

## ENERGY OUTPUT UNIT

**PROFESSIONAL ENGINEER (ENERGY)**  
R386 557.00/R491 085.00 Grade 15 - Total Value of Remuneration Package  
**Treasury Cluster, Energy Office Department.**

"Benefits included in the Total Value of Remuneration Package Range (Pension, 13th Cheque, Medical Aid, Housing Subsidy) are payable in accordance with the rules/requirements of the respective benefit schemes and any revisions that may occur from time to time which may alter the Total Value of Remuneration Package. In addition other allowances may be payable (where applicable).  
**Qualifications (Essential):** Registration as a Professional Engineer or B.Sc (Eng) (Electrical) degree from a recognized university or an alternative qualification acceptable to the Deputy City Manager  
**(Preferred):** Energy Management Diploma / Degree.  
**Experience (Essential):** 5 years previous appropriate experience. Proven technical ability. Computer Literacy. **(Preferred):** Knowledge of the principles of Energy Management and Renewable Energy Technologies.  
**Special Condition:** Must be physically capable of carrying out the duties of the Post.  
**Duties Include:** Develop Energy Efficiency policies, programmes and projects across the City. Coordinate and assess technical proposals, assist with tender adjudication and Manage external service providers. Facilitate access to potential funding for research and pilot projects  
*Applications to The Human Resources (Treasury), Ground Floor, Florence Mkhize Building, 251 Anton Lembede Street, Durban 4001 or PO Box 828, Durban 4000 or email HRTreasury@durban.gov.za (Tel 031- 311-1630 Fax: 031-311 1651) by Than Friday 2010-12-03 AT 12.00 (Midday)*

**LIAISON OFFICER**  
R136 284.00/R176 904.00 pa  
Grade 10  
REF: 70001010  
**Treasury Cluster, Pensions and Administration Department.**  
**Qualifications (Essential):** Appropriate level of secondary education. The ability to speak English and Zulu. Valid code B driver's licence. **(Preferred):** High level of Public Relations awareness. Study towards Intermediate Certificate issued by Insurance of S.A.  
**Experience (Essential):** 2 years relevant experience. Good interpersonal skills. **(Preferred):** Good report writing skills. Computer literate (working knowledge Quattro Pro/Excel and Financial Spreadsheets).  
**Duties Include:** Communicate pension matters with members of the Durban Pension Fund. Interview dependants of deceased members. Prepare reports regarding distribution of death benefits. Investigate suspected discrepancies in declarations of marriage, birth and pension continuation certificates. Responsible for the control of the Administration account. Responsible for all translations.  
*Applications to The Human Resources (Treasury), Ground Floor, Florence Mkhize Building, 251 Anton Lembede Street, Durban 4001 or PO Box 828, Durban 4000 or email*

## FINANCE UNIT

**ENVIRONMENTAL ENERGY SPECIALIST**  
R340 046.00/R430 703.00  
Grades 14 - Total Value of Remuneration Package  
Grade Level is Subject to PJEC Evaluation and NMC Ratification  
**Treasury Cluster, Energy Office Department.**

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**Qualifications (Essential):** Candidates should possess a recognized Bachelor's Degree in one of the following subjects: Mechanical Engineering, Chemical Engineering, Electrical Engineering, Energy Engineering.

**Experience (Essential):** Min 5 years experience of working with Energy Systems integrating environmental best practice, in either the Industrial Sector or the Built Environment. Should therefore be familiar with the efficiency aspects of major energy carriers and conversion systems (refrigeration, boilers, steam, compressed air, drives and motors, HVAC, etc.). **(Preferred):** Should have a good working knowledge of mainstream Renewable Energy Systems and their application. Experience of Project Management and tendering procedures for major capital initiatives relating to the energy sector would be an advantage. In addition, must have working knowledge of current legislation in South Africa, the Clean Development Mechanism under the Kyoto Protocol and voluntary trade initiatives in carbon credits.  
**Other Characteristics:** Shall be outgoing, charismatic, possess a strong technical and analytical mind and have the ability to work without supervision. Shall have a desire to succeed and be an excellent written and spoken communicator.  
**Duties Include:** Conceptualize and initiate renewable energy projects. Coordinate and assess technical proposals, conduct cost-benefit analysis. Assist with Tender adjudication. Facilitate access to potential funding for research and pilot projects. Manage external service providers  
*Applications to The Human Resources (Treasury), Ground Floor, Florence Mkhize Building, 251 Anton Lembede Street, Durban 4001 or PO Box 828, Durban 4000 or email HRTreasury@durban.gov.za (Tel 031- 311-1630 Fax: 031-311 1651) by Than Friday 2010-12-03 AT 12.00 (Midday)*

