

SENIOR CIVIL ENGINEERING TECHNICIAN
R162 585.24/221 303.64 pa
Grade 12

Engineering Unit
Qualification (Essential): National Higher Diploma for Technicians (T4) or equivalent Qualification Recognised by ECSA. Valid code EB drivers licence. Several years post qualification design and contract experience in the Civil Engineering field.

Duties Include: Undertake engineering surveys (and setting out where necessary) to facilitate conceptual and detailed design of projects. Undertake design work of a less complex nature to meet operational requirements of the various departments/clients. Supervise implementation/construction phase of contracts in accordance with Departmental programmes and time constraints. Undertake related assignments.

Applications to The Human Resources Administration, Engineering Unit, 166 Old Fort Road, Durban, 4001 or PO Box 680, Durban, 4000, (Tel 311 7748/7488) or email xuluthola@durban.gov.za by Friday 2008-02-22 at 12.00 (Midday)

DRIVER

R84 245.88/116 652.24 pa
Grade 7

Engineering Unit
Qualification (Essential): Appropriate secondary education. Valid code EC driving licence. PrDP.
Experience (Essential): Relevant experience.

Duties Include: Performs specific tasks/ activities with the transportation of material/ equipment and personnel from work sites and operation of heavy mechanical plant and / or specialized vehicles.

Applications to The Human Resources Administration, Engineering Unit, 166 Old Fort Road, Durban, 4001 or PO Box 680, Durban, 4000, (Tel 311 7748/7462 or email xuluthola@durban.gov.za by Friday 2008-02-22 at 12.00 (Midday).

ADMINISTRATIVE ASSISTANT
Grade 8 - Grade level subject to NMC Approval
R98 824.32/137 716.92 pa
Supply Chain Management Unit

Qualification (Essential): Appropriate secondary education. Computer literate. Valid code EB drivers licence. **Experience (Essential):** Several years relevant experience. **(Preferred):** Several years clerical / Accounting experience in contracts environment.

Duties Include: Performs contract administration functions by preparing and forwarding draft contract documents to units or Manager: Materials Management as applicable, for approval and or amendments. Maintaining contracts database for the division by capturing contract details of all newly created contracts after first analysing and interpreting pricing details, supplier details and other contractu-

al details, to ensure that correct details appear on orders. Performs general office administration. *Applications to The Human Resources Administration, City Engineers Building, 166 Old Fort Road, Durban, 4001 or PO Box 680, Durban 4000 or email mbanjwaportia@durban.gov.za (Tel 3117746/7462) by Friday 2008-02-22 at 12.00 (Midday).*

BUYER
R106 104.48/147 876.12 pa
Grade 9 - Grade subject to NMC Approval
Supply Chain Management Unit

Qualification (Essential): Appropriate level of secondary education. Computer literate. Valid code EB drivers licence. **(Preferred):** Acceptable relevant tertiary qualification. **Experience (Essential):** Several years relevant experience. **(Preferred):** Several years buying experience at a senior level.

Duties Include: Procuring materials using the JDE computerized purchasing and stores systems, processing non-stock and stock orders for the council, local and general elections, including the capture of contract details. Implement the financial regulations and council procurement procedures by ensuring that purchase requisitions comply with financial regulations and non-contract items does not exceed R120 000 and monitor the deliberate splitting of orders by user departments. Sourcing suitable suppliers telephonically and through the source-link network for obtaining quotations. Regularly contacting suppliers, negotiating better terms of payment, availability and quality. *Applications to The Human Resources Administration, City Engineers Building, 166 Old Fort Road, Durban, 4001 or PO Box 680, Durban 4000 or email zuluzama@durban.gov.za (Tel 311 7462 or 3117748) not later than Friday 2008-02-22 at 12.00 (Midday).*

CHIEF STOREKEEPER
R98 824.32/137 716.92 pa
Grade 8 - Grade level subject to NMC Approval
Supply Chain Management Unit

Qualification (Essential): Appropriate secondary education - NQF4 - Grade 12. **Experience (Essential):** Previous experience as a Senior Storeman in a Distribution function. **(Preferred):** Previous experience as a Senior Storeman in a Supervisory function. **Duties Include:** Day-to-day functioning of Council Stores. Controls the security of stores areas by ensuring that no unauthorised access to the stores is allowed. Maintains and updates stock cards by reflecting all incoming and outgoing stocks. Ordering of fuel to meet Councils internal requirements. Communicating with Suppliers, telephonically or by fax to obtain quotations for good/services as per requisition.

