



## 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 e-Recruitment system.

If you do not receive correspondence from our office within 21 days of the application 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 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 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 (012 358 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: 19 March 2021**

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

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

**DEPARTMENT: HUMAN SETTLEMENTS**

**Division: Human Settlements Planning**

**Section: Human Settlements Formalisation**

**Location: Pretoria Central**

**Reference number**      **HOSD091-2021**

**Position**                      **DEPUTY DIRECTOR: HUMAN SETTLEMENTS  
FORMALISATION (FIVE-YEAR FIXED-TERM CONTRACT)**

**To be advertised**              Internal                                      External

**This position seeks to attract**      African female      [REDACTED]      [REDACTED]      [REDACTED]      Indian female  
Indian male      White female      White male      Person with disability      [REDACTED]

**Job level**                      T17

**Scale**                              R677 268,00 – R940 644,00 per annum

**Estimated remuneration package**      R1 050 005,34 – R1 385 233,83 per annum

**Job purpose**                      To deliver a human settlement planning operation service to the City of Tshwane and to plan, facilitate, coordinate and implement all land use applications, including township establishment, subdivision, rezoning, consolidation, land surveying and proclamation of townships (greenfield and brownfield projects)

**Appointment requirements**      An appropriate three year tertiary qualification (degree or national diploma) in Town and Regional Planning, Urban Planning or Development Planning  
A master's degree in Town and Regional Planning and registration with the appropriate professional council will be an added advantage  
At least eight years' relevant experience in a human settlements and town planning field in the implementation of all land use applications, including township establishment, subdivision, rezoning, consolidation, land surveying and proclamation of townships, of which at least four years should be at a managerial level  
A valid Code B driving licence  
Computer literacy with a good working knowledge of Microsoft Office

**Personal attributes and/or competencies**      Being ethical; good communication skills; good interpersonal relations; ability to work as part of a team; ability to pay attention to detail; ability to be professional at all times; ability to work independently at strategic level; integrity; ability to work under pressure; flexibility; ability to meet given deadlines; exceptional and dynamic creativity to improve the functioning of the section; administrative skills; organising and coordination skills; financial management skills; project management skills; analytical skills; presentation skills

**Primary functions**

Planning, facilitating, coordinating and implementing all land use applications, including township establishment, subdivision, rezoning, consolidation, land surveying and proclamation of townships (greenfield and brownfield projects)

Facilitating the appointment and management of external service providers for, among others, professional services, implementation of all land use applications, including township establishment, subdivision, rezoning, consolidation, land surveying and proclamation of townships

Establishing, facilitating and managing the interdepartmental technical committee to expedite projects for township establishment

Advising the Human Settlements Administration on post-township establishment processes, including the proclamation of townships

Taking responsibility for the formal handover of projects ready for implementation to the Human Settlements Provision Division

Responding and attending to specific project enquiries from Council committees, the Office of the Public Protector, the South African Human Rights Commission, the Auditor-General and any other Chapter 9 institution, organ of state and other legal matters; this includes enquiries from Section 79 Committees as per the Local Government: Municipal Structures Act, 1998 (Act 117 of 1998)

Taking responsibility for the planning and implementation of the supply chain management activities related to the section

Managing contracts and programmes that relate to projects of the Human Settlements Planning Division

Establishing and reviewing standard operating procedures relating to the township establishment process

Taking responsibility for the formulation of sectional business plans in line with the Integrated Development Plan and/or budget, risk management plan, standard operating procedures and asset management plan

Managing the financial and human resources of the subsection

Attending to occupational health and safety matters of the subsection

Reporting to the Director: Formalisation on all functions related to the section

Performing any other duty or function which may be necessary to ensure the proper management and control of an informal settlement

