

# METRO CLASSIFIEDS

INCLUDES ALL JOBS, STAFF NEWS, CALLS FOR PROPOSALS, TENDERS AND NOTICES

## VACANCIES

Applications are invited from suitably qualified persons for the following vacancies

### CONTRACTS OFFICER (ESCALATION & PAYMENTS) R86 930,20/128 186,32 pa (TK09)

Procurement and Infrastructure Cluster,  
Electricity Unit, Finance Department,  
Material/ Buying Division.

**Duties Include:** Post tender award contract administration and payments or deduction regarding contract price adjustment.

**Qualifications: (Essential):** App level of secondary education. Computer literate.  
**Qualifications: (Preferred):** A Diploma or Certificate in Purchasing or related fields.

**Experience: (Essential):** Considerable years relevant experience.  
**Experience: (Preferred):** Experience relating to contract administration/purchasing.

Applications must be lodged at the Human Resources Administration Division,  
Electricity Unit, 1 Jelf Taylor Crescent,  
(Opp Kingsmead Cricket Stadium) Durban  
4001 or P O Box 147, Durban 4000, or e-  
mailed to [Jobapplications@elec.durban.gov.za](mailto:Jobapplications@elec.durban.gov.za). (Tel: 3001166/3001517) by Friday  
2005-02-04 at 12:00 (Midday)

### CONTRACTS OFFICER (SPECIFICATIONS & TENDER) R75 300,48/102 522,60 pa (TK08)

Procurement and Infrastructure Cluster,  
Electricity Unit, Finance Department,  
Material/ Buying Division.

**Duties Include:** Administering the clerical functions related to the issue and tender and the awarding and administration of contracts and the payment of contracts.

**Qualifications: (Essential):** Appropriate level of secondary education. Computer literate. Code 08 driver's licence.

**Qualifications: (Preferred):** A Diploma or Certificate in Purchasing or related fields  
**Experience: (Essential):** Considerable years relevant experience.

**Experience: (Preferred):** Experience relating to contract administration/purchasing.

Applications must be lodged at the Human Resources Administration Division,  
Electricity Unit, 1 Jelf Taylor Crescent,  
(Opp Kingsmead Cricket Stadium) Durban  
4001 or P O Box 147, Durban 4000, or  
e-mailed to [Jobapplications@elec.durban.gov.za](mailto:Jobapplications@elec.durban.gov.za). (Tel: 3001166/3001517) by Friday  
2005-02-04 at 12:00 (Midday)

### ADMINISTRATIVE ASSISTANT R75 300,48/102 522,60 pa (TK08)

Procurement and Infrastructure Cluster,  
Electricity Unit, Northern & Central  
Distribution Region Department, Regional  
Customer Services Division.

**Duties Include:** Receiving and processing of application, changeovers and other relevant documents and acceptance of payment in connection with electricity supplies.

**Qualifications: (Essential):** Appropriate level of secondary education. Computer literate. Ability to communicate in at least two of the following languages; English, Afrikaans, Zulu.

**Experience: (Essential):** 2 years previous clerical experience.  
**Experience: (Preferred):** Customer liaison Cashiering. Use of standard word processing package.

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 may be e-mailed to  
[Jobapplications@elec.durban.gov.za](mailto:Jobapplications@elec.durban.gov.za).  
(Tel: 3001166/3001517) by Friday 2005-  
02-04 at 12:00 (Midday)

### CHIEF CLERK R65 330,04/91 050,12 pa (TK07)

Procurement and Infrastructure Cluster,

Electricity Unit, Northern Distribution  
Region Department, Area  
Maintenance (N) Division.

**Duties Include:** Render an efficient switch-board, communication, clerical and data capture service to the relevant Maintenance and Construction Divisions.

**Qualifications: (Essential):** Appropriate level of secondary education.  
**Qualifications: (Preferred):** Ability to communicate in Zulu. Computer literate. Matric / Grade12

**Experience: (Essential):** Several years relevant experience.  
**Experience: (Preferred):** Knowledge of relevant administration Codes of Practice and procedures.

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 may be e-mailed to  
[Jobapplications@elec.durban.gov.za](mailto:Jobapplications@elec.durban.gov.za). (Tel:  
3001166/3001517 by Friday 2005-02-04 at  
12:00 (Midday)

### SENIOR CLERK (OCCUPATIONAL HEALTH & SAFETY ) R58 020,36/ 78 976,92 pa (TK06)

Procurement and Infrastructure Cluster  
Electricity Unit.

