



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. The City of Tshwane is committed to employment equity. Preference may be given to appointable applicants from the underrepresented designated groups in terms of the City's Employment Equity Plan. The City retains the right not to make an appointment and to verify all information provided by candidates.

Applicants should note that they will be required to provide proof of their qualifications or any other relevant documents (certified copies or original documents) during the selection process. Appointments will be subject to the positive verification of qualifications (from Grade 12 upwards). Any misrepresentation of qualifications or information on the application of an applicant, failure to present proof of claimed qualifications or fraudulent qualifications will disqualify a candidate for appointment. If it is an internal candidate, he/she may be disciplined for misconduct.

The online system closes at midnight on the closing date and no late applications can be accepted. If you do not receive correspondence from our office within 21 days of the application's closing date, please consider your application unsuccessful.

The City of Tshwane seeks to fill the positions as indicated below.

**APPLY ONLINE BY VISITING THE CITY OF TSHWANE PUBLIC WEBSITE
AND CLICKING THE E-RECRUITMENT LINK (LOCATED UNDER SERVICES)**

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

Closing date: 30 June 2022

Please note that online applications will close at midnight.

General enquiries: LJ Moleli (012 358 4346)
Recruitment Centre
Upper Ground Level, Middestad Building
252 Thabo Sehume Street
Pretoria CBD

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: Office of the Chief of Staff

Location: Pretoria Central

Reference number	EMCM464-2022										
Position	EXECUTIVE SECRETARY (FIXED-TERM CONTRACT, NOT EXCEEDING A PERIOD OF FIVE YEARS)										
To be advertised	<table border="1"> <tr> <th>Internal</th> <th>External</th> </tr> </table>	Internal	External								
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Job level	T11										
Scale	R343 128,00 – R476 568,00 per annum										
Estimated remuneration package	R436 737,89 – R606 582,10 per annum										
Job purpose	To render an executive secretarial and administrative support service to the Office of the Chief of Staff										
Appointment requirements	<p>Grade 12 or an equivalent certificate plus a secretarial qualification or training</p> <p>Relevant secretarial experience as well as experience in arranging events, meetings, workshops and conferences</p> <p>A valid Code B driving licence will be an added advantage</p> <p>Computer literacy</p>										
Personal attributes and/or competencies	Project management skills; communication skills; flexibility; patience; willingness to accept responsibility; ability to pay attention to detail										
Primary function	<p>Providing a reception service</p> <p>Providing an office administration service</p> <p>Providing a typing and computer-operating service</p> <p>Providing an operational logistics service</p> <p>Executing diverse official secretarial duties</p>										
SAP	S70000496										
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

DEPARTMENT: OFFICE OF THE CHIEF WHIP

Division: Political Liaison/Special Advisory

Section: Private Office

Location: Pretoria Central

Reference number	OFCW081-2022										
Position	EXECUTIVE SECRETARY (FIXED-TERM CONTRACT NOT EXCEEDING A PERIOD OF FIVE YEARS)										
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Job level	T11										
Scale	R343 128,00 – R476 568,00 per annum										
Estimated remuneration package	R436 737,89 – R606 582,10 per annum										
Job purpose	To render an executive secretarial and administrative support service to the Office of the Chief of Staff										
Appointment requirements	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										
Personal attributes and/or competencies	Project management skills; communication skills; flexibility; patience; willingness to accept responsibility; ability to pay attention to detail										
Primary function	Providing a reception service Providing an office administration service Providing a typing and computer-operating service Providing an operational logistics service Executing diverse official secretarial duties										
SAP	S70001040										
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