**SAP** S70052303

**New/natural attrition** Natural attrition

**Enquiries** S Shiburi (012 358 8237)

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

**DEPARTMENT: HUMAN SETTLEMENTS**

**Division: Human Settlements Planning**

**Section: Human Settlement Formalisation**

**Location: Pretoria Central**

<b>Reference number</b>	<b>HOSD092-2021</b>										
<b>Position</b>	<b>HUMAN SETTLEMENTS PLANNER (2 POSTS) (FIVE-YEAR FIXED-TERM CONTRACT)</b>										
<b>To be advertised</b>	<table border="1"> <tr> <td>Internal</td> <td>External</td> </tr> </table>	Internal	External								
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<b>This position seeks to attract</b>	<table border="1"> <tr> <td>Indian male</td> <td>African male</td> <td>White male</td> <td>Coloured male</td> <td>Indian female</td> </tr> <tr> <td></td> <td>White female</td> <td></td> <td>Person with disability</td> <td></td> </tr> </table>	Indian male	African male	White male	Coloured male	Indian female		White female		Person with disability	
Indian male	African male	White male	Coloured male	Indian female							
	White female		Person with disability								
<b>Job level</b>	T15										
<b>Scale</b>	R539 916,00 – R749 880,00 per annum										
<b>Estimated remuneration package</b>	R744 489,28 – R1 011 734,26 per annum										
<b>Job purpose</b>	To plan, facilitate, coordinate and implement all land use applications, including township establishment, subdivision, rezoning, consolidation, land surveying and proclamation of human settlement townships (greenfield and brownfield projects)										
<b>Appointment requirements</b>	<p>An appropriate three year tertiary qualification (degree or national diploma) in Town and Regional Planning or Urban Planning</p> <p>Registration with the appropriate professional council will be an added advantage</p> <p>At least six years' relevant experience in a human settlements and town planning field in the implementation of all land use applications, including township establishment, subdivision, rezoning, consolidation, land surveying and proclamation of townships, of which at least three years should be on a supervisory level.</p> <p>A valid Code B driving licence</p> <p>Computer literacy with a good working knowledge of Microsoft Office</p>										
<b>Personal attributes and/or competencies</b>	Being ethical; good communication skills; good interpersonal relations; ability to work as part of a team; ability to pay attention to detail; ability to be professional at all times; ability to work independently at strategic level; integrity; ability to work under pressure; flexibility; ability to meet given deadlines; exceptional and dynamic creativity to improve the functioning of the section; administrative skills; organising and coordination skills; financial management skills; project management skills; analytical skills; presentation skills										
<b>Primary functions</b>	Preparing the specifications and facilitating the appointment of external service providers for, among others, professional services for the implementation of all										

land use applications, including township establishment, subdivision, rezoning, consolidation, land surveying and proclamation of townships  
 Preparing specifications and presenting it to the Bid Specification Committee for the appointment of an external service provider for land use applications  
 Facilitating the conclusion of service-level agreements  
 Identifying the need for prospective consultant appointments, evaluating prospective consultant appointments and compiling the relevant documents to appoint consultants  
 Facilitating and managing the interdepartmental technical committee to expedite projects for township establishment  
 Mobilising internal departments to comment on the township establishment process relating to projects of the Human Settlements Planning Division  
 Preparing reports to the Mayoral Committee and to Council, requesting power of attorney  
 Evaluating township establishment and land use applications of metropolitan extent within the City of Tshwane jurisdictional area by evaluating township and land use applications, and formulating comments and recommendations of the division as part of the advertisement process  
 Advising the Human Settlements Administration Division on post-township establishment processes, including the proclamation of townships  
 Managing consultants and town planners in order to compile detailed draft layout plans, compile township establishment applications and conditions of establishment, open township registers and proclaim newly planned townships  
 Taking responsibility for the formal handover of projects that are ready for implementation to the Human Settlements Provision Division  
 Responding and attending to specific project enquiries from Council committees, the Office of the Public Protector, the South African Human Rights Commission, the Auditor-General and any other Chapter 9 institution, organ of state and other legal matters; this includes enquiries from Section 79 Committees as per the Local Government: Municipal Structures Act, 1998 (Act 117 of 1998)  
 Managing contracts and projects relating to the township establishment process  
 Assisting the Deputy Director: Human Settlements Planning to coordinate, facilitate and promote orderly spatially affordable human settlement developments within the City of Tshwane jurisdictional area

**SAP**

S70009784; S70009785

**New/natural attrition**

Natural attrition

**Enquiries**

O Appies (012 358 1934)/S Shiburi (012 358 8237)

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

**DEPARTMENT: HUMAN SETTLEMENTS**  
**Division: Human Settlements Planning**  
**Section: Human Settlements Policy and Planning**  
**Location: Pretoria Central**

