

**SAFETY OFFICER
(SPECIAL PROJECT)****R141 027.60/196 557.36 pa
Grade 11***Occupational Health & Safety
Unit***Experience (Essential):**

Extensive years experience in the field of Safety and Risk Management and Project Management with specific to Construction work

Qualifications (Essential): 10 credits/subjects towards National Diploma in Safety Management and a valid motor vehicle (code EB) drivers licence.**Duties Include:** Provide technical and administrative safety and risk services related to Construction work and other projects to all Councils Clusters in ensuring compliance with the Construction Regulations and all applicable legislations and standards.*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 Thursday 2008-03-20 at 12.00 (Midday)***CHANGE MANAGEMENT
CO-ORDINATOR****R216 117.12/273 958.80 pa
Grade 14***Management Services and
Organizational Development
Unit***Qualifications (Essential):** 3

year relevant Qualification. Valid code EB drivers licence.

Experience (Essential): 5 year relevant Experience in Change Management / OrganizationalDevelopment. **(Preferred):** Honours Degree in Industrial Psychology or Social Sciences. Proven track record as a Change Management Specialist in a large Unionized Organization.**Duties Include:** Implements change Management approaches, processes and models, to improve the overall effectiveness of change within the organization.*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 Thursday 2008-03-20 at 12.00 (Midday)***TEMPORARY FORENSIC
INVESTIGATOR (X 4)****R162 585.24/221 303.64 pa
Grade 12***Ombudsperson and Head of
Investigations Unit***Qualifications (Essential):** Relevant tertiary or equivalent qualification. Computer literate. Several years relevant experience in investigations.**Duties Include:** Investigation of complaints regarding fraud, corruption and maladministration. Makes routine decisions in the absence of the Project Manager and or 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 Thursday 2008-03-20 at 12.00 (Midday).***ASSISTANT TENDER
OFFICER****R119 452.68/166 489.32 pa
Grade 10***Supply Chain Management
Unit***Qualification (Essential):**Matric/Grade 12. **(Preferred):** An appropriate tertiary qualification. **Experience (Essential):** Min 3 years relevant experience in dealing with Tenders and Contracts and a sound knowledge of the Council's Interim Code pertaining thereto.**Duties Include:** Assists the Tenders Officer with all matters pertaining to tenders, including opening of such, attends to EThekwini Municipality Tender Board meetings and deals with all resultant action emanating therefrom. Compiles agendas for Tender Board Meetings. Scrutinises reports on Tender Board Agendas in respect of legal contractual aspects affecting the recommendations for presentation to the respective Boards/Departments.*Applications to The Human Resources Administration, City Engineers Building, 166 Old Fort Road, Durban, 4001 or P O Box 680, Durban 4000 or email zuluizama@durban.gov.za (Tel 311 7462) by Thursday 2008-03-20 at 12.00 (Midday)***SUPPLIER LIAISON
OFFICER****(1 Year Contract)
R106 104.48/147 876.36 pa
Grade 9***Supply Chain Management
Unit***Qualification (Essential):** Relevant tertiary qualification. Relevant drivers licence. **(Preferred):** Tertiary qualification in Supply Chain Management.**Experience (Essential):** 1 year experience. Computer literacy. **(Preferred):** 2 years experience as a Supply Chain Management Practitioner.**Duties Include:** Co-ordinates processes to facilitate and maintain supplier partnerships and relationships. Support departments with the purchasing process and/ or impacting variables influencing purchase/procurement decisions. Applies procedures to address enquiries and update information.

Preparing investigational and functional reports referring to statistical data and qualitative information related to service delivery execution.

