

**SENIOR CLERK**  
**R78 709,80/107 026,80 pa**  
**Grade 6**

*Electricity Unit*

**Duties Include:** Opening and tracking of bid specifications files and issuing and advertising of bid documents.

**Qualifications (Essential):** Matric/Grade 12. Computer literate. Supply chain Management

Practitioner (If not, must obtain qualification within 6 months of assuming duties).

**(Preferred):** Diploma in Purchasing Management  
**Experience (Essential):** 3 years clerical experience in a Purchasing, Contracts or Financial field. **(Preferred):** Experience relating to bid administration and or purchasing.

*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 2008-09-19 at 12.00 (Midday).*

**TECHNICAL OFFICER (CONTROL SYSTEMS)**  
**R176 079,84/239 671,92 pa**  
**Grade 12**

*Electricity Unit*

**Duties Include:** Install, commission, repair and maintain all supervisory and substation security systems/equipment and like systems and equipment of an electronic/computerized nature directly or indirectly related to the operation of the transmission network.

**Qualifications (Essential):** Registration as a Professional Technician (Electronic) with the Engineering Council of South Africa; OR National Diploma in Engineering (Electronic) from a Technikon or University of Technology accredited by the Council on Higher Education AND eligible for immediate registration as a Professional Technician with the Engineering Council of South Africa which is required within 6 months as a condition of appointment.

Valid Code EB drivers licence  
**Experience (Essential):** Min 3 years post qualification experience relevant to the electricity distribution or transmission industry. **(Preferred):** Min 3 years post qualification experience in Scada, supervisory and security systems.

*Applications must be lodged at the Human Resources Administration Division,*

*Electricity Unit, 1 Jelf Taylor Crescent, (Opp Kingsmead Cricket Stadium) Durban 4001 or PO Box 147, Durban 4000, or may email*

*Jobapplications@elec.durban.gov.za (Tel 311 9166/9517/9123) by Friday 2008-09-19 at 12.00 (Midday).*

**TECHNICAL OFFICER (SYSTEM PERFORMANCE)**  
**R176 079,84/239 671,92 pa**  
**Grade 12**

*Electricity Unit*

**Duties Include:** Continuously monitor the immediate and short term demands on the transmission system, to determine the most cost effective, secure and safe method of operating and to monitor and report on quality of supply throughout the high voltage system.

**Qualifications (Essential):** Registration as a Professional Technician (Electrical) with the Engineering Council of South Africa; OR National Diploma in Engineering (Electrical) from a Technikon

or University of Technology accredited by the Council on Higher Education AND eligible for immediate registration as a Professional Technician with the Engineering Council of South Africa which is required within 6 months as a condition of appointment. Valid Code EB drivers licence  
**Experience (Essential):** Min 3 years post qualification experience relevant to the electricity distribution or transmission industry. Experience with complex computer software comparable with that used for load flow and fault level analysis.

*Applications must be lodged at the Human Resources Administration Division, Electricity Unit, 1 Jelf Taylor Crescent, (Opp Kingsmead Cricket Stadium) Durban 4001 or PO Box 147, Durban 4000, or email*

**SECRETARY**  
**R91 238,28/126 334,44 pa**  
**Grade 7 - Grade Subject to NMC Approval**

*Engineering Unit*

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

**Duties Include:** Provides a complete secretarial service to the Deputy Head /Managers, including co-ordinating the diary / diaries, itinerary/ itineraries and making the necessary travel and business arrangements. Directs and controls telephone calls by performing the necessary screening, redirecting calls where appropriate, recording messages and co-ordinating replies and deals with minor queries where possible.

Establishes and maintains a confidential filing system and suspense filing where necessary. Maintains updated relevant policy and procedural records where appropriate (e.g. by-laws, ordinances, codes of practice, municipal manuals etc)

*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*

**CANDIDATE MBS ARTISAN / MBS ARTISAN**  
**R114 911,16/160 149,84 pa**  
**Grade 09/10**

*Engineering Unit*

**Qualification (Essential):** Advanced Technical certification/modules- NQF Level 4 or completed a recognized apprenticeship. Valid code EB driving licence.

**Experience (Essential):** Considerable appropriate Air-conditioning/Refrigeration experience (3-4 years).

**Duties Include:** Coordinates and controls the set-up, work in progress and completion of specialized mechanical and electrical maintenance tasks, attending to the repair, replacement in respect to air-conditioning, refrigeration or ventilation plants including ammonia installations and, attending to routine/ general administrative recording requirements contributing to the accomplishment of departmental objectives. Applications to The Human

Resources Administration, Engineering Unit, 166 Old Fort Road, Durban, 4001 or PO Box 680, Durban, 4000, (Tel 311 7746) or mail [mban-jwaportia@durban.gov.za](mailto:mban-jwaportia@durban.gov.za) by Friday 2008-09-19 at 12.00 (Midday).

**PROJECT EXECUTIVE**  
**R318 570,36/403 855,92 pa**  
**Grade 17**

*Transport Authority Unit*

**Qualification (Essential):** Appropriate degree from a recognised tertiary institute/professional qualifications (equivalent). Valid code EB drivers licence. Computer literate. **(Preferred):** Acceptable relevant tertiary qualification plus post graduate degree or studies towards such a qualification.

