions:
Must display good information processing skills and have the ability to control a large staff complement undertaking diverse functions.

Physical Requirements:
Must be physically capable of carrying out the duties of the post.

Work sample and/or psychometric tests may be undertaken as part of the selection process.

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**Please quote the reference number of the vacancy in all circumstances.**

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*To apply go to [www.durban.gov.za](http://www.durban.gov.za) and click on e-careers link – closing date is Friday, 2017-06-30.*
INTERNAL/EXTERNAL APPLICANTS

CORPORATE AND HUMAN RESOURCES CLUSTER

MANAGER (SUPPORT SERVICES)

REF NO: 61000112

HUMAN RESOURCES UNIT

POLICY AND DEVELOPMENT DEPARTMENT

Total Remuneration Package

R508 888.00 / R642 088.00 pa

Grade 14

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).

Job Purpose:
Manages the Support Services Branch and the financial and administrative requirements of the Department through review and evaluation of current procedures and opportunities to improve processes, systems and controls, mapping of the short term human and financial resources requirements to maintain service level and controlling the financial, risk and procurement, auxiliary services, administrative and human resources support services key performance areas to ensure the Branch contributes positively to the Unit's compliance with financial and governance regulations and legislations.

Key Responsibility Areas:
• Interprets and aligns key areas of the Support Services function to address priorities.
• Directs and controls the Key Performance Indicators and outcomes of personnel.
• Prepares capital/operating estimates and controls expenditure against the approved budget allocations.
• Manages the information management requirements and the interpretation and application of procedures associated with financial provisioning, risk profiling and procurement.
• Executes administrative and procedural applications related to the Supply Chain Management process.
• Manages auxiliary provisions or requirements associated with the arrangement and needs of the human resources function located in the different areas of the organization.
• Manages the administrative requirements and implementation of processes to support outcomes.
• Manages the advertising and appointment publications related to the recruitment process for positions in the Municipality.
• Disseminates functional information on current performance levels, proposed courses of actions/developments/problems and constraints.
• Manages the reporting requirements/deadlines associated with the functionality.

Essential Requirements:
• Relevant 3 year tertiary qualification, i.e. Diploma or Degree.
• Valid motor vehicle drivers license (Code B).
• 4 Years relevant experience.
• Computer Literacy.

Preferred Requirements:
• Relevant post graduate qualification.
• 6 Years relevant experience.

Work sample and/or psychometric tests may be undertaken as part of the selection process.

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In addition to the basic salary reflected above, the Municipality offers a 13th cheque, housing subsidy (subject to certain conditions), normal pension benefits and generous vacation leave.

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Please quote the reference number of the vacancy in all circumstances.

Any employee may be required to be deployed and report to any of the offices, depots or workplaces of the Municipality within its area of jurisdiction.

INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED.

Canvassing Councillors or Officials in respect of these positions will lead to the disqualification of the applicants. You shall be required to undergo a pre-engagement medical examination to be conducted by a medical officer in the employ of the Municipality.

To apply go to www.durban.gov.za and click on e-careers link – closing date is Friday, 2017-06-30.
TRADING SERVICES CLUSTER

SENIOR MANAGER (WATER DESIGN & NON REVW)

WATER AND SANITATION UNIT
WATER & SANITATION ENGINEERING DEPARTMENT

Total Remuneration Package:
R1 042 948.00 / R1 333 858.00 pa
Grade 18

Benefits included in the Total Value of Remuneration Package Range (Pension, 13th Cheque, Medical Aid, Housing Subsidy and Car 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).

Job Purpose:
To manage the branch responsible for the reduction of non-revenue water.

Key Responsibility Areas:
• Manages and supervises the staff of the branch.
• Improves the water and sanitation units key performance indicators and reduces lost water and revenue.
• Provides project and technical management.
• Manages research and development within the branch.
• Manages the preparation of key performance indicators.
• Manages the design work in the unicity.
• Control contractual and professional appointments commissioned.
• Manages the administration of financial management of the branch.
• Approves complex engineering design and planning projects.
• Liaison with and assistance to public, other departments/units, councillors, consultants and contractors.
• Providing input into national and provincial documents and legislation.
• Preparation of scenarios and the investigation of strategic planning interventions/policy instruments.
• General administrative duties.
• Deputises for the deputy head.
• Undertakes related assignments.

Essential Requirements:
• B.Sc (Engineering) plus registration as a Professional Engineer (Pr. Engineering) with the Engineering Council of South Africa.
• Valid motor vehicle drivers license (Code B).
• 8 Years registration experience.

Work sample and/or psychometric tests may be undertaken as part of the selection process.

EThekweni Municipality is guided by the principles of Employment Equity. Women and people with disabilities are strongly encouraged to apply.

In addition to the basic salary reflected above, the Municipality offers a 13th cheque, housing subsidy (subject to certain conditions), normal pension benefits and generous vacation leave.

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Please quote the reference number of the vacancy in all circumstances.

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TRADING SERVICES CLUSTER

CHIEF TECHNOLOGIST

REF NO: 34001170

WATER AND SANITATION UNIT

CUSTOMER SERVICES DEPARTMENT

Total Remuneration Package
R688 914.00 / R874 278.00 pa
Grade 15

Benefits included in the Total Value of Remuneration Package Range (Pension, 13th Cheque, Medical Aid, Housing Subsidy and Car 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).

Job Purpose:
To manage the technical services division.

Key Responsibility Areas:
• Management of staff.
• Financial control.
• Responsible for administration duties.
• Undertakes administration functions.
• Responsible for technical duties.
• Responsible for technical functions.
• Responsible for project management.
• Undertakes related assignments.

Essential Requirements:
• Relevant B.Tech plus registration as a Professional Technologist (Pr. Technologist).
• Valid motor vehicle drivers license (Code B).
• 5 Years post registration experience.

Work sample and/or psychometric tests may be undertaken as part of the selection process.

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To apply go to www.durban.gov.za and click on e-careers link – closing date is Friday, 2017-06-30.
Job Purpose:
To manage the Water Network Branch in ensuring that the water supply system is optimally developed, maintained and utilized.

Key Responsibility Areas:
• Undertakes technical duties in order to ensure that the water supply system is optimally developed, maintained and utilized using appropriate technology.
• Investigates and determines remedial technical solutions to daily problems arising from water supply system.
• Ensures routine preventative maintenance of installations is carried out.
• Diagnoses work fronts where there are regional/local technical (electronic, civil or hydraulic) problems with the system and initiates the need for capital projects for construction to improve conditions in that area.
• Initiates new works for replacement of aged infrastructure.
• Investigates and reports back on insurance related claims affecting third parties.
• Compiles the operating and capital budgets and monitors expenditure for the branch.
• Supervision and control of subordinate staff.

Essential Requirements:
• Relevant B.Tech plus registration as a Professional Technologist (Pr. Technologist) with the Engineering Council of South Africa (ECSA).
• Valid motor vehicle drivers license (Code B).
• 6 Years relevant experience.

Preferred Requirements:
• 7 Years relevant post registration experience.

Special Conditions:
Continuously on call for emergencies. Essential service post.

Work sample and/or psychometric tests may be undertaken as part of the selection process.

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INTERNAL/EXTERNAL APPLICANTS

TRADING SERVICES CLUSTER
SUPERINTENDENT (WATER NETWORK)
REF NO: 34002936/ 34002886
WATER AND SANITATION UNIT
WATER OPERATIONS DEPARTMENT
R 279 085.68 / R 362 252.88 pa
Grade 12

Job Purpose:
Co-ordinates and controls the operations associated with the provision of a Water Mains maintenance service.

Key Responsibility Areas:
• Monitors and implements procedures.
• Plans, schedules and evaluates maintenance programmes.
• Co-ordinates and implements safety policies and procedures.
• Monitors and evaluates progress with regards to water mains maintenance works.
• Investigates all burst mains and sends sample of pipe for analysis.
• Investigates all insurance claims due to burst water mains.
• Undertakes shutdowns for Construction Department in order to tie in new mains.
• Arranges for repairs of non-metallic pressure sewer mains.
• Supervision and control of staff.
• Investigates complaints, attends management meetings, supervises sampling of water etc.

Essential Requirements:
• Qualified Artisan Plumber in terms of relevant legislation.
• Valid motor vehicle driver’s licence (Code EB)
• 3 Years relevant experience in plumbing and construction.
• Supervisory experience.

Preferred Requirements:
• Matric/Grade 12.
• 4 Years relevant water systems experience.

Special Conditions:
Posts of Superintendent are interchangeable within the Department at the discretion of the Deputy Head.
Operates on a standby roster and is continuously on call for emergencies.

Physical Requirements:
Physically able.

Work sample and/or psychometric tests may be undertaken as part of the selection process.
ETHekwini Municipality is guided by the principles of Employment Equity. Women and people with disabilities are strongly encouraged to apply.

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INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED.
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To apply go to www.durban.gov.za and click on e-careers link – closing date is Friday, 2017-06-30.
INTERNAL/EXTERNAL APPLICANTS

TRADING SERVICES CLUSTER
CHIEF TECHNICIAN (CIVIL)

REF NO: 34003312
WATER AND SANITATION UNIT
SANITATION OPERATIONS DEPARTMENT
R539 507.00 / R682 314.00 pa
Grade 13

Benefits included in the Total Value of Remuneration Package Range (Pension, 13th Cheque, Medical Aid, Housing Subsidy and Car 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).

Job Purpose:
To ensure that all minor contracts and repairs in the designated area are carried out in a cost effective and efficient manner and manage the area office's technical team.

Key Responsibility Areas:
• Manages and develops technical staff.
• Assists with the technical operations of the operational area.
• Provides technical support, advice and backup to Superintendents.
• Controls the engineering designs and contracts within the Division.
• Ensures sound financial management of the contracts under his/her control.
• Establishes, develops and maintains the necessary communication channels and relationships internal and external to the organisation.
• Ensures compliance with relevant Occupational Health and Safety construction regulations.
• Deputises and relieves for the Area Engineer.

Essential Requirements:
• National Diploma in Civil Engineering.
• Registration as a Professional Technician (Pr. Techni.) with Engineering Council of South Africa.
• Valid motor vehicle driving license (Code B).
• 5 Years relevant post qualification experience in Civil Engineering.
• Computer Literacy.

Special Conditions:
Appointment or, progression to Chief Civil Engineering Technician level will be subject to applicants’ achieving the required number of credits that would be deemed as a pass in the Internal Assessment Test.

Work sample and/or psychometric tests may be undertaken as part of the selection process.

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To apply go to www.durban.gov.za and click on e-careers link – closing date is Friday, 2017-06-30.
TRADING SERVICES CLUSTER
SUPERINTENDENT (MECHANICAL)
REF NO: 34005224
WATER AND SANITATION UNIT
SANITATION OPERATIONS DEPARTMENT
Total Remuneration Package
R485 954.00 / R612 766.00 pa
Grade 12

Benefits included in the Total Value of Remuneration Package Range (Pension, 13th Cheque, Medical Aid, Housing Subsidy and Car 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).

Job Purpose:
Coordinates and controls the processes associated with conducting the maintenance and construction work associated with the mechanical installations of water and sanitation unit.

Key Responsibility Areas:
• Provides advice/information and guidance on the principles, procedures and applications.
• Coordinates specific administrative tasks/activities associated with updating and maintain records/information.
• Coordinates and control tasks/activities associated with controlling personnel performance, productivity and discipline.
• Undertakes other related duties.

Essential Requirements:
• Must be qualified Artisan Fitter or Fitter and Turner.
• Valid motor vehicle drivers license (Code B).
• 5 Years relevant experience.

Special Conditions:
Posts of Superintendent (Mechanical) are interchangeable within the Department at the discretion of the Deputy Head. Subject to periodic call outs after hours and at weekends.

Physical Requirements:
Physically able to carry out the duties of the post.

Work sample and/or psychometric tests may be undertaken as part of the selection process.
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To apply go to www.durban.gov.za and click on e-careers link – closing date is Friday, 2017-06-30.
Job Purpose:
To co-ordinate and control specialised/technical plumbing tasks/activities.

Key Responsibility Areas:
• Co-ordinates specific pre-work requirements with regards to installation, repairs and maintenance and guides the activities of personnel.
• Completes internal procedural documentation such as time sheets, log sheet, progress and productivity field reports, claims etc and related forms (vehicle checklist).
• Co-ordinates activities associated with the trouble shooting / fault finding reasons for disruption in the supply of water.
• Co-ordinates activities associated with repairing and restoring the functionality of water systems and components.
• Undertakes the supervision and control of subordinate staff.
• Observes conformance with safety rules and procedures.

Essential Requirements:
• Qualified Artisan Plumber or Water Service Hand in terms of relevant legislation.
• Valid motor vehicle driver’s licence (Code EB).
• Certification in Basic First Aid and Basic Safety to be completed within 6 to 12 months from date of appointment.
• 2 Years relevant experience.

Preferred Requirements:
• Relevant 3 year tertiary qualification, i.e. Diploma or Degree.
• Valid motor vehicle drivers licence (Code EC) plus PRDP.
• 3 Years relevant experience.

Special Conditions:
1. Required to work in all weather conditions. 2. Required to work outside normal working hours during emergencies and planned overtime. 3. May be required to work shifts. 4. Required to work under unfavourable site conditions such as water-logged excavations and muddy conditions.

Work sample and/or psychometric tests may be undertaken as part of the selection process.

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INTERNAL/EXTERNAL APPLICANTS

TRADING SERVICES CLUSTER

ARTISAN (BODY BUILDER) (LEVEL II)

REF NO: 34007494

WATER AND SANITATION UNIT
AUXILIARY SERVICES DEPARTMENT

R200 238.72 / R 259 920.48 pa

Grade 10

Job Purpose:
Co-ordinates processes, applications and techniques associated with automotive panel beating and body building (plants and vehicles) in accordance with specifications, quality standards and time and cost allocations.

Key Responsibility Areas:
- Undertake body building and related body work to Municipal vehicles and plant.
- Remove and replace windscreens, set doors and window frames and fit channelling.
- Undertake the joining of panels, grinding and/or filing/filling.
- Fit glass and windows into body by means of rubber glazing.
- Perform other repair and maintenance work applicable to the trade of body-builder.
- Making up/fabricating specific tools to remove seized or damaged hub, shaft, bearing cone, pilot bearing, spanner, pipe spanner.
- Undertake sundry tasks as part of the body-building process.
- Undertake driving duties.

Essential Requirements:
- Qualified Artisan Body-builder.
- Valid motor vehicle drivers licence (Code C).
- 2 Years post-qualifying experience.