*Applications to The Human Resources Administration, City Engineers Building, 166 Old Fort Road, Durban, 4001 or PO Box 680, Durban 4000 or email zuluizama@durban.gov.za (Tel 311 7462) by Thursday 2008-03-20 at 12.00 (Midday).***ACCOUNTS ASSISTANT****R106 104.48/147 876.12 pa
Grade 9***Supply Chain Management
Unit***Qualification (Essential):** Appropriate secondary education. Valid driver's licence code EB. **(Preferred):** NQF5 in Accounting.**Experience (Essential):** Min 2 years relevant experience. **(Preferred):** Min 3 years relevant experience.**Duties Include:** Assists the Accounts Officer in the Co-ordination of Applications and Procedures associated with Financial Administration to satisfy Supply Chain Management Unit's requirements, through Accounts Reconciliations, Transactions Authorisation, Budget Preparation & Costs Monitoring and reporting thereafter to support Unit's Governance.*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 by Thursday 2008-03-20 at 12.00 (Midday).***END USER SUPPORT
OFFICER****R106 104.48/147 876.12 pa
Grade 9***Supply Chain Management
Unit***Qualification (Essential):**

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

(Preferred): Appropriate relevant tertiary qualification.**Experience (Essential):** Several years relevant experience. **(Preferred):** Several years computer related experience with the focus on troubleshooting and support as well as JDE.**Duties Include:** Provides a general "help desk" facility for all computer related matters for the Branch. Assists systems and administration controller with system set-ups on the various modules related to Materials Management Branch. Installation of PC's, terminals and printers.

Record and update register of all Materials Management Branch P.Cs and user profiles. Perform relief functions in the absence of Clerks by ensuring daily, weekly and monthly reports are run timeously. Printing and distribution of reports.

*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 by Thursday 2008-03-20 at 12.00 (Midday).***CHIEF CLERK****R84 245.88/116 652.24 pa
Grade 7***Supply Chain Management
Unit***Qualification (Essential):**

Appropriate secondary education. Computer literate. Valid code EB (manual) drivers licence.

Experience (Essential): Several years relevant experience. **(Preferred):** Several years clerical/Accounting related. Experience preferably within a Local Council.**Duties Include:** Conducting monthly reconciliation of open accounts and preparation of financial year-end of audit papers pertaining thereto. Monitoring and authorising possible adjustments to entries arising on the stock average price variance report. Performing and authorising adjustment of stock average prices. Assisting computer input staff regarding general ledger vote queries. Assisting other Units regarding queries on general ledger entries arising from JDE system.*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 3117748) by Thursday 2008-03-20 at 12.00 (Midday).***COMPLIANCE
MONITORING OFFICER
(3 Year Contract)****R162 585.24/221 303.64 pa
Grade 12***Supply Chain Management
Unit***Qualification (Essential):**

Appropriate Bachelor's degree or equivalent qualification (M+3). Valid code EB drivers licence.

Experience (Essential): Good understanding of the procurement process in a Corporate Organisation. **(Preferred):** Considerable Auditing, Accounting and Administration experience. **Duties Include:** Conduct investigations and undertake accreditations on request from Management and the Tenders and Contracts Committee regarding Affirmative Procurement issues. This further includes investigations into front companies, and hand over to Forensic Audit Investigations where necessary.*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 311 7488/7748) by Thursday, 2008-03-20 at 12.00 (Midday).***SENIOR TRAFFIC ENGI-
NEERING TECHNICIAN****R162 585.24/221 303.64 pa
Grade 12 - Grade subject to
NMC Approval***EThekwini Transport
Authority Unit***Qualification (Essential):**