Experience: Considerable years relevant experience. **Duties Include:** Provides a professional service within an operational /legislative framework. Participates in key Strategic Projects. Responsible for the Unit's learner ship programme. Co-ordinates the Occupational Health and Safety requirements across the Unit. Provides an infrastructure for service improvement to users of the eThekweni Transport Authority unit progress. Represents the Head: eThekweni Transport Authority in various meetings. Liaising with other members of Government on Special Projects and protocol matters. *Applications to The Human Resources Administration, City Engineer's Building, 166 Old Fort Road, Durban, 4001 or PO Box 680, Durban, 4000, (Tel 311 7488) or email* [Chilizat@durban.gov.za](mailto:Chilizat@durban.gov.za) by Friday 2008-09-19 at 12.00 (Midday).

**STUDENT LOANS FOR PROFESSIONS:**

- CIVIL ENGINEERS
- ARCHITECTS
- QUANTITY SURVEYORS

*Engineering Unit*

**The Procurement & Infrastructure Cluster, Engineering Unit is offering excellent opportunities to South African Citizens interested in a rewarding career in the above professions within eThekweni Municipality**

The successful applicants will be required to enter into a loan agreement with eThekweni Municipality to attend courses at an approved local tertiary institution leading to a degree in one of the above mentioned fields. Loan benefits which include inter alia, tuition and examination fees are payable throughout the loan agreement period, (subject to compliance with the agreement). Preference will be given to applicants who have passed at least their first year of studies from a recognized Institution, in the relevant professional field and must submit examination results and year marks where possible. *Applications to The Human Resources Administration, Engineering Unit, 166 Old Fort Road, Durban, 4001 or PO Box 680, Durban, 4000, (Tel 311 7749) or email* [Ntozakeo@gurban.gov.za](mailto:Ntozakeo@gurban.gov.za) by Friday 2008-09-19 at 12.00 (Midday).

**SOCIAL DEVELOPMENT FACILITATOR (FOOD SECURITY)**  
**R 152 732,88/212 871. 72 pa**  
**Grade 11**

**Grade subject to Ratification by NMC**

*City Health Department*

**Qualifications (Essential):** Degree/Diploma in Community Participation & Action Support Development or relevant equivalent qualifi-

cation. Unrestricted valid code EB driver's licence. Computer literacy.

**Experience (Essential):** Mi 2 years experience in community development.

**Qualifications (Preferred):** Appropriate tertiary qualification in Behavioral Social Environmental or Personal Health Services.

**(Preferred):** Previous years experience in working with diverse groups and active movement in community incentives.

**Duties Include:** Participates in strategic planning for Food Security. Initiates and maintains intersectoral co ordination mechanisms within communities, between communities and the department / council and with governments and the department / council and with the government departments and Non Governmental Organisations, Community Based Organisations and Faith Based Organisations around Food Security, Job Creation and Poverty Alleviation.

Facilitates and manages development projects aimed at enhancing capacity and ensuring welfare of communities under the management of the Food Security Job Creation and Poverty Alleviation Manager. Promotes partnership and development through consultative processes within the community and civic society organizations, other spheres of government and other Council Departments regarding Food Security, Job Creation and Poverty Alleviation. Prepares and submits management reports.

*Application forms must be filled in and are obtainable from the Health Department, 9 Old Fort Place, Durban or e-mail to* [NtlokowaneMC@durban.gov.za](mailto:NtlokowaneMC@durban.gov.za). (Tel 311 3633 and returned by Friday 2008-09-19 at 12.00 (Midday).

**SENIOR QUALITY ASSURANCE OFFICER**  
**R 152 732. 88/212 871. 72 pa**  
**Grade 11 - Grade Subject to NMC Approval**

*City Health Department*

**Qualifications (Essential):** Degree /Diploma in Nursing /Social work and Psychology or relevant equivalent qualification. Unrestricted valid code EB driver's licence. Computer literacy

**Experience (Essential):** Min 2 years experience in HIV/AIDS training and counseling.

**Qualifications (Preferred):** Post graduate qualification in professional Counseling and training.

**Experience (Preferred):** Min 2 years supervisory experience. **Duties Include:** Ensure that the service provider has the required knowledge, skills/resources an understanding and motivation to deliver an effective service.

Undertake quality audit activities to measure the quality of communicable disease service delivery. Implementation of quality control procedures by educating, training and instituting development interventions, which are observable, measurable and testable. To promote prevention, care and support by counseling those infected and affected by a communicable disease. To ensure a high standard of quality education that is provided to staff and communities. Ensure that administrative tasks are well recorded, documented and communicated.

