

Programmes And Projects

- Design and implementation of programmes to ensure maximum participation of the citizens within eThekweni Municipality area of jurisdiction.
- Design of programmes and projects to address poverty
- Design of programmes for the vulnerable groups
- Management of the implementation of various programmes and projects
- Establishment and strengthening of stakeholder participation structures
- Provision of institutional support to community initiatives
- Facilitation of the creation of an environment in which citizens can influence council policy.
- Formulation of policy related to units programmes and administration

Professional And Technical Fields

- Community and Development Facilitation
- Development Administration
- Project Management
- Research
- Policy development and analysis

Responsibilities of Major Functions

Job Title	Functional Area
Head	Is responsible for guiding the unit towards achieving its strategic goals Manages the department's staff Communicates with both council and external stakeholders
Deputy Head	Is responsible for providing projects and strategic direction Implements community programmes and projects
Senior Manager	Is responsible for providing Strategic direction on the implementation of community programmes and projects
Manager	Is responsible for managing, supervising and directing of the section. Administers the operations of field section
Co-ordinators	Is responsible for Co-ordinating and facilitating relevant fields
Admin Officer	Administers support of the unit Provides services that enable the smooth functioning of the unit

Community Mobilisers	<p>Facilitate community involvement in council programme</p> <p>Maintain close liaison with NGO's & CBO's</p> <p>Disseminate relevant information to various communities</p> <p>Facilitate speedy resolution of community problems</p>
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Entry Level, Qualifications and Experience

Job Title	Requirements
Head	<p>B. Degree / Diploma</p> <p>Understanding of Municipal legislation</p> <p>several years related experience</p>
Deputy Head	<p>Degree / Diploma</p> <p>Understanding of Municipal legislation</p> <p>Several years related experience</p>
Senior Manager	<p>B. Degree / Diploma</p> <p>Understanding of Municipal legislation</p> <p>Several years related experience</p>
Manager	<p>B. Degree / Diploma</p> <p>Experience in management & operations fields</p>
Co-ordinators	<p>B. Degree / Diploma</p> <p>Experience in community project management development</p> <p>Report writing</p>
Admin Officer	<p>B. Degree / Diploma</p> <p>Administrative experience in financial management</p>
Community Mobilisers	<p>Senior certificate/Diploma in community facilitation/development</p> <p>Good communication skills</p> <p>Several years experience in community development</p>

Corporate Human Resources Cluster



Human Resources Unit

Human Resources Department

Functions and Services

A career in the Human Resources Unit in the eThekweni Municipality can be followed in either a Human Resources Department located in the various Units in one of six Clusters in the Municipality or in the Corporate Human Resources section.

Human Resources departments in each Unit provide line management and employees within their Unit with a comprehensive generalist human resources service including:

- industrial relations
- recruitment and selection
- grading and remuneration administration
- welfare (Including Employee Assistance Programmes (EAP))
- conditions of employment advice

Human Resources Unit

Corporate Human Resources Cluster



- pay and leave administration
- safety administration
- provision of Unit specific training programmes and courses, and;
- Assisted Education Programmes.

The Human Resources Unit has the responsibility of developing, implementing and co-ordinating Corporate Human Resources policy and strategy for the Municipality in the following major specialist areas;

- industrial relations
- grading and remuneration
- recruitment and employment policy and;
- pay and leave administration
- employment policy & conditions of service

The respective specialist branches within the Human Resources Unit perform the following functions:

Employment Policies Branch

- Responsible for developing appropriate and equitable employment policies, conditions of employment, advising Units and keeping abreast with relevant statutory changes.

Grading and Remuneration Branch

- Responsible for the co-ordination, implementation and ongoing development of all policies, procedures and practices relating to job evaluation and remuneration practices applicable within the Council.

Industrial Relations Branch

- Provides for the development and maintenance of sound industrial relations policies, procedures and practices across the Council and advises employees, management and the employer accordingly.