**MANAGER: DEPARTMENTAL ACCOUNTING**  
R368 557.00/491 085.00 p.a  
Grade 15 - Total Remuneration Package  
**Treasury Cluster, Expenditure Unit, Departmental Accounting, Health, Safety & Social Services, Department.**  
"Benefits included in the Total Value of Remuneration Package Range (Pension, 13th Cheque, Medical Aid, Housing Subsidy) are payable in accordance with the rules/requirements of the respective benefit schemes and any revisions that may occur from time to time which may alter the Total Value of Remuneration Package. In addition other allowances may be payable (where applicable).  
**Qualifications (Essential):** At least one of the following: B.Com; CA (SA); Associate Member of IMFO; Associate Member of CIS or any equivalent Accounting Qualification (M+3). Computer Literate.  
**Experience (Essential):** 3 Years relevant experience. Computer literacy. **(Preferred):** 5 Years relevant experience.  
**Special Conditions:** This Job is interchangeable with similar graded management positions within the Cluster  
**Duties Include:** Manage and, Control the Accounting Unit, of the Metro Police, Health and Emergency Services. Provide a financial advisory service. Ensure compliance with financial regulations, Standing Orders and code of Delegation. Develop Policies, implement procedures and attend to Audit reports/queries.  
**Special Conditions:** This Job is interchangeable with similar graded management positions within the Cluster  
*Applications to The Human Resources (Treasury), Ground Floor, Florence Mkhize Building, 251 Anton Lembede Street, Durban 4001 or PO Box 828, Durban 4000 or email*

**Experience (Essential):** Min 5 years experience of working with Energy Systems integrating environmental best practice, in either the Industrial Sector or the Built Environment. Should therefore be familiar with the efficiency aspects of major energy carriers and conversion systems (refrigeration, boilers, steam, compressed air, drives and motors, HVAC, etc.). **(Preferred):** Should have a good working knowledge of mainstream Renewable Energy Systems and their application. Experience of Project Management and tendering procedures for major capital initiatives relating to the energy sector would be an advantage. In addition, must have working knowledge of current legislation in South Africa, the Clean Development Mechanism under the Kyoto Protocol and voluntary trade initiatives in carbon credits.  
**Other Characteristics:** Shall be outgoing, charismatic, possess a strong technical and analytical mind and have the ability to work without supervision. Shall have a desire to succeed and be an excellent written and spoken communicator.  
**Duties Include:** Conceptualize and initiate renewable energy projects. Coordinate and assess technical proposals, conduct cost-benefit analysis. Assist with Tender adjudication. Facilitate access to potential funding for research and pilot projects. Manage external service providers  
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## REVENUE UNIT

**ADMINISTRATOR (71000818 and various)**  
R121 044.00/R157 116.00 pa  
Grade 9  
**Treasury Cluster, Income Unit, Accounts Management Branch.**  
**Qualifications (Essential):** Appropriate secondary Education.  
**Experience (Essential):** Min 2 years' relevant experience. Computer Literacy  
**Duties Include:** Generate accounts and update records. Process and authorize adjustments. Administer Guarantees. Process refunds, update Rate Codes and adjust Penalties. Attend to correspondence and Customer queries  
*Applications to The Human Resources (Treasury), Ground Floor, Florence Mkhize Building, 251 Anton Lembede Street, Durban 4001 or PO Box 828, Durban 4000 or email HRTreasury@durban.gov.za (Tel 031- 311-1630 Fax: 031-311 1651) by Than Friday 2010-12-03 at 12.00 (Midday)*