Physical Requirements:
Must be physically fit and able bodied.

Work sample and/or psychometric tests may be undertaken as part of the selection process.

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INTERNAL/EXTERNAL APPLICANTS

TRADING SERVICES CLUSTER:  
ARTISAN (PLUMBER) (LEVEL II)  
REF NO: 34006196  
WATER AND SANITATION UNIT  
WATER OPERATIONS DEPARTMENT  
R200 238.72 / R 259 920.48 pa  
Grade 10

Job Purpose:  
Responsible for installing, repairing and maintaining pipes, fixtures and other plumbing used for water distribution and waste water disposal.

Key Responsibility Areas:  
• Supervision and control of staff.  
• Conducts quality control on all projects.  
• Ensures that all Health and Safety regulations are adhered to.  
• Undertakes administrative duties.

Essential Requirements:  
• Qualified Artisan in plumbing or relevant trade or Water Service hand.  
• Valid motor vehicle drivers license (Code B).  
• 2 Years relevant experience.

Preferred Requirements:  
• Relevant technical qualification.  
• Valid driver’s licence (Code C) with PDP.  
• 3 Years relevant experience.

Special Conditions:  
1. Maybe required to work overtime as and when required. 2. Subject to call out in emergency situations.

Work sample and/or psychometric tests may be undertaken as part of the selection process.

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TRADING SERVICES CLUSTER
COMPLAINTS INSPECTOR
REF NO: 34008362
WATER AND SANITATION UNIT
WATER OPERATIONS DEPARTMENT
R157 958.76 / R205 034.16 pa
Grade 08

Job Purpose:
To assess the nature of problems on all Water and Sanitation related installations/service, record findings and advise the Control Centre accordingly of a possible resolution to the findings.

Key Responsibility Areas:
• Investigation of Water and Sanitation related queries.
• NDM Vehicle Upkeep, Inspection and Maintenance.
• Provides technical support.
• Perform any other tasks or duties as may be required from time to time.

Essential Requirements:
• Matric/Grade 12.
• Valid motor vehicle driving license (Code B).
• 18 Months relevant experience.
• Computer Literacy.

Preferred Requirements:
• Matric/Grade 12 plus relevant certificate accredited by SAQA, e.g. Basic Plumbing Certificate.
• 24 Months relevant experience.

Special Conditions:
Able to tolerate high levels of stress and multi-task. Be able to work shifts.

Physical Requirements:
Must be physically fit.

Work sample and/or psychometric tests may be undertaken as part of the selection process.

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INTERNAL/EXTERNAL APPLICANTS

TRADING SERVICES CLUSTER
GIS FIELD INVESTIGATOR
REF NO: 34010032
WATER AND SANITATION UNIT
ENGINEERING AND DATA SERVICES DEPARTMENT
R140 292.24 / R182 113.68 pa
Grade 07

Job Purpose:
To undertake Graphical Information Systems field investigations, in support of the Graphical Information System.

Key Responsibility Areas:
• Undertakes geographical information systems field investigations.
• Uses sophisticated electronic equipment to locate and coordinate services.
• Captures and records findings of the investigation.
• Undertakes supervision of staff and general administrative duties.
• Undertakes related assignments.

Essential Requirements:
• Matric/Grade 12.
• Valid motor vehicle drivers license (Code B).
• 12 Months relevant experience.

Preferred Requirements:
• Matric/Grade 12 plus relevant certificate accredited by SAQA.
• 18 months relevant experience in the water and sanitation area.
• Experience in reading maps and design drawings.
• Knowledge of mapping grade global positioning systems.

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INTERNAL/EXTERNAL APPLICANTS

TRADING SERVICES CLUSTER
PRINCIPAL CLERK
REF NO: 34000946
WATER AND SANITATION UNIT
CUSTOMER SERVICES DEPARTMENT
R140 292.24 / R182 113.68 pa
Grade 07

Job Purpose:
To ensure that water readings are properly audited and accurate billing occurs.

Key Responsibility Areas:
• Carries out audit operations relating to meter readings.
• General administration and customer complaints.
• Undertakes management of staff.

Essential Requirements:
• Matric/Grade 12.
• 12 Months relevant experience.
• Computer Literacy.

Preferred Requirements:
• Matric/Grade 12 plus relevant certificate accredited by SAQA.
• 18 Months relevant experience.

Special Conditions:
Posts of Chief Clerk are interchangeable within the Department at the discretion of the Deputy Head.

Work sample and/or psychometric tests may be undertaken as part of the selection process.

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INTERNAL/EXTERNAL APPLICANTS

23

TRADING SERVICES CLUSTER
METER READER
REF NO: 34000900/VARIOUS
WATER AND SANITATION UNIT
CUSTOMER SERVICES DEPARTMENT
R 116 049.12 / R 150 641.88 pa
Grade 06

Job Purpose:
To effectively acquire and record all water meter readings for billing customers for water quantities consumed and to report on all unread meters requiring attention, as well as illegal supplies.

Key Responsibility Areas:
• Perform meter reading functions by capturing meter numbers and readings utilising a computerised device Identify and record all faulty and damaged meters.
• Locate and sequence routes and meters not recorded on the system.
• Investigate irregularities on meter water consumption and report all illegal connections or burst pipes.
• Attend to customer queries relating to meter readings in accordance with Batho Pele principles.

Essential Requirements:
• An appropriate level of secondary education.
• Valid motor vehicle drivers license (Code B) to be obtained within 6 months of appointment.
• 6 Months relevant experience.

Preferred Requirements:
• Matric/Grade 12.
• Valid motor vehicle drivers license (Code B).
• 12 Months relevant experience.

Special Conditions:
Posts are interchangeable within the Department at the discretion of the Deputy Head.

Work sample and/or psychometric tests may be undertaken as part of the selection process.

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TRADING SERVICES CLUSTER
SENIOR CLERK
REF NO: 34010462/VARIOUS
WATER AND SANITATION UNIT
REGIONAL CUSTOMER SERVICES DEPARTMENT
R 116 049.12 / R 150 641.88 pa
Grade 06

Job Purpose:
To carry out administrative duties relating to meters, meter reading and meter audits.

Key Responsibility Areas:
• Carries out over read duties relating to the correction of erroneous meter readings.
• Carries out crossed meter duties of investigating and verifying errors.
• Carries out meter test duties to ensure that meters are functional.
• Undertakes tariff adjustments to correct erroneous charges on bills.
• Carries out adjustments to bulks and individual metering accounts.
• Undertakes clerical duties relating to repairs done by council plumbers.
• Undertakes financial adjustment for forced repair where consumer has not repaired leaks.
• Captures billing transfers.
• Undertakes water loss insurance duties.
• Carries out various administrative tasks relating to meters.
• Undertakes related assignments.

Essential Requirements:
• Appropriate level of secondary education.
• 6 Months relevant experience.
• Computer Literacy.

Preferred Requirements:
• Matric/Grade 12.
• 12 Months relevant experience.

Work sample and/or psychometric tests may be undertaken as part of the selection process.

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TRADING SERVICES CLUSTER

SENIOR CLERK

REF NO: 34000956

WATER AND SANITATION UNIT
CUSTOMER SERVICES DEPARTMENT

R 116 049.12 / R 150 641.88 pa
Grade 06

Job Purpose:
Applies clerical verification process to check consumption information prior to billing processes and provides information to consumers/departments.

Key Responsibility Areas:
• Checks readings received from contractor and identifies with low/high or inconsistent consumption readings.
• Requests for checks to be conducted on inconsistent/incorrect readings.
• Distributes information on inconsistent readings, identifies new meters to be processed and attends to cross meter and bulk meter queries, referring these to the relevant departments.
• Received checked outcomes and produces "checked over reads" information on completion of investigative sequences.
• Undertakes the coding of correct consumption readings for billing processes.
• Verifies consumption reading recordings/data and updates system information.
• Attends to queries and makes available activity related information to consumers/departments.

Essential Requirements:
• An appropriate level of secondary education.
• 6 Months relevant clerical experience.
• Computer Literacy.

Preferred Requirements:
• Matric/Grade 12.
• 12 Months relevant experience.

Special Conditions:
Posts are interchangeable within the Unit at the discretion of the Head.

Work sample and/or psychometric tests may be undertaken as part of the selection process.

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INTERNAL/EXTERNAL APPLICANTS
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CITY MANAGERS OPERATIONS OFFICE CLUSTER
SENIOR MANAGER (CITY MANAGER'S OFFICE)
REF NO: 99910600
CITY MANAGER OFFICE SUPPORT SERVICES UNIT
Total Remuneration Package
R642 088.00 /R815 025.00 pa
Grade 16

Benefits included in the Total Value of Remuneration Package Range (Pension, 13th Cheque, Medical Aid and 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).

Job Purpose:
To manage the Office of the City Manager and his functions.

Key Responsibility Areas:
• Provides advisory services and support to the City Manager and the associated office.
• Represents the City Manager and the Office.
• Ensures that excellent service is sustained and promotes growth and development of the City.
• Directs critical processes associated with the development of programmes and projects for sustainability of interventions.
• Provides an executive secretarial service at the various fora, including the DCM's Forum.
• Controls outcomes associated with the utilisation and performance of personnel within the function.
• Disseminates functional and operational information on the immediate, short and long term objectives, and, current applications and constraints.
• Plans and prepares capital and operating estimates for the area and controls expenditure against approved budget allocations.
• Manages the administrative and reporting requirements associated with the key performance and result indicators of the Unit.

Essential Requirements:
• Relevant 3 year tertiary qualification, i.e. Diploma or Degree.
• Valid motor vehicle driver’s license (Code B).
• 6 Years relevant experience.

Preferred Requirements:
• Relevant post graduate qualification.
• 8 Years relevant experience.

Work sample and/or psychometric tests may be undertaken as part of the selection process.

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TRADING SERVICES CLUSTER

CHIEF TECHNOLOGIST (METERING INSPECTIONS)

REF NO: 33007418
ELECTRICITY UNIT
CUSTOMER SERVICES AND SALES DEPARTMENT

Total Remuneration Package
R407 865.00 / R529 432.68 pa
Grade 15

Benefits included in the total value of remuneration package (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. A non-pensionable Market Allowance may be payable in terms of the Scarce Skills Policy.

Job Purpose:
To ensure that the co-ordination and specific functions relating to electrical metering inspections within the electricity Department is performed to ensure optimal electrical operation of all simplex and complex metering installations and service delivery to the community.

Key Responsibility Areas:
- Manage & ensure that the inspections of measurement and metering equipment and circuits, analysis of the circuit faults found during the audits of the industrial and Business & General Customers, are done in accordance with the relevant standards and regulations.
- Ensure that Data Processing and Integration Requirements of the meter management system comply with the relevant standards.
- Manage administrative and technical functions in accordance with the relevant standards and regulations.
- Assist in preparing technical specifications and adjudicate tenders for vending & associated equipment and metering and measurement equipment.
- Responsible for the meter handling control points and to recommend any changes to processes which will result in the improvement of meter management.
- Responsible for auditing all meter requisitions by running reports on the meter management software to ensure that each and every meter is linked to a connection.
- Prepares the Sections financial budgets both capital and operating and control of expenditure within such approved budgets.
- Supervises the subordinate’s staff performance and taking remedial action where necessary.

Essential Requirements:
- B.Tech in Electrical engineering from a University of Technology (Technikon) recognized by the Council on Higher Education.
- Registered with the Engineering Council of South Africa as a Professional Technologist in Electrical Engineering.
- Valid motor vehicle drivers licence (Code B or EB) must pass a departmental proficiency test, to prove sufficient general knowledge of electricity distribution network fundamentals and philosophies.
- 5 Years post qualification experience in the Electricity Supply Industry.

Special Conditions:
- Hours of Work - 40 hour-5 day week flexi-time.
- Protective Clothing - As per the PPE Schedule.
- Overtime Category - 11.

Physical Requirements:
- Must be physically capable of carrying out the duties of the post.

Work sample and/or psychometric tests may be undertaken as part of the selection process.

ETO Thekwini Municipality is guided by the principles of Employment Equity. Women and people with disabilities are strongly encouraged to apply.
In addition to the basic salary reflected above, the Municipality offers a 13\textsuperscript{th} cheque, housing subsidy (subject to certain conditions), normal pension benefits and generous vacation leave.

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Please quote the reference number of the vacancy in all circumstances.

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INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED.

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To apply go to \url{www.durban.gov.za} and click on e-careers link – closing date is Friday, 2017-06-30.
INTERNAL/EXTERNAL APPLICANTS
30

TRADING SERVICES CLUSTER
HV INSPECTOR
REF NO: 33006892
ELECTRICITY UNIT
HV OPERATIONS DEPARTMENT
Total Remuneration Package
R 353 986.00 /R 442 994.00 pa
Grade 11

Benefits included in the total value of remuneration package (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. A non-pensionable Market Allowance may be payable in terms of the Scarce Skills Policy.

Job Purpose:
To perform estimating functions for all work undertaken by the division as well as testing, safety and maintenance inspections to identify hazardous conditions, non-compliance with the Occupational Health and Safety Act (1993) and compliance with proper operational functions.

Key Responsibility Areas:
• Inspects medium and high voltage equipment, monitors pressure alarms and undertakes tests necessary to determine maintenance requirements on medium and high voltage equipment.
• Creates necessary maintenance request forms and timeously submits relevant paperwork preceding, during and on completion of work tasks.
• Provides dimensioned sketches for the manufacture of specialised equipment.
• Performs maintenance functions by labelling live medium and high voltage equipment and associated plant.
• Identifies the plant to be examined by contractors undertaking infra-red scanning and other condition based monitoring.
• Undertakes high and medium voltage switching operations on occasions (including isolating, testing, and earthing and issuing of work permits).
• Performs estimation functions by examining construction drawings and assessing site conditions.
• Performs safety functions by attending sites to instruct and ensure compliance by others with EThekwini Electricity requirements and Statutory Regulations in respect of work close to medium and high voltage equipment.

Essential Requirements:
• Must be a qualified electrician with at least an N2 or NCV3 in electrical engineering from a Further Education and Training College registered with the Department of Education.
• Valid motor vehicle driver’s license (Code EC1 10).
• 3 Years relevant post Apprenticeship experience in the electricity supply industry.

Preferred Requirements:
• In possession of a NTC6 in electrical engineering from a Further Education and Training College registered with the Department of Education.
• 4 Years relevant experience and knowledge of EThekwini Electricity’s distribution and transmission systems and practices or experience as an electrician in the electricity supply industry.
• Met all four proficiencies/competencies as a Senior Electrician.