Career Path Development

A career in the Human Resources discipline would probably involve moving from one Unit or Branch to another and progress through various human resources positions. Incumbents may progress as follows;

Responsibilities of Major Functions

Job Title	Functional Area
Assistant Human Resources Officer	Assists the Human Resources Officer and Human Resources Manager in the provision of a comprehensive HR service to employees and line management.
Human Resources Officer	<p>Advises and guides employees, supervisors and management on Industrial Relations policies and procedures;</p> <p>Monitors trends, keeps up to date on arbitration and labour court decisions;</p> <p>Co-ordinates communications to employees and provides a Welfare Service (including an Employee Assistance Programme);</p> <p>Conducts the full Recruitment and Selection process and liaises with training branches to satisfy identified training needs;</p> <p>Assists in Grading or Organisational planning processes.</p>
Manager: Human Resources	<p>Manages and develops an effective Human Resources service within defined sections or departments within applicable Units in the following areas:</p> <p>Industrial Relations, Job Evaluation and Job Descriptions, Recruitment and Selection, Placement and Utilisation, Unit specific & technical Training and Development, Manpower Planning, Welfare and conditions of employment;</p> <p>Liaises with Trade Unions and attends the necessary meetings in order to discuss and resolve problems and matters of mutual interest.</p>
Senior Manager: Human Resources	<p>Heads up the Human Resources function in a Unit or numbers of Units (depending on size) and is responsible for planning the long-term Human Resources requirements of the Unit.</p> <p>Has a number of Human Resources Managers as direct subordinates.</p> <p>Monitors Selection, Placement and Utilisation of staff and ensures an effective service in Industrial Relations, Grading and Remuneration, Recruitment and Selection, Safety, Unit specific _Training and Human Resources planning and development.</p> <p>Maintains compliance with Corporate Policy, liaises with Trade Unions and ensures effective communication and motivation of employees.</p>
Deputy Head: Human Resources	Heads up the total Human Resources function in a Cluster or more than one Cluster.
Head: Human Resources	Heads up the total Human Resources function, which is located in the Corporate and Human Resources Cluster, and is responsible for the short, medium and long-term strategic direction and planning of the Human Resources function for the Municipality as a whole.

Entry Level Requirements, Qualifications and Experience

Job Title	Requirements
Assistant Human Resources Officer	Appropriate degree or diploma. Some Human Resources experience preferred.
Human Resources Officer	Appropriate degree or diploma Minimum of 3 years Human Resources experience including, but not limited to Industrial Relations, Welfare, Recruitment & Selection, Training and Development and Grading and Remuneration.
Manager: Human Resources	Appropriate degree or diploma Several years experience in Human Resources management, at a senior level.
Senior Manager: Human Resources	Appropriate degree or diploma Extensive Human Resources management experience at a senior management level.
Deputy Head: Human Resources	Appropriate degree or diploma Extensive Human Resources management experience at a senior management level.
Head: Human Resources	Appropriate degree or diploma Extensive Human Resources management experience at a senior management level.

Skills Development Unit

Functions and Services

- Provides a skills development consultative and an advisory service to the management of the Municipality.
- Raise the skills level of employees by facilitating access to generalist and specialist skills development programmes in order to maximise the delivery of the Municipality's Long Term Development Framework and Integrated Development Plans.
- Gives effect to the National Skills Development Strategy
- Provides skills development support for national, provincial and local, socio-economic development programmes
- Develops the City as a Learning City by establishing partnerships and networks to optimise learning opportunities, access to information and knowledge sharing for the benefit of all citizens.

