

# CLASSIFIEDS vacancies

The place for eThekweni jobs, staff news, calls for proposals, tenders and notices

## Applications are invited from suitably qualified persons for the vacancies advertised here

Priority will be given to applicants who are under represented in terms of race, gender and disability within the occupational level of the respective advertised posts. Applicants who have not been contacted within three months from the closing date should consider themselves unsuccessful. An employee may be deployed to any of the office, depot or workplaces of the municipality within its area of jurisdiction. Canvassing councillors or officials in respect of these positions will lead to disqualification of the applicants. Applicants may be required to participate in a comprehensive assessment process and must be deemed competent. Work sample and / or psychometrics test's may be undertaken as part of the selection process.

**PROPERTY ADMINISTRATOR**  
**R98 824.32/137 716.92 pa**  
**Grade 8**  
*EtheKwini Water Services*  
**Duties Include:** Responsible for all aspects of repairs and maintenance of EtheKwini's water and sanitation's buildings and property. Supervises all sub-ordinates by ongoing monitoring of their performance. Ensures contractors and staff comply with OSH act during execution of their work on council property.  
**Qualification (Essential):** A suitable level of secondary education. Valid code EB drivers licence. **(Preferred):** Artisan qualification.  
**Experience (Essential):** Relevant supervisory experience. Computer literate. Relevant experience in property/building maintenance administration.  
*Applications to The Human Resources Administration Division, EtheKwini Water Services, 3 Prior Road, Durban, PO Box 1038, Durban, 4000 or email [Recruitment@dmws.durban.gov.za](mailto:Recruitment@dmws.durban.gov.za) (Tel 311 8779/8780) by Friday 2008-06-27 at 12.00 (Midday).*

**HANDYMAN**  
**R84 245.88/116 652.24 pa**  
**Grade 7**  
*EtheKwini Water Services*  
**Duties Include:** Supervises assigned labour, allocates them the daily work and monitors their progress. Carry out routine maintenance work on water reticulation installations and fixtures, reconstruct damaged fire hydrants, carry out minor leak repairs and repack glands on leaking valves.  
**Qualification (Essential):** Appropriate level of secondary education. Valid code B drivers licence. **(Preferred):** Valid code EC1 driver's licence. Valid Professional Driver Permit. Basic First Aid certificate.  
**Experience (Essential):** Min two years relevant experience. **(Preferred):** Experience in municipal water supply systems.  
*Applications to The Human Resources Administration Division, EtheKwini Water Services, 3 Prior Road, Durban, PO Box 1038, Durban, 4000 or email [Recruitment@dmws.durban.gov.za](mailto:Recruitment@dmws.durban.gov.za) (Tel 311 8779/8780) by Friday 2008-06-27 at 12.00 (Midday).*

**PRINCIPAL SCIENTIST (SAMPLE MONITORING)**  
**R162 585.24/221 303.64 pa**  
**Grade 12**  
*EtheKwini Water Services*  
**Duties Include:** Monitor and control the activities of the sampling division to ensure that the sampling programme fulfils the needs of Scientific Services and its clients and complies with legislated requirements. Manages the sample room to ensure that it is properly co-ordinated and that housekeeping is maintained.  
**Qualification (Essential):** National Diploma or B.Tech in Analytical Chemistry, Chemistry, Microbiology or Biotechnology, or acceptable equivalent qualification. Valid

code B drivers licence. Registration as a Certified/Professional Natural Scientist with the appropriate Body. **(Preferred):** Law Enforcement Officer qualification.  
**Experience (Essential):** 8 years experience in a water and wastewater environment. Be familiar with chemical and/or microbiological water and wastewater analytical technique. Experience in the general supervision of staff. Computer literacy. **(Preferred):** Experience in Industrial Processes and/or pollution control. Experience with laboratory accreditation will be an added recommendation. Experience in laboratory management information systems and geographical information systems.  
*Applications to The Human Resources Administration Division, EtheKwini Water Services, 3 Prior Road, Durban, PO Box 1038, Durban, 4000 or email [Recruitment@dmws.durban.gov.za](mailto:Recruitment@dmws.durban.gov.za) (Tel 311 8779/8780) by Friday 2008-06-27 at 12.00 (Midday).*