Special Conditions:
• Hours of work: 40 Hour-5 Day week. Special Allowances: Ad hoc switching will be paid as applicable.
• Protective Clothing as per PPE. Overtime Category: II

Physical Requirements:
• Must be physically capable of carrying out the duties of the post.

To apply go to www.durban.gov.za and click on e-careers link – closing date is Friday, 2017-06-30.
INTERNAL/EXTERNAL APPLICANTS

31

TRADING SERVICES CLUSTER
ARTISAN (MECHANICAL)
REF NO: 33005898
ELECTRICITY UNIT
TECHNICAL SUPPORT DEPARTMENT
R 200 238.72 / R 259 920.48 pa
Grade 10

Job Purpose:
To provide rigging skills for installation and removal of major electrical plant and equipment utilizing various transportation and operation.

Key Responsibility Areas:
• Manufacture, inspect and test the various types of lifting tackle slings used in the rigging trade, and lifting cable replacements.
• Inspect, test and repair various types of mechanical lifting equipment used in the rigging trade.
• Operate the 15 and 25 ton capacity mobile cranes.
• Operate all equipment, vehicles; 3000kg counter weight forklift and machinery.
• Install and remove various items of equipment and plant that eThekwini Municipality is responsible for undertake data recording in a register or other such document.
• Supervise and control outside contractors.
• Train other artisans, handymen, drivers and apprentices in the safe securing of loads on vehicles.
• Assist the superintendent in the procurement of specialized spares.
• Accept appointment in terms of the occupational health and safety act, and associated regulations as required.
• Undertake other similar trade related duties as maybe assigned within the general scope and relevance.
• Undertake the erection and use of scaffold.
• Undertake the operation of overhead cranes.
• Enter high voltage substations.

Essential Requirements:
• N2 qualification in Mechanical Engineering from an FET College registered with the Department of Education.
• Qualified Artisan Rigger who has served a recognised apprenticeship.
• Valid motor vehicle driver’s license (Code EC) with valid PrDP.
• Pass a proficiency test set by the department to prove sufficient knowledge of the rigging trade.
• 1 year post apprentice experience in Rigging.

Preferred Requirements:
• 2 years post apprentice experience in rigging.
• Competent to operate 15 ton capacity galleon mobile crane, 25 ton capacity vehicle mounted hydraulic crane and 3 ton capacity counterbalance forklift.
Special Conditions:
• 40 hours, 5-day week.
• Incumbents must be prepared to work overtime when required to meet the exigencies of the service.
• Incumbents will be subject to transfer/relocation to any of the Electricity Unit's depots or divisions are required.
• As per the PPE schedule.

Physical Requirements:
• Must be physically capable of carrying out the duties of the post.
• Must be physically fit and in good health as determined by the City Medical Officer of Health.
• Must be able to climb ladders and lattice structures and work at heights.
• Must be able to physically lift heavy objects and equipment's normally required of a Senior Artisan.
• Must have the necessary dexterity to work with tools.

Work sample and/or psychometric tests may be undertaken as part of the selection process.

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TRADING SERVICES CLUSTER
FOREMAN (MAINTENANCE)
REF NO: 33002120
ELECTRICITY UNIT
HV OPERATIONS DEPARTMENT
R 200 238.72 / R 259 920.48 pa
Grade 10

Job Purpose:
To manage a group undertaking cutting and poisoning of vegetation in the HV substations and provide a support service at the depot and at the various HV substations sites.

Key Responsibility Areas:
• Performs support functions i.e. managing the stores and workshop and control of vegetation at HV Substations.
• Performs administration functions, ensuring that accurate work and operational information are recorded.
• Performs safety function in compliance with the OHS Act (1993), eThekwini Electricity’s codes of practice, safety rules and system operating regulations and other statutory regulations.
• Performs managerial functions i.e. maintaining effective industrial relations, monitoring staff performance and group’s expenditure.
• Undertakes the training and motivation of subordinate staff.
• Undertakes related duties.

Essential Requirements:
• Must be a qualified electrician who has served an apprenticeship recognized by the Department of Labour.
• In possession of a NTC2 or NCV3 in Electrical Engineering from a Further Education and Training College registered with the Department of Education.
• Valid Code EC1 (10) drivers licence, as applicable, or be able to obtain one within 6 months of the date of appointment.
• Professional Driving Permit (PrDP) or obtain one within 6 months of the date of appointment.
• Must be trained in First Aid or be trained within 6 months of the date of appointment.
• For posts requiring switching- must be authorised in terms of eThekwini Electricity’s System Operating Regulations to operate on medium and high voltage systems up to and including 275 kV or be in a position to become authorised within 9 months of appointment.
• Must pass a proficiency test set by the department to prove sufficient general knowledge of HV plant fundamentals and philosophies.
• 3 Years relevant experience.

Preferred Requirements:
• 5 Years relevant experience.

Special Conditions:
1. 40 hours, 5 day week. 2. Standby on a roster basis, for which an allowance is payable. 3. Incentive Bonus where applicable. 4. Protective Clothing as per PPE. 5. Overtime Category: III (Be prepared to work overtime when required to meet the exigencies of the service).

Physical Requirements:
• Must be physically capable of carrying out the duties of the post.

Work sample and/or psychometric tests may be undertaken as part of the selection process.

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INTERNAL/EXTERNAL APPLICANTS

TRADING SERVICES CLUSTER
LV CONTROL OFFICER

REF NO: 33005476 /33005456/33005452/33005472
ELECTRICITY UNIT
MV/LV OPERATIONS DEPARTMENT
Total Remuneration Package
R 308 324.00 / R 383 722.00 pa
Grade 10

Benefits included in the total value of remuneration package (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. A non-pensionable Market Allowance may be payable in terms of the Scarce Skills Policy.

Job Purpose:
To prioritise and attend to all Low Voltage failures as reported.

Key Responsibility Areas:
• Prioritise all reported low voltage electricity failures.
• Allocate complaints to the appropriate faults/maintenance staff.
• Issues disconnection and reconnection orders.
• Performs safety/accidental response functions.
• Responds to public complaints in an efficient manner.
• Maintain regional low voltage operations records and statistics.

Essential Requirements:
• Must be a qualified electrician who has served an apprenticeship recognized by the Department of Labour.
• In possession of a NTC2 or NCV3 in Electrical Engineering from a Further Education.
• Must be trained in First Aid or be trained within 6 months of the date of appointment.
• 2 years’ experience in Low Voltage reticulation system.
• Computer Literacy.

Preferred Requirements:
• 3 years’ experience in Low Voltage Network Control Operations.

Special Conditions:
• 40 hours as per shift roster, 5 days out of any 7 days.

Physical Requirements:
• Must be physically capable of carrying out the duties of the post.

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HANDYMAN (MECHANICAL) / SENIOR HANDYMAN (MECHANICAL)

Job Purpose:
To manufacture repetitive galvanised components used on electricity networks, using a variety of equipment and machinery.

Key Responsibility Areas:
• Setting of stops and work piece jigs to operate Radical Arms and Pedestal Drilling Machines for other handyman/operators Operate screwing machines (dies pre-set by artisan).
• Operate turret lathes (stops and tooling pre-set by artisan).
• Undertake the marking off activities by using marking tools.
• Undertake aluminium and fibre glass ladder repairs and/or rebuilds as necessary.
• Undertake the cleaning of threads.
• Undertake the correct use of hand power and pneumatic tools.
• Successfully undertake the operation of the 3000kg counter weight forklift.
• Responsible for the completion of job cards, time sheets, material requisition attendance register.
• Undertake the cleaning of threads.
• Undertake the correct use of hand power and pneumatic tools.
• Undertake on-site installations.

Essential Requirements:
• An appropriate level of secondary education.
• Valid motor vehicle drivers licence (Code 10) or be able to obtain one within 6 months from the date of assumption of duty.
• Must have a Professional Driving Permit.
• 6 Months relevant experience.

Preferred Requirements:
• 12 Months relevant experience.

Physical Requirements:
• Must be physically capable of carrying out the duties of the post.

SENIOR HANDYMAN (MECHANICAL) Grade 07

Job Purpose:
To manufacture of repetitive galvanised components used on electricity networks using a variety of equipment and machinery.

Key Responsibility Areas:
• Undertake operation of 5 and 7 ton vehicle, truck mounted hydraulic crane and aerial platform.
• Assist riggers and other competent artisans undertaking inspection, testing and repairs of the various types of mechanical lifting equipment used in the trade.
• Set up jigs, stoppers, operate punch and shears machine.
• Check the quality of repair and/or work undertaken by junior staff.
• Act for the quality controller/operator.

Essential Requirements:
• An appropriate level of secondary education.
• Valid motor vehicle driver’s license (Code B).
• Must have a Professional Driving Permit.
• 12 Months relevant experience.
Preferred Requirements:
• 18 Months relevant experience.

Special Conditions:
• 5 day/40 Hours worker.
• Incumbent must be prepared to work overtime when required to meet exigencies of the service.

Physical Requirements:
• Must be physically capable of carrying out the duties of the post.

Work sample and/or psychometric tests may be undertaken as part of the selection process.

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Applications must be lodged at the Human Resources Administration Division, Electricity Unit, 1 Jelf Taylor Crescent, (Opposite Kingsmead Cricket Stadium) Durban 4001 or P.O Box 147, Durban, 4000 or Apply online www.durban.gov.za (Telephone Enquiries: 3119166/3119123) not later than Friday 2017/06/30 at 12:00 (Midday)
INTERNAL/EXTERNAL APPLICANTS

TRADING SERVICES CLUSTER

PRINCIPAL CLERK

REF NO: 33002280

ELECTRICITY UNIT

MV/LV OPERATIONS DEPARTMENT

R 140 292.24 / R 182 113.68 pa

Grade 07

Job Purpose:
To provide supervisory, clerical and administrative functions to the Division.

Key Responsibility Areas:
• Undertake general clerical duties i.e. scrutinise incoming correspondence, collecting, typing, printing, copying, faxing, distributing and posting of documents.
• Undertake reception duties.
• Capture, retrieve and collate data.
• Compile, update and maintain reports, graphs and statistics.
• Prepare and maintain project control documentation.
• Supervise subordinate staff and maintain good staff morale.
• Assist in grievance and disciplinary hearings.
• Undertake related duties.

Essential Requirements:
• Matric/Grade 12 certificate.
• Valid motor vehicle driver’s license (Code B).
• 12 Months relevant clerical or project experience.
• Use of standard software packages.
• Computer Literacy.

Preferred Requirements:
• 18 Months relevant clerical or project experience.

Special Conditions:
1. 40 hours, 5 day week.
2. Protective Clothing as per Personal Protective Equipment Schedule.
3. Overtime category as per overtime regulations.

Physical Requirements:
• Must be physically capable of carrying out the requirements of the job.

Work sample and/or psychometric tests may be undertaken as part of the selection process.

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INTERNAL/EXTERNAL APPLICANTS

40

TRADING SERVICES CLUSTER
HANDYMAN (WELDING)
REF NO: 33005870
ELECTRICITY UNIT
TECHNICAL SUPPORT DEPARTMENT
R 116 049.12 / R 150 641.88 pa
Grade 06

Job Purpose:
To manufacture repetitive galvanised components used on electricity networks, using a variety of equipment and machinery.

Key Responsibility Areas:
• Stops and work piece jigs and operate pedestal and radial drilling machines.
• Undertake various types of welding techniques.
• Undertake flame cutting of materials.
• Undertake the manufacturing and fabrication of repetitive production welding work.
• Undertake general handyman duties.
• Set stops and operate bending and box tender to bend metal to desirable forms.
• Complete job cards, time sheets, materials requisitions, attendance register.
• Act and work in an efficient and safety conscious manner.

Essential Requirements:
• An appropriate level of secondary education.
• Valid motor vehicle drivers licence (Code 10) or be able to obtain one within 6 months from the date of assumption of duty.
• 6 Months relevant experience in various welding and cutting techniques, including experience in workplace jigs and-or stops setting into various machines and the operation thereof (verification by competency test).
• Ability to read basic production welding work engineering drawings.

Preferred Requirements:
• Matric/Grade 12.
• 12 Months relevant experience in a Mechanical Workshop environment.

Special Conditions:
1. 40 hours 5 day week. 2. Be prepared to work overtime. 3. Subject to transfer/relocation to any of the Electricity Unit's depots or divisions required. 10. Protective clothing: As per the PPE schedule.

Physical Requirements:
1. Must be physically fit and in good health as determined by the City Medical Officer in Health. 2. Must be able to physically lift heavy objects and equipment normally required of a Handyman/Operator. 3. Must be able to climb ladders, lattice structures and work at heights. 4. Must have the necessary dexterity to work with tools.

Work sample and/or psychometric tests may be undertaken as part of the selection process.

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INTERNAL/EXTERNAL APPLICANTS

TRADING SERVICES CLUSTER
MAINTENANCE INSPECTOR ASSISTANT
REF NO: 33003900 / 33003902 / 33003916 / 33003918 / 33003920
ELECTRICITY UNIT
MV/LV OPERATIONS DEPARTMENT
R 87 310.08 / R 103 072.44 pa
Grade 03

Job Purpose:
To assist the MV/LV inspector in carrying out his/her duties with particular reference to the inspection of the distribution network poles.

Key Responsibility Areas:
• Testing of poles and replacing of vandalised or missing pole numbers.
• Responsible for undertaking general labouring.
• Undertaking excavation work in preparing the work site.
• Operating hand held machines and tools.
• Adhering to safety procedures and ensuring a safe work environment.
• Completing of Basic Pole testing/inspection report.

Essential Requirements:
• Basic numeracy and literacy, i.e. an understanding of basic written words and number recognition.

Preferred Requirements:
• An appropriate level of primary education.

Special Conditions:
1. 40 hours, 5 day work week.
2. Protective Clothing: As per PPE Schedule.
3. Must be prepared to work overtime as and when required.
4. Subject to transfer/relocation to any of the Electricity Unit's depots as required.
5. Required to work in all weather conditions.

Physical Requirements:
• Must be physically capable of carrying out all the duties of the post.
• Must be physically fit and in good health as determined by the City Medical Officer of Health.
• Must have the necessary dexterity to work with tools and instruments.

Work sample and/or psychometric tests may be undertaken as part of the selection process.

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OFFICE OF THE CITY MANAGER CLUSTER
SENIOR MANAGER (ENTERPRISE ARCHITECTURE)
REF NO: 19000004
INFORMATION MANAGEMENT UNIT
Total Remuneration Package
R1 042 948.00/R1 333 858.00 pa
Grade 18

Benefits included in the Total Value of Remuneration Package Range (Pension, 13th Cheque, Medical Aid, Housing Subsidy and Car 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).