National Diploma for Technicians or equivalent. Valid drivers licence code EB

Experience (Essential): Several years relevant experience. **(Preferred):** Several years design draughting experience in a Civil Engineering related field and/or several years traffic and transportation engineering experience.**Duties Include:** Assisting in the monitoring and controlling of the Area Traffic Control System and, in doing so, reporting any faults which could hinder the traffic flow to Metro Police and signal repair staff. Calculating signal timings using computer based traffic simulation models. Conducting traffic signal site inspections in the morning, afternoon and off-peak hours throughout the year to ensure optimum efficiency in traffic signal operation. Capturing traffic data and producing management reports from the Traffic Management Database on the status of each traffic signal in respect of timings, faults and site inspections. Arranging cost estimates for signal installations. Attending to public counter and dealing with queries. Liaising and providing assistance to councillors, public and private sector, consultants, other service units and other government/ local authorities and political bodies. Dealing with correspondence, reports, reviews and preparing reports for Committees. Representing the Branch at relevant meetings and conferences and preparing presentation material as required*Applications to The Human Resources Administration, City Engineer's Building, 166 Old Fort Road, Durban, 4001 or PO Box 680, Durban, 4000, (Tel 311 7462/7748) or email zuluizama@durban.gov.za by Thursday 2008-03-20 at 12.00 (Midday).***ROAD SAFETY OFFICER****R216 117.12/273 958.80 pa
Grade 14 - Grade subject to
NMC Approval***EThekwini Transport
Authority Unit***Qualification (Essential):** A degree or equivalent qualification with statistical background or progress towards a Post Graduate Diploma in Transportation. Valid drivers licence code B**Experience (Essential):** Min 2 years relevant experience.**Duties Include:** Management of the collection, updating and sales of road traffic accidents data. Prepare reports of Traffic Accidents and compile tabulations etc. of overall accident occurrences, including identification of primary causes, worst locations, accident rates etc. in order to identify specific areas of concern and monitor trends in accident occurrence. Prepare Road Safety Action plans in order to improve road safety. Carry out Road Safety Audits at high frequency accident locations and new road designs or locations to improve road safety. Provides up to date advice on accident reduction techniques. *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 zuluizama@durban.gov.za by Thursday 2008-03-20 at 12.00 (Midday).***ARTISAN/ SENIOR ARTI-
SAN (REFRIGERATION
MECHANIC)****R106 104.48/147 876.12 pa
Grade 09/10***Engineering Unit***Qualification (Essential):**

Qualified Refrigeration Mechanic/an Artisan. Valid code EB drivers licence.

Experience (Essential): Several years appropriate Air-Conditioning/Refrigeration experience.**Duties Include:** Carry out mechanical and electrical repairs to Metropolitan air-conditioning, refrigeration and ventilation plants including ammonia installations. Maintain all plants in a good and safe working condition by installing equipment or parts as instructed by the Mechanical Building Services Superintendent. Diagnose all electrical and mechanical**The Skills Development Unit in conjunction with Durban
Metropolitan Police Services introduces A Training and
Development Program LAW ENFORCEMENT**

The eThekwini 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 Peace Officer / 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 declared at registration. Applicant must be older than 18 and younger than 30 years on the closing date for registration of this program. A medical certificate from a registered medical practitioner, certifying that the applicant can partake in strenuous exercise. A driver's license will be advantageous to complete the full program, however, persons currently without a drivers license is still welcome to apply and will be accommodated on condition that they acquire the required drivers license during this program. The original documents (certificate / ID documents) of the above must be produced on registration and certified copies (certificate / ID documents) must be handed in with application. Due to the nature of the program applications will be subjected to a progressive Fitness Test, Entry Level Exam as well as 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 Ethekwini Municipality will also verify the Criminal record, qualifications, driver's license, citizenship and residential address of each applicant. 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.

This program will be conducted as a Conditional 12 month contract and during this program attendees will receive a learner allowance per month. To Register on this program. *Applicants Must Report To Lahee Park Sports Grounds (Cricket Club) In Pinetown on The 25th, 26th and 27th of March Between 09h00 and 15h00. Queries to be directed to Human Resources on tel: 031 - 311 2972*

faults associated with all Metropolitan air-plants up to and including 380 volt on an ongoing basis. Ability to work with micro processors and understand their control. *Applications to The Human Resources Administration, Engineering Unit, 166 Old Fort Road, Durban, 4001 or PO Box 680, Durban, 4000, (Tel 311 7462) or email zuluizama@durban.gov.za by Thursday 2008-03-20 at 12.00 (Midday).*

**ARCHITECTURAL ASSET
CO-ORDINATOR****(Nationally only)****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 license.**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 ambit 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 by Thursday 2008-03-20 at 12.00 (Midday).*