The eThekwini Municipality has committed itself to the following key priorities with respect to procurement:

- Increased Usage of Local Resources
- Redress of Skewed Employment and Ownership Patterns through Black Economic Empowerment
- Creation of Opportunities for Job Creation and Poverty Alleviation
- Stimulation of Skills Development and Transfer
- Fast tracking of Growth and Ensuring Sustainability of SMME’s

The planned objectives are:

- To have preference for employment and economic empowerment beyond just SMME status as is the case with the current policy;
- To include priority groups that have not benefited from the implementation of the previous policy;
- To have a significant contribution towards job creation, poverty alleviation and economic growth;
- To have a procurement policy that links with the IDP and LTDF;
- To have a procurement policy that enables eThekwini Municipality to impact significantly in improving the quality of life of the majority of its citizens/customers, by optimising Employment and Economic Empowerment in all its dealings; resulting in the annual procurement spend generally reflecting eThekwini’s Demographics.

What Activities does Procurement include/cover within the eThekwini Municipality?

- Goods
- Services
- Engineering and Construction Works
- Professional Services
- Disposal of movable Assets
- Hiring and renting of goods other than immovable property
- Acquiring or granting of rights as applicable to procurement
- Management of stock

### Responsibilities of Major Functions

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Functional Area</th>
</tr>
</thead>
</table>
| **Senior Management: Head of Department** | Is responsible for the provision of a cost effective and efficient Procurement service.  
Facilitates a city wide economic empowerment to all clusters and units to enable them to effectively deliver to Municipal Customers  
Is responsible for the overall management of the Unit.  
Provides the Unit with the strategic direction to achieve its key performance areas and overall objectives. |
| **Deputy Head (Policy &Support)**  | Creates and maintains an up to date Centralised Procurement Supplier Database.  
Determines uniform standards/documentation and procedures for the procurement of all goods, services, engineering and construction works by all units within the municipality.  
Co-ordinates Tenders and Contracts common processes  
Carries out compliance monitoring and timeous accreditation of qualifying suppliers. |
<table>
<thead>
<tr>
<th>Role</th>
<th>Responsibilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Deputy Head (Supply Chain Management)</td>
<td>Ensures effective control, co-ordination and administration of all SCM processes within the Municipality. Enables cluster and units to effectively deliver to municipal customers, resulting in satisfied customers. Develops maintenance and constant review of service level agreement with Clusters and Units. Rationalises stores operation and minimizes Stock Holdings.</td>
</tr>
<tr>
<td>Strategic Executive: Performance and Risk Management</td>
<td>Provides a strategic, professional, objective evaluation and consulting service designed to add value and improve Procurement Unit’s operations. Helps the Unit accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of Unit’s risk management, control, and governance processes.</td>
</tr>
<tr>
<td>Manager: Compliance Monitoring</td>
<td>Manages the effective facilitation of Black Economic Empowerment and Targeted Procurement. Ensures that targets set for procurement/empowerment are attained through effective monitoring of contract participation goals, etc. Participates in policy discussions and presenting on policy-related matters.</td>
</tr>
<tr>
<td>Manager: Customer and Supplier Relations</td>
<td>Manages and maintains supplier relations; Manages and maintains customer relations; carries out Internal and External marketing and promotion of the Unit; The promotion of procurement policies throughout various method of educating; and Implements continuous improvement of customer service.</td>
</tr>
<tr>
<td>Manager: Tenders and Contracts Co-ordination</td>
<td>Provides for the efficient and effective secretariat and verification function of the Bid Committee Process. Authorises the approval of sureties/guarantees and liaises with the Deputy City Manager (Treasury) for approval of new surety/guarantors.</td>
</tr>
<tr>
<td>Manager: Supplier and Business Information</td>
<td>Manages and maintains an up to date Centralised Procurement Supplier Database. Manages and maintains an up to date Capital &amp; Operating Delivery Monitoring System. Carries out timeous registration and accreditation of contractors, suppliers and service providers.</td>
</tr>
<tr>
<td>Statistics Officer</td>
<td>Provides statistical and analytical support for the facilitation of effective Black Economic Empowerment within the Procurement Unit. Assists the Unit in the facilitation of an efficient, effective and economical decision making.</td>
</tr>
</tbody>
</table>
### Supplier Relations Officer

Improves Council’s knowledge and understanding of its suppliers, and the working relationships between suppliers and departments, in order to achieve better procurements and successful projects by:
- effectively managing supplier information
- managing strategic partnership
- managing supplier satisfaction
- providing support to department
- ensuring proper reporting

### Customer Liaison Officer

Provides a comprehensive, high quality Customer focused service by:
- promoting and maintaining positive customer relations
- effectively managing customer enquiries.
- ensuring and managing customer satisfaction.
- ensuring effective record keeping on customer liaison related issues and,
- ensuring information management on customer related issues.

