



HUMAN SETTLEMENT, ENGINEERING & TRANSPORT CLUSTER  
**ENGINEERING UNIT**

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TO WHOM IT MAY CONCERN

Kemira Naidoo, ID NUMBER: 9411110145083 and Service number 2155853, has been employed by EThekweni Municipality in the position of Senior Civil Engineer from 01-02-2017 to date. This is a full-time employment position and the number of hours per fortnight is 80.

The following main duties are performed on a daily basis by Kemira Naidoo

- Mentoring and coaching professional and technical personnel on the application of procedures, problem solving sequences and communication dimensions.
- Preparing Engineering Design proposals for complex and complete forms and different classes of complete forms and, providing guidance to technical personnel and/ or advice to the professional team on the interpretation of procedures/requirements.
- Checking, verifying, and approving amendments to proposal content based on comments from professional personnel on structural possibilities and choices based on physical and/ or other constraints.
- Implementing control processes for the verification of schedules, bills of quantities, tender documents and cost estimates prepared by technical personnel.
- Compiling project briefs for complex aspects of the Project and apportioning work to specialist consultants.

Kemira Naidoo's salary for the position of Senior Civil Engineer is R 68,600.15.

Should you require any further information, please do not hesitate to contact me.

Mr Benji Naidoo

Manager (Human Capital)