Applications to The Human Resources Administration, City Engineers Building, 166 Old Fort Road, Durban, 4001 or PO Box 680, Durban 4000 or email chilizat@durban.gov.za (Tel 3117488 / 7462) by Friday 2008-02-22 at 12.00 (Midday).

FUEL ATTENDANT
R51 950.52/62 804.28 pa
Grade 4 - Grade level subject to NMC Approval
Supply Chain Management Unit

Qualifications (Essential): Acceptable secondary education. Relevant experience. **Duties Include:** Dispensing of fuel and oil. Issuing of fuel vouchers. Taking daily dip readings. Reading of daily totals and balancing of stocks. Assisting the storekeeper in the Chatsworth/Phoenix store related work, including capturing of Fuel Vouchers. Ensures good housekeeping and cleanliness. *Applications to The Human Resources Administration, City Engineers Building, 166 Old Fort Road, Durban, 4001 or PO Box 680, Durban 4000 or email mbanjwaportia@durban.gov.za Tel 311 7746/7462) by Friday 2008-02-22 at 12.00 (Midday).*

SPECIAL ASSIGNMENT OFFICER

R141 027.60/196 557.36 pa
Grade 11 - Grade level subject to NMC Approval
Supply Chain Management Unit,

Qualification (Essential): Relevant tertiary qualification. Valid driver's license code EB **(Preferred):** Cost & Management Accounting qualification. **Experience (Essential):** Min 3 years relevant experience. **(Preferred):** Min 3 years relevant experience in Financial and Cost-Benefits Analysis.

Duties Include: Improves understanding and knowledge of applications and procedures, by preparing training manuals and/ or, examining the applicability and appropriateness of the content with a view to amending and adjusting details or including explanations. Evaluates functional performance areas and, identifies and implements improved methods, by conducting situational analysis of operating procedures and organization of the buying, stores and disposal functions. Support line functions with the execution of specific queries and/ or investigate applications, by establishing the nature of system (JD Edwards) related problems with a view to providing guidelines on corrective measures and/ or troubleshooting/ problem-solving techniques.

Applications to The Human Resources Administration, City Engineers Building, 166 Old Fort Road, Durban, 4001 or PO Box 680, Durban 4000 or email xuluthola@durban.gov.za (Tel 311 7748/7462) by Friday 2008-02-22 at 12.00 (Midday).

STORES ASSISTANT
R51 950.52/62 804.28 pa
Grade 4 - Grade level subject to NMC Approval
Supply Chain Management Unit

Qualification (Essential): Acceptable level of education. **(Preferred):** Forklift drivers licence. **Experience (Essential):** Relevant experience.

Duties Include: Assists the storekeeper in general in the issuing and receiving function. Assists generally with stores operations by filing relevant stores documents. Tidying up shelves, removing empty boxes from shelves and generally keeping store and stores related areas and equipment tidy. *Applications to The Human Resources Administration, City Engineers Building, 166 Old Fort Road, Durban, 4001 or P O Box 680, Durban 4000 or email mbanjwaportia@durban.gov.za (Tel 311 7746/ 7462) by Friday 2008-02-22 at 12.00 (Midday).*

PROJECT TECHNICIAN
R191 946.60/243 341.28 pa
Grade 13
Salary Negotiable

Engineering Unit, Roads & Stormwater Maintenance Department.

Qualifications (Essential): Civil Engineering or National Higher Diploma (Civil) T4, or equivalent qualification recognised by ECSA. Valid code EB drivers licence. Considerable relevant experience

Duties Include: Investigating, advising, costing and reporting on problems associated with the maintenance of infrastructure. Improvement or optimization of materials, systems and processes associated with the maintenance of infrastructure. Preparation of contract documentation from inception to award as well as the administration of contracts. Planning and Implementation of engineering designs and solutions related to the maintenance of infrastructure. Communication with a wide range of stakeholders. Providing technical support, training and guidance to subordinates. Preparation of correspondence and reports on various maintenance related issues. Providing technical support and guidance to inter alia: Superintendents; developers and consultants on maintenance procedures and engineering standards. Monitoring of inter alia: productivity; plant utilisation; regravelling operations and OH&S issues at depot level.