### Entry Level, Qualifications and Experience

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Requirement</th>
</tr>
</thead>
</table>
| Head of Department            | Appropriate degree or equivalent qualification coupled with at least 5 years experience in an administrative and management environment.  
                               | A relevant postgraduate qualification would be an added advantage.  
                               | Sound technical knowledge of the budgeting system, SCM and the relevant legislative imperatives.  
                               | Ability to work under pressure  
                               | Proficient in computer/ IT operations  
                               | Valid drivers licence |
| Deputy Head (Policy & Support)| NQF 6 Qualification/Appropriate SCM Qualification  
                               | 5 years experience at a senior management level in a related environment.  
                               | Computer literacy, strategic thinking.  
                               | Ability to grasp the core of different functions/ disciplines such as Technical, Legal, Statistics, Research etc.  
                               | Valid drivers licence |
| Deputy Head (Supply Chain Management) | NQF 6 Qualification/Appropriate SCM Qualification  
                                          | 5 years experience at a senior management level in a related environment.  
<pre><code>                                      | Ability to successfully manage service delivery from multiple customers whilst striking a balance between the commercial, economic, legal requirements and socio-economic objectives. |
</code></pre>
<table>
<thead>
<tr>
<th>Position</th>
<th>Requirements</th>
</tr>
</thead>
</table>
| **Deputy Head (Supply Chain Management) (cont’d)** | Ability to work under pressure  
Proficient in computer/ IT operations  
Valid drivers licence |
| **Strategic Executive: Performance and Risk Management** | NQF6 Qualification with Accounting & Auditing.  
Minimum Code EB drivers licence.  
Several years experience in Auditing and/or Internal Auditing Management.  
Sound communication, interpersonal and report writing, presentation and analytical skills |
| **Manager: Compliance Monitoring**           | An appropriate bachelors degree or equivalent (M+3)  
At least 5 years experience in an administrative and management environment.  
Computer literacy  
Presentation skills |
| **Manager: Customer and Supplier Relations** | An appropriate bachelors degree or equivalent (M+3) qualification.  
At least 5 years experience in a customer relations field.  
At least three years at management/supervisory level.  
Practical experience in negotiation and communication environment.  
Practical or theoretical experience in negotiations and conflict management. |
| **Manager: Tenders and Contracts Co-ordination** | Appropriate tertiary education at M+3, or NQF level 6 / An administration related qualification.  
Code 08 Drivers Licence  
At least 5 years experience in an administrative and management environment/ Experience in a procurement/tenders/supply chain related discipline.  
Working knowledge of Computers and programmes such as MS Word; MS Excel & MS PowerPoint.  
Practical Presentation experience. |
| **Manager: Supplier and Business Information** | This post requires specialized knowledge, with a high level of mental astuteness and intuition.  
Experience in Auditing, Accounting, and Administration in a procurement/supply chain environment.  
An appropriate bachelors degree or equivalent (M+3)  
Code 08 Drivers Licence  
At least 5 years experience in an administrative and management environment.  
Computer literacy, especially in MS Word, Excel and PowerPoint  
Practical presentation experience. |
| **Statistics Officer**                       | Appropriate tertiary education at M+3, or NQF level 6.  
Code 08 Drivers License  
Computer Literacy  
Post requires incumbent to possess statistical theory, techniques and methods, and the ability to analyze and interpret statistical data. |
Statistics Officer (cont’d)  
Experience in understanding how research and statistics can support strategic planning and policy initiatives. 
Proven experience of using computer software to manipulate data and produce complex statistical analyses, and communicating the findings of research and analysis in reports and presentations.

