



## INTERNAL/EXTERNAL JOB FORUM

Our policy is to provide equal employment opportunities to all qualified persons without regard to race, religious belief, age, national origin, marital status, physical disability, HIV status, gender, social origin, culture, political opinion, conscience and sexual orientation. Persons with disabilities are encouraged to apply.

If applying by hard copy, please ensure that you have submitted a complete curriculum vitae with updated information related to your employment, qualification(s) and contact details, and that you have attached certified copies of all relevant qualifications and documents (Grade 12 certificate, identity document, tertiary diploma or degree, driving licence, trade diploma, etc).

If a candidate does not comply with the appointment requirement(s) of a specific post, the application will not be considered.

No late applications will be accepted, and no faxed or emailed applications will be accepted. Hard-copy applications must be delivered by hand to any of the regional offices listed below, or applicants must apply online on the City of Tshwane's e-Recruitment system.

If you do not receive correspondence from our office within 21 days of the application's closing date, please consider your application unsuccessful.

Applicants should note that they may be required to provide proof of original qualification documents during the selection process.

Information on the latest jobs can be accessed at any regional customer care centre or at the following link (alternately, visit the City of Tshwane's public website and click on "Services" and then on "Job Forums"):

<http://www.tshwane.gov.za/sites/Departments/Corporate%20and%20Shared%20Services/Pages/Job-Forum.aspx>

**APPLY ONLINE BY VISITING THE CITY OF TSHWANE'S PUBLIC WEBSITE, AND CLICKING ON THE "SERVICES" LINK AND THEN ON E-RECRUITMENT.**

**(Internal candidates may apply through the intranet ESS-MSS portal or the public website.)**

**ALTERNATELY, VISIT THE FOLLOWING OFFICE TO APPLY:**

<b>General enquiries:</b> LJ Moleli (012 012 358 4346)	<b>Region 3</b> Employee Interaction Centre (1 <sup>st</sup> Floor, Bothongo Plaza West, 271 Francis Baard Street, Pretoria Central)
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### **CLOSING DATE: 2 DECEMBER 2020**

Please note that One-Stop Centre will close for applications at 12:00 on this day, but online applications only close at midnight.

## RE-ADVERTISEMENT

### **REGIONAL HEAD: REGIONAL OPERATIONS (DEPARTMENT: REGIONAL OPERATIONS AND COORDINATION) (FIVE POSTS) (REF: SDTM850-2020)**

*Appointment will be subject to signing an employment contract and performance agreement, as well as the disclosure of financial interests.*

Location: Allocated region in Tshwane

Annual all-inclusive remuneration package: R1 183 573 – R1 479 466 – R1 775 359 per annum

#### **Appointment requirements**

- A relevant bachelor's degree or equivalent qualification
- Registration with a relevant professional body will be an added advantage
- Ten years' experience in a local government environment, of which at least five years must be at senior management level
- Good knowledge and interpretation of policy and legislation
- Good knowledge of performance management
- Good knowledge of governance
- Good knowledge of supply chain management regulations and the Preferential Procurement Policy Framework Act, 2000 (Act 5 of 2000)
- Ability to make high-risk decisions of a long-term and strategic nature
- Compliance with the Municipal Finance Management Act unit standards, as prescribed by Regulation 493 of 15 June 2007, as published in *Government Gazette* 29967 of 15 June 2007, will be an added advantage
- No criminal record (excluding a previous conviction(s) related to political activities under the previous dispensation), and candidates will undergo security vetting
- Competency assessment
- Computer literacy

**Leading competencies:** Strategic direction and leadership skills; people management skills; programme and project management skills; financial management skills; change management skills; change leadership skills; governance leadership skills

**Core competencies:** Moral competence; planning and organising skills; analytical and innovation skills; knowledge and information management skills; communication skills; ability to focus on results and quality

#### **Primary functions**

To exercise control over regional operations in an allocated region with the aim of maintaining an impartial, accountable, transparent and efficient service to regional service delivery operations in the City of Tshwane, subject to legislated context responsibilities, national standards and the directives of the group head. The incumbent will be responsible and accountable for the following key performance areas:

- Utility services (energy and electricity, and water and sanitation services)
- Community services
- Roads and transport services
- Management and administrative support