Technical and Professional Fields

- Education Training & Development Practitioner (Technical & Non-Technical)
- Project Management
- Systems Administration

Responsibilities of Major Functions

Job Title	Functional Area
Head of Department Deputy Heads	Responsible for the overall management of the Unit. Provides the Unit with its strategic direction based on the National Skills Development Strategy and the Municipality's Integrated Development Plan.
Senior Manger	Responsible for developing the operational plans to achieve Unit's strategic objectives Monitoring and reporting on operational plans, including budgetary planning and control Managing of staff within the section.
Skills Development Manager	Develops Training & Development plans Provides a consultative service to Units Co-ordinates a training needs analysis Ensures efficient training administration Manages the development and facilitation of training
Senior Training Officer	Establishes training needs Customising training material Develops and presents training interventions Provides facilitation and consultation service to Units
Training Officer (Non-Technical)	Assists with the training needs Facilitates training interventions Undertakes research into training & development trends & practices
Training Officer (Technical)	Responsible for technical training needs of Units Liaises with the respective Professional Bodies regarding trade tests, unit standards Establishing training needs Customising technical training
Assistant Training Officer	Assists the Training Officer by: Liaising with units, pre-course development, research & development, facilitate training
Project Officer	Co-ordination and implementation of projects of the Unit Procures services and resources required to deliver the project

Project Officer (cont'd)	Prepares and presents progress reports and operational schedules
Skills Development Practitioner	Responsible for producing and monitoring the implementation of a workplace skills plan Establishes career path structures Develops Job Competency Profiles Research & Development Prepares training reports
Data Administrator	Manages and maintains the Training Database System, Qualifications & Competency Audit Systems Assists in the generation of the WSP and implementation reports Conducts data analysis
Support & Administration	Provides a comprehensive administrative and support role to the Skills Development Unit.

Entry Level, Qualifications and Experience

Job Title	Requirements
Head of Department Deputy Heads	Appropriate tertiary qualification extensive experience at a senior management level in a Skills Development environment
Senior Manager	Appropriate tertiary qualification Extensive years experience in skills development environment Several years experience at management level
Skills Development Manager (technical and non-technical)	Appropriate tertiary qualification. Several years experience in skills development environment Must have the applicable registration with the relevant professional body.
Senior Training Officer	Appropriate tertiary qualification Minimum of 5 years training experience Experience in course development and staff supervision will be an added advantage.
Training Officer	Appropriate tertiary qualification Minimum of 3 years training experience.
Training Officer- Technical	Appropriate tertiary qualification minimum of 3 years training experience.
Assistant Training Officer	Appropriate tertiary qualification previous experience in the skills development environment
Project Officer	Relevant tertiary qualification considerable years experience in project management

Skills Development Practitioner	Appropriate level of secondary education relevant experience.
Data Administrator	Appropriate tertiary qualification Proven experience in database software packages, Microsoft, Excel and Access
Support & Administration	Appropriate level of secondary education computer literacy and relevant administrative experience.

Training

The unit supports the acquisition and enhancement of professional skills through the Employee Assisted Education Scheme. Local government specific training is provided through in-house training. Specialist training is also provided through external training

Management Services and Organisational Development Unit

The Management Services and Organisational Development Unit is responsible for productivity improvement in the municipality by way of :

- Work measurement and setting of standards.
- Undertaking interventions into methods and material in use and recommending such changes as are required to improve productivity.
- Undertaking business process management interventions in order to improve the processes that deliver municipal services to the citizens.
- Undertaking interventions to ensure that wastage in manpower, plant, equipment and materials is eliminated.

Responsibilities of Major Functions

Job Title	Functional Area
Management Advisors	Undertake business process management Eliminate wastage related interventions.
Work Study Officers	Measure, rate and set standards for work undertaken by various categories of employees.

Entry Level, Qualifications and Experience

Job Title	Entry Level Requirements
Management Advisor	An appropriate tertiary qualification A valid Code 08(EB) drivers licence Several years relevant management consultancy experience

Work Study Officer

An appropriate level of secondary education
 Preferably has made substantial progress to attaining a (three year) diploma in Work Study or related fields such as Production Management with Work Study modules 1,2 and 3
 A valid Code 08(EB) drivers licence

Progression to Senior/ Principal Management Advisor and Senior/Principal Work Study Officer

A progression facility exists within the unit to advance staff to higher levels which is subject to employees being able to meet the criteria required for such progression.

