

SENIOR CLERK**R72 677.52/98 824.32 pa****Grade 6 - Grade Subject to NMC Ratification /Approval Expenditure Unit****Qualifications (Essential):**

Appropriate secondary education. Relevant experience.

(Preferred): Matric/Grade 12 plus Accounting. 1-2 years experience.**Duties Include:** Provide assistance to the accountant. Prepare costing transfers and payment vouchers. Ensure payments to Creditors. Update financial records and Asset register.*Applications to The Human Resources (Treasury), Ground Floor, Florence Mkhize Building, 251 Smith Street, Durban 4001 or PO Box 828, Durban 4000 or email nxumalot@durban.gov.za (Tel 311-1630 Fax: 311 1651) by Friday 2008-04-18 at 12.00 (Midday).***CLERK OF WORKS****R 141 027.60/196 557.36 pa Grade 11***Engineering Unit***Qualification (Essential):**Qualified Artisans having served an apprenticeship in Plumbing, Mainlaying, Bricklaying or Carpentry and have a sound knowledge of building trades and Civil Engineering. Valid code EB drivers licence. **(Preferred):** Possession of the National Technical Certificate (Part 111) or equivalent or higher qualifications will be an added recommendation for appointment.**Experience (Essential):**

Several years relevant experience and be capable of reading plans and contract document. Supervising general civil engineering work, including sewerage, stormwater drainage pipelaying and of ensuring that work, as detailed, is properly executed.

Duties Include: Quality control on Site by inspecting all materials, plant and equipment on site to ensure that they meet with the specifications. Inspection of Contracts by ensuring that the contractor is working according to designs, plan and specification by checking line, level andworkmanship for a complex range of civil engineering works which can include earthworks, roadworks, stormwater, sewer, reinforced concrete, specialist paving, pipejacking, culverts, canals etc. #Responsible for ensuring that the contractor carries out the contract in accordance with the safety regulations - Occupational Health and Safety Act (85 of 1993). *Applications to The Human Resources Administration, Engineering Unit, 166 Old Fort Road, Durban, 4001 or PO Box 680, Durban, 4000, (Tel 3117748) or email xuluthola@durban.gov.za by Friday 2008-04-18 at 12.00 (Midday).***AREA PROJECT ENGINEER****Salary Negotiable***Engineering Unit***Qualification (Essential):**

Registered Pr.Eng (Civil) or Registered Pr. Tech Eng (Civil) with ECSA. Valid drivers licence code EB.

Experience (Essential):Considerable relevant senior civil engineering experience, including project management experience. Experience in budget preparation, capital project planning and programming and the supervision of staff on the planning and implementation of projects. **(Preferred):** Considerable years post registration experience.**Duties Include:** Manages the staff of the Area Division, in order to utilise and develop resources effectively in the facilitation and implementation of development projects. Approval of Professional Consulting Engineers planning and/or design proposals for development schemes or projects put out to consultants to ensure that Council interests and technical requirements are accommodated in the proposals. Daily management and supervision of project teams (Technical/Specialist or sometimes multidisciplinary) within the Departments/Units to ensure effective utilisation of resources in the planning,

design and implementation of civil engineering and building projects. Undertakes complex engineering design and planning projects (multi-faceted, highly technical or multi million rands value) with minimal supervision and as the responsible person. Providing input into National and Provincial documents and legislation.

*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) by Friday 2008-04-18 at 12.00 (Midday).***PROCUREMENT AND INFRASTRUCTURE CLUSTER****Engineering Department Architecture Unit**

The Architecture Department is responsible for the design, packaging and project managing the development and construction of architectural projects, including buildings, building services and urban design projects for the Municipality. The Department also provides professional architectural maintenance services in all council buildings, including mechanical and electrical aspects such as air-conditioning and lifts. Applications are invited from suitably qualified, registered and experienced built environment practitioners to be part of a creative, innovative and service delivery focused department.