<b>Reference number</b>	<b>HOSD093-2021</b>
<b>Position</b>	<b>HUMAN SETTLEMENTS PLANNER (FIVE-YEAR FIXED-TERM CONTRACT)</b>
<b>To be advertised</b>	Internal External
<b>This position seeks to attract</b>	Indian male African male White female White male Coloured male Person with disability Indian female
<b>Job level</b>	T15
<b>Scale</b>	R539 916,00 – R749 880,00 per annum
<b>Estimated remuneration package</b>	R744 489,28 – R1 011 734,26 per annum
<b>Job purpose</b>	To deliver a human settlement policy, strategy and planning service to the City of Tshwane
<b>Appointment requirements</b>	An appropriate three year tertiary qualification (degree or national diploma) in Town and Regional Planning, Urban Planning or Development Planning Registration with the appropriate professional council will be an added advantage At least six years' relevant experience in a human settlements and town planning field, of which at least three years should be on a supervisory level. Understanding of the human settlements policy, strategy and legislation Understanding of the human settlements value chain A valid Code B driving licence Computer literacy with a good working knowledge of Microsoft Office
<b>Personal attributes and/or competencies</b>	Being ethical; good communication skills; good interpersonal relations; ability to work as part of a team; ability to pay attention to detail; ability to be professional at all times; ability to work independently at strategic level; integrity; ability to work under pressure; flexibility; ability to meet given deadlines; exceptional and dynamic creativity to improve the functioning of the section; administrative skills; organising and coordination skills; financial management skills; project management skills; analytical skills; presentation skills
<b>Primary functions</b>	Coordinating, formulating, reviewing and providing comments on policy, strategy and plans relating to planning, housing and human settlements matters Advising the Human Settlements Department on strategic and policy matters Attending to and providing the strategic trend in relation to intergovernmental relations matters, like issues in relation to the Urban Settlements Development

Grant, environmental impact assessments, intergovernmental relations forums and bilateral engagement with the national and provincial government

Facilitating, coordinating and implementing public-private partnership projects, including mega projects of the Human Settlements Department

Identifying land parcels that are suitable for human settlement purposes and preparing feasibility studies to inform the acquisition or expropriation of land parcels

Facilitating the planning for the development of old hostels to habitable sustainable human settlements

Facilitating the provision of social amenities in old and new townships

Participating and representing the department at all strategic review meetings of the City and ensuring integration of, among others, the Integrated Development Plan, Metropolitan Spatial Development Framework and Regional Spatial Development Framework

Providing guidance in the planning of the development of human settlements in relation to principles emanating from applicable national, provincial and City strategic plans, strategies and policies

Responding and attending to enquiries relating to housing and human settlement matters; this includes enquiries from Section 79 Committees as per the Local Government: Municipal Structures Act, 1998 (Act 117 of 1998) and other committees of Council, the Office of the Public Protector, the South African Human Rights Commission, the Auditor-General and any other Chapter 9 institution, organs of state and other legal matters

Preparing monthly, quarterly and annual reports on progress made on the department's key performance indicators

**SAP**

S70009774

**New/natural attrition**

Natural attrition

**Enquiries**

Z Moerane (012 358 4309)/S Shiburi (012 358 8237)

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

**DEPARTMENT: HUMAN SETTLEMENTS**  
**Division: Human Settlements Administration**  
**Section: Beneficiary Administration and Conveyancing**  
**Location: Pretoria Central**

**Reference number**      **HOSD094-2021**

**Position**                      **ADMINISTRATION OFFICER (3 POSTS) (FIVE-YEAR  
FIXED-TERM CONTRACT)**

**To be advertised**              Internal                                      External

**This position seeks to attract**      African female      [REDACTED]      [REDACTED]      [REDACTED]      Indian female  
Indian male      White female      White male      Person with disability      [REDACTED]

**Job level**                      T7

**Scale**                              R218 064,00 – R302 868,00 per annum

**Estimated remuneration package**      R334 831,77 – R442 771,43 per annum

**Job purpose**                      To manage demand database registrations, subsidy applications, sales and after-sales administration, and to provide logistical support

**Appointment requirements**      Grade 12  
Relevant experience in an administration support environment with knowledge of housing subsidies and title deeds  
Computer literacy

**Personal attributes and/or competencies**      Ability to work under pressure; good communication skills (written and verbal); professional; assertiveness in dealing and liaising with the public; good telephone etiquette; understanding of public service