**Enquiries:** Ms Lerato Malatsi (012 385 1568)

**DIVISIONAL HEAD: PERFORMANCE MONITORING AND EVALUATION (DEPARTMENT: OFFICE OF THE EXECUTIVE MAYOR) (FIVE-YEAR FIXED-TERM PERFORMANCE-BASED CONTRACT) (Ref: EMCM453-2020)**

*Appointment will be subject to the signing of an employment contract and performance agreement, as well as the disclosure of financial interests.*

Location: Pretoria Central

Annual all-inclusive remuneration package: R1 183 573 – R1 479 466 – R1 775 359 per annum

**Appointment requirements**

- A relevant bachelor's degree or equivalent qualification
- Registration with a relevant professional body (added advantage)
- Ten years' experience, of which at least five years must be at senior management level
- Good knowledge and interpretation of policy and legislation
- Good knowledge of performance management
- Understanding of good governance
- Good knowledge of supply chain management regulations and the Preferential Procurement Policy Framework Act, 2000 (Act 5 of 2000)
- Ability to make high-risk decisions of a long-term and strategic nature
- Compliance with the Municipal Finance Management Act unit standards, as prescribed by Regulation 493 of 15 June 2007 as published in *Government Gazette 29967* of 15 June 2007, will be an added advantage
- No criminal record (excluding previous conviction(s) relating to political activities in the previous dispensation) and candidates will undergo security vetting
- Competency assessment
- Computer literacy

**Leading competencies**

Strategic direction and leadership skills; people management skills; programme and project management skills; financial management skills; change management skills; change leadership skills; governance leadership skills

**Core competencies**

Moral competence; planning and organising skills; analytical and innovation skills; knowledge and information management skills; communication skills; ability to focus on results and quality

**Primary function**

To exercise control over the performance monitoring and evaluation function with the aim to maintain an impartial, accountable, transparent and efficient performance monitoring and evaluation service within the City of Tshwane, subject to legislated context responsibilities, national standards and the directives of the Chief of Staff. The incumbent will be responsible and accountable for the following key performance areas:

- City service delivery outcome oversight
- Performance reporting

**Enquiries: T Louw (012 358 1226)**

**DIVISIONAL HEAD: ECONOMIC INTELLIGENCE (DEPARTMENT: OFFICE OF THE EXECUTIVE MAYOR) (FIVE-YEAR FIXED-TERM PERFORMANCE-BASED CONTRACT) (EMCM454-2020)**

*Appointment will be subject to the signing of an employment contract and performance agreement, as well as the disclosure of financial interests.*

Location: Pretoria Central

Annual all-inclusive remuneration package: R1 183 573 – R1 479 466 – R1 775 359 per annum

**Appointment requirements**

- A relevant bachelor's degree or equivalent qualification
- Registration with a relevant professional body (added advantage)
- Ten years' experience, of which at least five years must be at senior management level
- Good knowledge and interpretation of policy and legislation
- Good knowledge of performance management
- Understanding of good governance
- Good knowledge of supply chain management regulations and the Preferential Procurement Policy Framework Act, 2000 (Act 5 of 2000)
- Ability to make high-risk decisions of a long-term and strategic nature
- Compliance with the Municipal Finance Management Act unit standards, as prescribed by Regulation 493 of 15 June 2007 as published in *Government Gazette* 29967 of 15 June 2007, will be an added advantage
- No criminal record (excluding previous conviction(s) relating to political activities in the previous dispensation) and candidates will undergo security vetting
- Competency assessment
- Computer literacy

**Leading competencies**

Strategic direction and leadership skills; people management skills; programme and project management skills; financial management skills; change management skills; change leadership skills; governance leadership skills

**Core competencies**

Moral competence; planning and organising skills; analytical and innovation skills; knowledge and information management skills; communication skills; ability to focus on results and quality

**Primary function**

To exercise control over the economic intelligence function with the aim to maintain an impartial, accountable, transparent and efficient economic intelligence service within the City of Tshwane, subject to legislated context responsibilities, national standards and the directives of the Chief of Staff. The incumbent will be responsible and accountable for the following key performance areas:

- Economic policy and research
- Demographic and geographic economic trends analysis