DEPARTMENT: OFFICE OF THE CHIEF WHIP

Division: Strategic Support Services

Section: Strategic Management Support

Location: Pretoria Central

Reference number	OFCW082-2022										
Position	RECEPTIONIST (FIXED-TERM CONTRACT, NOT EXCEEDING A PERIOD OF FIVE YEARS)										
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Job level	T7										
Scale	R218 064,00 – R302 868,00 per annum										
Estimated remuneration package	R277 554,77 – R385 494,43 per annum										
Job purpose	Providing a secretarial and administrative service by receiving visitors, answering phone calls and doing administrative tasks										
Appointment requirements	Grade 12 or equivalent qualification Relevant experience in office administration Computer literacy										
Personal attributes and/or competencies	Adaptability; time management skills; good communication skills (written and verbal); ability to work under pressure; willingness and ability to work as part of a team; ability to network										
Primary functions	<p>Delivering a telephone and reception service</p> <p>Seeing to the efficient, correct and orderly functioning of the reception and telephone service, and some administrative duties</p> <p>Seeing to it that letters are typed and philologically attended to, and that all addresses, notes and headings are correct</p> <p>Collecting and sending outgoing correspondence to the relevant persons</p> <p>Answering all incoming calls</p> <p>Attending to clients and making phone calls</p> <p>Scanning calls and, if possible, diverting calls to another employee capable to deal with the call or complaint</p> <p>Referring queries to the relevant person</p> <p>Taking messages if so requested</p> <p>Providing general support (typing, diary bookings, etc)</p> <p>Taking responsibility for the daily efficient, correct and orderly functioning and execution of some administrative duties</p> <p>Doing all typing work</p>										

Daily handling of personal incoming and outgoing correspondence
Sorting incoming correspondence and giving it to the relevant persons
Organising parking for visitors
Receiving clients and making sure that the employee concerned is ready to receive the visitor before sending the visitor through to the employee
Reserving a boardroom for meetings, if necessary
Making photocopies
On request, getting files and/or information from the department's registration section
Receiving correspondence from support services

SAP S70001015

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

DEPARTMENT: OFFICE OF THE CHIEF WHIP

Division: Strategic Support Services

Section: Research Support Services

Location: Pretoria Central

Reference number	OFCW083-2022										
Position	RESEARCHER (5 POSTS) (FIXED-TERM CONTRACT COUPLED TO A SPECIFIC POLITICAL PRINCIPAL'S TERM, NOT EXCEEDING A PERIOD OF FIVE YEARS)										
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Job level	T12										
Scale	R384 300,00 – R533 760,00 per annum										
Estimated remuneration package	R489 142,16 – R679 376,84 per annum										
Job purpose	To provide research support and ensure broader service support in administration and training areas										
Appointment requirements	<p>Appropriate three-year tertiary qualification (degree or national diploma) in Public Policy, Public Administration, Public Management, Research or Developmental Studies, or an equivalent qualification</p> <p>A postgraduate qualification will be an added advantage</p> <p>Relevant work experience in compiling reports, and summarising and developing research reports in a political office and/or environment</p> <p>Computer literacy</p>										
Personal attributes and/or competencies	Intimate knowledge of all political and other aspects of the political office; good writing and oral skills; ability to grasp issues of a political nature; ability to conduct research; excellent communication skills; ability to work under pressure and in stressful situations; ability to meet deadlines; good organisational skills; ability to work with limited supervision; ability to make decisions and establish work priorities; emotional intelligence; intellectual and cognitive ability										
Primary function	<p>Planning, developing and enhancing effective strategy, policy and research by doing the following:</p> <ul style="list-style-type: none"> • Providing research support on the development of any manuals and tools in respect of training programmes • Participating in the formulation of corporate policy and strategy • Contributing to the implementation of evaluation and monitoring tools in the development of councillors 										

- Contributing to the research capacity of the office and the resource centre
- Contributing to the research work of study groups and the Caucus, and working closely with support committee specialists
- Providing political strategic value to the research work in the office
- Contributing to the cluster research team of the Office of the Chief Whip
- Conducting policy-related research and development in key areas of priority for the Caucus
- Assisting councillors in carrying out their work and contributing to the community service strategy of the office
- Attending protocol events in line with the job description and City of Tshwane policies and structures