Supplier Relations Officer  
Practical experience in communication environment 
Computer literacy, especially in MS Word, Excel and PowerPoint  
Recognised tertiary qualification in the related field. 
Speaks confidently, conveying clear messages to a wide range of listeners

Customer Liaison Officer  
Successfully completed or working towards an appropriate qualification in Customer Services  
Code 8 Drivers Licence  
Possess or demonstrate working knowledge, skills and experience within a Customer service environment.  
Computer literacy, especially in MS Word, Excel and PowerPoint  
Practical or theoretical experience in negotiations and conflict management. 
Conveys written information clearly and accurately to a wide range of recipients  
Demonstrate a clear commitment to the team approach

Training  
- Access to assisted education at approved institutions for approved courses of study  
- In-house training through the Workplace skills plan.

Housing Unit  

Functions and Services  
- Facilitating access to affordable housing within the Ethekwini area.  
- The networking of various stakeholders to facilitate delivery of low cost housing units.  
- Delivering Housing Stock.  
- Ensuring the provision of services to communities in a sustainable manner.

Comprises of the following main Sections:  
- Projects  
- Support And Administration
Technical Professional Fields

- Town and Regional Planning
- Development Facilitation
- Project Management
- Social Science
- Community Liaison and Facilitation
- Commerce

Responsibilities and Major Functions

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Functional Area</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Senior Management</strong></td>
<td>Are responsible for the overall management of the unit. Ensuring housing delivery. Implement norm’s and standards as set out by National &amp; Provincial Government. Ensure that the demand for housing is met with in accordance with the general requirements set out by Provincial Government.</td>
</tr>
<tr>
<td>Head of Department/Deputy Heads</td>
<td></td>
</tr>
<tr>
<td><strong>Projects</strong></td>
<td>Are responsible for project packaging and managing. Facilitate the Housing Process. Co-ordinate and oversee the implementation of an entire housing project.</td>
</tr>
<tr>
<td>Regional Managers/Project Managers/Project Liaison Officers/Building Advisors</td>
<td></td>
</tr>
<tr>
<td><strong>Support and Administration</strong></td>
<td>Undertake the allocation and sales of individual housing units to qualifying beneficiaries whilst working with entire beneficiary communities. Administer individual First Time Home Owners subsidy application forms. Effect individual transfer of properties to approved beneficiaries.</td>
</tr>
<tr>
<td><strong>Formal Housing</strong></td>
<td>Provide cost effective and efficient landlord service to tenants, which includes administration and maintenance of existing rental stock. Facilitate access to home ownership via Enhanced Extended Discount Benefit Scheme. In accordance with the current re-development programme, improve and upgrade the status of all hostels.</td>
</tr>
</tbody>
</table>
### Planning and Research Managers
- Are responsible for land investment and banking in order for future housing development to take place.
- Deal with urbanization
- Research and formulate policy

### Housing Engineers
- Are responsible for Roads, Sewer, Storm-water drainage and V.I.P.’s.
- Are responsible for Tender Process
- Are responsible for Bill of Quantities

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#### Entry Level, Qualifications and Experience

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Senior Management</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Head of Department/Deputy Heads</strong></td>
<td>Well developed negotiation and conflict resolution skills.</td>
</tr>
<tr>
<td></td>
<td>Bachelors degree or equivalent</td>
</tr>
<tr>
<td></td>
<td>Experience in management at a senior level.</td>
</tr>
<tr>
<td></td>
<td>Minimum of 10 years experience of housing as a whole.</td>
</tr>
<tr>
<td><strong>Projects</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Regional Managers/Project Managers/Project Liaison Officers/Building Advisors</strong></td>
<td>Relevant tertiary qualification.</td>
</tr>
<tr>
<td></td>
<td>Experience and an understanding of housing development process as well as conflict resolution will be an added advantage.</td>
</tr>
<tr>
<td></td>
<td>Exposure to community organizations</td>
</tr>
<tr>
<td></td>
<td>Minimum of 6 years experience in housing projects.</td>
</tr>
<tr>
<td><strong>Support and Administration</strong></td>
<td>Appropriately degree or diploma in the legal and financial field.</td>
</tr>
<tr>
<td></td>
<td>Experience in staff supervision is essential.</td>
</tr>
<tr>
<td></td>
<td>Minimum of 5 years administration experience</td>
</tr>
<tr>
<td><strong>Formal Housing</strong></td>
<td>Appropriately tertiary qualification.</td>
</tr>
<tr>
<td></td>
<td>Social Science background is an added advantage.</td>
</tr>
<tr>
<td></td>
<td>Minimum of 3 years experience in lower management essential.</td>
</tr>
<tr>
<td><strong>Planning and Research</strong></td>
<td>Degree in development or related profession.</td>
</tr>
<tr>
<td></td>
<td>Experience in housing research or housing development, part of which should be regarding land related matters.</td>
</tr>
<tr>
<td></td>
<td>Minimum of 5 years experience.</td>
</tr>
<tr>
<td><strong>Housing Engineering</strong></td>
<td>Appropriate Engineering Degree</td>
</tr>
<tr>
<td></td>
<td>Minimum of 5 years experience.</td>
</tr>
</tbody>
</table>
Functions and Services
The Electricity Unit provides electricity services that satisfy their customers and community whilst maintaining sound business principles. Electricity is purchased from the government owned electricity utility, Eskom.