**Qualifications: (Essential):** Matric/Grade 12 Typing skills. Word processing ability. Computer literacy or ability to become computer literate within a short period. Shorthand an advantage

**Experience: (Essential):** At least three years acceptable typing and clerical experience.

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 may be e-mailed to  
[Jobapplications@elec.durban.gov.za](mailto:Jobapplications@elec.durban.gov.za). (Tel:  
3001166/3001517) by Friday 2005-02-04 at  
12:00 (Midday)

### PARKS DEPARTMENT (SOUTH ENTITY)

#### PARKS AMENITIES OFFICER R112 721.88/153 419.04 (TK11)

**Qualifications: (Essential):** Diploma in Horticulture/Environmental Sciences, preferable with B Degree/National Higher Diploma in Horticulture/Environmental Science.

**Experience:** Parks maintenance position and also have previous experience in a supervisory level.

**Duties include:** Supervision and monitoring of staff in the effective maintenance of Public Open Spaces including play parks. Plans, organises and monitors maintenance work programmes to satisfy seasonal requirements. Deals with and assists the general public by receiving and attending to queries and complaints. Maintains an up-to-date knowledge of trends and practices in the field of Horticulture and sport facility maintenance by attending workshops, seminars, presentations etc. Ensure the safety of subordinate staff and also learns the functions /duties performed by the Assistant Manager.

Applications must reach The Human Resources Administration Section, Parks, Recreation and Culture, 3Rd floor, Rennie House, 41 Victoria Embankment or PO Box 5426 Durban 4000 (Tel: 369 8693/Fax 337 0682) by Friday 2005-02-04 at 12:00 (Midday)

### TEAM LEADER

R51 540.24/68 508.84 PA (TK5 )  
Parks Department - Parks, Recreation,  
Cemeteries & Culture Unit

**Qualifications: (Essential):** Appropriate level of secondary education, a knowledge of the basic Horticultural tasks.

**Experience:** Previous experience in supervision and proven leadership qualities. Preference will be given to a person with Machine Operator's licence.

**Duties include:** Unlocks storerooms and prepares the workforce for the daily tasks on hand by ensuring and issuing the necessary tools, carries out routine maintenance programmes, forwarding instructions to allocated work team and also ensuring safety of allocated staff.

Applications must reach The Human Resources Administration Section, Parks, Recreation and Culture, 3Rd floor, Rennie House, 41 Victoria Embankment or PO Box 5426 Durban 4000 (Tel: 369 8693) by Friday 2005-02-04 at 12:00 (Midday)

### DRIVER

R51 540.24/R68 505.84 pa (TK5 )  
Parks Department - Parks, Recreation,  
Cemeteries & Culture Unit

**Qualifications: (Essential):** Appropriate level of Secondary Education, a Valid Heavy Duty Driver's Licence, a Code 10/EC1 and Professional Driving Permit and also be able to operate an articulated pay loader.

**Duties include:** Operates allocated vehicle and attached equipment by drawing a trailer to assist in maintenance and development projects by transporting equipment, labour and materials. Utilising grass mowing equipment to cut road verges, sports fields and public open spaces, attaching rotovators, augers, spraying equipment, fertiliser spreaders etc. to attend to various tasks as indicated in order to maintain acceptable standards of parks, road verges and public areas in terms of South Local Council policies  
Applications must reach The Human Resources Administration Section, Parks, Recreation and Culture, 3Rd floor, Rennie House, 41 Victoria Embankment or PO Box 5426 Durban 4000 (Tel: 369 8693) by Friday 2005-02-04 at 12:00 (Midday)

### SAFETY OFFICER

R112 721.88/R153 419.04 p.a. (TK11)  
Occupational Health & Safety Unit.

**Qualifications: (Essential):** National Diploma in Safety Management, or at least six credits towards such Diploma, or a suitable alternative qualification and have extensive experience in the field of Safety Management, Valid Code 08 Driver's Licence

**Qualification: (Preferred):** Applicants who have a clear understanding of the practical application of the principles of accident prevention such as problem solving, engineering revision and its development of safe-guarding devices.

Applications must reach Human Resources Administration, ground floor, Shell House, 221Smith Street Durban 4001 or PO Box 5892, Durban 4000 or e-mailed to [hlatsway-oh@durban.gov.za](mailto:hlatsway-oh@durban.gov.za) (Tel: 311 3171/2/3) by Friday 2005-02-04 at 12:00 (Midday)

### LEARNERSHIPS FOR TECHNICIANS

#### CIVIL ENGINEERING LAND SURVEYING QUANTITY SURVEYING ARCHITECTURAL

R51 540.24 / 68 505.84 (TK05)

City Engineer's Unit offers an excellent opportunity to South African citizens from previously disadvantaged communities, who are interested in a rewarding career in the

abovementioned technical field within a local government environment. We are particularly interested in receiving applications from females. The successful applicants will be required to enter into a four year learnership contract and attend courses at one of the local Technikons leading to a National Diploma in the abovementioned field. Full salary, staff benefits as well as tuition and examination fees are payable throughout the four year learnership period.