Job Purpose:
Provides the long term strategic direction of the enterprise Information Technology architecture and Directs the Information Technology portfolio, quality assurance and collaboration within the Organisation.

Key Responsibility Areas:
• Directs the development and implementation of the enterprise architecture domains viz Security clearance, data architecture, application architecture, platform architecture, government Architecture, enterprise systems management architecture, collaboration & directory services, network architecture and middleware architecture.
• Directs all ICT research projects
• Managing IT products/services as investments, demanding a return on quality, functionality and availability.
• Responsible for determining baseline funding levels for each project and adjusting funding levels based on review schedule.
• Driving the quality assurance strategy and managing quality control, quality assurance, quality Standards and guidelines and quality plans.
• Providing Architectural and collaborative leadership and planning.
• Defining the strategy for linkage on Internet and other non-enterprise exclusive information highway networks to the enterprise networks.

Essential Requirements:
• A relevant tertiary qualification and an Enterprise Architect Certification and a valid motor vehicle driver’s license.
• Valid motor vehicle driver’s license (Code B).
• 8 Years in the Information Technology Industry, preferably in architecture planning and or running a project office.
• Previous leadership, management and supervisory experience.

Preferred Requirements:
• Graduate degree in business or related field. Relevant post-graduate diploma or certificate, and Enterprise Architect Certification.
• Satisfactory progress towards a recognised Degree or Diploma in approved by the SACPVP.

Work sample and/or psychometric tests may be undertaken as part of the selection process.

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*To apply go to [www.durban.gov.za](http://www.durban.gov.za) and click on e-careers link – closing date is Friday, 2017-06-30.*
OFFICE OF THE CITY MANAGER CLUSTER
RELATIONSHIP MANAGER
REF NO: 19000182/19000188
INFORMATION MANAGEMENT UNIT
CUSTOMER SERVICES DEPARTMENT

Total Remuneration Package
R 688 914.00 / R 874 278.00 pa
Grade 15

Benefits included in the Total Value of Remuneration Package Range (Pension, 13th Cheque, Medical Aid, Housing Subsidy and Car 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).”

Job Purpose:
To manage the impact of IT related change and channels demand into service delivery and facilitate more intimate relationships with the business.

Key Responsibility Areas:
• Provides an effective customer service.
• Manages and assesses projects.
• Oversees departmental infrastructures.
• Delivers strategic insight and leadership to the departments based on understanding of Technology and the connected economy.
• Orchestrates IT related Change and Shape business users’ experiences.
• Anticipates, shapes and articulates client demand.
• Manages internal and external services and connects to service delivery.

Essential Requirements:
• Relevant 3 year tertiary qualification i.e. IT diploma or degree in Computer Science or Business Administration or related field.
• 4 years relevant experience in an ICT supervisory role of a department, preferably in a large scale, highly technical environment.
• Computer Literacy.

Preferred Requirements:
• Relevant post graduate qualification in Computer Science or in Communications/Marketing.
• 6 years relevant experience as an ICT Manager of a department.

Work sample and/or psychometric tests may be undertaken as part of the selection process.

Thekwini Municipality is guided by the principles of Employment Equity. Women and people with disabilities are strongly encouraged to apply.

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Please quote the reference number of the vacancy in all circumstances.

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INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED.

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To apply go to www.durban.gov.za and click on e-careers link – closing date is Friday, 2017-06-30.
Job Purpose:
Provide strategic oversight management of tourism products to meet the needs of particular markets or customers.

Key Responsibility Areas:
• Develop an operational plan for the branch and manage the SDBIP section of product quality.
• Ensure that a quality management system is developed, evaluated and monitored.
• Manage the process of tourism site inspection by allocating areas and assignments to inspectors.
• Provide strategic oversight and management to the development of a thorough inventory of all tourism assets, products, heritage site culture and adventure experience within demarcated area.
• Identify strategic partners in the product quality arena.
• Represent the Senior Manager Business intelligence and product quality at any meeting where presence is required.
• Represent the branch at product quality related workshops, meeting and conferences.

Essential Requirements:
• Relevant 3 year tertiary qualification i.e. National Diploma with Quality Management or Tourism related component.
• Valid motor vehicle driver’s license (Code B).
• 4 Years relevant experience.
• Computer Literacy.

Preferred Requirements:
• Relevant post graduate qualification.
• 6 Years relevant experience.

Work sample and/or psychometric tests may be undertaken as part of the selection process.

ETHekwini Municipality is guided by the principles of Employment Equity. Women and people with disabilities are strongly encouraged to apply.

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To apply go to www.durban.gov.za and click on e-careers link – closing date is Friday, 2017-06-30.
ECONOMIC DEVELOPMENT & PLANNING CLUSTER
BUSINESS SUPPORT PROGRAMME MANAGER
REF NO: 24000136
BUSINESS SUPPORT UNIT
SMME DEPARTMENT
Total Remuneration Package
R606 434.00/ R767 200.00 pa
Grade 14

Benefits included in the Total Value of Remuneration Package Range (Pension, 13th Cheque, Medical Aid, Housing Subsidy, 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).

Job Purpose:
Manages the Business Support Programme functionality through the provision of professional input into the content of key multi stakeholder high impact complex and diverse projects associated with Small, Micro and Medium Enterprise development.

Key Responsibility Areas:
• Identifies with programme and projects that support the broader strategy of job creation, economic growth, empowerment and skills development of small, micro and medium enterprises.
• Directs and controls outcomes associated with utilization, productivity and performance of personnel with the department.
• Directs the planning of Business Support projects through all of the project phases.
• Directs and controls the implementation of multi stakeholder Business Support projects.
• Applies professional principles to resolve conflict through engagement and mediation.
• Disseminates strategic and functional information on the immediate short term and long term objectives and current application and constraints.
• Controls and executes actions to address administrative and reporting requirements associated with the key performance and result indicators of the functionality.

Essential Requirements:
• Relevant 3 year tertiary qualification i.e. Degree or Diploma in Economical Developmental Studies.
• Valid motor vehicle driver’s license (Code B).
• 4 Years relevant experience.
• Computer Literacy.

Preferred Requirements:
• Relevant post graduate qualification.
• 6 Years relevant experience.

Work sample and/or psychometric tests may be undertaken as part of the selection process.

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INTERNAL/EXTERNAL APPLICANTS

50

ECONOMIC DEVELOPMENT & PLANNING CLUSTER
SENIOR TOURISM OFFICER
REF NO: 23000022
BUSINESS SUPPORT UNIT
DURBAN TOURISM DEPARTMENT
R236 382.84 / R306 837.48 pa
Grade 11

Job Purpose:
Co-ordinate and controls applications and processes associated with the organization and provision of information and support on the aims, objectives and plans to development the tourism potential of the region, planning and execution of deliverables with respect to Tourism projects, events and functions and, the analysis and evaluation of outcomes from research and studies on the impact of interventions and initiatives on tourism growth and/or the positioning of the Region as a preferred tourism destination.

Key Responsibility Areas:
• Co-ordinates and Controls the Tourism Offices, while ensuring efficient, economic and effective use of departmental resources, with an emphasis on the need for staff to be responsible and accountable.
• Ensure Outstanding Customer Satisfaction by maintaining strong Customer Relations while ensuring that the needs for visitors are satisfied.
• Controls the budget Allocation for the approved projects that are aligned to the Durban Tourism Visitor Marketing Strategy.
• Implement the production, projections and the distribution of Promotional material.
• Facilitate, monitor and Co-ordinates CTO project requirements to be aligned with Durban Tourism projects/events.
• Co-ordinate the registration of service providers and the creation of and maintenance of Database.
• Plan, implement and manage a membership drive to sign up new complying members and maintain existing.
• Providing all Durban Tourism offices with an updated Database of tourism businesses in the region of the creation and maintenance of a comprehensive Database of tourism related businesses within EThekwini boundaries.

Essential Requirements:
• Relevant 3 year tertiary qualification i.e. National Degree or Diploma.
• Valid motor vehicle driver’s licence (Code EB).
• 3 Years relevant experience.
• Computer Literacy.

Preferred Requirements:
• 4 Years relevant experience.

Special Conditions:
• Required to travel extensively within the geographic boundaries of the region.

Work sample and/or psychometric tests may be undertaken as part of the selection process.

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INTERNAL/EXTERNAL APPLICANTS
52

ECONOMIC DEVELOPMENT & PLANNING CLUSTER
BRAND MARKETING OFFICER
REF NO: 23000098
BUSINESS SUPPORT UNIT
DURBAN TOURISM DEPARTMENT
R 200 238.72 / R 259 920.48 pa
Grade 10

Job Purpose:
Provide strategic oversight to quality of management to tourism products to meet the need of particular markets or customers.

Key Responsibility Areas:
• Implements the brand marketing process plan and assist in executing annual brand target setting, innovation and brand strategy review.
• Advertises aggressively, markets and promotes Durban brand to become a preferred tourist destination.
• Assist in driving consumer or tourist understanding and insights that define Durban Tourism prime prospects, attitudes and values.
• Manages day-to-day activities that protect Durban brand and manage promotional materials.
• Dealing with ad hoc issues that arise within the terms of reference of the Branding Division.

Essential Requirements:
• Matric/Grade 12 plus relevant certificate accredited by SAQA.
• Valid motor vehicle driver’s license (Code B).
• 2 Years relevant experience.
• Computer Literacy.

Preferred Requirements:
• Relevant 3 year tertiary qualification in Policing, i.e. Diploma or Degree.
• 3 Years relevant experience.

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Job Purpose:
Manages the key performance areas and result indicators associated with the rehabilitation and maintenance of road infrastructure, storm water drainage and the adequacy of traffic signage and road markings through investigation, analysis and interpretation of developmental requirements against the capacity and capability of the department to accomplish immediate, short and longer term service delivery objectives.

Key Responsibility Areas:
• Identifies and defines the immediate, short and long term objectives/plans associated with road and storm-water maintenance.
• Directs and controls outcomes associated with utilization, productivity and performance of personnel within the Roads and Stormwater Maintenance Section.
• Prepares capital and operating estimates and controls expenditure against the approved budget allocations.
• Manages the formulation of complex contracts and tender documentation and controls contractual obligations.
• Directs and controls the professional, technical and operational outcomes associated with the functions related to roads and stormwater maintenance.
• Disseminates functional and operational information on the immediate, short and long term objectives and current developments, problems and constraints.

Essential Requirements:
• Must be registered as a Professional Technologist.
• Valid motor vehicle drivers licence (Code EB).
• 6 Years relevant experience.

Preferred Requirements:
• 8 Years relevant experience.

Special Conditions:
The post is interchangeable with other Senior Manager; Regional Operations posts within the Department and staff can be reassigned at the discretion of the Deputy Head.

Work sample and/or psychometric tests may be undertaken as part of the selection process.

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INTERNAL/EXTERNAL APPLICANTS

HUMAN SETTLEMENT ENG SERV & TRANSPORT CLUSTER
CIVIL ENGINEERING TECHNOLOGIST
REF NO: 36005248
ENGINEERING UNIT
ROADS PROVISION DEPARTMENT
R539 507.00 / R682 314.00 pa
Grade 13

Benefits included in the Total Value of Remuneration Package Range (Pension, 13th Cheque, Medical Aid, Housing Subsidy and Car 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).

Job Purpose:
To control technical procedures to address the engineering requirements of internal/external clients.

Key Responsibility Areas:
•Communicates and establishes critical requirements associated with the design and outlining requirements to technical personnel on the execution of tasks.
•Controls the outcomes associated with the assembly/preparation of base information and plans for the design form and developing concept plans.
•Co-ordinates the preparation of the Engineering Design proposal for basic complexity forms of interacting dimensions.
•Analyses and interprets the client's brief and interrogates legislation, regulations and other related factors requiring consideration during the design sequence.
•Presents the design concept to the client and provides detailed explanation of cost parameters.
•Co-ordinates sequences associated with the preparation collation of contract documentation and/or the evaluation of tender application.
•Controls the implementation of time, quality and cost of basic complexity engineering contracts.
•Disseminates information on the technical aspects of engineering design concepts and provides reports detailing interventions and outcomes.

Essential Requirements:
•Relevant B.Tech plus registration as a Candidate Technologist with the Engineering Council of South Africa within 3 months of employment.
•Plus Internal Assessment.
•Valid motor vehicle drivers licence (Code B or EB).
•2 years relevant post qualification experience.

Special Conditions:
Appointment or progression to Civil Engineering Technologist level will be subject to applicants achieving the required number of credits that would be deemed as a pass in the Internal Assessment Test.

Work sample and/or psychometric tests may be undertaken as part of the selection process.

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HUMAN SETTLEMENT ENG SERV & TRANSPORT CLUSTER
CHIEF CIVIL ENGINEER
REF NO: 36004528C
ENGINEERING UNIT
COASTAL STORMWATER AND CATCHMENT MANAGEMENT DEPARTMENT
R767 200.00 / R975 926.00 pa
Grade 16

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).

Job Purpose:
Supports and participates in establishing functional requirements and manages the professional and technical processes associated with Engineering service to internal/external clients through the alignment and adjustment of role boundaries and resources against short, medium and longer term plans and programmes.

Key Responsibility Areas:
• Provides support and participates in functional planning processes associated with Engineering priorities and requirements.
• Manages the principles and applications associated with the development and presentation of technical designs for complex forms of engineering works.
• Disseminates information on the professional aspects of structural design concepts and provides reports.
• Provides advice/information and guidance on the principles, procedures and applications associated with complex forms of Engineering Projects and Programmes.
• Manages procedures associated with the preparation and collation of contract documentation and/or evaluating tender applications for complex engineering works.
• Defines appropriate standards and controls the implementation/outcomes of complex forms of engineering contracts.

Essential Requirements:
• Registered as a Professional Engineer (Pr Eng) with the Engineering Council of South Africa.
• Plus Internal Assessment.
• Valid motor vehicle drivers licence (Code B or EB).
• 5 Years post registration experience.

Work sample and/or psychometric tests may be undertaken as part of the selection process.

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To apply go to www.durban.gov.za and click on e-careers link – closing date is Friday, 2017-06-30.
Job Purpose:
To provide draughting and support service to technical staff for a broad range of civil engineering projects.