The service unit consists of the following five departments:
- HV Operations (responsible for the network of high and medium voltage transmission lines, cables and substations which constitute the backbone of the electricity supply system)
- MV/LV Operations
- Technical Support
- Customer Services & Sales
- Administration

Responsibilities of Major Functions

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Functional Area</th>
</tr>
</thead>
</table>
| Apprentice or Artisan | Apprentices are trained for a maximum of three years and after qualifying become artisans in their trade  
Artisans can progress to Superintendent or, by studying for and obtaining an engineering diploma, become Technicians and thereafter management staff  
Artisans build or maintain equipment  
Superintendents (foremen) are in charge of several artisans, plan work progress and ensure quality and safety standards are met by artisans |
| Engineer             | An engineer does design and specification for projects at an advanced level, usually becoming involved with management roles as their career progresses |

Entry Level Requirements, Qualifications and Experience

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Requirements</th>
</tr>
</thead>
</table>
| Apprentice| Appropriate level of Secondary Education, with Mathematics, Science and one official Language  
Be able to obtain a Code 10 drivers licence  
We run an accredited training centre which provides all the training specified by the Local Government SETA |
| Engineer  | Applicants must have completed a Bachelor of Science (Engineering) degree from a recognised university  
After completing the Bsc Engineering degree we have a training programme that is acceptable to the Engineering Council of South Africa |
EThekwini Water & Sanitation Unit

Functions and Services
EThekwini Water and Sanitation is responsible for the following:-

- Construction of street water mains, reticulation mains and connections
- Maintenance of water meters, meter reading, leak detection, enforcement of water bylaws and statistics
- Operation and maintenance of water and sanitation reticulation systems
- Design of new works, contract preparation and administration
- Research and development of water and sanitation related projects including maintenance
- Conveyance treatment and disposal of sewerage
- Pollution control and provision of laboratory services

Technical and Professional Fields Represented

- Civil Engineering
- Surveying
- Draughting
- Mechanical Engineering
- Chemical Engineering
- Analytical and Microbiological Chemistry
- Water and Wastewater Process Operators
- Plumbers