## EXPENDITURE UNIT

**MANAGER: DEPARTMENTAL ACCOUNTING**  
R368 557.00/491 085.00 p.a  
Grade 15 - Total Remuneration Package  
**Treasury Cluster, Expenditure Unit, Departmental Accounting, Health, Safety & Social Services, Department.**  
"Benefits included in the Total Value of Remuneration Package Range (Pension, 13th Cheque, Medical Aid, Housing Subsidy) are payable in accordance with the rules/requirements of the respective benefit schemes and any revisions that may occur from time to time which may alter the Total Value of Remuneration Package. In addition other allowances may be payable (where applicable).  
**Qualifications (Essential):** At least one of the following: B.Com; CA (SA); Associate Member of IMFO; Associate Member of CIS or any equivalent Accounting Qualification (M+3). Computer Literate.  
**Experience (Essential):** 3 Years relevant experience. Computer literacy. **(Preferred):** 5 Years relevant experience.  
**Special Conditions:** This Job is interchangeable with similar graded management positions within the Cluster  
**Duties Include:** Manage and, Control the Accounting Unit, of the Metro Police, Health and Emergency Services. Provide a financial advisory service. Ensure compliance with financial regulations, Standing Orders and code of Delegation. Develop Policies, implement procedures and attend to Audit reports/queries.  
**Special Conditions:** This Job is interchangeable with similar graded management positions within the Cluster  
*Applications to The Human Resources (Treasury), Ground Floor, Florence Mkhize Building, 251 Anton Lembede Street, Durban 4001 or PO Box 828, Durban 4000 or email*

Durban 4000 or email HRTreasury@durban.gov.za (Tel 031- 311-1630 Fax: 031-311 1651) by Friday 2010-12-03At 12.00 (Midday)

## PRINCIPAL CLERK

**R95 484.00/R123 948.00 pa**  
Grade 7  
**Treasury Cluster, Expenditure Unit, Accounts Payable Branch.**  
**Qualifications (Essential):** Grade 12/Matric, **(Preferred):** Qualifications: Progress towards B.Comm. or equivalent Accounting Qualification (M+3)  
**Experience (Essential):** 3 years relevant experience. Computer Literate. **(Preferred):** Computer literacy and the ability to operate spreadsheet packages. JD Edwards experience.  
**Duties Include:** Authorise payments made to Suppliers. Check payment adjustments and Voucher deletions. Ensure compliance with Town Clerks Standing Orders. Supervise Account payments and extract JDE Cash requirement Reports. Investigate queries and attend to internal/external correspondence. Maintain efficiency and correctness of Payment Process.  
*Applications to The Human Resources (Treasury), Ground Floor, Florence Mkhize Building, 251 Anton Lembede Street, Durban 4001 or PO Box 828, Durban 4000 or email HRTreasury@durban.gov.za (Tel 031- 311-1630 Fax: 031-311 1651) by Friday 2010-12-03 At 12.00 (Midday)*

## SENIOR CLERK

(REF: 71001504)  
R78 984.00/R102 528.00 pa  
Grade 6  
**Treasury Cluster, Expenditure Unit, Accounts Payable Branch.**  
**Qualifications (Essential):** Appropriate secondary education  
**Experience (Essential):** 2 years' relevant experience. Computer Literate.  
**Duties Include:** Ensure validity/correctness of documents for Payments. Process and batch goods received Notes. Capture Payment data on JDE. Attend to Supplier correspondence and telephonic queries. Monitor cession Payments. Investigate and resolve Audit queries.  
*Applications to The Human Resources (Treasury), Ground Floor, Florence Mkhize Building, 251 Anton Lembede Street, Durban 4001 or PO Box 828, Durban 4000 or email HRTreasury@durban.gov.za (Tel 031- 311-1630 Fax: 031-311 1651) by Friday 2010-12-03 at 12.00 (Midday)*