Key Responsibility Areas:
• Responsible for the draughting for a broad range of civil engineering projects.
• Interacts with the Engineer/Technician to interpret the requirements of the project and puts forward constructive suggestions to the designer.
• Gathers raw data from existing as built GIS/Stardust incorporating proposals and processes same into a format suitable for use by the designer.
• Interact with specialists from other Departments/Service Units such as Urban Design, Town Planning and Housing, to produce and optimize designs and layouts.
• Responsible for gathering data from other service providers which may effect the project, and for ensuring that the information is accurately included in the drawings (Telkom, Electricity, Water etc.).
• Prepares as Built drawings incorporating any changes which may have taken place during construction.
• Responsible for record keeping and support to technical staff.
• Maintains branch records of drawings produced and liaises with Records Branch to ensure drawings are processed through the departmental system.

Essential Requirements:
• Must be a qualified draughtsperson.
• Minimum 2 years relevant experience

Preferred Requirements:
• Minimum 3 years relevant knowledge and experience in a civil engineering environment using computer aided draughting packages preferably AutoCAD and/or AllyCAD.

Work sample and/or psychometric tests may be undertaken as part of the selection process.

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INTERNAL/EXTERNAL APPLICANTS

HUMAN SETTLEMENT ENG SERV & TRANSPORT CLUSTER
FOREMAN (ASPHALT MANUFACTURING)
REF NO: 36001194
ENGINEERING UNIT
ROADS PROVISION DEPARTMENT
R236 382.84 / R 306 837.48 pa
Grade 11

Job Purpose:
Co-ordinates and controls the set-up, work in progress and completion of specialized tasks pertaining to the functions in the Roads Rehabilitation/Asphalt Manufacturing Branch.

Key Responsibility Areas:
• Interprets and co-ordinates specific pre-work/site requirements associated with the asphalt manufacturing sequences.
• Maintains and implements lockout procedures during the maintenance to the plant.
• Orders bitumen, aggregates, fuels and other stores and keeps records of the asphalt produced.
• Supervises the personnel engaged on the operation and maintenance of the plant.
• Liaises with the laboratory in connection with the quality control of the asphalt being produced.
• Undertakes repairs to the plant as and when necessary.
• Maintains and updates safety registers for all ladders and safety equipment and keeps records of protective equipment and clothing issued.
• Controls task/activities associated with controlling personnel performance, productivity and discipline.
• Compiles internal transactional documentation and related forms.

Essential Requirements:
• Trade Tested Artisan in a related field.
• Valid motor vehicle driving license (Code EC).
• 3 Years experience in running an Asphalt Plant.
• Capable of operating Plant.

Preferred Requirements:
• 4 Years relevant experience.

Work sample and/or psychometric tests may be undertaken as part of the selection process.

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INTERNAL/EXTERNAL APPLICANTS

HUMAN SETTLEMENT ENG SERV & TRANSPORT CLUSTER

DRIVER OPERATOR

REF NO: 36002548/VARIOUS

ENGINEERING UNIT

ROADS AND STORMWATER MAINTENANCE DEPARTMENT

R 116 049.12/ R 150 641.88 pa

Grade 06

Job Purpose:
Performs tasks/activities associated with the transportation of material/equipment and personnel to/from work sites and operation of heavy vehicles during roads and stormwater maintenance activities.

Key Responsibility Areas:
- Performs specific tasks/activities at the Depot or work sites prior to and on completion of allocated maintenance assignments.
- Completes internal transactional documentation (e.g. tally sheets, log sheet, progress reports) and related forms (vehicle checklist).
- Performs specific tasks associated with the operation of heavy vehicles during roads and stormwater drainage maintenance activities.

Essential Requirements:
- An appropriate level of secondary education.
- Valid driver’s licence (Code C) with PDP.
- 6 Months relevant experience.

Preferred Requirements:
- Matric/Grade 12.
- 12 Months relevant experience.

Special Conditions:
Required to work in all weather conditions. Required to work outside normal working hours during emergencies and planned overtime. The post is interchangeable with other Driver Operator posts within the Department and staff can be reassigned at the discretion of the Deputy Head.

Physical Requirements:
The physical attributes required for the performance of tasks associated with specific key performance areas in this post necessitates that the incumbent be physically fit and able bodied.

Work sample and/or psychometric tests may be undertaken as part of the selection process.

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Applications must reach the Human Resources Administration, Engineering Unit, 166 Ke Masinga (Old Fort) Road, Durban, 4001 or P.O Box 680, Durban, 4000, (Telephone (031) 3117740) or apply online www.durban.gov.za not later than 2017-06-30 at 12.00 (Midday)
INTERNAL/EXTERNAL APPLICANTS

HUMAN SETTLEMENT ENG SERV & TRANSPORT CLUSTER
MATERIALS ASSISTANT/DRIVER

REF NO: 36000982/ 36000984
ENGINEERING UNIT
ROADS PROVISION DEPARTMENT
R 116 049.12/ R 150 641.88 pa
Grade 06

Job Purpose:
Performs tasks and activities associated with providing an operational and technical support service to the laboratory.

Key Responsibility Areas:
• Attends to procedural applications associated with the operations of the laboratory.
• Assists in the performance of field and laboratory test.
• Transports staff, equipment, laboratory samples to and from the laboratory.
• Undertakes general labouring functions of a skilled and unskilled nature.
• Undertakes safety measures such as placing traffic cones for cordonning off of traffic lanes, operating warning flags to control traffic, operating stop / go traffic control sign boards etc.
• Cleans worksites, laboratory work areas, equipment and apparatus.

Essential Requirements:
• An appropriate level of secondary education.
• Valid motor vehicle driver's licence (Code EC) or to be obtained within 6 months from date of appointment.
• 6 Months relevant experience.

Preferred Requirements:
• 12 Months relevant experience in a Civil Engineering Laboratory.

Physical Requirements:
Be able to perform heavy manual labour tasks.

Work sample and/or psychometric tests may be undertaken as part of the selection process.

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INTERNAL/EXTERNAL APPLICANTS

FINANCE CLUSTER
MANAGER (LAND VALUATIONS)
REF NO: 72000314
REAL ESTATE UNIT
VALUATIONS AND ACQUISITIONS DEPARTMENT
R606 434.00 / R767 200.00 pa
Grade 14

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).

Job Purpose:
Manage and supervise valuations produced for acquisition, alienation, endowment, rental, lease, feasibility study and rating purposes.

Key Responsibility Areas:
• Supervises and approves valuations produced by the Division.
• Conducts investigations and negotiations of an unusual or complex nature in respect of rating policy, valuations and appeals.
• Supervision and control of subordinate staff.
• Manages the maintenance of data and information of the Rating Division.
• Undertakes the management of projects.
• Prepares/approves reports and correspondence relating to matters involving valuation appeals, property taxation, rating and general property matters.
• Assists client departments with estimates of value for budgeting and project authority purposes.
• Endorses, for approval vouchers for payment.
• Attends to the more complex queries at the public counter and those received telephonically.
• Liaises with community representatives, public and private sector representatives, client departments and Councillors and attending community based meetings regarding valuation and rating projects.
• Instructs and manages consultant valuers.
• Represents the senior management by attending meetings as delegated on matters related to valuations and rating policy.
• Attends departmental meetings.
• Undertakes related assignments.

Essential Requirements:
• Registration with the South African Council for the Property Valuers Profession as a Professional Valuer or Professional Associated Valuer.
• 5 Years relevant experience (Post registration as a Professional Valuer or Professional Associated Valuer).
• Ability to negotiate at a high level.
• Ability to manage staff and projects.
Extensive experience in property valuations and negotiations of a complex nature coupled to an in depth knowledge of the computer valuation systems.

Preferred Requirements:
• Degree / Diploma applicable to the Property Valuers Profession.
• Broad experience and understanding of legislative and developmental aspects of property in a municipal environment.

Work sample and/or psychometric tests may be undertaken as part of the selection process.
EHhekwini Municipality is guided by the principles of Employment Equity. Women and people with disabilities are strongly encouraged to apply.

In addition to the basic salary reflected above, the Municipality offers a 13\textsuperscript{th} cheque, housing subsidy (subject to certain conditions), normal pension benefits and generous vacation leave.

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FINANCE CLUSTER
MANAGER (ACQUISITIONS)
REF NO: 72000268
REAL ESTATE UNIT
VALUATIONS AND ACQUISITIONS DEPARTMENT
R606 434.00 / R767 200.00 pa
Grade: 14

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).

Job Purpose:
Manage and supervise valuations and acquisitions of property and/or property rights.

Key Responsibility Areas:
• Supervise acquisitions and valuations produced by the Division for acquisition, alienation, endowment, rental, lease and feasibility study purposes in terms of the applicable legislation.
• Conduct investigations and negotiations of an unusual or complex nature, in respect of valuations, acquisitions and alienations to achieve a fair settlement in cases of dispute.
• To supervise staff to ensure that the objectives of the Division and Department are met.
• To manage the maintenance of data and information of the acquisition division.
• Undertake the management of projects by applying project management strategies.
• Prepare/approve reports and correspondence relating to matters involving acquisitions and general property matters.
• Assist client departments with estimates of value for budgeting and project authority purposes.
• Endorsing for approval vouchers for the payment of fees such as, professional fees, legal fees, consultant fees, purchase price amounts, compensation amounts and rental amounts for acquisition matters.
• Attend to the more complex queries at the public counter and those received telephonically.
• Liaising with Community representatives, Public and Private sector representatives, Client Departments and Councillors regarding valuation and acquisition projects.
Instruct and manage consultant valuers and conveyancers.

Essential Requirements:
• Registration with the South African Council for the Property Valuers Profession as a Professional Valuer or Professional Associated Valuer.
• 4 years relevant experience (Post registration as a Professional Valuer or Professional Associate Valuer).
• Ability to negotiate at a high level.
• Ability to manage staff and projects.
Extensive experience in property valuations and negotiations of a complex nature coupled to an in depth knowledge of the computer valuation systems.

Preferred Requirements:
• Degree/Diploma applicable to the Property Valuers Profession.
• 6 years broad experience and understanding of Legislative and developmental aspects of property in a Municipal environment.

Work sample and/or psychometric tests may be undertaken as part of the selection process.

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FINANCE CLUSTER
ESTATES OFFICER
REF NO: 72000250
REAL ESTATE UNIT
PROPERTY TRANSACTIONS DEPARTMENT
R177 846.84 / R230 846.40 pa
Grade 09

Job Purpose:
Contribute to the efficient functioning of the Division by independently completing tasks.

Key Responsibility Areas:
• Process registration of Certificates of Registered Title and Certificates of Consolidated Title in respect of Council property.
• Responsible for calculation of interest and preparation of vouchers for payment of legal costs, rates and fees.
• Performs duties in compliance with relevant departmental manuals to give effect to conveyancing procedures.
• Conduct research prior to preparation of consents, waivers and other documentation for signature by Senior Manager (Property Transactions).
• Ensure that clerical procedures in respect of the administration of the City Councils land records.
• Carry out inspections for cleanliness/bush clearance of Council owned properties.
• Prepare requisitions for bush clearing of Municipal vacant land.
• Conduct property related research initiated by the Public, Councillors, Heads of Department and Municipal Manager and other departments and thereafter prepare property records.
• Referencing of incoming mail counter/telephone queries, marking of file references on block plans.
• Provide a general and administrative service to property transactions.
• Co-ordinate and process land applications related to the release of Council land and rights.
• Responsible for maintaining the existing manual plan records and recording new applications.
• Prepare manual and electronic cadastral records for various land transactions.
• Provides access to land transaction information to all relevant Council Departments.

Essential Requirements:
• Matric/Grade 12 plus relevant certificate accredited by SAQA.
• Valid motor vehicle driving license (Code B).
• 2 Years relevant experience.
• Computer Literacy.

Preferred Requirements:
• 3 years experience in the preparation of reports.

Work sample and/or psychometric tests may be undertaken as part of the selection process.

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Applications to the Human Resources (Finance), Ground Floor, Florence Mkhize Building, 251 Anton Lembede Street, Durban 4001 or P.O Box 828, Durban 4000 or apply online www.durban.gov.za or (Tel 031 310 1630) not later than Friday, 2017-06-30 at 12:00 (Midday)
FINANCE CLUSTER
ESTATES ASSISTANT
REF NO:72000050 / 72000074
REAL ESTATE UNIT
VALUATIONS AND ACQUISITIONS DEPARTMENT
R140 292.24 / R 182 113.68 pa
Grade 07

Job Purpose:
To acquire property and/or rights therein in order to provide for capital projects identified by the Municipality.

Key Responsibility Areas:
•Contribute to the efficient functioning of the division.
•Assist with general maintenance of property attributes in the valuation roll.
•Assist in the processing of rate clearance certificate applications.
•Provide assistance with general clerical administration of valuation appeals.
•Attend to valuation roll and ratepayer queries.
•Assist with department investigation and research.
•Receive and issue receipts of payments received.

Essential Requirements:
•Matric/Grade 12 certificate.
•12 Months relevant experience.
•Computer Literacy.

Preferred Requirements:
•Must have a relevant tertiary qualification or in the process of obtaining one.
•18 Months relevant experience.

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FINANCE CLUSTER
ESTATES ASSISTANT
REF NO: 72000420
REAL ESTATE UNIT
VALUATIONS AND ACQUISITIONS DEPARTMENT
R 140 292.24 / R 182 113.68 pa
Grade 07

Job Purpose:
To acquire property and/or rights therein in order to provide for capital projects identified by the Municipality.

Key Responsibility Areas:
• Contribute to the efficient functioning of the division.
• Assist with general maintenance of property attributes in the valuation roll.
• Assist in the processing of rate clearance certificate applications.
• Provide assistance with general clerical administration of valuation appeals.
• Attend to valuation roll and ratepayer queries.
• Assist with department investigation and research.
• Receive and issue receipts of payments received.

Essential Requirements:
• Matric/Grade 12 certificate.
• 12 Months relevant experience.
• Computer Literacy.

Preferred Requirements:
• Matric/Grade 12 plus relevant certificate accredited by SAQA.
• 18 Months relevant experience.

Work sample and/or psychometric tests may be undertaken as part of the selection process.

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INTERNAL/EXTERNAL APPLICANTS

FINANCE CLUSTER

TRAINEE VALUER

REF NO: 72000328T/72000326T

REAL ESTATE UNIT

VALUATIONS AND ACQUISITIONS DEPARTMENT

R116 049.12 / R150 641.88 pa

Grade 06

Job Purpose:
To assist with residential property research, fieldwork and valuations for the requirement of the eThekwini Valuation Roll and the requirements of the capital project programme.

