

**RECRUITMENT ADMINISTRATION CLERK**  
R98 824.32/137 716.92 pa  
Grade 8

Human Resources Unit  
**Qualifications (Essential):** Matric/Grade 12. Computer literate and have acceptable relevant experience.  
**Duties Include:** Provide administrative assistance in the Recruitment and Administration Branch. Contacting applicants for interviews. Maintain protective clothing schedule. Request for service nos for all new engagements. Administration and capturing of engagement/promotions, including signing on of new employees and employment medicals. Arranging for the extension and signing of short and term contracts for employees.

Applications to The Human Resources Administration, Ground Floor, Shell House, 221 Smith Street, Durban 4001 or PO Box 5892, Durban 4000 or email [mthembusindisiwe@durban.gov.za](mailto:mthembusindisiwe@durban.gov.za) (Tel 311-3173) by Friday 2008-04-04 at 12:00 (Midday).

**TEAM LEADER**  
R57 120.12/74 186.88 pa  
Grade 5

Engineering Unit  
**Qualification (Essential):** Appropriate level of education.  
**Experience (Essential):** Relevant experience  
**Duties Include:** Assists with the operation of the asphalt plant by supervising and ensuring that tasks allocated to the Asphalt Plant Assistants, Machine Operator and General Workers are carried out. Checking flow of material in dryer drum and hopper. Performing daily dip of HFO and bitumen. Advising Senior Clerk of results. Controlling contents in steel cupboard and toolbox. Providing labour assistance with maintenance and breakdowns as and when required.

Applications to The Human Resources Administration, Engineering Unit, 166 Old Fort Road, Durban, 4001 or P.O. Box 680, Durban, 4000, (Tel 311 7746) or email [mbanjwapor-tia@durban.gov.za](mailto:mbanjwapor-tia@durban.gov.za) by Friday 2008-04-04 at 12:00 (Midday).

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

Engineering Unit  
**Qualification (Essential):** National Higher Diploma for Technicians (T4/S4) comprising 24 subjects. Valid drivers licence code EB. Several years of relevant experience.  
**(Preferred):** Several years of relevant experience in the field of structural engineering - civil works.

**Duties Include:** Structural engineering work which includes all engineering functions such as but not restricted to conceptualising, structural investigations and feasibility studies, structural design and detailing, structural surveys including administrative work related thereto, contract preparation, the supervision and administration of contract on municipal related structures including multi-span bridges, culverts, water retaining structures, retaining walls and the like generally under close professional guidance.

Applications to The Human Resources Administration, Engineering Unit, 166 Old Fort Road, Durban, 4001 or PO Box 680, Durban, 4000, (Tel 311 7488) or email [chilizat@durban.gov.za](mailto:chilizat@durban.gov.za) by Friday 2008-04-04

at 12.00 (Midday).

**MATERIAL ASSISTANT/DRIVER**  
R51 950.52/62 804.28 pa  
Grade 4

Engineering Unit  
**Qualification (Essential):** Appropriate secondary education. Valid code C1 drivers licence or obtain one within 6 months. **(Preferred):** Relevant experience.  
**Duties Include:** Assist the laboratory staff in the performance of field and laboratory tests as required. Undertake general labouring functions of skilled and unskilled nature when required. Undertake other relevant assignments as required.

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](mailto:xuluthola@durban.gov.za) by Friday 2008-04-04 at 12:00 (Midday).

**PERSONAL ASSISTANT**  
R106 104.48/147 876.12 pa  
Grade 9

EThekwi Transport Authority Unit  
**Qualification (Essential):** Sound level of secondary education. Valid drivers license code EB. Computer literate. **(Preferred):** Several years secretarial experience at a senior level, some of which should preferably have been gained in a local government environment. Taking minutes and undertaking independent research. Computer literate and a competent word processor.