**CLERK OF WORKS**  
**R141 027.60/196 557.36 pa**  
**Grade 11**  
*EtheKwini Water Services*  
**Duties Include:** Monitors work progress throughout the day and prepares a daily report on project progress, construction activities, labour, plant and any other relevant information. Checks safety standards on site.  
**Qualification (Essential):** Qualified Artisan in plumbing or allied trade or Water Service Hand in terms of Act 56 of 1986 or Act 58 of 1995. **(Preferred):** Technical qualification.  
**Experience (Essential):** Considerable years relevant construction/plumbing experience in the civil or building industry. **(Preferred):** Exposure to project administration.  
*Applications to The Human Resources Administration Division, EtheKwini Water Services, 3 Prior Road, Durban, PO Box 1038, Durban, 4000 or email [Recruitment@dmws.durban.gov.za](mailto:Recruitment@dmws.durban.gov.za) (Tel 311 8779/8780) by Friday, 2008-06-27 at 12.00 (Midday).*

**TEMPORARY SENIOR CLERK**  
**R72 677.52/98 824.32 pa**  
**Grade 6 - Grade Subject to NMC Ratification /Approval**  
*Treasury Cluster*  
**Qualifications (Essential):** Appropriate secondary education and several year's relevant experience.  
**Duties Include:** Reconcile costs and prepare Audit papers. Raise sundry accounts and ensure Income is receipted. Prepare costing Transfers and attend to queries.  
*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](mailto:Nxumalot@durban.gov.za) (Tel 311 1630 Fax: 311 1651) by Friday 2008-06-27 at 12.00 (Midday).*

**SENIOR CLERK (2 POSTS)**  
**R72 677.52/98 824.32 pa**  
**Grade 6 - Grade Subject to NMC Ratification /Approval**  
*Income Unit*  
**Qualifications (Essential):** Appropriate secondary education with several years' relevant experience and must be computer literate. **(Preferred):** Matric with accounting plus a post Matric course in Credit Control. Several years Credit Control within a Billing/Debt Risk Management recovery environment.  
**Duties Include:** Administer and Process Clearance Certificate. Approve Applications, Attorneys report and prepare assessment. Maintain records and Generate Municipal Clearance Certificate. Ensure adjustments and reallocation of payments. Attend to correspondence.  
*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](mailto:Nxumalot@durban.gov.za) (Tel 311 1630 Fax: 311 1651) by Friday 2008-06-27 at 12.00 (Midday).*

**SERGEANT**  
**R162 585.24/221 303.64 pa**  
**Grade 12**  
*Metropolitan Police Services*  
**Qualifications (Essential):** M+2 qualification. Valid code B and code 15 licence. **Experience (Essential):** Acceptable period of sustained relevant experience. Ability to supervise, control, manage, guide and motivate staff, a working knowledge of relevant Statutory Legislation. Police Regulations and disciplinary code. Metro Circulars. Standing Orders, the Constitution and rules of the Metro Bargaining Council.  
**Duties Include:** Supervise and control the general maintenance of law and order in terms of the powers conferred upon a police official by the South African Police Services Amendment Act and in particular the prevention of crime in terms of the provisions of the Criminal Procedures Act, regulation and control of traffic in terms of the provisions of the Road Traffic Act as well as the enforcement of Council bylaws.  
*Applications must be lodged at The Emergency Services Unit, Human Resources, Administration Division, Health Unit, Ground Floor, 9 Old Fort Place, Durban, 4000, PO Box 2443, Durban, 4000 (Tel 3113742) or email [Recruitmentadmin@durban.gov.za](mailto:Recruitmentadmin@durban.gov.za) by Friday, 2008-06-27 at 12.00 (Midday)*