MBS TECHNOLOGIST/ PROFESSIONAL MBS**TECHNOLOGIST /****SENIOR PROFESSIONAL****MBS TECHNOLOGIST****[Post ID: 36000754]****Salary Negotiable****Grading level subject to NMC ratification approval****Note:** The successful applicant will be appointed at the appropriate level based on qualifications, professional registration and acceptable experience. The job purposes ranges from the application of technical Mechanical Engineering procedures and applications associated with

the provision of information, formulation and development and/ or draughting of plans, proposals and designs at an elementary level, preparing contractual documentation and monitoring the implementation and execution of minor contracts ensuring accurate design and specifications are available to support the scoping, planning, execution and evaluation of projects to the controlling of professional and technical processes associated with provision of a Mechanical Engineering service to internal/ external clients through the provision of guidance and advice on the formulation of proposals and design concepts, contract and project management of basic, average and high complexity mechanical type structures in order to ensure objectives and established outcomes are accomplished in accordance with the agreed terms, specifications, costs and standards of quality.

Qualifications (Essential):

Relevant tertiary qualification in Mechanical Engineering at the appropriate level.

Professional registration with the relevant statutory registering body at the appropriate level Code EB Drivers Licence. Computer Literacy. Essential Experience: Acceptable relevant experience.

*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 2008-04-18 at 12.00 (Midday).***PROJECT OFFICER****R162 585.24/R221 303.64 pa Grade 12 (5 Year Contract)***Housing Unit***Qualification (Essential):**

Relevant 3 year tertiary qualification. Valid drivers licence code EB.

Experience (Essential):Several years relevant work experience. **(Preferred):** Knowledge of property management.**Duties Include:** Conducting preliminary feasibility studies for potential social housing

projects. Identifying available pockets of land and property within the relevant areas of eThekweni jurisdiction. Assists in facilitating project initiation, packaging and implementation of housing projects. Assists Manager: Social Housing in providing status reports on the various projects by compiling detailed reports for council and other stakeholders.

*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 2008-04-18 at 12.00 (Midday).***CHIEF CLERK: ALLOCATIONS****(5 YEAR CONTRACT) R84 245.88/116 652.24 pa****Grade 7***Housing Unit***Qualification (Essential):**

Appropriate secondary education. Computer literacy. Valid code EB drivers licence.

(Preferred): Matric/Grade 12.**Experience (Essential):**Several years relevant experience. **(Preferred):** 2 years experience in sales and administration working with communities.**Duties Include:** Assist in the undertaking of community registration. Assist in community relocation by planning for the relocations of beneficiaries from identified informal settlements to new projects. Attend to allocation queries. Assist in the co-ordination and undertaking of site/house handover. Assist in the undertaking of beneficiary surveys. Undertake any other duties that may be assigned by the Allocation Officer.*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 2008-04-18 at 12.00 (Midday).***CHIEF CLERK (ADMINISTRATION)****(5 YEAR CONTRACT) R84 245.88/116 652.24 pa****Grade 7***Housing Unit***Qualifications (Essential):**

Appropriate secondary education. Code EB drivers licence.

Experience (Essential):

Practical experience in administration including reception duties. Computer literacy. Ability to deal with public and at least one year Administration experience.

Duties Include: Provide administration support to the Service Unit. Assist Admi Officer with safe keeping of information by keeping registers (i.e) movement asset register, register for pool vehicles etc and filling of information. Control stationery. Undertake reception duties. Attend to general queries from internal and external.*Applications to The Human Resources Administration, Engineering Unit, 166 Old Fort Road, Durban, 4001 or PO Box 680, Durban, 4000, (Tel 3117748) or email xuluthola@durban.gov.za by Friday 2008-04-18 at 12.00 (Midday).***GENERAL WORKER (POTTING)****R47 248.68/57 120.12 pa****Grade 3 - Post subject to Grading by PJEC/NMC***Production & Display Parks, Recreation & Culture***Qualifications (Essential):**

Appropriate secondary education. Relevant experience.

(Preferred): Full understanding of Departmental nursery potting code of practise, and general nursery environment, as well as ability to identify a standard of plant quality appropriate to the position.**Duties Includes:** Undertaking potting assignments. Assisting in the detection of pests and diseases. Undertaking nursery maintenance using the necessary tools / equipment. Undertaking relevant / relief duties within the nursery *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 2008-04-18 at 12.00 (Midday).*