

AREA MANAGER
R176 079.84/239 671.92 pa
Grade 12
Business Support Unit
Qualifications (Essential): Appropriate secondary education. Valid code EB drivers licence. **(Preferred):** A relevant degree or Diploma.

Experience (Essential): Extensive relevant experience.
Duties Include: Promotes, supports and regulates trading in the informal economy occurring in public areas within a specified geographic area. Provides a comprehensive administrative service to achieve the objectives identified. Performs management functions. Investigate and monitor applications by Street Traders and process set applications for street trading rights.
Applications to The Human Resources Administration, Ground Floor, Shell House, 221 Anton Lembede Street, Durban 4001 or PO Box 5892, Durban 4000 or email Mthembusindisive@durban.gov.za (Tel 311-3173) by Friday 2009-01-09 At 12.00 (Midday)

ADMINISTRATIVE ASSISTANT
R91 238/126 334.44 pa
Grade 7
Development Planning, Environment and Management
Qualifications (Essential): Appropriate Secondary education. Computer literacy
(Preferred): Diploma/degree in administration or related field, from a recognised institution.
Experience (Essential): Considerable years relevant experience. **(Preferred):** Extensive years relevant experience. Excellent organizing and communication ability and interpersonal skills. (Fact, diplomacy and initiative.)
Duties Include: Assist with administrative functions required by the Division / Branch / Department - meeting logistics, client liaison, filing and register system, IT system, performance management and statistical information
Applications to The Human Resources Administration, Ground Floor, Shell House, 221 Anton Lembede Street, Durban 4001 or PO Box 5892, Durban 4000 or email Mkhizevelani@Durban.Gov.Za (Tel 311-3172) by Friday 2009-01-09 At 12.00 (Midday)

PARALEGAL
R176 079.84/39 671.92 pa
Grade 12
Legal Service Unit
Qualifications (Essential): Recognised Paralegal qualification or studying towards a legal qualification.
Experience (Essential): 2 years relevant experience, computer literate and a valid motor vehicle drivers licence **(Preferred):** 3 years relevant experience
Duties Include: Provide legal support (i.e. debt collection, legislative drafting, research and litigation) 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 Mkhizevelani@Durban.Gov.Za (Tel 311-3172) by Friday 2009-01-09 At 12.00 (Midday)

LANGUAGE PRACTITIONER
R129 367.32/180 308.04 pa
Grade 10
Legal Service Unit
Qualifications (Essential): Appropriate tertiary qualification. Valid code EB driver's licence. Proficiency in isiZulu, English and/or Afrikaans
Experience (Essential): 2 years relevant experience. Computer literate.
Duties Include: Provide a translation, interpreting, proofreading, writing, language advise & terminology development service.
Applications to The Human Resources Administration, Ground Floor, Shell House, 221 Anton Lembede Street, Durban 4001 or PO Box 5892, Durban 4000 or email Mkhizevelani@Durban.Gov.Za (Tel 311-3172) by Friday 2009-01-09 At 12.00 (Midday)

SECRETARIAL ASSISTANT
R78 709.80/107 026.80 pa
Grade 06
Human Resources Unit
Qualifications (Essential): NQF Level 3. Computer Literacy - Office Applications
Experience (Essential): Relevant experience (9 - 12 months)
Duties Include: Performs tasks / activities associated with the provision of a secretarial service to the Human Resources Branch and undertakes telephonist / receptionist functions.
Applications to The Human Resources Administration, Ground Floor, Shell House, 221 Smith Street, Durban 4001 or PO Box 5892, Durban 4000 or email Mkhizevelani@Durban.Gov.Za (Tel 311-3172) by Friday 2009-01-09 At 12.00 (Midday)

SECRETARIAL ASSISTANT
R78 709.80/107 026.80 pa
Grade 06
Human Resources Unit
Qualifications (Essential): NQF Level 3. Computer Literacy - Office Applications
Experience (Essential): Relevant experience (9 - 12 months)
Duties Include: Performs tasks / activities associated with the provision of a secretarial service to the Human Resources Branch and undertakes telephonist / receptionist functions.
Applications to The Human Resources Administration, Ground Floor, Shell House, 221 Smith Street, Durban 4001 or PO Box 5892, Durban 4000 or email Mkhizevelani@Durban.Gov.Za (Tel 311-3172) by Friday 2009-01-09 At 12.00 (Midday)