**Experience (Essential):** Several years appropriate experience.  
**Duties Include:** Performing all secretarial duties for the Head: Transport Authority. Ensure the effective running of the Head: Transport Authority office by controlling day to day office administration. Perform a public reception and public relations function of the highest level by liaising and interacting with numerous individuals and organizations including members of public, Councillors, DCM's, Heads and various external organizations. In the absence of Head: Transport Authority deals with queries, complaints and decides on appropriate course of action.

Applications to The Human Resources Administration, City Engineer's Building, 166 Old Fort Road, Durban, 4001 or PO Box 680, Durban, 4000, (Tel 311 7746) or email [mbanjwapor-tia@durban.gov.za](mailto:mbanjwapor-tia@durban.gov.za) by Friday 2008-04-04 at 12:00 (Midday).

**SUPERINTENDENT: AQUATIC SAFETY (BEACHES NORTH)**  
R162 585.24 /221 303.64 pa  
Grade 12 - Grade Subject to PJEC/NMC Ratification /Approval

Parks, Leisure and Cemeteries Unit  
**Qualifications (Essential):** Matric/Grade 12, Dot Skippers Tickets, Basic Ambulance Course, Surf Proficiency Award, Code 08 Drivers Licence and a Peace Officers Certificate. Applicants must also have 5-6 years essential experience and 10 years preferable.  
**Physical Requirement**  
• Maintain high levels of fitness in running and swimming  
• Good eye sight - Adequate hearing  
**Duties Include:** Responsible for the safe and harmonious running of the NLC. Ensure that all beach General Worker staff carry out their duties. Check that all Seashore

Regulations and By Laws are being enforced by all staff. Decisions making and control of salary, etc. Ensure safety. Training and motivation. Ensure Fitness programs. Discipline, filling of vacancies. Recording and maintaining. Respond to call outs on a 24 hour basis. Undertaking related assignments as directed  
*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, 2008-04-04 at 12.00 (Midday).*

**EDUCATION OFFICER**  
R141 027.60/196 557.36 pa  
Grade 11 - Grade Subject to PJEC/NMC Ratification /Approval

Natural Science Museum  
**Qualifications (Essential):** Relevant 3 year tertiary qualification. B.Sc Degree with HDE or a teaching Diploma with Biological or Earth Sciences as a Major in both instances or 10 years relevant Museum education experience. Valid code B drivers licence, Desk Top publishing or Word Processing and preferably fluency in Zulu.  
**Duties Includes:** Provide specialised programmes and promote the facilities of the Natural Science Museum to colleges, universities, teachers and student teachers. Conduct visits of school classes, organise educational programmes for visitors and special interest group meetings/excursions. Design, prepare and arrange printing of education brochures/advertising material for schools, allied organisations and interested individuals; and maintain relevant databases. Organise holiday programmes, eg. films, nature trails, lectures, workshops and competitions.

Applications to The Human Resources Administration Section, Parks, Recreation and Culture Unit, 3rd Floor Rennie House, 41 Victoria Embankment or PO Box 5426, Durban, 4000 (Tel 311 4102 by Friday, 2008-04-04 at 12.00 (Midday).

**CHIEF CLERK (LICENCING)**  
R84 245.88/116 652.24 pa  
Grade 7)

Metropolitan Police Services Unit  
**Qualification (Essential):** Appropriate secondary education.  
**Experience (Essential):** Several years relevant experience. Computer literacy.  
**Duties Include:** Performing specific administrative tasks associated with the processing of vehicle licensing and registration applications and payments, reconciling of cash transactional recordings and deposits and, provision of information and/or guidance on procedural requirements to the public to ensure customer requirements are promptly and professionally attended to in accordance with laid down departmental guidelines and procedures, in compliance with the National Road Traffic Act 93 of 1996.

Applications must be lodged at The Human Resources Administration Division, Durban, Human Resources, Unit, Ground Floor, Health Unit, 9 Old Fort Place, Durban, 4001, PO Box 2443, Durban, 4000 or email [Recruitmentadmin@durban.gov.za](mailto:Recruitmentadmin@durban.gov.za) (Tel 311 3742) by Friday, 2008-04-04 at 12:00 (Midday).

