



**ENERGY OFFICE UNIT**

**PROJECT OFFICER**

**R144 570.07/R187 659.76 pa Grade 10**

**REF NO: 99971354 AND VARIOUS**

**Grade Level is Subject to PJEC Evaluation and NMC Ratification**

**Treasury Cluster, Energy Officer Unit, Finance and Major Projects Department.**

**Qualifications (Essential):** Relevant tertiary qualification (**Preferred**): A tertiary qualification in economics

**Experience (Essential):** 12 Months relevant experience as well as computer literacy, particularly knowledge in MS Word, Excel and Power Point. (**Preferred**): Min 2 years relevant experience.

**Duties Include:** Coordinates and manages consultants. Monitor and tracks project budget of infrastructure delivery reports. Conducts or co-ordinates research and investigations into various aspects of projects. Assists the Project Executive and Senior Project Manager in obtaining funding for projects. Provides project assistance to multi-disciplinary project teams.

**PLEASE INDICATE YOUR REFERENCE NUMBER WITH YOUR APPLICATION.**

*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](mailto:HRtreasury@durban.gov.za) (Tel 031- 311-1630 Fax: 031-311 1651) by Friday 2012-03-02 at 12.00 (Midday).*