SAP S70001084; S70001033; S70059459; S70001082; S70059455

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

DEPARTMENT: OFFICE OF THE CHIEF WHIP

Division: Strategic Support Services

Section: Research Support Services

Location: Pretoria Central

Reference number	OFCW084-2022										
Position	SENIOR SECRETARY (2 POSTS) (FIXED-TERM CONTRACT, NOT EXCEEDING A PERIOD OF FIVE YEARS)										
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Job level	T10										
Scale	R306 360,00 – R425 508,00 per annum										
Estimated remuneration package	R389 938,09 – R541 592,26 per annum										
Job purpose	To render secretariat and administrative support services to study groups, committees of caucuses, whips and functions as per delegation										
Appointment requirements	Grade 12 or an equivalent qualification plus a secretarial qualification or training Relevant secretarial experience Computer literacy SAP training and experience will be an added advantage										
Personal attributes and/or competencies	Excellent communication skills; ability to work under pressure and in stressful situations; ability to meet deadlines; good organisational skills; ability to work with limited supervision; ability to make decisions and establish work priorities; emotional intelligence; intellectual and cognitive ability										
Primary functions	Rendering a secretarial function Rendering an office administration function Rendering a telephone and reception service Rendering a typing function Organising diaries Ensuring meeting arrangements Conducting general office management										
SAP	S70001047; S70001052										
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

DEPARTMENT: OFFICE OF THE CHIEF WHIP

Division: Strategic Support Services

Section: Strategic Management Support: Councillor Support

Location: Pretoria Central

Reference number	OFCW085-2022															
Position	ADMINISTRATIVE OFFICER (FIXED-TERM CONTRACT, NOT EXCEEDING A PERIOD OF FIVE YEARS)															
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This position seeks to attract																
Job level	T7															
Scale	R218 064,00 – R302 868,00 per annum															
Estimated remuneration package	R277 554,77 – R385 494,43 per annum															
Job purpose	To provide an administrative support service															
Appointment requirements	Grade 12 Relevant experience in administrative support services Computer literacy															
Personal attributes and/or competencies	Must be energetic; able to walk and move easily; must be able to do proper filing; good communication skills; good listening skills; ability to manage conflict; ability to function without constant supervision															
Primary functions	Providing an administrative function to the section Providing administrative support in the financial management of the section Providing administrative support in the delivery of documents Filing documents for safekeeping Assisting with the leave management of the section Populating relevant files on SAP Assisting with monthly statistics on Microsoft Excel															
SAP	S70001044															
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

DEPARTMENT: OFFICE OF THE CHIEF WHIP

Division: Office of the Chief Whip

Location: Pretoria Central

Reference number	OFCW086-2022										
Position	EXECUTIVE SECRETARY (FIXED-TERM CONTRACT, NOT EXCEEDING A PERIOD OF FIVE YEARS)										
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Job level	T11										
Scale	R343 128,00 – R476 568,00 per annum										
Estimated remuneration package	R436 737,89 – R606 582,10 per annum										
Job purpose	To render an executive secretarial and administrative support service to the Office of the Chief Whip										
Appointment requirements	<p>Grade 12 or an equivalent certificate plus a secretarial qualification or training</p> <p>Relevant secretarial experience as well as experience in arranging events, meetings, workshops and conferences</p> <p>A valid Code B driving licence will be an added advantage</p> <p>Computer literacy</p>										
Personal attributes and/or competencies	Project management skills; communication skills; flexibility; patience; willingness to accept responsibility; ability to pay attention to detail										
Primary function	<p>Providing a reception service</p> <p>Providing an office administration service</p> <p>Providing a typing and computer-operating service</p> <p>Providing an operational logistics service</p> <p>Executing diverse official secretarial duties</p>										
SAP	S70001040										
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