PAYROLL FINANCIAL CONTROL OFFICER
R114 911.16/160 149.84 pa
Grade 9
Human Resources Unit
Qualifications (Essential): Matric/Grade 12
Experience (Essential): Min 3 years relevant experience.
Duties Include: Performs accounting verification and control procedures and balances payroll and bank accounts by validating entries and resolving discrepancies/errors to enable accurate payment and records of Council's personnel related creditor accounts and income tax.
Applications to The Human Resources Administration, Ground Floor, Shell House, 221 Anton Lembede Street, Durban 4001 or PO Box 5892, Durban 4000 or email Makhanyasandile@durban.gov.za (Tel 311-3172) by Friday 2009-01-09 At 12.00 (Midday)

PRINCIPAL CLERK
R91 238.28/126 334.44 pa
Grade 7
Human Resources Unit
Qualifications (Essential): Appropriate secondary education. Computer literacy. Valid driver's licence code B.
Experience (Essential): Relevant Administrative experience (12 months)
Duties Include: Performs tasks associated with controlling the registering, recording, circulation and retrieval of documents and correspondence and administering all Support Services records relating to Accounts and Assets in accordance with laid down procedures directing applications associated with the registry, records, accounts and assets functionality.
Applications to The Human Resources Administration, Ground Floor, Shell House, 221 Anton Lembede Street, Durban 4001 or PO Box 5892, Durban 4000 or email Makhanyasandile@durban.gov.za (Tel 311-3172) by Friday 2009-01-09 At 12.00 (Midday)

SAFETY OFFICER (SPECIAL PROJECTS)
R152 732.88/212 871.72 pa
Grade 11
Occupational Health & Safety Unit
Qualifications (Essential): Considerable years experience in the field of Safety and Risk Management and Project Management, a National Diploma in Safety Management. Valid code B drivers licence. A suitable qualification in the field of Electrical, or Mechanical, or Civil, or Quality, or Environmental Management will be preferred.
Duties Include: Implement and

monitor Councils Safety, Health and Environmental Management System and to assist Line Management in ensuring compliance with the Occupational Health and Safety Act and Regulations.
Applications to The Human Resources Administration, Ground Floor, Shell House, 221 Anton Lembede Street, Durban 4001 or PO Box 5892, Durban 4000 or email Mkhizevelani@Durban.Gov.Za (Tel 311-3172) by Friday 2009-01-09 At 12.00 (Midday)

OCCUPATIONAL HEALTH MEDICAL PRACTITIONER
Salary Negotiable
Grade 16
Occupational Health and Safety Unit
Qualifications (Essential): Registration as a Medical Practitioner with Health Professions Council of South Africa. Diploma in Occupational Health. Valid drivers licence code EB.
Experience (Essential): Extensive relevant experience.
Duties Include: Clinical and supervisory Management of Occupational Health services throughout the eThekweni Municipality so as to reduce employee exposure to workplace hazards and occupational diseases.
Applications to The Human Resources Administration, Ground Floor, Shell House, 221 Smith Street, Durban 4001 or PO Box 5892, Durban 4000 or email Mkhizevelani@Durban.Gov.Za (Tel 311-3172) by Friday 2009-01-09 At 12.00 (Midday)

SAFETY OFFICER
R152 732.88/212 871.72 pa
Grade 11
Occupational Health & Safety Unit
Qualifications (Essential): ND in Safety Management or at least 10 credits towards such diploma. Valid drivers licence code EB. **(Preferred):** Computer literacy.
Experience (Essential): Extensive relevant experience in the Safety Field.
Duties Include: Co-ordinating the implementation, maintenance, and monitoring of Safety, Health and Environmental system, policies, procedures, standards and safe working practices throughout the eThekweni Municipality to ensure compliance with the Occupational Health and Safety Act 85 of 1993.
Applications to The Human Resources Administration, Ground Floor, Shell House, 221 Anton Lembede Street, Durban 4001 or PO Box 5892, Durban 4000 or email Mkhizevelani@Durban.Gov.Za (Tel 311-3173) by Friday 2009-01-09 At 12.00 (Midday)

MEDICAL OFFICER
R289 743.48/367 295.76 pa
Grade 16
City Health Department
Qualifications (Essential): Registered as a Medical Practitioner with HPCSA. Valid code EB driver's licence.
Experience (Essential): Relevant experience.
(Preferred): Experience in communicable disease management. Computer literacy
Duties Include: Managing Communicable Diseases (Tuberculosis and Sexually Transmitted Diseases and other including HIV / AIDS, etc.) in the department. Controls task/activities associated with the programme management. Performs specific activities associated with communication/liaison support to line functions. Controls specific procedures and measure pertaining to research and compliance on development. Coordinates functions associated with the financial and human resource management. Contributing to the provision of a high quality clinical service.
Applications to The Human Resources Administration, Ground Floor, Shell House, 221 Anton Lembede Street, Durban 4001 or PO Box 5892, Durban 4000 or email Mkhizevelani@durban.gov.za (Tel 311-3172) by Friday 2009-01-09 At 12.00 (Midday)