Responsibilities of Major Functions

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Functional Area</th>
</tr>
</thead>
<tbody>
<tr>
<td>Civil Engineer</td>
<td>Is responsible for hydraulic design of reticulation system and treatment plants. Prepares documentation and specification tenders and supervise projects.</td>
</tr>
<tr>
<td>Mechanical Engineer</td>
<td>Ensures that the water supply and sewerage systems are operational by repairing the component level of the mechanical and electrical equipment. Responsible for telemetry installations, radio communication installations etc.</td>
</tr>
<tr>
<td>Civil Engineering Technician</td>
<td>Assists with the design of Water and Sanitation contracts. Supplies contracts and undertakes the supervision of contractors engaged on capital works.</td>
</tr>
<tr>
<td>Position</td>
<td>Responsibilities</td>
</tr>
<tr>
<td>----------------------------------------</td>
<td>--------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Chemical Engineer</td>
<td>Is responsible for design and operation of the process plant in a treatment works. Optimises performance of plant and equipment. Undertakes research and development of innovative treatment technology.</td>
</tr>
<tr>
<td>Survey Technician</td>
<td>Carries out survey work associated with civil engineering design, i.e. setting out, levelling and co-ordination of projects.</td>
</tr>
<tr>
<td>Draughtsman</td>
<td>Undertakes drawing and design of sewer reticulation system. Prepares of engineering drawings for tender purposes.</td>
</tr>
<tr>
<td>Analytical Chemist</td>
<td>Undertakes chemical analysis on water and waste water from treatment works, trade effluents, rivers, pools, stormwater drains, beaches and the potable water distribution system in order to ensure that water quality standards are met. Ensures that wastewater is efficiently treated and the correct effluent disposal charges are raised. Ensures that internationally recognised equipment and methods are used for all analysis.</td>
</tr>
<tr>
<td>Microbiologist</td>
<td>Uses established culture and microscopic methods to determine the microbial quality of all types of water. Undertakes extensive water quality monitoring of all potable water in the Durban Metro identifies potential health risk to the consumer and what remedial actions may be required. River and stream samples are analysed for identification of the pollution source.</td>
</tr>
<tr>
<td>Process Controller, Water and Wastewater</td>
<td>Controls the supply and storage of water, and treat water to purify it so that it becomes safe to drink. While Wastewater Process Controllers remove harmful household and industrial substances from liquid waste so that the water can be reused or discharged safely into the environment.</td>
</tr>
<tr>
<td>Plumber</td>
<td>Installs, maintains and repairs pipes/valves and pumps. Clears blocked drains and pipes. Installs plumbing equipment repair water leaks.</td>
</tr>
</tbody>
</table>

**Training**

The Department offers financial support, subject to the availability of funds, to suitable applicants in the following areas:

- Engineers (Civil, Chemical, Mechanical)
- University studies on a full-time basis.
- Technicians (Civil, Chemical, Mechanical) Technikon studies combined with practical training.
- Draughtsperson: In-house learnership.
- Process Controller: Technikon studies combined with practical training.
- Plumber: Learnership & practical training.

Practical on-the-job training and attendance at relevant training courses is provided on an ongoing basis.
DSW — Cleansing and Solid Waste Unit

Functions and Services

Cleansing and Solid Waste Unit:
- Collection & transportation of domestic, commercial and industrial waste
- Supply of Wheely bins, skips & DSW Blue Garden refuse bags
- Special services at public events
- Street cleaning & litter picking
- Landfill Site management
- Managing illegal dumping
- Recycling & Waste Minimisation
- Community Awareness Programmes, Educational programmes
- Research & Development

Technical and Professional Fields
- Civil Engineering
- Landfill Engineering
- Operational Management
- Strategic Management
- Marketing and Sales
- Public relations
- Workshop Management
- Fleet Management
- Resource management
- Education

Responsibilities of Major Functions

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Functional Area</th>
</tr>
</thead>
<tbody>
<tr>
<td>Civil Engineering</td>
<td>Research and Development. Extraction of gas from landfill sites in order to increase the life of the site Leachate treatment, air quality management.</td>
</tr>
<tr>
<td>Landfill Engineering</td>
<td>Design and control of landfill sites.</td>
</tr>
</tbody>
</table>
### Operational Management
- Management of the Collection & transportation of domestic, commercial and industrial waste.
- Street cleaning & litter picking.
- Management of illegal dumping.
- Management of customer queries.
- Law enforcement

### Strategic Management
- The regular/annual monitoring, review and updating of the integrated development programme, related to business, education, administration and resources to ensure a practical level of facilitation and management of processes for short, medium and long term strategic planning.

### Marketing and Sales
- Markets DSW and its products and services.

### Public Relations
- Responsible for the departments advertising and promotional plan, coordinating and of special events and liaison with media.

### Workshop Management
- Ensuring that the DSW vehicles are well maintained and kept in road worthy condition.

### Fleet Management
- Manages the Department’s fleet, ensuring that all vehicles and drivers are correctly licensed and that vehicles are available to operations division.
- This includes administrative functions.

### Resource Management
- Supply of Wheely bins & skips
- Special services at public events

### Education and Training
- Educational programmes on proper waste management, including Recycling & Waste Minimisation and Community Awareness Programmes.