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STRATEGIC EXECUTIVE
R323 429.76/409 995.96 pa
Grade 18
Engineering Unit

Qualification (Essential):

Either a qualified architect, civil engineer, quantity surveyor or town planner. Professional Registration with the appropriate Council. Valid code B driver's licence. **Experience (Essential):** Extensive relevant experience in strategy and policy development in a local government environment.

Duties Include: Reporting to the Head: Engineering, the duties of the post include the co-ordination of infrastructure planning across all infrastructure departments and Units and the preparation of an Infrastructure Plan for Ethekwini. Keep abreast of all initiatives and trends that have a strategic infrastructure impact and ensure that the Council is continuously updated in this regard. Input into draft and new, legislation pertaining to infrastructure will also be required as well as facilitation and advice on implementation and compliance. *Applications to The Human Resources Administration, Engineering Unit, 166 Old Fort Road, Durban, 4001 or PO Box 680, Durban, 4000, (Tel 311 7462/7488 or email zuluzama@durban.gov.za by Friday 2008-02-22 at 12.00 (Midday)*

MBS WORKS CONTROLLER
R 119 452.68/166 489.32 p.a.
Grade 10 - Grade subject to NMC Ratification Approval

Qualification (Essential): HVAC trade tested artisan or related qualification acceptable to the department. Valid code EB driving licence. **(Preferred):** Computer literate. **Experience (Essential):** Min 3 years relevant experience. Suitably qualified, registered and experienced built environment practitioners

Duties Include: Coordinates sequences associated with the determination of client needs, monitoring contractors compliance with contractual terms and conditions, standards, procedures, regulations and specifications, preparing and presenting investigational and qualitative reports and processing/ approving specific transactional works documentation and, conducting instructional and/ or demonstration based training aimed at improving and capacitating emerging contractors.

Applications to The Human Resources Administration, Engineering Unit, 166 Old Fort Road, Durban, 4001 or PO Box 680, Durban, 4000, (Tel 311 7748 or email xuluthola@durban.gov.za by Friday 2008-02-22 at 12.00 (Midday).

ADMINISTRATION OFFICER
R119 452.68/166 489.32 pa
Grade 10 - Grade subject to NMC Ratification Approval
Engineering Unit

Qualification (Essential): Relevant post matric qualification. Valid code EB drivers licence. Computer literacy. **Experience (Essential):** Considerable

administrative experience. **Duties Include:** Controls the implementation and application of administrative procedures, systems and controls to support functional requirements. Controls workflow processes and output levels of administrative personnel. Monitors the consolidation, processing and presentation of functional information. Performs specific activities associated with providing support to line functions. *Applications to The Human Resources Administration, Engineering Unit, 166 Old Fort Road, Durban, 4001 or PO Box 680, Durban, 4000, (Tel 311 7488/7462) or email chilizat@durban.gov.za by Friday 2008-02-22 at 12.00 (Midday).*

ARCHITECTURAL ASSET CO-ORDINATOR
R216 117.12/273 958.80 pa
Grade 14 - Grade subject to NMC Ratification Approval
Engineering Unit

Qualification (Essential): Relevant tertiary qualification (NQF6). Computer literate. Valid code EB driving licence.

Experience (Essential): 3 years relevant experience. **Duties Include:** Co-ordinates applications associated with the provision of a service to the Department in respect of the management of strategic and other related architectural assets through the implementation of an Asset Management Plan/ Programme aimed at asset sustainability and lifecycle costing by maintaining and/ or increasing the level of service provided and, decreasing short and long term capital and/ or operational expenditure through improved governance of assets within the ambits of control of the Department. *Applications to The Human Resources Administration, Engineering Unit, 166 Old Fort Road, Durban, 4001 or PO Box 680, Durban, 4000, (Tel 311 7488/7462) or email chilizat@durban.gov.za Friday 2008-02-22 at 12.00 (Midday).*

CLERK
R57 120.12/R74 186.88 p.a.
(Grade: 05)
Grade Level is Subject to NMC Ratification Approval
Income Unit

Qualifications (Essential): Appropriate secondary education and relevant experience. **(Preferred):** Matric and 2 years Credit Control experience.

Duties Include: Update and verify consumer details. Attend to queries, filing and record incoming cheques/correspondence. *Applications to The Human Resources (Treasury), Ground Floor, Florence Mkhize Building, 251 Smith Street, Durban 4001 or P O Box 828, Durban 4000 or may be E-mailed to nxumalot@durban.gov.za (Tel 311-1622/1623/1630 Fax: 031-311 1651) by Friday 2008-02-22 at 12.00 (Midday).*