**TRAINING OFFICER**  
**R162 585.24/221 303.64 pa**  
**Grade 12**  
*Emergency Services Unit*  
**Qualification (Essential):** Higher Certificate in Fire Technology or equivalent service related qualification acceptable to the Authority Having Jurisdiction. **Experience**

**(Essential):** Extensive relevant experience. **(Preferred):** Diploma in Fire Technology or equivalent recognized by the Authority Having Jurisdiction. Demonstrated experience acceptable to the Authority Having Jurisdiction in the administration of fire service training programs in a Local Authority Fire Service at a level commensurate with the post of Training Officer.  
**Duties Include:** Perform a variety of administrative and technical tasks associated with co-ordinating and presenting training to enable the department to satisfy its statutory obligations and to assist in reducing loss of life and property by fire through improving levels of skill in dealing with the fires and other emergencies for which the department is responsible.  
*Applications to The Emergency Services Unit, Human Resources Administration Division, Health Unit, Ground Floor, 9 Old Fort Place, Durban, 4000 or PO Box 2443, Durban, 4000 or email [Recruitmentadmin@durban.gov.za](mailto:Recruitmentadmin@durban.gov.za) (Tel 311 3742) by Friday, 2008-06-27 at 12.00 (Midday)*

**FIRE FIGHTER (LEVEL II)**  
**R106 104.48/147 876.12 pa**  
**Grade 9**  
*Emergency Services Unit*  
**Qualification (Essential):** Must satisfy all the requirements for a Fire Fighter level I Fire fighter I/ Fire fighter II. Hazmat Awareness / Hazmat operations. Valid code B drivers licence. Departmental Driver assessment. Safety Awareness Course. Swift Water Awareness Course. Breathing Apparatus Course. Basic Ambulance Assistant Certificate. Satisfy Departmental Proficiency Assessment. **(Preferred):** Grade 12 (Matric). Relevant Emergency Service qualification.  
**Experience (Essential):** Relevant service recognised by the Authority Having Jurisdiction. **(Preferred):** Previous relevant emergency service experience acceptable to the Authority Having Jurisdiction.  
**Duties Include:** Perform a variety of tasks associated with responding to and dealing with fires and emergency situations; rendering basic medical care to sick and injured persons and participating in fire safety work; training and station and equipment maintenance to ensure the delivery of effective and efficient emergency services to save lives and property as far as possible to the benefit of all concerned including the public at large.  
**NB.** This is a progression post and the appointment may be at a grade lower (grade 7) than advertised if the applicant's qualification deem that necessary. The applicants will be subject to Physical Training Test. The applicant will be subjected to a security clearance.  
*Applications to The Emergency Services Unit, Human Resources Administration Division, Health Unit, Ground*

*Floor, 9 Old Fort Place, Durban, 4000 or PO Box 2443, Durban, 4000 or email [Recruitmentadmin@durban.gov.za](mailto:Recruitmentadmin@durban.gov.za) (Tel 311 3742) by Friday, 2008-06-27 at 12.00 (Midday)*

**DEPUTY HEAD: CLINICAL SUPPORT SERVICES**  
**(REF. NO. 41000010)**  
**Salary package negotiable**  
**Grade subject to NMC Ratification / Approval**  
*Health, safety and social services cluster*  
*Clinical support services Health unit*  
**Qualifications (Essential):** MBChB registered with HPCSA  
**Experience (Essential):** Min 10 years Public Health experience. Min 5 years local government experience. Management experience. Strategic planning, development, implementation and monitoring of clinical policies and programmes and overall co-ordination and control of delivery of clinical services to achieve goals of the IDP and the National Health System in terms of National, Provincial and Council Policies, Legislation, norms and standards.  
*Applications to The Human Resources Administration Section, Health Department, 9 Old Fort Place, Durban, 4001 or PO Box 2443, Durban, 4000. (Tel 3113716) or email [Dayad@durban.gov.za](mailto:Dayad@durban.gov.za) by Friday, 2008-06-27 at 12.00 (Midday)*