**Enquiries: T Louw (012 358 1226)**

**DIVISIONAL HEAD: PRIVATE OFFICE AND PROTOCOL SERVICES (DEPARTMENT: OFFICE OF THE EXECUTIVE MAYOR) (FIVE-YEAR FIXED-TERM PERFORMANCE-BASED CONTRACT) (EMCM455-2020)**

*Appointment will be subject to the signing of an employment contract and performance agreement, as well as the disclosure of financial interests.*

Location: Pretoria Central

Annual all-inclusive remuneration package: R1 183 573 – R1 479 466 – R1 775 359 per annum

**Appointment requirements**

- A relevant bachelor's degree or equivalent qualification
- Registration with a relevant professional body (added advantage)
- Ten years' experience, of which at least five years must be at senior management level
- Good knowledge and interpretation of policy and legislation
- Good knowledge of performance management
- Understanding of good governance
- Good knowledge of supply chain management regulations and the Preferential Procurement Policy Framework Act, 2000 (Act 5 of 2000)
- Ability to make high-risk decisions of a long-term and strategic nature
- Compliance with the Municipal Finance Management Act unit standards, as prescribed by Regulation 493 of 15 June 2007 as published in *Government Gazette 29967* of 15 June 2007, will be an added advantage
- No criminal record (excluding previous conviction(s) relating to political activities in the previous dispensation) and candidates will undergo security vetting
- Competency assessment
- Computer literacy

**Leading competencies**

Strategic direction and leadership skills; people management skills; programme and project management skills; financial management skills; change management skills; change leadership skills; governance leadership skills

**Core competencies**

Moral competence; planning and organising skills; analytical and innovation skills; knowledge and information management skills; communication skills; ability to focus on results and quality

**Primary function**

To exercise control over the functions of the private office of the Executive Mayor and protocol services as well as the following key performance areas, subject to legislated context responsibilities, national standards and the directives of the Chief of Staff:

- To focus on providing the necessary support to the Executive Mayor to afford him the space and wherewithal to perform his duties
- To provide protocol services to the Executive Mayor and the members of the Mayoral Committee

**Enquiries: T Louw (012 358 1226)**

**DIVISIONAL HEAD: MAYORAL STAKEHOLDER MANAGEMENT AND COMMUNITY LIAISON (DEPARTMENT: OFFICE OF THE EXECUTIVE MAYOR) (FIVE-YEAR FIXED-TERM PERFORMANCE-BASED CONTRACT) (EMCM456-2020)**

*Appointment will be subject to the signing of an employment contract and performance agreement, as well as the disclosure of financial interests.*

Location: Pretoria Central

Annual all-inclusive remuneration package: R1 183 573 – R1 479 466 – R1 775 359 per annum

**Appointment requirements**

- A relevant bachelor's degree or equivalent qualification
- Registration with a relevant professional body (added advantage)
- Ten years' experience, of which at least five years must be at senior management level
- Good knowledge and interpretation of policy and legislation
- Good knowledge of performance management
- Understanding of good governance
- Good knowledge of supply chain management regulations and the Preferential Procurement Policy Framework Act, 2000 (Act 5 of 2000)
- Ability to make high-risk decisions of a long-term and strategic nature
- Compliance with the Municipal Finance Management Act unit standards, as prescribed by Regulation 493 of 15 June 2007 as published in *Government Gazette 29967* of 15 June 2007, will be an added advantage
- No criminal record (excluding previous conviction(s) relating to political activities in the previous dispensation) and candidates will undergo security vetting
- Competency assessment
- Computer literacy

**Leading competencies**

Strategic direction and leadership skills; people management skills; programme and project management skills; financial management skills; change management skills; change leadership skills; governance leadership skills

**Core competencies**

Moral competence; planning and organising skills; analytical and innovation skills; knowledge and information management skills; communication skills; ability to focus on results and quality

**Primary function**

To exercise control over the stakeholder management and community liaison function, as well as the following key performance areas, with the aim to maintain an impartial, accountable, transparent and efficient stakeholder management and community liaison service in the Office of the Executive Mayor and within the City of Tshwane, subject to legislated context responsibilities, national standards and the directives of the Chief of Staff:

- Stakeholder operations
- Outreach operations
- Community liaison
- Presidential hotline

**Enquiries: T Louw (012 358 1226)**

**DIVISIONAL HEAD: MAYORAL PUBLIC AND MEDIA RELATIONS (DEPARTMENT: OFFICE OF THE EXECUTIVE MAYOR) (FIVE-YEAR FIXED-TERM PERFORMANCE-BASED CONTRACT) (EMCM457-2020)**

*Appointment will be subject to the signing of an employment contract and performance agreement, as well as the disclosure of financial interests.*

Location: Pretoria Central

Annual all-inclusive remuneration package: R1 183 573 – R1 479 466 – R1 775 359 per annum

**Appointment requirements**

- A relevant bachelor's degree or equivalent qualification
- Registration with a relevant professional body (added advantage)
- Ten years' experience, of which at least five years must be at senior management level
- Good knowledge and interpretation of policy and legislation
- Good knowledge of performance management
- Understanding of good governance
- Good knowledge of supply chain management regulations and the Preferential Procurement Policy Framework Act, 2000 (Act 5 of 2000)
- Ability to make high-risk decisions of a long-term and strategic nature
- Compliance with the Municipal Finance Management Act unit standards, as prescribed by Regulation 493 of 15 June 2007 as published in *Government Gazette 29967* of 15 June 2007, will be an added advantage
- No criminal record (excluding previous conviction(s) relating to political activities in the previous dispensation) and candidates will undergo security vetting
- Competency assessment
- Computer literacy

**Leading competencies**

Strategic direction and leadership skills; people management skills; programme and project management skills; financial management skills; change management skills; change leadership skills; governance leadership skills

**Core competencies**

Moral competence; planning and organising skills; analytical and innovation skills; knowledge and information management skills; communication skills; ability to focus on results and quality

**Primary function**

To exercise control over the mayoral public affairs and media relations functions, subject to legislated responsibilities, national standards and the directives of the Chief of Staff, with the aim to maintain an impartial, accountable, transparent and efficient service within the City of Tshwane. The incumbent will be responsible and accountable for the following key performance areas:

- Manage and oversee the establishment, stabilisation, consolidation and sustainability of public relations initiatives
- Manage and oversee the establishment, stabilisation, consolidation and sustainability of communication and media liaison initiatives
- Provide performance-monitoring and evaluation responsibilities in relation to legislated responsibilities

**Enquiries: T Louw (012 358 1226)**

Administration	IT	Managerial	Political	Professional	Safety, security and EMS
Secretarial		Semi-skilled labour	Support services	Technical	Unskilled Labour

**Department: Office of the Executive Mayor**  
**Division: N/A**  
**Section: Management and Administrative Support**  
**Location: Pretoria Central**

<b>Reference number</b>	<b>EMCM458-2020</b>
<b>Position</b>	<b>SENIOR STRATEGIC EXECUTIVE SUPPORT SPECIALIST</b>
<b>To be advertised</b>	Internal External
<b>This position seeks to attract</b>	African female Indian male African male White female Coloured female White male Coloured male Person with disability Indian female All categories
<b>Job level</b>	T17
<b>Scale</b>	R677 268,00 – R715 380,00 – R755 652,00 – R798 168,00 – R843 084,00 – R890 544,00 – R940 644,00 per annum
<b>Estimated remuneration package</b>	R1 001 128,34 – R1 049 637, 80 – R1 100 896,54 – R1 155 011,47 – R1 212 181,16 – R1 273 588,88 – R1 336 356,83 per annum
<b>Job purpose</b>	To manage the departmental budget and financial service within the legislative and statutory framework and to provide a general financial support service to the Office of the Executive Mayor
<b>Appointment requirements</b>	An appropriate three-year career-related tertiary qualification (degree or national diploma) in a financial or accounting field Compliance with the Municipal Finance Management Act unit standards, as prescribed by Regulation 493 of 15 June 2007 as published in the <i>Government Gazette</i> 29967 of 15 June 2007, will be an added advantage At least five years' relevant experience in a related financial support environment of which at least three years should be in a managerial or middle management position A valid driving licence Computer literacy
<b>Personal attributes and/or competencies</b>	Strong analytical ability; excellent writing and research skills; excellent verbal communication skills; ability to interact with a diverse range of stakeholders; high level of professionalism; ability to work under pressure; ability to be self-motivated and proactive; display requisite levels of dynamism and innovative ability; ability to work independently towards the strategic goals of the organisation; ability to impart skills to fellow colleagues; high level of technical competency in the candidate's respective field must be evident
<b>Primary function</b>	Manage the department's budget in accordance with the municipality's financial by-laws



