

GENERAL WORKER (POTTING)**R47 248.68/57 120.12 pa**
Grade 3 - Post Subject to Grading By PJEC/NMC

Parks, Recreation & Culture
Qualifications (Essential): Appropriate secondary education. Relevant experience. **(Preferred):** Full understanding of the Departmental nursery potting code of practise, and the 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 Thursday 2008-03-20 at 12.00 (Midday).

LIFEGUARD**R84 245.88/116 652.24 pa**
Grade 7 - Post subject to grading by PJEC/NMC
Parks, Recreation & Culture Unit

Qualifications (Essential): Suitable level of Education, a Surf Proficiency Award, relevant life-saving experience and the ability to interact with the public. A valid code B and A1 drivers licence with Previous experience as a seasonal/temporary lifeguard will be preferred. Physically strong and healthy in order to undertake rescue operations and must be able to work weekends and public holidays as required. They must be able to swim 400 metres within 62 minutes and also be able to work in extreme hot/humid conditions and dangerous, murky sea conditions.
Duties Includes: Performs life-guarding duties and/or rescue operations by observing the public and monitoring the activities on the beach and in the sea in order to ensure the safety and well-being of the public. Provides a service to the public by assisting with general queries, announcing important messages i.e. lost children etc. setting up notices on the beach regarding

bathing area, water temperature etc. to ensure a safe and pleasant environment. Assists with the implementation of relevant beach by-laws e.g. Surfers in bathing area, public disturbances etc. in order to ensure a safe and harmonious environment for the public in terms of South Local Council policies and procedures. Provides a first Aid service for minor injuries and incidents e.g. blue-bottle stings, cuts etc. and participates in rendering First Aid by applying CPR during serious rescue operations as instructed by superiors to ensure patients are stabilised until professional care arrives. Furnishes relevant information regarding beach incidents, number of rescues performed etc. for submission to superiors in order to facilitate with preparation of weekly reports. Performs various tasks/duties in the absence of superior as requested to ensure routine functions are carried out efficiently and effectively in order to maintain set standards in terms of South Local Council policies and procedures. Undertakes related assignments.

Applicants to The Human Resources Administration Section, Parks, Recreation and Culture, 3rd Floor, Rennie House, 41 Victoria Embankment or PO Box 5426, Durban, 4000. (Tel 311 4108) by Thursday 2008-03-20 at 12.00 (Midday).

SECRETARY SPORTS & RECREATION DEVELOPMENT**R79 156.08/109 604.64 pa**
Grade 7 - Post subject to grading by PJEC/NMC.

Parks, Recreation, Cemeteries & Culture Unit

Qualifications (Essential): Computer literacy and typing skills, considerable years of secretarial experience, excellent organising & communication ability and interpersonal skills (tact, diplomacy and initiative). Deal with confidential information.
Duties Include: Co-ordinating the Deputy Heads itinerary and make necessary travel and business arrangements. Directing and controlling telephone calls by performing the necessary screening, redirecting of calls where appropriate, recording messages and co-ordinating replies.

Establishing and maintaining a general and confidential filing system. Maintaining relevant policy and procedural records where appropriate. Undertaking such research as the Deputy Head may require. Controlling and maintaining executive and general stationary and miscellaneous requirements. Receiving visitors and attending to arrangements regarding meetings, presentations and office functions. Compiling and distributing agendas and taking minutes by attending the relevant meetings and doing the necessary follow-up work. Co-ordinating and controlling incoming and outgoing mail by opening, registering, scrutinising, distributing same and diarising for the necessary follow-up. Performing fast and accurate typing duties by utilising a typewriter, word processor or personal computer. Taking down and transcribe shorthand dictation when required.
Applicants 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 369 8693 by Thursday 2008-03-20 at 12.00 (Midday).

EXECUTIVE SECRETARY**R98 824.32/137 716.92 pa**
Grade 8 - Post subject to grading by PJEC/NMC

Parks, Recreation and Culture Unit

Qualifications (Essential): Appropriate secondary education. A Secretarial Diploma an/or a minimum of 5 years experience at a senior level. Appropriate shorthand (100 w.p.m.) Dictation / Dictaphone experience, Excellent organising, communication and interpersonal skills (including tact, diplomacy and initiative). The ability to speak Zulu fluently will be an advantage.

