

CLASSIFIEDS vacancies

The place for eThekweni jobs, staff news, calls for proposals, tenders and notices

Applications are invited from suitably qualified persons for the vacancies advertised here

Priority will be given to applicants who are under represented in terms of race, gender and disability within the occupational level of the respective advertised posts. Applicants who have not been contacted within three months from the closing date should consider themselves unsuccessful. An employee may be deployed to any of the office, depot or workplaces of the municipality within its area of jurisdiction. Canvassing councillors or officials in respect of these positions will lead to disqualification of the applicants. Applicants may be required to participate in a comprehensive assessment process and must be deemed competent. Work sample and / or psychometrics test's may be undertaken as part of the selection process.

ECONOMIC DEVELOPMENT AND FACILITATION UNIT

DEPUTY HEAD: ECONOMIC DEVELOPMENT Salary Negotiable Grade 19

Qualifications (Essential): 4 year tertiary degree with specialization in one or more of the following: economics, development, urban and rural development / town planning, commerce, business administration. **(Preferred):** A masters degree with specialization in economics, development studies, urban studies, business studies.

Experience (Essential): Min 8 years extensive and relevant experience inclusive of senior programme management experience within a reputable development work environment with a strong orientation to economic development.

(Preferred): 10 years with considerable exposure to management of complex programmes in an economic development orientated environment.

Duties Include: Develop and manage, in line with the IDP and relevant strategic frameworks, a series of focused programme interventions to improve economic conditions in the region. Defined economic development programmes with associated businesses plans and implementation. Frameworks Alignment of internal and external sourced funds to support programme implementation. Packaged projects to enable realization of programme objectives.

Applications to The Human Resources Administration, Ground Floor, Shell House, 221 Anton Lembede (Smith) Street, Durban 4001 Or PO Box 5892, Durban 4000 or email Shrecruitment@Durban.Gov.Za (Tel 311-3172 / 3173) by Friday 2009-08-24 At 12.00 (Midday)

GEOGRAPHIC INFORMATION AND POLICY OFFICE UNIT

RESEARCHER R194 568.24/264 837.48 pa Grade 12

CHIEF POLICY ANALYST Total Value of Remuneration Package R405 653.52 / 503 627.90 Grade 16

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. In addition; Other Allowances are payable (where applicable)

Grade 12 Qualifications (Essential): A relevant tertiary qualification, and a valid motor vehicle drivers licence **Experience (Essential):** Min 3 years relevant experience.

Grade 16

Qualifications (Essential): Relevant tertiary qualification. Valid drivers licence (Code EB) **(Preferred):** Appropriate Tertiary Qualification. Valid driver's license (code EB) **Experience (Essential):** 3 years relevant experience **(Preferred):** 5 Years relevant experience **Duties Include (Both):** In support of Council's development objectives, develops and administers policy, strategy and strategic budgeting, legislation development, research and statistical analysis, information management tools, communication of research and policy findings, by way of applying all relevant legislative requirements of Council.

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COMMUNICATIONS UNIT

WRITER

R142 950.84 / 199 240.44 pa Grade 10

The above mentioned vacancy exists in the Communications Unit of the Governance Cluster.

Qualifications (Essential): Appropriate qualification in Journalism. Computer literate. Valid code B drivers licence **(Preferred):** Certificate in Journalism.

Experience (Essential): 12 months relevant experience. **(Preferred):** 2 years relevant experience in Journalism

Duties Include: Responsible for the efficient and effective delivery of written news/reports/features for publications, by attending Council meetings and other meetings as directed and contributing to a news diary, meeting deadlines and requests for reports, graphics work and photography, as required by the Unit under the supervision of the News Editor.

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HUMAN RESOURCES UNIT

RECRUITMENT ADMINISTRATOR

R126 976.80/176 965.56 pa Grade 9 - Subject to PJEC Grade and NMC retification

Qualification (Essential): Matric / Grade 12. Valid code B drivers licence.

Experience (Essential): Min 2 years relevant experience in a large organization related to Recruitment and Administration. Computer literate. **(Preferred):** Min 3 years experience in a large organization related to Recruitment

and Administration. A sound knowledge of Quattro Pro, Word Perfect, Org Plus, Unique, MS Word, MS Excel and systems relevant to the Unit (e.g. Mims). Knowledge of the Councils car allowance scheme

Duties Include: Provide administrative service in regard to staff matters.

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MANAGER: HUMAN RESOURCES Total Value of Remuneration Package R445 952.75 / 552 952.61 Grade 14

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. In addition; Other Allowances are payable (where applicable)

Qualifications (Essential): Appropriate Degree or a recognised Diploma in Human Resources Management. Valid drivers licence (Code EB).

(Preferred): Registration with the South African Medical and Dental Council as a Psychotechnician.

Experience (Essential): 5 Years exposure to generalist Human Resource Management activities at a professional level, which should included a significant portion of Industrial Relations, Recruitment & Selection, Employee Assessment, Performance Management and Counselling & Employee Assistance Programmes. **(Preferred):** Exposure to Municipal practices regarding the Human Resources function.

Duties Include: Manage the HR Services Division and to provide a generalist human resources service to assigned Departments, with view to contributing to a motivated, stable and productive workforce. **Applications to The Human Resources Administration, Ground Floor, Shell House, 221 Anton Lembede Street, Durban 4001 or PO Box 5892, Durban 4000 or email Shrecruitment@Durban.Gov.Za (Tel 311-3172 / 3173) by Friday 2009-08-24 At 12.00 (Midday)**

PRINCIPAL CLERK R100 818.24 / 139 599.60 pa Grade 7

Qualifications (Essential): Appropriate secondary education. Valid driver's licence code EB **(Preferred):** Appropriate tertiary qualification **Experience (Essential):** Min 2 years relevant experience. Computer literacy. **(Preferred):** **Experience (Essential):** Min 3 years experience in a Human Resources Administration

environment.