Key Responsibility Areas:
• Assist with the research and valuation of residential properties under the direction of a Professional Valuer.
• Assist with the preparation of reports, correspondence and purchase/sale and compensation agreements under the direction of a Professional Valuer relating to matters of a complex nature.
• Assist with correspondence under the direction of a Professional Valuer.
• Assist with the preparation of reports to Committees under the direction of a Professional Valuer.
• Interact with the role players in the property market助Assist with correspondence under the direction of a Professional Valuer.
• To provide support in the management of information.
• Attend to counter and telephonic queries.
• To undertake any other related duties in respect of the performance/ responsibilities of the Valuation Branch.

Essential Requirements:
• Matric/Grade 12 with pass in Mathematics.
• Must be eligible for a recognised Degree or Diploma approved by the South African Council for the Property Valuers Profession (SACPVP).
• Valid motor vehicle drivers licence (Code EB), or be able to obtain one within 6 months from date of appointment

Preferred Requirements:
• Preference will be given to candidates with a superior pass symbol in Mathematics.
• Satisfactory progress, towards a recognised Degree or Diploma approved by the SACPVP.
• Valid motor vehicle driver’s licence (Code EB).
• Minimum of 2 years relevant experience as recognised by the Head Real Estate.

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FINANCE CLUSTER
ARTISAN (MECHANIC)
REF NO: 73000140
CITY FLEET UNIT
FLEET MANAGEMENT DEPARTMENT
R200 238.72 / R259 920.48 pa
Grade 10

Job Purpose:
To undertake the servicing, repairing and maintenance of plant, vehicles and machinery.

Key Responsibility Areas:
• Undertakes servicing, faults diagnosing, repairs and modification to construction plant equipment including vehicles, cranes, aerial platforms, earthmoving equipment, forklifts, compressors, trailers, small plant and standby/emergency generator sets.
• Undertakes towing and recovery of plant and vehicles, some of which are in high risks areas.
• Responsible for the completion of jobs cards, time sheets, vehicle trip sheets.
• Moves the vehicle from one point to another and tests the vehicle before and after repairs are completed.
• Responsible for the safe keeping and correct utilization of specialized tools and equipment under his/her control.
• Exercises compliance with all OHS Act Chapter 25 inspections and repairs (within trade) if required as per workshop inspection registers.
• Undertakes the inspection/preparation of statutory load testing of Aerial Platforms, Trucks Mounted Cranes, Forklifts and fixed Hydraulic Cranes as per OHS Act.
• Undertakes on site maintenance and breakdown repairs under hazardous conditions, including minor auto electrical repairs.
• Undertakes rigging of aerial platform and crane booms for removal, repairs and replacement as required.
• Acts and assists Foreman when ever required in relevant work category.

Essential Requirements:
• Qualified as an Artisan with either Petrol and/or Diesel Artisan or as a Heavy Plant Artisan.
• Valid drivers’ licence (Code EC or C1) with PrDP. Code EC drivers’ licence may be obtained within 12 months of date of assumption.
• 2 Years relevant experience.

Preferred Requirements:
• Qualified as an Artisan with either Petrol and/or Diesel Artisan or as a Heavy Plant Artisan.
• Valid driver’s licence (Code EC) with PrDP.
• 3 Years relevant experience.

Special Conditions:
Driver’s licence C1. Valid PrDP.

Work sample and/or psychometric tests may be undertaken as part of the selection process.

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FINANCE CLUSTER
EXECUTIVE SECRETARY
REF NO: 70000018
FINANCE UNIT
R140 292.24 / R182 113.68 pa
Grade 07

Job Purpose:
To provide secretarial support service to the Executive Department, Treasury Cluster.

Key Responsibility Areas:
• Typing of correspondence and reports as required by the Deputy City Manager and ensuring that confidentiality is maintained.
• Arrange complete control of Deputy City Managers Diary making of appointment including the adjudication on the need therefore and acceptance and recording of invitations.
• Arrange times, meetings, venues and travel for the Deputy City Manager to attend meetings.
• Direct and control telephone calls by performing the necessary screening redirecting calls where appropriate.
• Taking Minutes of meetings, meetings of Division Heads and Departmental meetings.
• Establishing and maintaining a confidential filing and suspense system to ensure that all documentation is accessible and correctly filed.
• Orders, controls and maintains Executive Division stationery and miscellaneous requirements.
• Maintain a diary for the booking of DCM Boardroom.
• Drafting replies to correspondence received by the Deputy City Manager.

Essential Requirements:
• Matric/Grade 12 plus relevant certificate accredited by SAQA.
• 2 Years relevant experience.
• Computer Literacy.

Preferred Requirements:
• Secretarial Diploma.
• 3 Years relevant experience.

Work sample and/or psychometric tests may be undertaken as part of the selection process.

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INTERNAL/EXTERNAL APPLICANTS

75

TRADING SERVICES CLUSTER
ARTISAN ASSISTANT
REF NO: 35004566
CLEANSING AND SOLID WASTE UNIT
PLANT AND ENGINEERING DEPARTMENT
R 98 294.40 / R 127 597.80 pa
Grade 05

Job Purpose:
To provide manual assistance to the Artisan within the Plant and Engineering Department.

Key Responsibility Areas:
• Provide support to the Artisan during execution of technical functions.
• Maintain cleanliness of the workshop.
• Undertake vehicle maintenance services associated with the replacement of tyres and batteries.

Essential Requirements:
• An appropriate level of secondary education.
• 3 Months relevant experience.

Preferred Requirements:
• 6 Months relevant experience.

Work sample and/or psychometric tests may be undertaken as part of the selection process.

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Applications must reach the Human Resources Administration Section, Cleansing & Solid Waste, 7 Meller Road, Pinetown, 3610 or P.O Box 49, Pinetown 3600 or (Telephone 031 3116344 ) not later than 2017-06-30 at 12:00 (Midday)
INTERNAL/EXTERNAL APPLICANTS

TRADING SERVICES CLUSTER
SUPERVISOR DRIVER
REF NO: 35000600
CLEANSING AND SOLID WASTE UNIT
OPERATIONS DEPARTMENT
R 140 292.24 / R 182 113.68 pa
Grade 07

Job Purpose:
To provide a waste removal service for the Operations Department.

Key Responsibility Areas:
• Attends to driving functions.
• Attends to the supervision of workmen.
• Attends to administrative duties.
• Attends to safety matters.
• Deputises for Area Cleansing Officer.
• Undertakes related assignments.

Essential Requirements:
• An appropriate level of secondary education.
• Valid motor vehicle driving license (Code C) or (Code EC) plus PrDP.
• 12 Months relevant experience.

Preferred Requirements:
• Matric/Grade 12.
• 18 Months relevant experience.

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COMMUNITY AND EMERGENCY SERVICES CLUSTER
SECTION LEADER

REF NO: 42004076/42006122/42004072
SECURITY MANAGEMENT UNIT
ALTERNATIVE OPERATIONS DEPARTMENT
R 200 238.72 / R 259 920.48 pa
Grade 10

Job Purpose:
To protect council buildings, installations, property, and employees at their places of work.

Key Responsibility Areas:
• Supervises, develops and monitors the performance and conduct of staff.
• Protecting of Council buildings, installations, property, employees, the Mayor, VIP delegates (Local, National and International delegates) and members of the public.
• Ensuring proper and adequate access and egress control in accordance with the Legislation at Council Buildings, Installations and Property.
• Prepares reports, memorandums, submissions and statements and maintains the prescribed records and registers pertinent to the shift or grouping.
• Ensure the safety of all departmental equipment and vehicles.
• Supervises and controls escort teams, detecting deficiencies and reporting them to higher level authorities.
• Attends to queries/complaints received with regard to the escort security services.
• Undertakes random inspections at Municipal and contract sites.

Essential Requirements:
• Matric/Grade 12.
• Must pass a practical departmental evaluation, inclusive of a practical weapon handling proficiency test.
• Must maintain proficiency in the handling and use of firearms as issued.
• Valid unrestricted motor vehicle driver's license (Code B).
• Must pass the standard Council's driver's test.
• Must be in possession of and maintain a valid Basic First Aid Certificate.
• 2 years experience with the police, military or recognised security organisation.

Preferred Requirements:
• Possession of the National Certificate in Security Management or equivalent qualification.
• Computer Literacy.
• Valid motor vehicle driver’s licence (Code EB).
• 3 years relevant experience with the police, military or recognised security organisation at supervisory level and experience in the investigation of crime.

Special Conditions:
Incumbents are required to work long hours under arduous conditions. Incumbents must be prepared to carry out standby duties after hours and overtime duties as and when required.

Physical Requirements:
Due to the nature of the activities of these positions, incumbents thereof must be sufficiently able and fit in the performance of their duties in terms of standard test.

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INTERNAL/EXTERNAL APPLICANTS

COMMUNITY AND EMERGENCY SERVICES CLUSTER
STOREKEEPER
REF NO: 42007698S
SECURITY MANAGEMENT UNIT
R 116 049.12 / R 150 641.88 pa
Grade 06

Job Purpose:
Controls the receipting, storage and movement of stock items applying specific procedures to enable identification with replenishing/ order requirements, controlling of stock movement, attending to the recording and reporting of stock levels and adjustments and providing guidance and support to personnel in respect of specific stock and storekeeping applications.

Key Responsibility Areas:
•Executes specific applications associated with controlling the receiving, storage and issue of stock items.
•To ensure that all uniform, equipment, material and store items are processed expediently and efficiently.
•Performs specific administrative tasks/activities associated with the functionality.
•Undertakes other related duties.

Essential Requirements:
•An appropriate level of secondary education.
•6 Months relevant experience.
•Computer Literacy.

Preferred Requirements:
•Matric/Grade 12.
•12 Months relevant experience.

Physical Requirements:
Due to the physical nature of the job, i.e. climbing of ladders, carrying/packing of boxes etc, and when required, the incumbent of this post must be sufficiently physically able to perform such duties.

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Applications must reach the Recruitment Division of Emergency Services Unit/Metropolitan Police Services, Human Resources, Metro Police Building, 16 Archie Gumede Place, 2nd Floor, Room 346, Durban, 4000, Or P.O Box 1172, Durban, 4000 or to apply log on to: www.durban.gov.za and click on e-careers or Telephone 031-3112935/2880/2896/2893/2917 by no later than Friday, 2017-06-30 at 12.00 (Midday).
COMMUNITY AND EMERGENCY SERVICES CLUSTER
CHIEF QUALITY ASSURANCE OFFICER
REF NO: 4100996
HEALTH UNIT
CLINICAL SUPPORT SERVICES DEPARTMENT
R 452 305.00 / R 570 626.00 pa
Grade 13

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).

Job Purpose:
Designs and implements a quality management system and skills development programme to empower health care workers with the skills and knowledge required to render an effective and safe primary health care programme.

Key Responsibility Areas:
• Participates in the development of policies relating to a total quality management system and implements and maintains a total quality management system.
• Implements control measures to monitor the standard of service delivery, storage of drugs and vaccines, infection control policies and procedures, supervision of staff and equipment.
• Implements skills development programme for health professionals from within the Municipality and the Province.
• Plans, organises, implements, controls and evaluates clinical training programmes for basic, post basic, undergraduate and post graduate external learners within a comprehensive primary health care service.
• Designs and implements ongoing development of competency programmes to all health professions within the EThekwini Municipality.
• Participates in the development of policies to ensure child care of a high quality and implements and maintains child care standards.
• Undertakes relevant administrative functions relating to skills development, child care and infection control.
• Provides input into budgetary planning.
• Liaises with educational institutions, government and non-governmental organisations.
• Keeps updated with current health trends and participates in Unicity Pharmacy and Therapeutics Committees.

Essential Requirements:
• Registration with the South African Nursing Council for the following Diploma or Degree 1.
  1. General Nurse and Midwife.
  2. Community Nursing Science.
  3. Clinical Nursing Science Health Assessment, Treatment and Care.
  4. Family Planning Certificate from KZN Health Department.
• Valid motor vehicle drivers license (Code B).
• 3 Years relevant experience.

Preferred Requirements:
• A Diploma or Degree in Nursing Education.
• IMCI Course Diploma in Psychiatry.
• Diploma in Advanced Midwifery.
• 5 Years relevant experience.

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_to apply go to [www.durban.gov.za](http://www.durban.gov.za) and click on e-careers link – closing date is Friday, 2017-06-30._
COMMUNITY AND EMERGENCY SERVICES CLUSTER

SENIOR PROFESSIONAL NURSE (INFEC CONTRL)

REF NO: 41001034

HEALTH UNIT

CLINICAL SUPPORT SERVICES DEPARTMENT

R279 085.68 / R 362 252.88 pa

Grade 12

Job Purpose:
To ensure an effective and efficient infection control programme and supply of medical requisites to all health care facilities within the framework of Quality Assurance.

Key Responsibility Areas:
• Participates in an effective and efficient infection control programme, implementing and adhering to infection control policies and procedures.
• Implements standardised methods of sterilisation and disposal of medical/hazardous waste.
• Ensures a safe environment for staff and clients, ensuring adequate protective clothing and equipment is made available to all facilities and promotes safe practices to prevent needle stick injuries.
• Monitors the Infection Control Programme.
• Maintains an effective administrative system.
• Contributes to the effective management of the Sections budgetary allocation.
• Ensures and maintains a high standard of infection control by being an active member of the KZN Infection Control Society.
• Identifies the need for education and in-service training, including undertaking performance appraisals for staff.
• Provides services in support of Civil Protection during disaster situations.

Essential Requirements:
• Diploma in Community Nursing Science.
• Current registration with the South African Nursing Council as a General Nurse and Midwife.
• Dispensing Licence to be obtained within 12 months of appointment.

Post Basic Conditions in- Clinic Health Assessments, Diagnosis, and Treatment and Care OR HIV Management OR Advanced Midwifery OR Appropriate equivalent.

• 3 Years relevant experience in Community Health Nursing.

Preferred Requirements:
• Diploma in Psychiatry Dispensing Licence.
• Valid motor vehicle driving license (Code B).

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INTERNAL/EXTERNAL APPLICANTS

COMMUNITY AND EMERGENCY SERVICES CLUSTER
SUPERVISOR (VECTOR CONTROL)
REF NO: 41000632/41000732/41000630
HEALTH UNIT
COMMUNICABLE DISEASE CONTROL DEPARTMENT
R 140 292.24 / R 182 113.68 pa
Grade 07

Job Purpose:
Performs tasks associated with the transportation of miscellaneous refuse/material/equipment and personnel to/from private property and institutions, supervising subordinates, monitoring work in progress and correcting deviations.