### Entry Level Requirements, Qualifications and Experience

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>Civil Engineering</td>
<td>B.Sc. (Civil Engineering)</td>
</tr>
<tr>
<td>Landfill Engineering</td>
<td>B.Sc. (Civil Engineering)</td>
</tr>
<tr>
<td>Operational Management</td>
<td>M+qualification in project management</td>
</tr>
<tr>
<td>Strategic Management</td>
<td>M+qualification in Business/Strategic</td>
</tr>
<tr>
<td>Marketing and Sales</td>
<td>M +qualification in Sales/Marketing</td>
</tr>
<tr>
<td>Public Relations</td>
<td>M+ qualification in Public relations</td>
</tr>
<tr>
<td>Workshop Management</td>
<td>M+ qualification in Workshop Management</td>
</tr>
<tr>
<td>Fleet Management</td>
<td>Diploma in Road Transport</td>
</tr>
<tr>
<td>Resource Management</td>
<td>M+ qualification in waste management</td>
</tr>
<tr>
<td>Education and Training</td>
<td>M+ qualification in environmental management/education</td>
</tr>
</tbody>
</table>

### Training
- Training given to all staff relevant to their particular jobs
- Department provides all staff with Skills development training
- Assisted education available to employees pertaining to the particular jobs.
Engineering Unit

Roads and Stormwater Maintenance Department

Functions and Services
- The department is responsible for the maintenance of roads and stormwater systems. Which involves: Asphalt patching, Re-instatement of excavated areas, Clearing of blocked pipes, Repairs to localised failures, Blading and gravelling of unpaved roads, Minor structural maintenance to inlets, manholes, headwalls, Cleaning of stormwater systems including canals and weirs.
- Replacement and repair of traffic signs, Repainting of traffic lines, Rehabilitation/ resurfacing of roads.
- Maintenance of rail sidings, Maintenance of paving (beachfront), Maintenance and rehabilitation of sidewalks.
- Maintenance and repair of guardrails and roadside fencing.

Technical and Professional Fields
- Civil Engineer/Professional
- Civil Engineering Technologist/Professional
- Civil Engineering Technicians

Responsibilities of Major Functions

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Functional Area</th>
</tr>
</thead>
<tbody>
<tr>
<td>Civil Engineer/</td>
<td>Performs a Team Leader role</td>
</tr>
<tr>
<td>Civil Engineering</td>
<td>Is responsible for technical support, prepares work programmes/budget control.</td>
</tr>
<tr>
<td>Technologist</td>
<td>Is responsible for project management, Oversees operations at depots.</td>
</tr>
<tr>
<td>Civil Engineering Technician</td>
<td>Compiles contract documentation, Monitors/supervises annual maintenance contracts</td>
</tr>
<tr>
<td></td>
<td>Provides technical support to depots.</td>
</tr>
<tr>
<td>Manager</td>
<td>Manages and oversees operations in a regional context.</td>
</tr>
</tbody>
</table>

Entry Level, Qualifications and Experience

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>Civil Engineer/ Professional Civil</td>
<td>Must have a BSc (Civil) Engineering degree or be registered as a Professional</td>
</tr>
<tr>
<td>Engineering Technologist</td>
<td>Civil Engineering Technologist.</td>
</tr>
<tr>
<td>Civil Engineering Technician</td>
<td>An S4 diploma in Civil Engineering or a T4 higher diploma in Civil Engineering.</td>
</tr>
</tbody>
</table>
Training
No formalised training provided, however, the Engineer/Technologist or Technician will be given appropriate work to develop skills necessary for further advancement.

Additional Information
The Council’s assisted education scheme does provide employees with opportunities to study further, thereby increasing their scope for career advancement.

Architectural Department

Sustainable & Integrated Services
- We design, package and project manage the development and construction of architectural projects including buildings, building services, structures, landscape and urban design projects for the Municipality.
- We provide professional architectural maintenance services in all Council buildings and facilities, including building trades, mechanical and electrical maintenance.
- We initiate, facilitate, manage, package, procure and implement strategic architectural projects.

Functions and Services:

Architecture & Project Management Branch
- Feasibility assessments, value management and facilitate needs analysis
- Creative architectural design, documentation and procurement
- Project management & development management
- Contract administration
- Architectural research and development
- Professional architectural advice to Council

Structural Engineering Branch
- Structural design, detailing and contract documentation
- Contract monitoring and certification of structures
- Attending to dangerous structures (private & public ownership)
- Professional structural engineering advice to Council

Quantity Surveying Branch
- Life-cycle cost feasibility assessments & cost estimates
- Preparation of Bills of Quantities