DEPARTMENT: OFFICE OF THE CHIEF WHIP

Division: Political Liaison/Special Advisory

Section: Private Office

Location: Pretoria Central

Reference number	OFCW087-2022				
Position	PROFESSIONAL ASSISTANT (FIXED-TERM CONTRACT, NOT EXCEEDING A PERIOD OF FIVE YEARS)				
To be advertised	Internal		External		
This position seeks to attract	African female Indian male	African male White female	Coloured female White male	Coloured male Person with disability	Indian female All categories
Job level	T15				
Scale	R539 916,00 – R749 880,00 per annum				
Estimated remuneration package	R744 489,28 – R1 011 734,26 per annum				
Job purpose	To provide personal assistance to the Chief Whip of Council				
Appointment requirements	A three-year, career-related tertiary qualification (degree or national diploma) or equivalent qualification Relevant work experience in a local government environment A valid Code B driving licence will be an added advantage Computer literacy				
Personal attributes and/or competencies	Integrity; intelligence; patience; innovative thinking skills; flexibility; willingness to accept responsibility; communication skills; strong organisational skills; ability to pay attention to detail; ability to work independently (of critical importance)				
Primary function	Representing the strategic arm on administration matters and serving as a link between the administration and the Private Office of the Chief Whip Gathering, assembling and reporting information to the Chief Whip on diverse policy and budgetary matters Using various research and reporting techniques to provide quality information for the Chief Whip's consideration Using appropriate research strategies (internet, library and structured interviews) to gather information requested by the Chief Whip Working with City of Tshwane staff, community groups or constituents in soliciting or clarifying information relevant to policy issues Preparing written and oral reports and findings, and identifying policy options, as requested Conducting legal precedent research and summarising findings				

Assisting in and/or monitoring the preparation process of ordinances, resolutions and other supporting programme documents
Applying principles of public administration and budget management
Gathering, assembling and reporting narrative and financial information relevant to policy determinations

SAP	S70001039
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

OFFICE OF THE MMC FOR ENVIRONMENT AND AGRICULTURE
MANAGEMENT
Location: Pretoria Central

Reference number	EMCM465-2022				
Position	SENIOR EXECUTIVE SUPPORT SPECIALIST (FIXED-TERM CONTRACT COUPLED TO A SPECIFIC POLITICAL PRINCIPAL'S TERM, NOT EXCEEDING A PERIOD OF FIVE YEARS)				
To be advertised	Internal		External		
This position seeks to attract	African female Indian male	African male White female	Coloured female White male	Coloured male Person with disability	Indian female All categories
Job level	T17				
Scale	R677 268,00 – R940 644,00 per annum				
Estimated remuneration package	R1 001 128,34 – R1 336 356,83 per annum				
Job purpose	To render a strategic support function to the MMC's office				
Appointment requirements	<p>A three-year, career-related tertiary qualification (degree or national diploma) or equivalent qualification</p> <p>Relevant experience in the following:</p> <ul style="list-style-type: none"> • Providing operational assistance to constituency and political leaders, whether at national, provincial or local government level • Organising and executing public meetings, publicity events and other aspects of advocacy campaigns • Compiling budgets and business plans • Implementing brand promotion and methods of communication with core constituencies • Conducting policy research, especially in the fields of public administration and/or local government <p>Experience in writing media statements, liaising with journalists and project management will be an added advantage</p> <p>Have a proven record of initiative and problem-solving, and the ability to recognise and implement improvements to a system</p> <p>A valid driving licence with own vehicle</p> <p>Computer literacy in Microsoft Office Suite</p>				
Personal attributes and/or competencies	Must be outcomes-orientated and not merely task-orientated; ability to build trust and relationships within a constituency or community; ability to identify issues important to a constituency or a community; proficient 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

Managing the performance agreement of the MMC by doing the following:

- Developing the scorecard of the MMC
- Managing and monitoring the implementation of the MMC's scorecard
- Monitoring and evaluating the progress of the implementation of catalytic projects
- Ensuring that 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 executive commitments
- Monitoring the progress of the divisional and departmental service delivery and budget implementation plans
- Populating the coaching rating sheet for the MMC
- Compiling evidence files for the MMC
- Assisting with the strategic planning process and ensuring the development of key performance indicators and targets for the office
- Monitoring the progress of specific key performance indicators and measures

Managing intergovernmental relations by doing the following:

- Managing the interface for departments
- Managing communication with various national and provincial government departments

Providing special advice to the MMC by doing the following:

- Interacting with communities in respect of the department's functions
- Conceptualising outreach programmes for communities
- Conducting roadshows on policy reviews and projects
- Initiating outreach programmes for communities in respect of the department
- Launching outreach programmes in respect of the department
- Undertaking special project outreach programmes
- Assisting with the development and implementation of projects and programmes for the portfolio

Ensuring the facilitation and implementation of special outreach programmes by doing the following:

- Advising the MMC on key legislation and policy that regulate the department
- Conducting research on current affairs that affect the applicable field and advising the MMC accordingly
- Advising on reports for departments, manually and on C9
- Keeping abreast of trends, theories and practices underlying the rendering of services

Liaising with key internal stakeholders in departments by doing the following:

- Liaising between the political office and departments
- Liaising with oversight committees
- Liaising and responding to regional heads
- Managing and responding to the queries and referrals that are directed to departments
- Participating in and assisting the MMC with executing regional duties as regional political heads
- Acting as link between the political office and departments

Performing generic management functions by doing the following:

- 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 the communication of 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 budgetary requirements and 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 plan, and associated short- and long-term performance and service delivery plans
- Supervising the staff in the office of the MMC

SAP S70002265

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

DEPARTMENT: HUMAN SETTLEMENTS

Division: MMC Support

Location: Pretoria Central

Reference number	EMCM466-2022										
Position	EXECUTIVE SECRETARY (FIXED-TERM CONTRACT, NOT EXCEEDING A PERIOD OF FIVE YEARS)										
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Job level	T11										
Scale	R343 128,00 – R476 568,00 per annum										
Estimated remuneration package	R436 737,89 – R606 582,10 per annum										
Job purpose	To render an executive secretarial and administrative support service to the MMC for Human Settlements										
Appointment requirements	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										
Personal attributes and/or competencies	Project management skills; communication skills; flexibility; patience; willingness to accept responsibility; ability to pay attention to detail										
Primary function	Providing a reception service Providing an office administration service Providing a typing and computer-operating service Providing an operational logistics service Executing diverse official secretarial duties										
SAP	S70009673										
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

DEPARTMENT: HEALTH

Division: MMC Support

Location: Pretoria Central

Reference number	EMCM467-2022										
Position	EXECUTIVE SECRETARY (FIXED-TERM CONTRACT, NOT EXCEEDING A PERIOD OF FIVE YEARS)										
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This position seeks to attract	<table border="1"> <tr> <td>African female</td> <td>African male</td> <td>Coloured female</td> <td>Coloured male</td> <td>Indian female</td> </tr> <tr> <td>Indian male</td> <td>White female</td> <td>White male</td> <td>Person with disability</td> <td>All categories</td> </tr> </table>	African female	African male	Coloured female	Coloured male	Indian female	Indian male	White female	White male	Person with disability	All categories
African female	African male	Coloured female	Coloured male	Indian female							
Indian male	White female	White male	Person with disability	All categories							
Job level	T11										
Scale	R343 128,00 – R476 568,00 per annum										
Estimated remuneration package	R436 737,89 – R606 582,10 per annum										
Job purpose	To render an executive secretarial and administrative support service to the MMC for Human Settlements										
Appointment requirements	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										
Personal attributes and/or competencies	Project management skills; communication skills; flexibility; patience; willingness to accept responsibility; ability to pay attention to detail										
Primary function	Providing a reception service Providing an office administration service Providing a typing and computer-operating service Providing an operational logistics service Executing diverse official secretarial duties										
SAP	S70003001										
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