Occupational Health & Safety Unit

The Occupational Health and Safety Unit is structured primarily to address the occupational health and safety needs of the employees in the Council. This Unit has emerged as one of the leaders in Health and Safety in the Local Government sphere, with personnel inputting at SALGA Level on policy matters pertaining to Health and Safety.

The primary functions of the Unit are to ensure that the Council complies with all Health and Safety legislation. This is achieved by way of regular safety audits, accident and incident investigations, IOD Management, occupational health surveillance programmes and fire risk surveys. The Unit is responsible for the health and safety of the worker from the first day of employment to the last day of employment. It encompasses medical boardings, pre-employments, early retirements, IOD cases, continuous health and safety monitoring at the work place and counselling of workers and their families (especially EAP programmes, occupational diseases and HIV/AIDs cases).

The Occupational Health and Safety services plays a vital role in the community by creating a healthy and productive workforce and thus leading to greater efficiency in all areas of the Municipality.

Occupational Health Section

The Occupational Health Section's operating functions are as follows:

Preventative:

- Pre-placement medical examinations
- Screening, periodic health surveillance
- Monitoring of personal protection methods, including immunisation
- Epidemiological surveillance
- Health education and training (eg. First aid)
- Research (Clinical, ergonomic, epidemiological)

Clinical

- Emergency medical care (acute conditions)
- Occupational diseases and injuries
- Primary health care
- Continuing health care (chronic conditions)
- Health surveillance and biological monitoring eg. Statutory, drivers, 'return to work' examinations etc.

Promotive

- Health education (alcohol, smoking, lifestyle, HIV/Aids awareness)
- Health maintenance (general)
- Rehabilitation and job placement
- Counselling and referral (employee assistance programme) and social aspect.

Environmental

- Hazard identification, recognition, evaluation and motivation for control.
- Legal requirements monitoring
- Extension to 'outside the factory wall' relations.

Consultative

- Placement and transfers on medical grounds
- Professional to management, workers, unions, industrial relations etc.
- Co-ordination of activities of inside with outside health institutions and other agencies.
- Co-ordination of clinical management of worker patients.
- Community relations

Occupational Safety

The Safety Section has successfully facilitated the implementation of the Council's Occupational Health, Safety and Environmental Management System throughout the eThekweni Municipality. The operational functions of the Safety Section is as follows:-

- Risk audit programmes
- Accident Prevention programmes
- Safe Work Habits and Practices
- Off the Job safety

Administration

The operational functions of the administration section is as follows:-

- Medical, Safety, environmental, epidemiological and absenteeism records are kept
- Statutory records and reports, relevant legislation are found in the Admin section.
- Policies, procedures, hazard documentation, standing medical directives and protocols
- Building Maintenance and security
- Financial Processing of orders and payments.

Responsibilities of Major Functions

Job Title	Functional Area
Head: Occupational Health and Safety	Supports the City Manager in fulfilling his duties and responsibilities as required in terms of the Occupational Health and Safety Act of 1993. He/She is required to report to the City Manager on occupational health and safety matters
SHERQ (Safety, Health, Environment Risk & Quality) Co-ordinator	Provides an administration function to the Head: Occupational Health and Safety and co-ordinates Occupational Health and Safety activities.

Health Section

Job Title	Functional Area
Snr Manager: Occupational Health	Promotes, develops, monitors and updates all aspects of Occupational Health throughout the Council encompassing the field of Occupational Medicine and Occupational Hygiene, by providing a professional, comprehensive and effective occupational health service to all Clusters in the eThekweni Municipality
Occupational Health Physician/Occupational Health Medical Practitioner	Manages the Occupational Health Section Carries out Clinical and Supervisory Management of occupational health services through the eThekweni Municipality so as to reduce employee exposure to workplace hazards and occupational diseases
Occupational Health Practitioner	Carries out Clinical and Supervisory Management of Occupational Health Services throughout the eThekweni Municipality so as to reduce employee exposure to workplace hazards and occupational diseases.
Manager: Nursing	Manages the occupational health nursing and first aid function throughout the Council by providing a comprehensive cost effective value added service to all eThekweni Municipality employees
Chief Professional Nurse	Ensures the effective provision of Occupational Health Nursing Service to eThekweni Municipality employees