**CHIEF CLERK**  
R84 245.88/116 652.24 pa  
Grade 7

Metropolitan Police Services Unit

**Qualification (Essential):** Secondary Education. Registered Grade F examiner (if not in possession to obtain the said certificate within twelve months of appointment). Computer literacy.

**Experience (Essential):** Relevant clerical experience.  
**Duties Include:** The processing of all application strictly in accordance with laid down procedures i.e. National Road Traffic Act No 93 of 1996, for learners licence, drivers licence renewal of drivers licence, and the conversion of drivers licences professional driving permit, instructors permit and the certificate of roadworthiness of motor vehicle.

Applications must be lodged at The Human Resources Administration Division, Durban, Human Resources, Unit, Ground Floor, Health Unit, 9 Old Fort Place, Durban, 4001, PO Box 2443, Durban, 4000 or email [Recruitmentadmin@durban.gov.za](mailto:Recruitmentadmin@durban.gov.za) (Tel 311 3742) by Friday, 2008-04-04 at 12:00 (Midday).

**SENIOR CLERK: REPORTS AND STATISTICS**  
R72 677.52/98 824.32 pa  
Grade 6

Emergency Services Unit  
**Qualification (Essential):** Appropriate secondary education and computer literate.  
**(Preferred):** Recognised qualification in statistics or statistical methods. Valid unrestricted Class B drivers licence.  
**Experience (Essential):** Several years relevant experience. **(Preferred):** Previous experience in a position responsible for producing statistical reports; or collecting and compiling data using statistical methods. Work experience in a clerical/administrative capacity within a Local Government agency.

**Duties Include:** Perform various statistical and computing functions associated with compiling, Classifying and presenting data relating to the activities of the department in a useful and understandable format, to aid in planning the department's strategies to meet its stated objectives.  
Applications must be lodged at The Human Resources Administration Division, Durban, Human Resources, Unit, Ground Floor, Health Unit, 9 Old Fort Place, Durban, 4001, PO Box 2443, Durban, 4000 or email [Recruitmentadmin@durban.gov.za](mailto:Recruitmentadmin@durban.gov.za) (Tel 311 3742) by Friday, 2008-04-04 at 12:00 (Midday).

**SENIOR CLERK**  
R72 677.52/98 824.32 pa  
Grade 6

Emergency Services Unit  
**Qualification (Essential):** Appropriate secondary education. Demonstrate competence in the commercial computer programs used by the Authority Having Jurisdiction - example Corel Word Perfect, MS Word, Quattro, Excel. **(Preferred):** Valid code B drivers licence.  
**Experience (Essential):** Relevant experience.  
**(Preferred):** Work experience as a word processing operator or similar position within a local government agency.  
**Duties Include:** Perform a variety of word processing, and clerical duties in support of the Fire and Emergency Services department and to provide general administrative assistance where necessary to contribute to the administrative efficiency of the department.

Applications must be lodged at The Human Resources Administration Division, Durban, Human Resources, Unit, Ground

Floor, Health Unit, 9 Old Fort Place, Durban, 4001, PO Box 2443, Durban, 4000 or email [Recruitmentadmin@durban.gov.za](mailto:Recruitmentadmin@durban.gov.za) (Telephone No 3113742) not later than Friday, 2008-04-04 at 12:00 (Midday).

**STOREKEEPER**  
R84 245.88/116 652.24 pa  
Grade 7

Emergency Services Unit  
**Qualification (Essential):** Appropriate secondary education and computer literate. Valid code B drivers licence. **(Preferred):** Knowledge of warehouse or storekeeping methods and procedures; inventory, shipping and receiving methods.  
**Experience (Essential):** Several years related experience. **(Preferred):** 2 years experience in diverse store-keeping preferably in a government agency. Any equivalent combination of training and experience, which provides the required knowledge, skills, and abilities, for the post. Previous experience in storekeeping, including placing of orders dealing with suppliers and recording transaction related to general storekeeping, associated with relevant stores experience and knowledge at a local.