Application forms must be filled in and are obtainable from The Health Department, 9 Old Fort Place, Durban or email NtlokwaneMc@durban.gov.za (Tel 311 3633) and returned by Friday 2009-01-09 At 12.00 (Midday)

MEN IN PARTNERSHIP AGAINST HIV/AIDS FACILITATOR
R152 732.88/212 871.72 pa
Grade 11
City Health Department
Qualifications (Essential): Degree/diploma in Social Sciences or equivalent qualification. Unrestricted valid code EB Drivers licence **(Preferred):** HIV and AIDS qualification.
Experience (Essential): 2 years in HIV and AIDS work. Computer literacy **(Preferred):** 2 years in HIV and AID Training.
Duties Include: Mobilizes and co-ordinates projects and partnerships with men in partnership against HIV/AIDS. Facilitates access to HIV/AIDS resources and information. Organizes Men in Partnership against HIV/AIDS empowerment workshops. Keeping updated with current HIV and AIDS trends by attending workshops, seminars and conferences and implementing recommendations thereof. Establishes Men In Partnership against HIV/AIDS committees and forums. Maintains administrative functions.
Application forms must be filled in and are obtainable from The Health Department, 9 Old Fort Place, Durban or email NtlokwaneMc@durban.gov.za (Tel 311 3633) and returned by Friday 2009-01-09 At 12.00 (Midday)

FORENSIC AUDITOR
R176 079.84/239 671.92 pa
Grade 12
Ombudsperson and Head of Investigations
Qualifications (Essential): Recognised Bachelor Degree or equivalent qualification. Computer literate.
Experience (Essential): Several years relevant experience in forensic auditing and or investigations.
Duties Include: Investigation of complaints regarding fraud, corruption and mal-administration within eThekweni Municipality.
Applications to The Human Resources Administration, Ground Floor, Shell House, 221 Smith Street, Durban 4001 or PO Box 5892, Durban 4000 or email Mkhizevelani@durban.gov.za (Tel 311-3172) by Friday 2009-01-09 At 12.00 (Midday)

PROJECT MANAGER: INVESTIGATIONS
R257 3354.40/326 214.36 pa
Grade 15
Ombudsperson and Head of Investigations
Qualifications (Essential): A recognized Bachelor's Degree or equivalent. Valid drivers licence code EB.
Experience (Essential): Considerable relevant experience in commercial investigations.
Duties Include: Provide operational support in combating fraud, corruption and mal-administration within the Council to ensure a clean and accountable administration.
Applications to The Human Resources Administration, Ground Floor, Shell House, 221 Anton Lembede Street, Durban 4001 or PO Box 5892, Durban 4000 or email Mkhizevelani@durban.gov.za (Tel 311-3172) by Friday 2009-01-09 At 12.00 (Midday)

FORENSIC INVESTIGATOR
R176 079.84/239 671.92 pa
Grade 12
Ombudsperson & Head of Investigations
Qualifications (Essential): Relevant tertiary or equivalent qualification, be computer literate and have several years relevant experience in investigations.
Duties Include: Investigation of complaints regarding fraud, corruption and mal-administration within the eThekweni Municipality. Makes routine decisions in the absence of the Project Manager and / Senior Manager : Investigations
Applications to The Human Resources Administration, Ground Floor, Shell House, 221 Smith Street, Durban 4001 or PO Box 5892, Durban 4000 or email Mkhizevelani@durban.gov.za (Tel 311-3172) Not Later Than Friday 2009-01-09 At 12.00 (Midday)