Key Responsibility Areas:
• Receives instructions and/or communicates with the immediate supervisor to establish details of tasks and inspects equipment to ensure they are in good working order.
• Supervises labour units employed in routine spraying and ditching measures and the performance and conduct of subordinate staff.
• Ensures that correct occupational health and safety procedures are being implemented and corrects/reports on deviations.
• Inspects vehicles and the cleaning and storage of tools and reports any defects in light thereof to the Vector Control Superintendent.
• Completes internal transactional documentation e.g. log sheets and related forms.
• Transports personnel, material and equipment to/from specific locations.
• Visits specific work sites to check activities and progress, resolves deviations and/or attends to the replacement or performing minor repairs to machinery/equipment.
• Identifies and reports public health nuisances and the sources of sewer/storm water surcharges.

Essential Requirements:
• Appropriate level of secondary education.
• Valid motor vehicle driving license (Code EC) plus PrDP. Knowledge of First Aid.
• 12 Months relevant experience.

Preferred Requirements:
• 18 Months relevant experience.
• Good geographical knowledge of Durban.
• Some mechanical ability.

Special Conditions:
Required to work in all weather conditions. Post is interchangeable with the Field Supervisor: Control and Development.

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*APPLICATION FORMS MUST REACH THE HUMAN RESOURCES ADMINISTRATION SECTION, HEALTH DEPARTMENT, 9 ARchie GUMEDE (OLD FORT) PLACE, DURBAN, 4001 OR P.O BOX 2443, DURBAN, 4000. MUST BE RETURNED BY NOT LATER THAN FRIDAY 2017-06-30 AT 12.00 (MIDDAY).*
INTERNAL/EXTERNAL APPLICANTS

GOVERNANCE & INTERNATIONAL RELATIONS CLUSTER

PROGRAMME OFFICER

REF NO: 54000342
COMMUNITY PARTICIPATION UNIT
PROGRAMMES AND PROJECTS DEPARTMENT

R200 238.72 / R259 920.48 pa
Grade 10

Job Purpose:
Responsible for the overall implementation of Organisational Development and Outreach Programmes.

Key Responsibility Areas:
•Develops and maintains and implementation of procedures and standards and adheres and complies with Administrative Regulations, Codes and Administration procedures and standards.
•Adheres to budgetary constraints by complying with the approved budget for the programme.
•Implements activities of different Forums related to Organisation Development and Outreach Programmes within the Municipality.
•Participates and inputs into development of the Organisational Development and Outreach Programme Policy for the Municipality.
•Implements related projects developed from business plan, monitors related project performance requirements and resolves problems that may arise during project implementation.
•Conducts post implementation reviews by submitting progress reports to the Coordinator: Youth Programmes. Prepares and conducts presentations to relevant stakeholders on project status as directed by Co-ordinator: Youth Programmes.
•Identifies potential opportunities for various projects by conducting workshops.
•Reports to the Co-ordinator: Youth Programmes in terms of agreed plans and seeks directives as required.

Essential Requirements:
•Matric/Grade 12 plus relevant certificate accredited by SAQA.
•Valid motor vehicle driver’s license.
•2 Years relevant experience.

Preferred Requirements:
•Relevant 3 year tertiary qualification i.e. Diploma or Degree in Social Development.
•3 Years relevant experience working with diverse groups and having an active involvement in community initiatives.
•Good negotiation and problem solving skills.
•Good command of the isiZulu language.

Special Conditions:
•Willingness to work after hours and over weekends.

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INTERNAL/EXTERNAL APPLICANTS
86

GOVERNANCE & INTERNATIONAL RELATIONS CLUSTER
ADMINISTRATOR
REF NO: 54000336
COMMUNITY PARTICIPATION UNIT
PROGRAMMES AND PROJECTS DEPARTMENT
R117 846.84/R230 846.40 pa
Grade 09

Job Purpose:
Responsible for providing advocacy advice for the implementation of Gender Programmes.

Key Responsibility Areas:
• Monitors changes and adjustments in all Rights related issues for the prescribed programmes and projects.
• Attends meetings related to the Gender Programmes and provides advocacy advice.
• Provides advocacy input into the development of Gender Policy for the Council.
• Updates the Co-ordinator: Gender Programmes on the implementation of advocacy recommendations.
• Keeps abreast of all legislative changes related to gender issues and reports to Co-ordinator: Gender Programmes. Undertakes related assignments as and when required by Co-ordinator: Gender Programmes.

Essential Requirements:
• Matric/Grade 12 plus relevant certificate accredited by SAQA.
• Valid motor vehicle driver’s license.
• 2 Years relevant experience.

Preferred Requirements:
• Relevant 3 year tertiary qualification i.e. Diploma or Degree in Social Development.
• 3 Years relevant experience working with diverse groups and having an active involvement in community initiatives.
• Good command of the isiZulu language. Good negotiation and problem solving skills.
• Familiarity with Human Rights, Gender issues and advocacy.

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GOVERNANCE & INTERNATIONAL RELATIONS CLUSTER
SECRETARY
REF NO: 54000008
COMMUNITY PARTICIPATION UNIT
POLICY AND ADMINISTRATION DEPARTMENT
R116 049.12/R150 641.88 pa
Grade 06

Job Purpose:
Responsible for the provision of secretarial support to the Senior Manager: Policy and Administration.

Key Responsibility Areas:
• Provides a complete secretarial service.
• Co-ordinating the Senior Manager's work schedule, itinerary and making the necessary business travel arrangements.
• Attending meetings as directed by Senior Manager: Policy and Administration in a secretarial capacity.
• Co-ordinates and controls correspondence.
• Assists in maintaining filing system for Senior Manager: Policy and Administration.

Essential Requirements:
• Matric/Grade 12.
• 12 Months relevant experience.
• Computer Literacy.

Preferred Requirements:
• Secretarial Diploma.
• 18 Months relevant experience.

Special Conditions:
• Willingness to work after hours and over weekends.

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SECTION II

RE-ADVERTISING / AMENDMENT

In terms of Departmental Circular No. 64 dated 1990-08-14 the following extended closing date is brought to the attention of employees.

Applications received in response hereto on or before the extended closing date indicated will be considered in conjunction with applications already received in response to the Staff Vacancies Circular / Metro Ezasegagasini stated below.

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INTERNAL/EXTERNAL APPLICANTS

HUMAN SETTLEMENT ENG SERV & TRANSPORT CLUSTER

DEPUTY CITY MANAGER (HUMAN SETTLEMENTS ENGINEERING SERVICES AND TRANSPORT)

REF NO: 30000000
On a Five Year Contract
Attractive, Competitive Remuneration Package
Grade 25

PLEASE NOTE: Previous applications will not be considered, interested candidates must re-apply.

Job Purpose:
To provide strategic leadership and direction for the Cluster in the following functional areas: Human Settlements, Engineering Services and the EThekwini Transport Authority.

Key Responsibility Areas:
• Contributes to service delivery systems of a complex nature.
• Provides supportive leadership to the Accounting Officer, senior management team and Council.
• Formulates immediate, short, medium and long term service delivery plans.
• Supports and complies with the supply chain management function.
• Provides management, direction and guidance for all infrastructure projects.
• Guides, establishes and maintains appropriate stakeholder relations.
• Assumes responsibility for the implementation of financial systems, maintenance of working capital, budget preparation and implementation.
• Supports the implementation of the performance reporting process within the area of responsibility.
• Supports and implements good governance.
• Assumes responsibility for risk and change management within the Municipality within the area of responsibility.
• Supports and contributes to the formulation of policy and the Municipality's By-laws within the area of responsibility.
• Implements, manages and oversees the implementation of service delivery and infrastructure related legislation.
• Supports the audit process within the area of responsibility so as to obtain the optimum level of assurance from the Auditor - General.

Essential Requirements:
• Relevant Bachelor’s Degree and/or equivalent.
• Valid motor vehicle driver’s license (Code B).
• 8 years managerial experience of which at least 3 years must be at a senior management level, preferably in the built environment sector proven ability to provide strategic and innovative leadership.

Preferred Requirements:
• Relevant post graduate qualification in Management.
• Experience in the management of infrastructure in a local government context will be an added advantage.

Telephonic enquiries should be directed to the Deputy Head (Human Resources) Gideon Vundla, (031) 311 7005/7062.

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INTERNAL/EXTERNAL APPLICANTS  

3

TRADING SERVICES CLUSTER
PRINCIPAL CLERK
REF NO: 34000150
WATER AND SANITATION UNIT
AUXILIARY SERVICES DEPARTMENT
R140 292.24 / R182 113.68 pa
Grade 07

Job Purpose:
To carry out a variety of administrative duties to ensure proper management of assets.

Key Responsibility Areas:
• Monitor data captured of requisitions, service orders and payment receivers on the JDE system.
• Attend to various correspondence and draft responses to internal and external customers.
• Undertake site checks on plant and vehicles to ensure returns are submitted for costing purposes.
• Manage petty cash to ensure that financial controls are followed.
• Conduct regular inspections of buildings and report faults and general maintenance requirements.

Essential Requirements:
• Matric/Grade 12.
• Valid motor vehicle drivers license (Code B).
• 12 Months relevant experience.
• Computer Literacy.

Preferred Requirements:
• Matric/Grade 12 plus relevant certificate accredited by SAQA.
• 18 Months relevant experience.

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INTERNAL/EXTERNAL APPLICANTS

TRADING SERVICES CLUSTER

PRINCIPAL CLERK

REF NO: 34000606

WATER AND SANITATION UNIT
CUSTOMER SERVICES DEPARTMENT

R140 292.24 / R182 113.68 pa
Grade 07

Job Purpose:
Supervises the administration of the Small Connections Department.

Key Responsibility Areas:
• Undertakes Small Connections administrative duties.
• Prepares and allocates work to connection inspectors and updates the computerised workflow system.
• Receives and processes completed inspection form with information pertaining to the site inspection.
• Supervises the allocation of work to staff for processing on the workflow and to contractors and advises on the set standards and procedures for the new connection specification.
• Assists with contractors technical queries.
• Issues material to contractors and drives to stores to collect material.
• Attends to telephonic and e-mail enquiries.
• Undertakes customer liaison service.
• Trains and advises staff on new workflow implementations and procedures.

Essential Requirements:
• Matric/Grade 12.
• Valid motor vehicle drivers license (Code B).
• 12 Months relevant experience.
• Computer Literacy.

Preferred Requirements:
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INTERNAL/EXTERNAL APPLICANTS

TRADING SERVICES CLUSTER
CUSTOMER SERVICES OFFICER
REF NO: 34001352
WATER AND SANITATION UNIT
CUSTOMER SERVICES DEPARTMENT
R 200 238.72 / R 259 920.48 pa
Grade 10

Job Purpose:
Supervise and controls activities at specified customer service centre in order to utilise and develop resources effectively.

Key Responsibility Areas:
• Supervise the administration function of all staff assigned to the centre.
• Interview and attend to public queries whenever supervisors require assistance.
• Attend to and support referrals from the Manager.
• Undertakes administrative duties including authorising credit facilities and debt collection.
• Liaise with other Service Units who use “Coins” consumer package.
• Assist supervisor on more complex queries.
• Maintain statistics for Regional Customer Centre.
• Providing an adequate reception and telephonic service.
• Actively support and promote safety and accident prevention in the work place.
• Liaise with security and cleaning personnel to attend to the physical needs of security and working conditions of staff.

Essential Requirements:
• Matric/Grade 12 plus relevant certificate accredited by SAQA.
• Valid motor vehicle drivers license (Code B).
• 2 Years relevant experience.
• Computer Literacy.

Preferred Requirements:
• Relevant 3 year tertiary qualification, i.e. Diploma or Degree.
• 3 Years relevant experience.

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TRADING SERVICES CLUSTER
SUPERINTENDENT (ELECTRICAL)
REF NO: 33004976 / 33004662/ 33002790
ELECTRICITY UNIT
MV/LV OPERATIONS DEPARTMENT
Total Remuneration package
R 485 954.00 / R 612 766.00 pa
Grade 12

Benefits included in the total value of remuneration package (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. A car Allowance maybe payable and a non-pensionable Market Allowance may be payable in terms of the Scarc Skills Policy

Job Purpose:
To manage staff and associated contractors carrying out the maintenance and construction work.

Key Responsibility Areas:
• Construct and maintain the electricity distribution network. Inspect and approve electrical equipment before installation and authorised to operate at voltages of 11kV and below.
• Liaise with private contractors and standby staff regarding construction and maintenance work.
• Conduct on-site inspections during project implementation to ensure quality workmanship.
• Provide technical support and advice to staff and contractor’s staff, architects, consultants, contractors and the general public.
• Actively support and promote safety in the workplace.
• Monitor and control expenditure.
• Attends to emergency work (breakdowns).
• Perform administrative tasks.
• Responsible for maintaining effective industrial relations.
• Motivate and train staff and contractors.
• Undertake other reasonable related duties.

Essential Requirements:
• Must be a qualified Electrician with at least an NTC2 or NCV3 in electrical engineering from a Further Education and Training College registered with the Department of Education.
• Valid motor vehicle drivers licence (Code EB).
• Must be in a” possession of a Professional Driving Permit (PrDP) or obtain one within 6 months as a condition of appointment, if required to drive vehicles requiring a permit.
• Must be trained in First Aid or obtain one within 6 months as a condition of appointment.
• Must be authorised in terms of EThekwini Electricity’s System Operating Regulations to operate on medium voltage systems up to and including 11 kV or be in a position to become authorised within 9 months of appointment if required to undertake switching operations.
• Must pass a proficiency test, set by the department, to prove sufficient general knowledge of construction, operation and maintenance of distribution systems.
• At least 5 years relevant post Apprenticeship experience in the electricity supply industry.

Preferred Requirements:
• In possession of a NTC6 in electrical engineering from a Further Education and Training College registered with the Department of Education.
• At least 5 years’ experience with and knowledge of eThekwini Electricity’s distribution and transmission systems and practices OR At least 5 years’ experience as an Electrician in the electricity supply industry.
• Met all four proficiencies or competencies as a Senior Electrician.
• Meet all four proficiencies/competencies as a Senior Electrician.

Special Conditions:
• Must be prepared to work shifts and standby.

Physical Requirements:
• Must be physically fit and in good health as determined by the City Medical Officer of Health. • Must be able to physically lift heavy objects and equipment normally required of a Superintendent. • Must not be colour blind. • Must be able to climb ladders and lattice structures and work at heights. • Must have the necessary dexterity to work with tools and instruments.

Work sample and/or psychometric tests may be undertaken as part of the selection process.

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INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED.