## CITY FLEET UNIT

**HANDYMAN (MECHANICAL)**  
R78 984.00/R102 528.00 p.a.  
Grade 6  
**Treasury Cluster, Technical Services Department.**  
**Qualifications (Essential):** Maric/Grade 12. Valid Code EC1 drivers license. PRDP. **(Preferred):** Appropriate level of secondary education. Valid code B drivers licence  
**Experience (Essential):** 6 months relevant experience **(Preferred):** 12 Months relevant Experience  
**Duties Include:** Undertake Driver duties and attend to

breakdowns. Break/Fit and assemble Tyres. Operate two Way Radios. Ensure safe keeping of tools, equipment and Vehicle maintenance.  
*Applications to The Human Resources (Treasury), Ground Floor, Florence Mkhize Building, 251 Anton Lembede Street, Durban 4001 or PO Box 828, Durban 4000 or email HRTreasury@durban.gov.za (Tel 031- 311-1630 Fax: 031-311 1651) by Friday 2010-12-03 at 12.00 (Midday)*

## WORKSHOP ATTENDANT

**R60 852.00/R77 136.00 p.a.**  
Grade 4  
REF: 73000840  
**Treasury Cluster, City Fleet Unit, Technical Operations Department.**  
**Qualification (Essential):** Appropriate secondary education.  
**Special Conditions:** Ability to read and write.  
**Duties Include:** Undertake functions related to repairs, maintenance and services of vehicles. Grease Vehicles and clean work benches. Remove and replace wheels. Ensure tools/equipment are clean and located to the work environment.  
*Applications to The Human Resources (Treasury), Ground Floor, Florence Mkhize Building, 251 Anton Lembede Street, Durban 4001 or PO Box 828, Durban 4000 or email HRTreasury@durban.gov.za (Tel 031- 311-1630 Fax: 031-311 1651) by Friday 2010-12-03 at 12.00 (Midday)*

## CLEANSING & SOLID WASTE

**WEIGHBRIDGE OPERATOR**  
R78 984.00/102 528.00 pa  
Grade 6  
**Qualification (Essential):** Appropriate level of Education  
**Experience (Essential):** Computer literate. Able to deal with people in a friendly manner.  
**Duties Include:** Records all data pertaining to customer and type of load on vehicles by use of computer. Raises disposal charges and collects cash or raises accounts. Issue instructions to General Workers. Must project a customer friendly attitude and be helpful.  
*Applications to The Human Resources Administration Section, Cleansing & Solid Waste/Supply Chain Management, 7 Meller Road, Pinetown, 3610 or PO Box 49, Pinetown 3600 or email recruitment@durban.gov.za (Tel 311 6255/311 6921) by Friday 2010-12-03 At 12.00 (Midday)*

## ARTISAN DIESEL MECHANIC

R136 284.00/176 904.00 pa  
Grade 10  
**Qualification (Essential):** Qualified Artisan Diesel Mechanic. Valid drivers license (Code EC) with valid PrDP  
**Experience (Essential):** Min 2 years post-qualifying experience. **(Preferred):** Some knowledge of petrol engines and hydraulics.  
**Duties Include:** Replace and service of components. Towing and recovering of vehicles including changing of wheels/tyre breakdowns. Carry out engine tuning. Re-assemble

and adjust, where necessary the clutches, gearbox, propeller shafts, etc. Carry out inspection of vehicles.  
*Applications to The Human Resources Administration Section, Cleansing & Solid Waste/Supply Chain Management, 7 Meller Road, Pinetown, 3610 or PO Box 49, Pinetown 3600 or email recruitment@durban.gov.za (Tel 311 6255/311 6921) by Friday 2010-12-03 At 12.00 (Midday)*