Duties Include: Provide clerical and administrative assistance to the Human Resources Services Branch.

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SENIOR CLERK R86 974.32 / 118 264.56 pa Grade 6

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

Experience (Essential): Min 12 months relevant experience in Human Resources Administration. Computer literacy. **(Preferred):** Min 2 years relevant experience.

Duties Include: Accurate filing and maintaining of systems to ensure quick retrieval of files and information. Efficient reception functions for the Human Resources Administration Branch.

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GEOGRAPHIC INFORMATION AND POLICY UNIT

CANDIDATE RESEARCHER (2 YEAR CONTRACTUAL BASIS) R126 976.80 / 176 965.56 p.a.) Grade 09

Qualifications (Essential): Appropriate Tertiary qualification. Valid code (EB) drivers licence. **Duties Include:** Under supervision learn the following processes that support Council's development objectives: policy development, strategy planning and analysis, research and statistical analysis, information management, communication of research and policy findings, by way of applying all relevant legislative requirements of Council. **Applications to The Human Resources Administration, Ground Floor, Shell House, 221 Anton Lembede Street, Durban 4001 or PO Box 5892, Durban 4000 or email Shrecruitment@Durban.Gov.Za (Tel 311-3172/3173) by Friday 2009-08-24 At 12.00 (Midday)**

SKILLS DEVELOPMENT UNIT

MANAGER: SUPPORT R404 875.23 / 502 724.09 pa Grade 15 - Total Value of Remuneration Package **Qualifications (Essential):** Relevant tertiary qualification. **Experience (Essential):** Min 3 years planning and coordination, policy formulation, Management of a multi-disciplinary organization. Report writing, financial

management, Local Government experience, procedures and workings. Computer knowledge. (Preferred): Min 5 years relevant experience.

Duties Include: Provides administration support within the Skills Development Unit. Provides proper budget control mechanisms. Manages and controls performance and behaviour of Administration staff. Provides a Human Resources service to the Skills Development Unit.

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ADMINISTRATION OFFICER R142 950.84 / 199 240.44 pa Grade 10

Qualifications (Essential): Appropriate secondary education. Valid code B drivers licence. **(Preferred):** Relevant post matric qualification.

Experience (Essential): Min 2 years relevant experience. **(Preferred):** Min 3 years relevant experience. Relevant admin. Experience in a big organization.

Duties Include: Provide an Administration support to the Unit. Arranges for computer software installation. Assists with budget preparation for the Unit. Processes payments for services provided to the Unit. **Applications to The Human Resources Administration, Ground Floor, Shell House, 221 Anton Lembede Street, Durban 4001 or PO Box 5892, Durban 4000 or email Shrecruitment@Durban.Gov.Za (Tel 311-3172/3173) by Friday 2009-08-24 At 12.00 (Midday).**

PRINCIPAL TRAINING OFFICER R194 568.24 / 264 837.48 pa Grade 12

Qualifications (Essential): National Higher Diploma (Engineering) or relevant equivalent qualification.

Experience (Essential): Min 5 years post qualification experience with regard to electricity transmission and distribution activities. **(Preferred):** Knowledge and experience of the design and implementation of technical training activities.

Duties Include: Planning staffing directing and controlling of resources in the Technical Section. Checking the performances of Apprentices, learner technicians, artisans and engineers from the progress reports submitted by the Technical Training Officers. Designing and scheduling technical training courses and programs to address the identified needs of the Units.

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SENIOR TRAINING OFFICER R168 769.80 / 235 223.28 pa Grade 11 **Qualifications (Essential):**

Registered as Test Officer/Assessor with the LGSETA or able to become registered within 3 months. Registered as EDT Practitioner with LGSETA or able to become registered within 3 months. National Diploma in Electrical Engineering (N6 Diploma or S4 Diploma) **(Preferred):**

Registered with the Medical and Dental Council as an A Level test user.

Experience (Essential): Min 2 years post qualification as an Artisan or Technician

(Preferred): Min 2 years training or supervisory experience.

Duties Include: Analyzing the training needs of staff and designing or conducting training to address the identified needs. Design training material.

Ensures that the Training Centre workshops and classes are always clean and equipped with the right material for training. Sets tests using Unit Standards and Course module content as prescribed by LGSETA.

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TRAINING OFFICER R142 950.84 / 199 240.44 pa Grade 10

Qualifications (Essential): N4 Certificate or Equivalent – under special circumstances this may be waived by the LGSETA. Qualified as an Artisan by Trade Test pass. Must qualify as an Instructor/EDTP within six months with LGSETA. Must be in possession of a Code 08/EB driver's licence.

Experience (Essential): Min 2 years in electric motors and associated Control Gear In installation work and associated regulations. In overhead line work as applicable to Local Authorities. In cable jointing and termination. In basic electronics. In basic hand skills – welding arc and gas. In basic electricity **(Preferred):** Possession of a valid First Aid Certificate and NOSA Safety Certificate.

Duties Include: Presenting theory and demonstrating practically referring to training modules. Set tests using unit standards and course modules and mark the tests to national standards as required by the LGSETA. Submit reports on progress of all apprentices, trade workers, technical staff and specific trained persons and instruct trainees to take the tests as required by LGSETA.

Investigate new methods and get approval from Training Manager. Be able to apply First Aid tasks when required to. **Applications to The Human Resources Administration, Ground Floor, Shell House, 221 Anton Lembede Street, Durban 4001 Or P O Box 5892, Durban 4000 or email Shrecruitment@durban.gov.za (Tel 311-3172/3173) by Friday 2009-08-24 At 12.00 (Midday)**