

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.

PROJECT EXECUTIVE SALARY PACKAGE" Grade 17

Electricity Unit

Duties Include: Provide professional project management skills
Qualifications (Essential): Registration as a Professional Engineer (Electrical) with the Engineering Council of South Africa, OR Bachelor of Science in Engineering Degree (Electrical) from a University accredited by the Council on Higher Education and eligible for immediate registration as a Professional Engineer with the Engineering Council of South Africa. **(Preferred):** Project Management qualification

Experience (Essential): Min 5 years relevant senior electrical distribution experience. **(Preferred):** 10 years plus in the electricity distribution industry
"Internal applicants desiring a receipt for their application must obtain one from Room 254, 2nd Floor, Control Building, Human Resources Administration Division, Electricity Unit".

Applications must be lodged at the Human Resources Administration Division, eThekweni Electricity, 1 Jelf Taylor Crescent, (Opp Kingsmead Cricket Stadium) Durban 4001 or PO Box 147, Durban 4000 or email Jobapplications@elec.durban.gov.za (Tel 311 9517/9166/9123) by Friday, 2008-03-22 at 12h00 (Midday).

DISTRIBUTION PLANNING ENGINEER R237 630.96/301 213.56 pa Grade 15

Electricity Unit,

Duties Include: Plan and design MV and LV electrical infrastructure within the Region in the most effective and efficient manner. Provide professional technical advice on design matter pertaining to electrical reticulation and distribution.

Qualifications (Essential): PrEng or eligible for immediate registration. BSc (Electrical Engineering) degree from a recognized University. Alternative equivalent qualification recognized by ECSA for immediate registration as a Professional Engineer (Electrical). Valid driver's license code EB.

Experience (Essential): Relevant experience in the

electrical distribution planning and construction.

(Preferred): Computer literate. Sound knowledge of the Occupational Health and Safety Act (1993) (as amended), requirements and Departmental Codes of Practice. Good knowledge of electricity tariffs. A car allowance may be payable subject to certain conditions or alternatively departmental transport may be made available at the discretion of the Head: Electricity.

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PROFESSIONAL TECHNOLOGIST R237 630.96/301 213.56 pa Grade 15

EtheKweni Water Services

Duties Include: Supervise and administer major water and sanitation projects to ensure timeously completion of the construction works within the required budget, including analysing and participating in the improvement of both financial and technical processes.

Qualification (Essential): B.Sc (Degree in Civil Engineering) or B-Tech degree Civil Engineering **(Preferred):** M.Sc. or M-Tech in Civil Engineering and registered with Professional Body.

Experience (Essential): 5 years relevant post graduate experience.
(Preferred): 7 years relevant project experience.
Applications to The Human Resources Administration Division, EtheKweni Water Services, 3 Prior Road, Durban, PO Box 1038, Durban, 4000 or email recruitment@dmws.durban.gov.za (Tel 3118779/8780) by Friday, 2008-03-22 at 12h00 (Midday).

MANAGER: OPERATIONAL SUPPORT R237 630.96/301 213.56 pa Grade 15

Governance Unit

Qualifications (Essential): Appropriate tertiary qualification. Valid code EB drivers licence.

(Preferred): Relevant B degree.

Experience (Essential): Min 3 years relevant experience. Computer literate.
(Preferred): Min 5 years relevant experience.

Duties Include: Operational support pertaining to information, research, statistics, staff support, marketing, switchboards, IT and messenger / delivery systems and processes.

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 (Tel 311-3173) by Friday 2008-02-22 at 12.00 (Midday).

MANAGER: REGIONAL ADMINISTRATION R191 946.60/243 341.28 pa Grade 13

Regional Centers Unit

Qualifications (Essential): Appropriate secondary education. Computer literate. Valid code EB drivers licence. **(Preferred):** Appropriate tertiary qualification in management/public administration.

Experience (Essential): Several years relevant experience in administration and finance.
(Preferred): Senior Management position preferably in a local authority.