**CLINICAL MEDICAL OFFICER**  
**R267 537.84/339 146.52 pa**  
**Grade 16 - Grade Subject to NMC Approval**  
*City Health Department*  
**Qualification (Essential):** Registered as a Medical Practitioner with HPCSA. Valid code B driver's licence  
**Experience (Essential):** Several years post-registration experience. **(Preferred):** Experience in communicable disease management. Computer literacy  
**Duties Include:** Manage Communicable Diseases ie. Tuberculosis and Sexually Transmitted Diseases and other including HIV/AIDS. Manage Sexually Transmitted Disease Cases (STDC). Ensure that support for implementation of the District Health System exists and is maintained in respect of communicable disease by having regular meetings with relevant stakeholders, e.g. medical superintendents of hospitals, heads of ambulance services, welfare services, academics at medical school. Updating and training of sessional Clinical Medical Officers to ensure compliance with package of care at all levels, i.e. clinic, community and hospital and knowledge of the referral pattern. Liaise with Nursing Service Managers and Quality Assurance Manager in connection with the implementation of Communicable Disease services. Leads and organizes research conducted through the Health Department in the eThekweni Municipality. Informs the process of budgetary planning

and estimates. Plans, organizes and directs adequate control measures in respect of staff. *Application forms must be filled in and are obtainable from the Health Department, 9 Old Fort Place, Durban. (Tel 311 3716 and returned by Friday, 2008-06-27 at 12.00 (Midday).*

**PROJECT LIAISON OFFICER (5 YEAR CONTRACT)**  
**R141 027.60/196 557.36 pa**  
**Grade 11**  
*Housing Unit*  
**Qualifications (Essential):** Appropriate secondary education. Valid drivers licence code EB. **(Preferred):** First degree or diploma in a community development discipline.  
**Experience (Essential):** Several years experience in community organisations, housing projects and / or building work. **(Preferred):** Ability to communicate in isiZulu and / or English, orally and written. Physically able to undertake duties of the post.  
**Duties include:** Communication between the community and the Project Manager throughout the project duration on either technical and social issues. Facilitate the establishment of social compact on projects by work shopping the aims and objectives of the project with the social compact members to ensure that each stake holder understands the project objectives. Assist in all negotiations and the implementation of the relocation of communities affected by the project. Liaise with Protection Services to ensure all agreements are enforced. Assist other council departments with the numbering of shacks and to monitor the demolition of shacks.  
*Applications to The Human Resources Administration, Engineering Unit, 166 Old Fort Road, Durban, 4001 or PO Box 680, Durban, 4000, (Tel 311 7540) or email [Goundensally@durban.gov.za](mailto:Goundensally@durban.gov.za) by Friday, 2008-06-27 at 12.00 (Midday).*

**HANDYMAN ASSISTANT (5 Year Contract)**  
**R47 248.68/57 120.12 pa**  
**Grade 03**  
*Housing Unit*  
**Qualifications (Essential):** Acceptable level of education.  
**Duties Include:** Undertake basic repairs/maintenance work (plumbing, painting, carpentry) at the various hostel buildings as directed by the Team Leader/ Superintendent including performing tasks of a general nature with respect to preparing worksites, digging trenches, etc so as to ensure all instructions are adhered to, and the work is performed and completed with acceptable standards.  
*Applications must reach The Human Resources Administration, Engineering Unit, 166 Old Fort Road, Durban, 4001 or P.O. Box 680, Durban, 4000, (Telephone (031) 3117540) or E-mail to [Goundensally@durban.gov.za](mailto:Goundensally@durban.gov.za) not later than Friday, 2008-06-27 at 12.00 (Midday).*