SENIOR LIFE GUARD 09
R 114 911.16/160 149.84 pa
"POST SUBJECT TO GRAD-

ING BY PJEC/NMC"
Parks, Recreation & Culture
Qualifications (Essential): Appropriate secondary education. Valid advanced First Aid Certificate or equivalent, valid lifeguard Award or equivalent with current annual retest, general Health and Safety Course or equivalent, valid appropriate Law Enforcement Qualification (Peace Officer), departmental advanced Lifeguard Certificate, Corporate Services : supervisory Skills Training Course Certificate or equivalent, SPA Instructor's Certificate or equivalent, valid Code EB vehicle driver's licence, Departmental IRB Drivers certificate, SA Lifesaving qualification
Duties Includes: Controls life-guarding duties on designated beach. Performs administrative functions at the designated beach. Supervises, motivates and provides development for staff. o Upholds the professional image of the Aquatic Safety sub-section. o Complies with the required standards of fitness at all times. o Operates maintains and performs administrative duties relating to the use of Power Craft. o Assist in the promotion of Aquatic Safety awareness. Inspect voluntary Surf Lifesaving Clubs. Assumes overall responsibility for the designated beach, staff and lifeguard tower (Kindly submit only certified copies of qualifications / certificate held)
Applicants to The Human Resources Administration Section, Parks, Recreation & Culture, 3rd Floor Rennie House, 41 Victoria Embankment or PO Box 5426, Durban, 4000 (Tel 311-4102) by Friday 2009-01-09 At 12.00 (Midday)

CLEANSING INSPECTOR
R114 911.16/160 149.84 pa
Grade 9 - Grade subject to NMC Ratification/Approval
Cleansing and Solid Waste .
Qualification (Essential): Appropriate secondary education. Valid code B driver's licence.
Experience (Essential): Relevant acceptable experience in Solid Waste. **(Preferred):** Supervisory experience in Solid Waste
Duties Include: Supervise and control all staff and services of refuse removal, street cleaning, etc in order to provide a good service. Compiling of monthly reports and returns and proper records are kept. Dealing with the public complaints and to make sure the relevant Acts are followed.
Applications to The Human Resources Administration Section, Cleansing & Solid Waste, 7 Meller Road, Pinetown, 3610 or PO Box 49, Pinetown 3600 or email Recruitment@durban.gov.za (Tel 311 6255/6921) by Friday 2009-01-09 At 12.00 (Midday)

SYSTEMS ADMINISTRATOR / SENIOR SYSTEMS ADMINISTRATOR
R152 732.88/212 871.72 pa
Grade 11
R176 079.84/239 671.92 pa
Grade 12
Geographical Information & Policy Office Unit
Grade 11:
Qualifications (Essential): Relevant tertiary qualification (I.E. Technical Qualification). Valid code B drivers licence. **(Preferred):** IT Diploma / B degree in computer science or related technical field
Grade 12:
Qualifications (Essential): Relevant tertiary qualification (I.E. Technical Qualification). Valid code B drivers licence. **(Preferred):** IT Diploma / B degree in computer science or related technical field
Experience (Essential): Several years relevant experience
NB: The Municipal Mainframe platform are:
 1. AS400 IBM 1-Series (JD Edwards),
 2. IBM Z- series (Z-Linux, Z-VM, Z/OS)
Duties Include: Performs system management and system programming, software product evaluation and testing on the computing environment i.e. (Mainframe, midrange and open-source) including system configuration, troubleshooting, security, resource monitoring, administration of storage Area Networks (SAN) software and the development of specialized programs.
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 Mkhizevelani@Durban.Gov.Za (Tel 311-3172) by Friday 2009-01-09 At 12.00 (Midday)

TRAINEE LAW ENFORCEMENT OFFICER / LAW ENFORCEMENT OFFICER
R114 911.16/160 149.84 pa
Grade 9
Parks, Leisure & Cemeteries Department
Qualifications (Essential): Appropriate secondary education, Appropriate Law Enforcement/ Peace Officer qualification, Valid EB and A driver's licence, a valid Police Clearance Certificate, as well as Previous Law Enforcement experience in a recognised Law Enforcement agency.
Physical requirements of the post: Must be physically fit, preferably able to run 400 m within 2 minutes and able to perform all aspects of the post in an efficient and effective manner (Kindly submit only certified copies of Qualifications and Certificates held.)
Duties Include: Provide a proactive law enforcement support service. Arresting and assisting the Senior Law Enforcement Officer/ SAPS in the apprehension of suspects. Providing Law Enforcement back up for Parks, Leisure and Cemeteries facilities and staff. Performing administrative functions. Ensure the health, safety and security of staff and the general public. Maintain current working knowledge in the field of law enforcement.
Special conditions: LEO posts are interchangeable within the department. May be required to work overtime. May be required to physically demonstrate practical aspects of the job and knowledge of law enforcement acts, rules and regulations. May be required to undertake regular health tests. Will be required to wear provided uniform whilst on duty.
Please note: Applicants may be required to participate in a comprehensive assessment process.
Applications to The Human Resources Administration Section, Parks, Recreation And Culture, 3 Rd Floor, Rennie House, 41 Victoria Embankment or PO Box 5426, Durban, 4000 (Tel 311-4102) by Friday 2009-01-09 At 12.00 (Midday)