**Duties Include:** Perform various administrative tasks associated with undertake store/stock clerical and control functions to ensure effective, efficient and sustainable service delivery to the benefit and safety of all concerned, including the public at large.  
Applications must be lodged at The Human Resources Administration Division, Durban, Human Resources, Unit, Ground Floor, Health Unit, 9 Old Fort Place, Durban, 4001, PO Box 2443, Durban, 4000 or email [Recruitmentadmin@durban.gov.za](mailto:Recruitmentadmin@durban.gov.za) (Tel 311 3742) by Friday, 2008-04-04 at 12:00 (Midday).

Place, Durban, 4001, PO Box 2443, Durban, 4000 or email [Recruitmentadmin@durban.gov.za](mailto:Recruitmentadmin@durban.gov.za) (Tel 311 3742) by Friday, 2008-04-04 at 12:00 (Midday).

**SENIOR CLERK: RECORDS**  
R72 677.52/98 824.32 pa  
Grade 6

Emergency Services Unit  
**Qualification (Essential):** Appropriate secondary education and computer literate. **(Preferred):** Valid code B drivers licence.  
**Experience (Essential):** Several years relevant experience.

**Duties Include:** Perform various tasks associated with administering storage of documentation, correspondence and records to satisfy prescribed codes, standards and procedures undertake workshop and research/development clerical functions to ensure effective, efficient and sustainable service delivery to the benefit and safety of all concerned, including the public at large.

Applications must be lodged at The Human Resources Administration Division, Durban, Human Resources, Unit, Ground Floor, Health Unit, 9 Old Fort Place, Durban, 4001, PO Box 2443, Durban, 4000 or email [Recruitmentadmin@durban.gov.za](mailto:Recruitmentadmin@durban.gov.za) (Tel 311 3742) by Friday, 2008-04-04 at 12:00 (Midday).

**ETHEKWINI MUNICIPALITY THE SKILLS DEVELOPMENT UNIT IN CONJUNCTION WITH THE DURBAN METROPOLITAN POLICE SERVICE INTRODUCES**

**A Training and Development program – LAW ENFORCEMENT**

The eThekwi Municipality's Skills Development Unit, in conjunction with the Durban Metropolitan Police, is embarking on a Law Enforcement Skills & Development program. The program envisages developing skills and employability as a Peace officer &/ or Traffic officer.

**The Basic requirements to be considered for this program are:** South African Citizenship, must produce SA Identity Document on registration, Passed Matric / Grade 12 and must produce an original certificate on registration, No criminal record, pending cases to be declared at registration, Applicant must be older than 18 and younger than 30 years on the closing date for registration on the program. A medical certificate from a registered medical practitioner, certifying that the applicant can partake in strenuous exercise. The original documents of the above must be produced on registration and certified copies must be handed in with application.

Due to the nature of the program applicants will be subjected to a progressive Fitness Test, Entry Level Exam as well as a Medical Evaluation and will be interviewed during the registration, selection and enlistment process. The program will be conducted in English and therefore proficiency in English is required. The eThekwi Municipality will also verify the Criminal record, qualifications, driver's license, citizenship & residential address of each applicant.

To register on this program, interested applicants must report to the Lahee Park Sports grounds (Cricket Club) in Pinetown on the 25th, 26th and 27th of March 2008 between 09:00 and 15:00.

**In order to qualify for this program each applicant must achieve the following Fitness Skills progressively:**

SKILL	MALE	FEMALE
2.4 kmRun	12 min.	14 min
Push - ups	50 in 1 min.	45 in 1 min
Sit-ups	48 in 1 min.	36 in 1 min Shuttle runs
	10x25 in 60 sec.	10x25 in 65 sec.

**Please note:** Canvassing of Councillors and Officials in respect of these positions will lead to disqualification of the applicant/s.

This program will be conducted as a Conditional, 12-month contract and during this program attendees will receive a learner allowance per month. For any queries, please contact Human Resources 031 311 2972