Duties Include: Administration and financial support and managing the Regional Administration Branch.
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 (Tel 311-3173) by Friday 2008-02-15 at 12.00 (Midday)

SENIOR MANAGER: HR SYSTEMS AND CLIENT SERVICES R267 537.84/339 146.52 pa Grade 16

Human Resources Unit

Qualifications (Essential): Relevant tertiary education
Experience (Essential): 4 -

5 years relevant experience.

Duties Include:

Management and co-ordination of the key performance and results indicators associated with provision of effective Human Resources Management Information System/s through, research and evaluation of best practices, interpretation of statutory guidelines to enable input and recommendations into longer term objective setting; implementation and alignment of policies, functions, procedures, systems and, control of critical human resource management reporting requirements to the Branch is capable of sustaining and improving the Human Resources position through sound, reliable and accountable human resources systems and information.

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 Friday 2008-02-22 at 12.00 (Midday).

PROJECT MANAGER R237 630.96/301 213.56 pa Grade 15 - Subject to NMC Approval

Human Resources Unit

Qualifications (Essential): Relevant tertiary education, computer literate. Valid code EB drivers licence

Experience (Essential): Several years relevant Accounting, Payroll and Project Management experience.

Duties Include: Manages, controls and maintains the staff payroll and annual payroll budgeting, including, maintenance and administration of staff records and payment of salary creditors to ensure staff are remunerated regarding salary, housing, locomotion and leave in accordance with statutory legislation and Council Policy.

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 Friday 2008-02-22 at 12.00 (Midday).

SENIOR MANAGER (PAYROLL AND ADMINISTRATION)

R267 537.84/339 146.52 pa Grade 16 - Subject to NMC Approval

Human Resources Unit

Qualifications (Essential): Appropriate Financial Diploma/Degree (NQF 6) Essential Experience: 5 - 7 years relevant experience.

Duties Include: Management and co-ordination of the key performance and results indicators associated with the Payroll and Administration function through the implementation and alignment of policies, procedures, systems and controls guiding critical payroll interventions, applications and outcomes and, providing advice on the critical initiatives with respect to payroll administration development aimed at supporting the accomplishment of the Municipality's service delivery standards and objectives.

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 Friday 2008-02-22 at 12.00 (Midday).

CLERK: STAFF SUPPORT R57 120.12/R74 186.88 pa Grade 5

Regional Centers Unit

Qualifications (Essential): Appropriate secondary education. Computer Literate. **(Preferred):** Appropriate qualification in Administration.

Experience (Essential): Several years relevant experience. **(Preferred):** 2 years relevant experience in a local government environment.

Duties Include: Administrative assistance to Operational Support Branch, in relation to the support to staff functions.
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 (Tel 311-3173) by Friday 2008-02-22 at 12.00 (Midday).

TEMPORARY FILM COORDINATOR R191 946.60/243 341.28 pa Grade 13

Economic Development and Facilitation Unit

Qualifications (Essential): Tertiary qualification in project/ event management / coordination and /or

equivalent experience in the field. Valid code B drivers licence. Computer literacy. Good communication skills. **(Preferred):** Degree in media technology/communications and / or a suitable qualification in the respect field.

Experience (Essential): Min two years experience in film coordination or event management.

(Preferred): Knowledge of the Municipal environment and its financial operations and at least 2 years experience in film or television production and / or event management.

Duties Include: Promote the status of the DFO as the AOne-Stop-Shop for all film related information in Durban, through the development of effective and film friendly systems for the logistical coordination of film activities within the city.

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 (Tel 311-3173) by Friday 2008-02-22 at 12.00 (Midday).

GIS OFFICER R106 104.48/147 876.12 pa Grade 9 - Subject to NMC Approval

Development Planning, Environment and Management Unit

Qualifications (Essential): Acceptable secondary education. Arc View and / or Advanced Arc View GIS certification from an accredited institution. Valid code EB drivers licence. **(Preferred):** National Diploma or degree at NQF level 6 or higher, from a recognised tertiary institution, with GIS and computer technology as majors.

Experience (Essential): Acceptable relevant experience. **(Preferred):** Considerable relevant experience.

Duties Include: Capture, maintain and disseminate spatial data and information to internal and external users and to provide GIS technical support to various Unit projects.
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 (Tel 311-3173) by Friday 2008-02-22 at 12.00 (Midday)