Manage, advise, control and coordinate SAP financial transactions, creditor payment administration, departmental insurance administration, subsistence and travelling arrangements, IT, general logistics and record-keeping

Conduct supply chain and procurement management project management, and capex compilation and administration

Manage, coordinate and administer departmental audits (contact person for audit queries)

Manage and supervise the financial support operational unit on a day-to-day basis to ensure optimal performance

Attend Financial Advisory Committee meetings, departmental top management meetings, all relevant meetings during the budget process, all *ad hoc* meetings with a financial implication, and support services management meetings

Function as departmental top management advisor on financial, budgetary and related matters (deputy director and upwards), and attend to all employee enquiries

**SAP**

S70000531

**New/natural attrition**

Natural attrition

**Enquiries**

T Louw (012 358 1226)

Administration	IT	Managerial	Political	Professional	Safety, security and EMS
Secretarial		Semi-skilled labour	Support services	Technical	Unskilled Labour

**Offices of various members of the Mayoral Committee**  
**Location: Pretoria Central**

<b>Reference number</b>	<b>EMCM459-2020</b>
<b>Position</b>	<b>SENIOR EXECUTIVE SUPPORT SPECIALIST (FIVE-YEAR FIXED-TERM CONTRACT) (6 POSTS)</b>
<b>To be advertised</b>	Internal External
<b>This position seeks to attract</b>	African female African male Coloured female Coloured male Indian female Indian male White female White male Person with disability All categories
<b>Job level</b>	Contract T17
<b>Scale</b>	R1 001 128,34 – R1 049 637,80 – R1 100 896,54 – R1 155 011,47 – R1 212 181,16 – R1 272 588, 88 – R1 336 356,83 per annum
<b>Estimated remuneration package</b>	N/A
<b>Job purpose</b>	To render a strategic support function to the MMC’s office
<b>Appointment requirements</b>	A three-year, career-related tertiary qualification (degree or national diploma) or equivalent qualification Relevant experience in the following: <ul style="list-style-type: none"> <li>• Providing operational assistance to constituency and political leaders, whether at national, provincial or local government level</li> <li>• Organising and executing public meetings, publicity events and other aspects of advocacy campaigns</li> <li>• Compiling budgets and business plans</li> <li>• Implementing brand promotion and methods of communication with core constituencies</li> <li>• Conducting policy research, especially in the fields of public administration and/or local government</li> </ul> Experience in writing media statements, liaising with journalists and project management will be an added advantage A proven record of initiative, problem-solving, and the ability to recognise and implement improvements to a system A valid driving licence with own vehicle Computer literacy in the Microsoft Office Suite
<b>Personal attributes and/or competencies</b>	Ability to be outcomes-orientated and not merely task-orientated; ability to build trust and relationships within a constituency or community; ability to identify issues that are important to a constituency or a community; proficiency in more than one language; ability to work effectively and energetically around a demanding work schedule; excellent administrative skills; ability to pay attention to detail

## Primary function

Manage the performance agreement of the MMC by –

- developing the MMC's scorecard;
- managing and monitoring the implementation of the MMC's scorecard;
- monitoring and evaluating the progress of the implementation of catalytic projects;
- ensuring that the performance indicators are identified and aligned to objectives, and that appropriate procedures are developed and implemented;
- analysing and aligning requirements with operating capacity and capability;
- monitoring the implementation of the executive commitments;
- monitoring the progress of the divisional and departmental service delivery and budget implementation plan;
- populating the coaching rating sheet for the MMC;
- compiling the evidence files for the MMC;
- assisting with the strategic planning process and ensuring the development of key performance indicators and targets for the office; and
- monitoring progress of specific key performance indicators and measures