Duties Include: Performs fast and accurate typing duties. Coordinates and controls incoming mail. Drafts replies to routine correspondence and returns. Compiles and distributes agendas and takes minutes. Performs client liaison at executive level by arranging conferences, seminars, presentations, meetings and office functions. Provides a complete secretarial service

by coordinating the Executive Directors itinerary and making the necessary travel and business arrangements. Directs and controls telephone calls by performing the necessary screening and redirecting calls where appropriate. Maintains a confidential filing system. Maintains updated relevant policy and procedural records. Undertakes such research as the Executive Director may require. Controls and maintains executive stationary and miscellaneous requirements including petty cash control.
Applicants to The Human Resources Administration Section, Parks, Recreation and Culture, 3 Rd Floor, Rennie House, 41 Victoria Embankment or PO Box 5426, Durban, 4000 (Tel 311 4102) by Thursday 2008-03-20 at 12.00 (Midday).

TEMPORARY LIAISON OFFICER (6 MONTHS CONTRACT)**R98 824.32/137 716.92 pa**
Grade 8

Human Resources Unit
Qualifications (Essential): Appropriate secondary education. Computer literate. Valid code (EB) drivers licence.
Experience (Essential): Several years relevant experience. Good command of English and isiZulu including ability to interpret and translate isiZulu. **(Preferred):** Relevant tertiary qualification. Municipal Human Resources administration experience.
Duties Include: Provides assistance to management and staff in respect of staff related matters.

Applicants 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 Friday 2008-04-04 at 12.00 (Midday).

TEMPORARY RECRUITMENT ADMINISTRATION CLERK**R98 824.32/137 716.92 pa**
Grade 8 (6 months contract)

Human Resources Unit
Qualifications (Essential): Appropriate secondary education. Computer literate and have acceptable relevant experience.

Duties Include:

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.
Applicants 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 Friday 2008-04-04 at 12.00 (Midday).

MUNICIPAL COURT MANAGER**R194 155.40/372 904.80 pa**
Grade 17

Subject to NMC Approval/Ratification
Legal Services Unit
Qualifications (Essential): Appropriate legal qualification. Valid code B drivers licence
Experience (Essential): Extensive relevant experience in criminal prosecutions and management.

Duties Include: Responsible for the running of the Municipal Court in order to provide an effective and responsible Municipal prosecution service
Applicants 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 Friday 2008-03-20 at 12.00 (Midday).

ARCHITECTURAL SYSTEM ANALYST**R 141 027.60/196 557.36 pa**
Grade 11 - Grade subject to NMC Ratification Approval
Engineering Unit

Qualification (Essential): Recognised Tertiary qualification. Valid code EB drivers licence. Computer literate
Experience (Essential): Min 3 years relevant experience in business analysis, software development and local area networks.

Duties Include: Co-ordinates communication requirements to establish and or align user needs and business objectives to support the decision making processes of Application System/Programs developments cycle. Co-ordinates process, applications and procedural requirements associated with the development / enhancement of Application System/ Programs. Monitoring, evaluating and/ or attending to specific modification to application systems and local area networks and connectivity to the corporate wide area network.
Applicants 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 zulutho@durban.gov.za by Thursday 2008-03-20 at 12.00 (Midday).

SECRETARY**R84 245.88/R116 652.24 pa**
Grade 7

Engineering Unit
Qualification (Essential): Appropriate secondary education. **(Preferred):** Proficiency in Zulu. Secretarial Diploma.
Experience (Essential): 2 years relevant experience. Computer literacy.
(Preferred): Appropriate shorthand, dictation/Dictaphone experience.

Duties Include: Secretarial service to the Director/s/ Managers, including co-ordinating the diary / diaries, itinerary/ itineraries and making the necessary travel and business arrangements. Directs and controls telephone calls by screening, redirecting calls where appropriate, recording messages and co-ordinating replies and deals with minor queries. Establishes and maintains a confidential filing system and suspense filing. Maintains updated relevant policy and procedural records where appropriate (e.g. by-laws, ordinances, codes of practice, municipal manuals etc)
Applicants to The Human Resources Administration, Engineering Unit, 166 Old Fort Road, Durban, 4001 or PO Box 680, Durban, 4000, (Tel 311 7748/7462 or E-Mail zulutho@durban.gov.za by Thursday 2008-03-20 at 12.00 (Midday).