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INTERNAL/EXTERNAL APPLICANTS

8

TRADING SERVICES CLUSTER
SUPERINTENDENT (ELECTRICAL)
REF NO: 33002302
ELECTRICITY UNIT
MV/LV OPERATIONS DEPARTMENT
Total Remuneration Package
R 485 954.00 / R 612 766.00 pa
Grade 12

Benefits included in the total value of remuneration package (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. A car Allowance maybe payable and a non-pensionable Market Allowance may be payable in terms of the Scarce Skills Policy.

Job Purpose:
To manage staff and associated contractors carrying out the maintenance and construction work.

Key Responsibility Areas:
- Construct and maintain the electricity distribution network.
- Inspect and approve electrical equipment before installation and authorised to operate at voltages of 11kV and below.
- Liaise with private contractors and standby staff regarding construction and maintenance work.
- Conduct on-site inspections during project implementation to ensure quality workmanship.
- Provide technical support and advice to staff and contractor’s staff, architects, consultants, contractors and the general public.
- Actively support and promote safety in the workplace.
- Monitor and control expenditure.
- Attends to emergency work (breakdowns).
- Perform administrative tasks.
- Responsible for maintaining effective industrial relations.
- Motivate and train staff and contractors.
- Undertake other reasonable related duties.

Essential Requirements:
- Must be a qualified Electrician with at least an NTC2 or NCV3 in electrical engineering from a Further Education and Training College registered with the Department of Education.
- Valid motor vehicle drivers licence (Code EB).
- Must be in a” possession of a Professional Driving Permit (PrDP) or obtain one within 6 months as a condition of appointment, if required to drive vehicles requiring a permit.
- Must be in First Aid or obtain one within 6 months as a condition of appointment.
- Must be authorised in terms of EThekwini Electricity’s System Operating Regulations to operate on medium voltage systems up to and including 11 kV or be in a position to become authorised within 9 months of appointment if required to undertake switching operations.
- Must pass a proficiency test, set by the department, to prove sufficient general knowledge of construction, operation and maintenance of distribution systems.
- Must pass a proficiency test, set by the department, to prove sufficient general knowledge of construction, operation and maintenance of distribution systems.
- At least 5 years relevant post Apprenticeship experience in the electricity supply industry.

Preferred Requirements:
- In possession of a NTC6 in electrical engineering from a Further Education and Training College registered with the Department of Education.
• At least 5 years’ experience with and knowledge of eThekwini Electricity’s distribution and transmission systems and practices OR At least 5 years’ experience as an Electrician in the electricity supply industry.
• Met all four proficiencies or competencies as a Senior Electrician.
• Meet all four proficiencies/competencies as a Senior Electrician.

**Special Conditions:**
• Must be prepared to work shifts and standby.

**Physical Requirements:**
• Must be physically fit and in good health as determined by the City Medical Officer of Health.
• Must be able to physically lift heavy objects and equipment normally required of a Superintendent.
• Must not be colour blind.
• Must be able to climb ladders and lattice structures and work at heights.
• Must have the necessary dexterity to work with tools and instruments.

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INTERNAL/EXTERNAL APPLICANTS

TRADING SERVICES CLUSTER

CLERK OF WORKS

REF NO: 33002660 / 33002432/ 33003086/ 33002878/33006932/33004370
/33004372/ 33006928/ 33006934/ 33006936/ 33006934/ 33002660

ELECTRICITY UNIT

MV/LV OPERATIONS DEPARTMENT

Total Remuneration Package

R 432 006.00 / R 528 269.00 pa

Grade 11

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Job Purpose:
To manage staff and associated contractors in carrying out maintenance and construction work in the most effective and efficient manner.

Key Responsibility Areas:
• Construct and maintain the electricity distribution network.
• Provide technical support and advice to contractors staff, architects, consultants, contractors, other departments and the general public.
• Planning and scheduling work for staff and contractors.
• Support and promote safety in the workplace and complying with codes of practice, system operating regulations, safety rules and other legislation.
• Attending to emergency work and breakdowns and being available for standby as required.
• Operates medium voltage equipment.
• Motivate, train and monitor contractors staff and contractor performance.
• Responsible for maintaining effective industrial relations.
• Monitor and control expenditure.

Essential Requirements:
• Must be a qualified Electrician with at least an NTC2 or NCV3 in electrical engineering from a Further Education and Training College registered with the Department of Education.
• Valid Code EB (08) driver’s license.
• Must be in a” possession of a Professional Driving Permit (PrDP) or obtain one within 6 months as a condition of appointment, if required to drive vehicles requiring a permit.
• Must be trained in First Aid or obtain one within 6 months as a condition of appointment.
• Must be authorised in terms of Ethekwini Electricity’s System Operating Regulations to operate on medium voltage systems up to and including 11 kV or be in a position to become authorised within 9 months of appointment if required to undertake switching operations.
• Must pass a proficiency test, set by the department, to prove sufficient general knowledge of construction, operation and maintenance of distribution systems.
• At least 5 years relevant post Apprenticeship experience in the electricity supply industry.
Preferred Requirements:
• In possession of a NTC6 in electrical engineering from a Further Education and Training College registered with the Department of Education.
• At least 5 years’ experience with, and knowledge of eThekwini Electricity’s distribution and transmission systems and practices; or At least 5 years’ experience as an electrician in the electricity supply industry.
• Meet all four proficiencies or competencies as a Senior Electrician.

Special Conditions:
1. 40 hours, 5 days out of any 7 per week. 2. Must be prepared to work shifts as required and be available for standby on a roster basis. 3. Standby or switching allowances, as authorised. 4. Incentive bonus, where applicable. 5. Be prepared to work overtime when required to meet the exigencies of the service. 6. Permanent locomotion allowance or departmental transport at the discretion of the eThekwini Municipality’s Locomotion Sub-Committee. 7. Subject to transfer/re-location to any of the Electricity Unit’s depots/divisions as required.
8. Protective Clothing: As per the PPE Schedule.

Physical Requirements:
1. Must by physically fit and in good health as determined by the City Medical Officer of Health. 2. Must be physically able to lift heavy objects and equipment normally required of a Clerk of Works. 3. Must not be colour blind. 4. Must be able to climb ladders and lattice structures and work at heights. 5. Must have the necessary dexterity to work with tools and instruments.

Work sample and/or psychometric tests may be undertaken as part of the selection process.

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FINANCE CLUSTER
MANAGER (FACILITIES INFRASTR & ASSETS)
REF NO: 73001410
CITY FLEET UNIT
BUS SERVICES OPERATIONS AND MANAGEMENT DEPARTMENT
R508 888.00 / R642 088.00 pa
Grade 14

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).

Job Purpose:
Applies investment technical development principles to define/source relevant market intelligence, feasibility studies and other research information to develop and support newly conceived buildings and depots development projects proposal plans for complex projects with diverse sets of interacting variables for the Unit Contract management and appointment of professionals, new technical development project management, financial support/control and risk evaluation.

Key Responsibility Areas:
• Prepares buildings and depots projects plans relative to department demand to determine and present the sustainability of key development projects.
• Manages processes associated with the Service Provider contracting and resolves conflicts and/or defends actions relating to complex new development and economic development projects.
• Oversees, facilitates and controls project management processes associated with the monitoring, evaluation and alignment phases of strategic complex development projects.
• Manages projects lifecycle budget and expenditure, plus the consolidation of project financial performance information relating to the various new investment development projects.
• Engages and addresses the information requirements and responses with regards to the project at a specific stage of the project cycle.
• Structured development of existing facilities condition in an electronic database with detailed inspection data.
• Systematic management process of planning and budgeting for known future cycle and replacement requirements that either the life of the asset and/or ensure the expected remaining useful life is attained.
• Maintenance of facilities in response to conditional inspection and re-active failures.
• Procurement of goods and services in terms of Supply Chain Management Policy.
• Manages the facilities contract for the Unit.
• Addresses administrative functional reporting and record keeping requirements.

Essential Requirements:
• Relevant 3 year tertiary qualification, i.e. Diploma or Degree.
• SAQA accredited Project Management Certificate.
• Valid motor vehicle driving license (Code B).
• 4 Years relevant experience.
• Computer Literacy.

Preferred Requirements:
• Relevant post graduate qualification.
• 6 Years relevant experience.
Physical Requirements:
Incumbent to be medically fit to perform on-site construction duties as stipulated. Must be able to cope with stress and able to work in a pressurized environment.

Work sample and/or psychometric tests may be undertaken as part of the selection process.

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ECONOMIC DEVELOPMENT & PLANNING CLUSTER
AREA MANAGER
REF NO: 24000070
BUSINESS SUPPORT UNIT
INFORMAL ECONOMY AND RETAIL MARKETS DEPARTMENT
R279 085.68/ R362 252.88 pa
Grade 12

Benefits included in the Total Value of Remuneration Package Range (Pension, 13th Cheque, Medical Aid, Housing Subsidy, 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).

Job Purpose:
To promote, support and regulate trading in the informal economy occurring in public areas.

Key Responsibility Areas:
• Facilitating and ensuring that National, Provincial, Municipal and Council legislation is implemented in areas of responsibility.
• Identifying and developing partnerships with NGO's CBO's, business interest and stakeholders within areas of responsibility to ensure efficiency and to co-ordinate inputs to promote management and growth of trading activities.
• Facilitates and implements economic development projects within the informal sector.
• Provides information to prospective traders on Council policies and referring them to other support services like TBDC.
• Provides a comprehensive administrative service to achieve the objectives identified.
• Monitors short term tenancies to ensure compliance with terms and conditions and rental aspects, reporting any deviation to any procedures to ensure compliance.
• Managing Section budgets within allocations, providing feedback to Manager (Street Trading).
• Investigates and monitors applications by street traders and processes set applications for street trading rights.

Essential Requirements:
• Relevant 3 year tertiary qualification, i.e. Diploma or Degree.
• Valid motor vehicle driver’s licence (Code EB)
• 3 Years relevant experience.
• Computer Literacy.

Preferred Requirements:
• 4 Years relevant experience.

Work sample and/or psychometric tests may be undertaken as part of the selection process.

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GOVERNANCE & INTERNATIONAL RELATIONS CLUSTER
REGIONAL SERVICES CO-ORDINATOR
REF NO: 54000090
COMMUNITY PARTICIPATION UNIT
PROGRAMMES AND PROJECTS DEPARTMENT
R236 382.84/R306 837.48 pa
Grade 11

Job Purpose:
Responsible for the overall co-ordination and implementation of programmes/projects.

Key Responsibility Areas:
• Co-ordinates and implements Regional Programmes/Projects.
• Prepares and submits regular reports on the development and implementation of Programmes/projects.
• Implements business plans for Regional Programmes/Projects.
• Undertakes various special projects/programmes as sanctioned by the Manager Regional Coordinator.
• Supervision and control of staff.
• Implementing the various administration and co-ordination.
• Implementation programme identified in the business plan to ensure that staff are competent and productive

Essential Requirements:
• Relevant 3 year tertiary qualification, i.e. Diploma or Degree.
• 3 Years relevant experience.

Preferred Requirements:
• 4 years relevant management consultancy experience.
• 4 Years relevant experience.

Special Conditions:
• Willingness to work after hours and over weekend.

Work sample and/or psychometric tests may be undertaken as part of the selection process.

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TRADING SERVICES CLUSTER
DRIVING INSTRUCTOR
REF NO: 35004454
CLEANSING AND SOLID WASTE UNIT
PLANT AND ENGINEERING DEPARTMENT
R177 846.84 / R 230 846.40 pa
Grade 09

Job Purpose:
To instruct and test staff on proper driving procedures in order to ensure drivers are competent to drive the vehicles and the correct operation of the compaction units.

Key Responsibility Areas:
• Train new drivers and refresh existing drivers in the correct handling of Cleansing Solid Waste (CSW) vehicles.
• Refresh existing drivers in the correct handling of CSW vehicles, compaction units and trailers.
• Undertake administrative functions i.e. writing reports on each drivers performance and maintaining an accurate, up to date filing system of such reports and the latest revisions of the Road Traffic Act.
• Ensure that all drivers have current Professional Driving Permits (PrDPs) and correct valid licenses.
• Report to the Fleet Manager any driver who is considered a risk to Council for whatever reason.
• Undertakes related assignments.

Essential Requirements:
• Matric/Grade 12 plus relevant certificate accredited by SAQA.
• Valid motor vehicle driving license (Code EC).
• Valid Professional Drivers Permit.
• Valid Driving Instructors Permit.
• 2 Years relevant experience in driving all vehicles in Cleansing and Solid Waste (CSW) fleet.
• Ability to read and write in English.

Preferred Requirements:
• Relevant 3 year tertiary qualification, i.e. Diploma or Degree.
• 3 Years relevant training experience.

Work sample and/or psychometric tests may be undertaken as part of the selection process.

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Applications must reach the Human Resources Administration Section, Cleansing & Solid Waste, 7 Meller Road, Pinetown, 3610 or P.O Box 49, Pinetown 3600 or (Telephone 031 3116344 ) not later than 2017-06-30 at 12:00 (Midday)
Job Purpose:
To inspect, repair and test mechanical plant and equipment at the department's installations. This plant and equipment includes but is not limited to: a variety of pump types, electric motors, gearboxes, pipe work, drive shafts, chain drives, winches, hydraulic systems, rails, pneumatic systems, valves, compactors, ventilation fans, diesel generators, diesel jockey fire pumps, aerators, gas to electricity plant.

Key Responsibility Areas:
- Carry out preventative maintenance to mechanical equipment at transfer stations, gas to electricity plant, leachate treatment plants and relevant as instructed.
- Carry out breakdown maintenance to mechanical equipments as instructed.
- Carry out such mechanical repair work as required.
- Optimum allocation of resources to service instructions received.
- Comply with and enforce the requirements of the OH&S act and relevant regulations.
- Interface with other disciplines.
- Training of apprentices and other learners.
- Supervision and Monitoring.
- Completion of timesheets, job cards, equipment reports, SCM and procurement documentation and any other documentation and administration that may be required from time to time.
- Undertake related assignments.

Essential Requirements:
- Trade Certificate, e.g. Mechanical Artisan or Fitter or Fitter and Turner.
- Valid motor vehicle driving license (Code B).
- 2 Years relevant experience.

Preferred Requirements:
- Relevant 3 year tertiary qualification, i.e. Diploma or Degree.
- 3 Years relevant experience.

Special Conditions:
Subject to callouts, weekend work and possible overtime when required. Must be prepared to work on a call out roster. Positions of Mechanical Artisan are interchangeable within the department at the discretion of the Deputy Head. Must be prepared to work on equipment where waste has been processed/stored.

Physical Requirements:
Must be fit and healthy to manage the physical nature of the job and to be able to climb to elevated positions on a daily basis.

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