Applicants must have passed the Senior Certificate (or equivalent) with a good pass in Mathematics. Science and Drawing related subjects will be added recommendations. Students due to matriculate this year must submit results from Form XII trials or standard IX (Form XI). Applicants who have already commenced Technikon studies, must submit proof thereof as well as examination results/year marks where possible. Application forms are available from Room 316, 3rd Floor, City Engineer's Unit, and returned to the Training Manager: Room G45 or P O Box 680, Durban, not later than 12:00 on Friday 04 February 2005.

### STUDENT LOANS FOR PROFESSIONS LAND SURVEYING CIVIL ENGINEERING QUANTITY SURVEYING

Engineering Unit is offering excellent opportunities to South African citizens from designated groups (Black and Women) who are interested in a rewarding career in the above professional fields within a local government environment. The successful applicants will be required to enter into a loan agreement with eThekweni Municipality to attend courses at an approved local tertiary institution leading to a degree in one of the above mentioned fields. Contractual employment obligations to eThekweni apply upon graduation. Loan benefits include inter alia, tuition and examination fees, book allowances and accommodation fees and are payable (subject to compliance with the agreement) throughout the loan agreement period. Preference will be given to applicants that have passed at least their first year of studies from a recognized Institution, in the relevant professional field and must submit examination results year marks where possible.

Application forms are available from Room 316, 3rd floor Engineering Unit and returned to the Training Manager: Room G45, 166 Old Fort Road or P. O. Box 680, Durban, not later than 12:00 on Friday 02 February 2005.

## PUBLIC NOTICE

### INCREASE IN TARIFFS

We wish to advise our customers of the following annual increases to our tariffs, effective from 1st January 2005

Residential (Credit Meter) 3.9%  
Residential (Prepayment)

Scale 8 3.93%

Scale 9 0.82%

Free Basic Electricity -10.43%

Business and General 1.75%

Time-of-Use 2%

Other Bulk 5.9% on the Energy

Charge

5.9% on the Demand Charge

10% on the Service Fee

## REQUEST FOR PROPOSALS

PROPOSAL CALL No.  
MTC/11/04

FEASIBILITY STUDY ON THE  
UPGRADING OF KWAMASHU  
STATION TRADERS MARKET  
& REDEVELOPMENT OF  
MAHAWINI BUSINESS HIVE:

Provision of Trader and Micro Small Business Facilities.

The Municipality requires the services of a consultant or consortium of consultants to investigate and make recommendations for the development or re-development of appropriate and affordable trading infrastructure for hawkers and small traders/businesses operating in and around the KwaMashu Station Traders Market, and the Mahawini Small Business Hive. In essence, the project entails the production of a feasibility study and site analyses for the erection of suitable trading infrastructure within the town centre.

Proposals should include details of:

- Research and Project Methodology
- Experience and Track Record of Tenderer in similar projects
- Project Management Plan and Timeframe
- Team Profile (each individual member including detail on PPG status)
- Share Equity of Principal and Associated Companies (particularly as regards ownership of PPG)
- Tax Clearance Certificate

Proposals in sealed envelopes clearly marked "Call for Proposals No. KMTC/11/04: Feasibility Study & Proposal for Trader and Micro/Small Business Facilities" must be placed in the Tender Box located on the Ground Floor, Rennie House, 41 Victoria Embankment, Durban or reach P.O. Box 1014, Durban, 4000, (and not any other Municipal Department) no later than 16h00 Friday, 2005-02-18.

A prospective contender must obtain the more detailed briefing document from the Economic Development & Facilitation Unit offices at 166 Old Fort Road, Room 226, 2nd floor City Engineer's Building. A non-refundable Tender Document Fee or R50 will be charged on collection.

Contact: Len Baars on 300 2844 or by e-mail:  
[baarsl@cesu.durban.gov.za](mailto:baarsl@cesu.durban.gov.za)

Dr. M.O. Sutcliffe  
City Manager

EQUITY: The Municipality is committed to the provisions of the Employment Equity Act in its Recruitment/Employment policies.

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

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

AREAS OF WORK: 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.

PLEASE NOTE: Canvassing of Councillors and 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 to perform the duties of the post.

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