## SENIOR CLERK (DEPOTS)

**R78 984.00/102 528 p.a**  
Grade 6  
**Qualification (Essential):** Appropriate secondary education. A Valid first aid certificate or be in a position to obtain one within 6 months of taking up the position  
**Experience (Essential):** 6 months relevant experience. **(Preferred):** Waste management experience  
**Duties Include:** A good general clerical background, Receiving telephone queries and referrals, recording the details and forwarding them to the relevant official. Ensure stock items available, order stock and issue stock. Filing of all depot documentation including maintenance of staff records. Computer literate;  
*Applications to The Human Resources Administration Section, Cleansing & Solid Waste/Supply Chain Management, 7 Meller Road, Pinetown, 3610 or PO Box 49, Pinetown 3600 or email recruitment@durban.gov.za (Tel 311 6255/311 6260) by Friday 2010-12-03 At 12.00 (Midday)*

## PARKS, RECREATION & CULTURE UNIT

**STOREKEEPER**  
R78 984.00/102 528.00  
Grade 6  
**Recreation Development of the Parks, Leisure and Cemeteries Department**  
**Qualifications (Essential):** Appropriate secondary education. **(Preferred):** Appropriate secondary education. Valid code B drivers licence. Valid NOSA Safety certificate. Valid Fire Fighting certificate.  
**Experience (Essential):** 12 months relevant experience. **(Preferred):** 2 years relevant experience  
**Duties Include:** Responsible for the following activities in relation to the divisional storage facility in conjunction with Chief / Senior / Horticulturist. Monitors the safe keeping and orderly distribution of tools, materials and equipment within stores/tools rooms in conjunction with Chief / Senior / Horticulturist. Ensure Occupational Health and Safety Act regulations are complied with. Undertake related assignments as directed e.g collection and delivery as required of stock items. (Kindly submit only certified copies of Qualifications and Certificates held.)  
*Applications to The Human Resources Administration Section, Parks, Recreation and Culture, 3rd Floor, Rennie House, 41 Margaret Mncadi (Victoria Embarkment), PO Box 5426, Durban, 4000 (Tel 311-4102) by Friday 2010-12-03 at 12.00 (Midday)*

## PUBLIC NOTICES

### INVITATION TO QUOTE

**REFERENCE NO. SW2010/017: COMMUNITY BASED DOMESTIC REFUSE COLLECTION IN NEW AREAS**  
DSW - Cleansing & Solid Waste Unit is calling for 'Invitations to Quote' for waste management services in the new areas. A list of the areas where these services are required is available for viewing only, on collection of the quotation document. Contractors from various com-

munities interested in undertaking these services in their respective areas can collect a quotation document from DSW - Cleansing and Solid Waste Offices, 188 Sandile Thusi (Argyle) Road, Morningside. Collection times are strictly from 8:00 to 12:00 only.  
**Please note the following:**  
• The quotation documents will be issued on a 'first come' basis. Only a limited number of copies of the quotation doc-

ument will be available, hence, quotation documents will be limited to one copy per individual/enterprise wishing to quote.  
• Contractors are required to bring their green barcoded identity document when collecting the quote document, failing which the document will not be issued.  
• Only original quotation documents that are pre-numbered, stamped, signed and dated by the Deputy Head:

Strategic & New Development will be accepted as valid quotation documents.  
• This is a developmental project; preference will be given to emerging contractors that meet the relevant criteria as stipulated in the quotation document.  
The closing date for submission of quotations is 2010-12-03, no later than 11:00. For all enquiries contact Ernest Gangadaran on tel: 031 311 8324.

### PUBLIC NOTICE

#### INVITATION TO ARTISTS AND CRAFTERS

The eThekweni Municipality invites artists and crafters who are producing unique art and crafts products to the City Hall, Supper Room (Basement) at 09:00 on the 25th of November 2010. BSMU will be hosting a selection workshop for art and craft products that will be exhibited in the Exhibition Show at the Gateway

Shopping Mall from 20-24 December 2010. All interested parties are requested to bring their products and business registration particulars at the workshop. You are also requested to be on time. Issued by Business Support and Markets Unit 11th Floor 75 Dr Langalibalele Dube Street, Durban. For more information contact Chris Khumalo on: 031 3114557 or [khumalochris@durban.gov.za](mailto:khumalochris@durban.gov.za)