Occupational Health Nursing Auditors/Quality Controller	Provides a professional Occupational Health Nursing Auditing and Quality Assurance function to all Occupational Health clinics by undertaking independent and objective Health compliance audits, risk assessments, occupational disease investigations and related advisory services to ensure compliance with Health and Safety and National Health Legislation, Policies, Procedures and Standards
Senior Professional Nurse	Provides an equitable, comprehensive Occupational Health Service to all eThekweni Municipality employees
First Aid Officer	Provides first aid care and training to eThekweni Municipality employees
Clinic Assistant	Provides a support service to the Occupational Health Section
Enrolled Nursing Assistant	Provides a support service to the Occupational Health and Safety Unit
Secretarial Assistant	Provides a secretarial function to the Occupational Health Section

Safety Section

Job Title	Functional Area
Snr Manager: Safety	Directs, manages, develops, updates & maintains a formalised safety system throughout the Council encompassing the field of safety and fire risk management by providing professional, cost-effective, and value added occupational safety services to all clusters within the eThekweni Municipality.
Manager: Safety & Risk	Manages Occupational Health and Safety system, special projects and fire prevention throughout the Council by providing a cost effective, and value-added Occupational Health and Safety service which reduces risks to all Clusters within the eThekweni Municipality
Manager: Safety	Manages Occupational Health and Safety throughout the Council by providing a cost effective, and value-added occupational health and safety service which reduces risks to all Clusters within eThekweni Municipality
Snr/ Safety Officer	Adapts and applies Health and Safety policies and procedures including safe working practices and the application of the Occupational Health and Safety Act 85 of 1993, within Clusters as well as the administration and supervision of the safety section
Safety and Risk Auditor	Provides occupational health and safety services to all eThekweni Municipality Clusters by undertaking independent compliance audits, risk assessments, accident investigations and related advisory services to ensure compliance with Health and Safety Legislation, Policies, Procedures and Standards.

Fire Safety Officer	Performs various technical and administrative tasks related to preventing fire and limiting the consequences there from to contribute to a reduction in the frequency and severity of fires and so reduce loss of life and property
Safety Officer: Special Projects	Implements and monitors the Council's Safety, Health and Environmental Management system and assists Line Management in ensuring compliance with the Occupational Health and Safety Act and Regulations.
Senior Clerk	Provides clerical support to the Safety Department of Occupational Health and Safety Unit.

Administration

Admin Officer	Is responsible for providing an effective and efficient support service to the Unit
Senior Clerk	Carries out all administration type functions for the Unit

Entry Level, Qualifications and Experience

Job Title	Preferred Qualifications, Experience Requirements
Management	Graduate qualification in occupational health and safety field Experience in local Government management.
Occupational Health	Degree/Diploma in Community Health Nursing, Certificate/Diploma in Occupational Health, Midwifery and Community Nursing Science. Registration as a General Nurse with Sanc Valid Drivers Licence (code 08) Certificate in Audiometry, pharmacology for nurses, Certificate in dispensing medicines. 2 years Occupational Health experience
Safety	National diploma in Safety Management or a suitable alternative qualification. A code 08 motor vehicle drivers licence Considerable years of practical experience in safety management
Administration Officer	Acceptable level of secondary education Code 08 drivers licence Relevant clerical experience Relevant computer experience Knowledge of Archives act

Senior Clerk	Appropriate level of secondary education Computer literacy with a working knowledge of word processing, spreadsheets and presentation packages.
SHERQ Co-ordinator	Matric, Computer literacy, Secretarial diploma, SAMTRAC certificate At least 2 years experience in the Occupational Health and Safety field.

Training

- access to assisted education at approved institutions for approved courses of study
- in-service training in each functional area
- in-service training provided by Corporate Human Resources on specialised aspects such as health service management, report writing, computer literacy etc.