*Application forms must be filled in and are obtainable from the Health Department, 9 Old Fort*

*Place, Durban or e-mail to* [NtlokowaneMC@durban.gov.za](mailto:NtlokowaneMC@durban.gov.za). (Telephone (031) 311 3633 and *Friday 2008-09-19 at 12.00 (Midday).*

**DRIVER**  
**R78 709,80/107 026,80 pa**  
**Grade 6**

*City Health Department*

**Qualifications (Essential):** Appropriate secondary education. Code B drivers licence.

**Experience (Essential):** Able to speak, read and write English and do simple arithmetic

**Duties Include:** Report any damage to or malfunctioning of allocated vehicle. Pack and check stores and materials, etc. for delivery to clinics.

Deliver to and collect from clinics and hospitals etc. in accordance with a scheduled programme. Maintaining sundry records in relation to deliveries and collections. *Application forms must be filled in and are obtainable from the Health Department, 9 Old Fort Place, Durban or e-mail to* [NtlokowaneMC@durban.gov.za](mailto:NtlokowaneMC@durban.gov.za) (Tel 311 3633 and returned by Friday 2008-09-19 at 12.00 (Midday).

**SECRETARIAL ASSISTANT**

**R 78 709,80/107 026. 80 pa**  
**Grade 6**

*City Health Department*

**Qualifications (Essential):** Appropriate Secondary Education **(Preferred):** Secretarial Diploma, Shorthand and some background in science, environmental management knowledge would be an advantage.

**Experience (Essential):** Relevant experience, Computer literacy

**Duties Include:** Provide secretarial services to the Deputy Head and Manager of the Social Development Section. Type letters, reports minutes, spread sheets from Dictaphone, hand written drafts or shorthand notes. To provide complete administrative support and service to the Department. To provide for all auxiliary functions for the department

*Application forms must be filled in and are obtainable from the Health Department, 9 Old Fort Place, Durban or e-mail to* [NtlokowaneMC@durban.gov.za](mailto:NtlokowaneMC@durban.gov.za) (Tel 311 3633 and returned by Friday 2008-09-19 at 12.00 (Midday).

**NURSING SERVICE MANAGER**  
**R234 054,84/296 697,48 pa**  
**Grade 14 - Grade Subject to Ratification by NMC**

*City Health Department*

**Qualifications (Essential):** Diploma in General Nursing, Community Health Nursing and Midwifery. Registration with South African Nursing Council. Code 8 Drivers licence **(Preferred):** Diploma /Degree in Health Service Management and/or Nursing Education.

**Experience (Essential):** Extensive relevant experience. **(Preferred):** Substantial experience in managing a Health service

**Duties Include:** Manages and co-ordinates the Nursing service within a Primary Health Care Area by establishing appropriate mechanisms, processes and procedures in line with legislation i.e South African Nursing Council, National Health Act, Occupation Health and Safety Act etc, in order to ensure optimum efficiency of staff and satisfy the needs of the community in terms of National, Provincial and Local

legislation. Plans, leads, organizes and directs adequate control measures in respect of stocks, supplies, supplies, medicines, equipment and furniture. Monitors and manages the approved Nursing budget, both capital and operating to ensure compliance with and adherence to the sub-district policies and procedures and the relevant codes of practice. Plans, leads, organize and direct Human Resource Line Management functions. *Application forms must be filled in and are obtainable from the Health Department, 9 Old Fort Place, Durban or e-mail* [NtlokowaneMC@durban.gov.za](mailto:NtlokowaneMC@durban.gov.za). (Tel 311 3633 and returned by Friday 2008-09-19 at 12.00 (Midday).

**MANAGER INFORMATION**  
**R 289 743,48/367 295,76 pa**  
**Grade 16**

*City Health Department*

**Qualifications (Essential):** Appropriate tertiary qualification. Valid drivers licence. Post Graduate training in Public Health / Epidemiology Health Science Degree. **(Preferred):** Management qualification.

**Experience (Essential):** Computer Literacy. 3 years relevant Public Health and Health

Information experience. **(Preferred):** 5 years relevant experience.

**Duties Include:** Facilitates strategic planning by provision of epidemiological assessment of health status, risk factors and preventative factors and strategic health and management information. Networking with the Provincial and National departments of Health, Social Development, Environmental and International organizations to ensure a high quality health management information system. Undertakes budget planning and administration functions. Leads, organizes and coordinates research for the Unit. Responsible for the management and control of the health and management information system.

*Application forms must be filled in and are obtainable from the Health Department, 9 Old Fort Place, Durban or e-mail to* [NtlokowaneMC@durban.gov.za](mailto:NtlokowaneMC@durban.gov.za) (Tel 311 3633 and returned by Friday 2008-09-19 at 12.00 (Midday).

**SENIOR CLERK**  
**R78 709,80/107 026,80 pa**  
**Grade 6 - Post subject to grading by PJC/NMC.**

*Parks, Recreation and Culture Unit*

**Qualifications (Essential):** Appropriate secondary education, Computer literacy. Relevant experience.

**Duties Include:** Undertaking administrative duties in support of Aquatic Safety, Cemeteries, Halls and Law enforcement. Undertaking a wide range of administrative functions. Performs a public enquiry function. Performs related assignments and tasks and undertakes duties which are reasonably required.

**Special conditions:** Required to work revolving days of rest whereby weekends are deemed normal working days. *Applications 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 Friday 2008-09-19 at 12.00 (Midday)*