Manage intergovernmental relations by –

- managing the interface for the respective departments; and
- managing communication with various national and provincial government departments

Provide special advice to the MMC by –

- interacting with communities in respect of the department's functions;
- conceptualising the outreach programmes for the communities;
- conducting roadshows on policy reviews and projects;
- initiating outreach programmes for the communities in respect of the department;
- launching outreach programmes in respect of the department;
- undertaking special project outreach programmes; and
- assisting with the development and implementation of projects and programmes for the portfolio

Ensure the facilitation and implementation of special outreach programmes by –

- advising the MMC on key legislation or policy that regulates the departments;
- conducting research on current affairs that affect the respective field and advising the MMC accordingly;
- advising on reports for the respective departments, manually and on C9; and
- keeping abreast of trends, theories and practices underlying the rendering of services

Liaise with key internal stakeholders for respective departments by –

- liaising between the political office and the respective departments;
- liaising with the oversight committees;
- liaising with and responding to regional heads;
- managing and responding to the queries and referrals that are directed to the departments;
- participating and assisting the MMC in executing regional duties as regional political head; and
- acting as link between the political office and the respective departments

Perform generic management functions by –

- ensuring and rendering management and strategic support services to the MMC's office;
- managing, monitoring and facilitating the provision of effective, efficient and economical administrative support to the MMC and management;

- analysing staff attendance, absenteeism, overtime and lost time, and implementing and monitoring specific remedial measures aimed at improving productivity and reducing staff-related costs;
- effectively managing staff members' orientation and development, including annual orientation (both new and incumbent), to ensure communication of the current strategies, goals and expectations;
- ensuring that staff members adhere to finance procedures and regulations;
- ensuring that adequate statistical and management information is properly provided as required by the portfolio;
- advising on the budgetary requirement that expenditure be monitored;
- attending meetings as directed and ensuring that matters arising from meetings are implemented;
- advising on the department's business and strategic plans and associated short- and long-term performance and service delivery plans; and
- supervising the staff in the office of the MMC

**SAP**

**S70010153** (Finance); **S70008260** (Roads and Transport); **S70009671** (Human Settlements); **S70003778** (Utility Services and Regional Operations and Coordination); **S70002174** (Community and Social Development Services); **S70016034** (Human Capital Management and Shared Services)

**New/natural attrition**

Natural attrition

**Enquiries**

T Louw (012 358 1226)

Administration	IT	Managerial	Political	Professional	Safety, security and EMS
Secretarial		Semi-skilled labour	Support services	Technical	Unskilled Labour

**Offices of various members of the Mayoral Committee**  
**Location: Pretoria Central**

<b>Reference number</b>	<b>EMCM460-2020</b>
<b>Position</b>	<b>EXECUTIVE SECRETARY (2 POSTS)</b>
<b>To be advertised</b>	Internal External
<b>This position seeks to attract</b>	African female Indian male African male White female Coloured female White male Coloured male Person with disability Indian female All categories
<b>Job level</b>	T11
<b>Scale</b>	R343 128,00 – R362 436,00 – R382 836,00 – R404 388,00 – R427 140,00 – R451 176,00 – R476 568,00 per annum
<b>Estimated remuneration package</b>	R436 737,89 – R461 313,37 – R487 278,77 – R514 710,44 – R543 669,49 – R574 262,83 – R606 582,10 per annum
<b>Job purpose</b>	To render an executive secretarial and administrative support service to the MMC
<b>Appointment requirements</b>	Grade 12 or an equivalent certificate plus a secretarial qualification or training Relevant secretarial experience as well as experience in arranging events, meetings, workshops and conferences A valid Code B driving licence will be an added advantage Computer literacy
<b>Personal attributes and/or competencies</b>	Project management skills; communication skills; flexibility; patience; willingness to accept responsibility; ability to pay attention to detail
<b>Primary function</b>	Provide a reception service Provide an office administration service Provide a typing and computer operating service Provide an operational logistic service Execute diverse official secretarial duties
<b>SAP</b>	<b>S70016036</b> (Human Capital Management and Shared Services) <b>S70002176</b> (Community and Social Development Services)
<b>New/natural attrition</b>	Natural attrition
<b>Enquiries</b>	T Louw (012 358 1226)

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