DEPARTMENT: COMMUNITY AND SOCIAL DEVELOPMENT SERVICES

Division: MMC Support

Location: Pretoria Central

Reference number	EMCM468-2022										
Position	EXECUTIVE SECRETARY (FIXED-TERM CONTRACT, NOT EXCEEDING A PERIOD OF FIVE YEARS)										
To be advertised	<table border="1"> <tr> <td>Internal</td> <td>External</td> </tr> </table>	Internal	External								
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Job level	T11										
Scale	R343 128,00 – R476 568,00 per annum										
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Job purpose	To render an executive secretarial and administrative support service to the MMC for Human Settlements										
Appointment requirements	<p>Grade 12 or an equivalent certificate plus a secretarial qualification or training</p> <p>Relevant secretarial experience as well as experience in arranging events, meetings, workshops and conferences</p> <p>A valid Code B driving licence will be an added advantage</p> <p>Computer literacy</p>										
Personal attributes and/or competencies	Project management skills; communication skills; flexibility; patience; willingness to accept responsibility; ability to pay attention to detail										
Primary function	<p>Providing a reception service</p> <p>Providing an office administration service</p> <p>Providing a typing and computer-operating service</p> <p>Providing an operational logistics service</p> <p>Executing diverse official secretarial duties</p>										
SAP	S70002176										
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

DEPARTMENT: ECONOMIC DEVELOPMENT AND SPATIAL PLANNING

Division: MMC Support

Location: Pretoria Central

Reference number	EMCM469-2022										
Position	EXECUTIVE SECRETARY (FIXED-TERM CONTRACT, NOT EXCEEDING A PERIOD OF FIVE YEARS)										
To be advertised	<table border="1"> <tr> <td>Internal</td> <td>External</td> </tr> </table>	Internal	External								
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Job level	T11										
Scale	R343 128,00 – R476 568,00 per annum										
Estimated remuneration package	R436 737,89 – R606 582,10 per annum										
Job purpose	To render an executive secretarial and administrative support service to the MMC for Human Settlements										
Appointment requirements	<p>Grade 12 or an equivalent certificate plus a secretarial qualification or training</p> <p>Relevant secretarial experience as well as experience in arranging events, meetings, workshops and conferences</p> <p>A valid Code B driving licence will be an added advantage</p> <p>Computer literacy</p>										
Personal attributes and/or competencies	Project management skills; communication skills; flexibility; patience; willingness to accept responsibility; ability to pay attention to detail										
Primary function	<p>Providing a reception service</p> <p>Providing an office administration service</p> <p>Providing a typing and computer-operating service</p> <p>Providing an operational logistics service</p> <p>Executing diverse official secretarial duties</p>										
SAP	S70001144										
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

DEPARTMENT: ECONOMIC DEVELOPMENT AND SPATIAL PLANNING

Division: MMC Support

Location: Pretoria Central

Reference number EMCM470-2022

Position EXECUTIVE ASSISTANT (FIXED-TERM CONTRACT COUPLED TO A SPECIFIC POLITICAL PRINCIPAL'S TERM, NOT EXCEEDING A PERIOD OF FIVE YEARS)

To be advertised Internal External

This position seeks to attract African female African male Coloured female Coloured male Indian female
Indian male White female White male Person with disability All categories

Job level T15

Scale R539 916,00 – R749 880,00 per annum

Estimated remuneration package R744 489,28 – R1 011 734,26 per annum

Job purpose To render personal assistance to the MMC regarding political and administrative issues, research and liaison with departments, other spheres of government and all relevant role players and community leaders

Appointment requirements A three-year, career-related tertiary qualification (degree or national diploma) or equivalent qualification
Relevant work experience
A valid Code B driving licence will be an added advantage
Computer literacy

Personal attributes and/or competencies Good communication and interpersonal skills; multilingual; flexibility; ability to work under pressure

Primary function Liaising with corporate bodies on request and on behalf of the MMC
Liaising with specific municipal departments on related issues by doing the following:

- Dealing with correspondence
- Following up on delegated issues
- Ensuring a proper filing system

Ensuring that all matters pertaining to protocol, both internally and externally, are attended to in cooperation with the International Relations Unit located in the Office of the Executive Mayor
Ensuring quality and effectiveness in the office administration of the MMC by doing the following:

- Liaising with the MMC, executive secretary and officials in departments

• Liaising with the executive secretary regarding the MMC's programme
Dealing with Mayoral Committee and Council matters by doing the following:

- Preparing documents for meetings
- Researching relevant topics
- Updating the MMC on relevant issues
- Following up on issues discussed

Developing a strategy for the Office of the MMC in coordination with the strategies of departments and based on prescriptions and guidelines in the City's strategy and Integrated Development Plan

Planning and coordinating programmes and activities to ensure the maximum positive image, publicity and exposure of the office

Monitoring office workflow (such as reports and referrals to and from the Executive Mayor, MMCs and departments)

Conducting research on various issues as requested by the MMC

Developing comments and opinions on all issues of Council, including legislative matters

Managing official meetings and events by doing the following:

- Overseeing internal arrangements and preparing material and other logistics (security, transport, parking, etc)
- Accompanying the MMC to meetings or attending meetings on behalf of the MMC
- Ensuring the availability of speeches and programmes prior to the MMC attending meetings
- Taking notes
- Ensuring that the confidentiality of politically sensitive materials and information is maintained throughout

SAP

S70001143

**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

DEPARTMENT: COMMUNITY AND SOCIAL DEVELOPMENT SERVICES

Division: MMC Support

Location: Pretoria Central

Reference number	EMCM471-2022				
Position	EXECUTIVE ASSISTANT (FIXED-TERM CONTRACT COUPLED TO A SPECIFIC POLITICAL PRINCIPAL'S TERM, NOT EXCEEDING A PERIOD OF FIVE YEARS)				
To be advertised	Internal		External		
This position seeks to attract	African female Indian male	African male White female	Coloured female White male	Coloured male Person with disability	Indian female All categories
Job level	T15				
Scale	R539 916,00 – R749 880,00 per annum				
Estimated remuneration package	R744 489,28 – R1 011 734,26 per annum				
Job purpose	To render personal assistance to the MMC regarding political and administrative issues, research and liaison with departments, other spheres of government and all relevant role players and community leaders				
Appointment requirements	A three-year, career-related tertiary qualification (degree or national diploma) or equivalent qualification Relevant work experience A valid Code B driving licence will be an added advantage Computer literacy				
Personal attributes and/or competencies	Good communication and interpersonal skills; multilingual; flexibility; ability to work under pressure				
Primary function	Liaising with corporate bodies on request and on behalf of the MMC Liaising with specific municipal departments on related issues by doing the following: <ul style="list-style-type: none"> • Dealing with correspondence • Following up on delegated issues • Ensuring a proper filing system Ensuring that all matters pertaining to protocol, both internally and externally, are attended to in cooperation with the International Relations Unit located in the Office of the Executive Mayor Ensuring quality and effectiveness in the office administration of the MMC by doing the following: <ul style="list-style-type: none"> • Liaising with the MMC, executive secretary and officials in departments 				

• Liaising with the executive secretary regarding the MMC's programme
Dealing with Mayoral Committee and Council matters by doing the following:

- Preparing documents for meetings
- Researching relevant topics
- Updating the MMC on relevant issues
- Following up on issues discussed

Developing a strategy for the Office of the MMC in coordination with the strategies of departments and based on prescriptions and guidelines in the City's strategy and Integrated Development Plan

Planning and coordinating programmes and activities to ensure the maximum positive image, publicity and exposure of the office

Monitoring office workflow (such as reports and referrals to and from the Executive Mayor, MMCs and departments)

Conducting research on various issues as requested by the MMC

Developing comments and opinions on all issues of Council, including legislative matters

Managing official meetings and events by doing the following:

- Overseeing internal arrangements and preparing material and other logistics (security, transport, parking, etc)
- Accompanying the MMC to meetings or attending meetings on behalf of the MMC
- Ensuring the availability of speeches and programmes prior to the MMC attending meetings
- Taking notes
- Ensuring that the confidentiality of politically sensitive materials and information is maintained throughout

SAP

S70009672

**New/natural
attrition**

Natural attrition

Enquiries

T Louw (012 358 1226)

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