**Primary functions**                      Receiving, processing and completing subsidy application forms  
Handling enquiries and complaints telephonically and personally  
Collating statistics  
Maintaining the filing system  
Conducting inspections in loco as per instructions of superiors  
Compiling minutes of meetings  
Liaising with beneficiaries to collect title deeds and other housing-related matters  
Opening new housing files  
Liaising with Group Financial Services regarding the billing of consumers' accounts and payment of deposits  
Assisting with allocating approved beneficiaries into low-cost houses  
Administrating and coordinating title deeds  
Ensuring the safekeeping of title deeds from the Deeds Office  
Opening title deed registers



Issuing calling letters to beneficiaries  
 Identifying wrongly registered title deeds  
 Rendering sales and after-sales administration support services  
 Preparing contracts  
 Receiving diverse complaints, personally investigating them and dealing with the matters  
 Sending copies of contracts to relevant departments  
 Checking proxies for correctness and signing as witness  
 Having proxies endorsed by the Legal Services Division  
 Obtaining Surveyor General diagrams  
 Checking cancellation documents for the cancellation of mortgage bonds for correctness  
 Preparing certificates in which Council waives its pre-emptive right and signing as witness  
 Finalising applications by attorneys for confirmation that the conditions pertaining to the erection of buildings have been met  
 Preparing consent for properties to be transferred by Council Attorneys after receiving confirmation by Finance Department that outstanding balances have been paid in full  
 Dealing with telephonic, written and verbal enquiries regarding the progress of sales administration  
 Providing information daily regarding sales administration  
 Providing clients with information regarding administration procedures  
 Capturing data: subsidies and the NHNR  
 Conducting consumer education programmes  
 Providing assistance with support services

**SAP** S70052319; S70052320; S70052322

**New/natural attrition** Natural attrition

**Enquiries** S Shiburi (012 358 8237)

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

**DEPARTMENT: HUMAN SETTLEMENTS**  
**Division: Human Settlements Administration**  
**Section: Housing Rental Management**  
**Location: Pretoria Central**

**Reference number**      **HOSD095-2021**

**Position**                      **DEPUTY DIRECTOR: SOCIAL HOUSING FACILITATION  
(FIVE-YEAR FIXED-TERM CONTRACT)**

**To be advertised**              Internal                                      External

**This position seeks to attract**      African female      [REDACTED]      [REDACTED]      [REDACTED]      Indian female  
Indian male      White female      White male      Person with disability      [REDACTED]

**Job level**                      T17

**Scale**                              R677 268,00 – R940 644,00 per annum

**Estimated remuneration package**                      R1 050 005,34 – R1 385 233,83 per annum

**Job purpose**                      To facilitate social housing delivery

**Appointment requirements**                      An appropriate three-year tertiary career-related qualification (degree or national diploma) in Housing and Human Settlements, Development Studies, Public Administration and Management  
At least eight years' experience in the social or rental housing sector or similar working environment with relevant experience in construction management, project management and human settlement planning, business planning and coordination, of which at least four years should be on managerial level.  
Compliance with the Local Government: Municipal Finance Management Act, 2003 (Act 56 of 2003) 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  
Knowledge of the Social Housing Act, 2008 (Act 16 of 2008)  
A valid Code B driving licence  
Computer literacy

**Personal attributes and/or competencies**                      Must have a strong work ethic; good communication skills; good interpersonal relations; respectable team member; ability to pay attention to detail; ability to be professional at all times; ability to work independently at strategic level; integrity; ability to work under pressure; flexibility; ability to meet given deadlines; exceptional and dynamic creativity to improve the functioning of the section; administrative skills; organising and coordination skills; financial management skills; project management skills; analytical skills; presentation skills; in-depth

understanding of the intergovernmental relations systems and practices, and human settlements and social housing policies and practices

**Primary functions**

Ensuring a climate conducive to promoting and sustaining motivational levels, productivity and performance by directing and controlling outcomes associated with the use, productivity and performance of personnel within the section  
Creating social housing opportunities  
Building relationships with social housing partners to meet social housing planning and development goals  
Supporting management and the delivery of social housing units in the city.  
Liaising with social housing institutions, internal departments and divisions and other stakeholders to ensure the development of social housing units in the restructuring zones  
Developing and ensuring the implementation of a social housing pipeline of new social or rental housing projects  
Developing and managing stakeholder relations with regard to all aspects of social housing in the city including identifying and acquiring funding sources for social/rental housing projects.  
Attending intergovernmental relations forums

**SAP**

S70052302

**New/natural attrition**

Natural attrition

**Enquiries**

M Madisha (012 358 1653)/S Shiburi (012 358 8237)

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