



## INTERNAL/EXTERNAL JOB FORUM

### NATURE OF APPOINTMENT

**Important:** All positions advertised will be on a fixed-term, performance-based contract for a six-month period. The incumbent will be given one month's notice of termination of his/her contract of employment on the date when the term of office of the administrators appointed by the Gauteng provincial government expires. The successful candidates will be appointed to render their services in the offices of the respective administrators. The fixed-term contracts shall not be renewed after the administrators vacate their offices.

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 or conscience, and sexual orientation. People with disabilities are encouraged to apply.

If a candidate does not comply with the appointment requirement(s) of the specific post(s), the application will not be considered. No late applications will be accepted. If you do not receive correspondence from our office within 21 days of the closing date, please consider your application unsuccessful.

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

**Kindly apply online by visiting the City of Tshwane public website, clicking on the services *link* and then clicking on e-recruitment. (Internal candidates can apply through the intranet ESS-MSS portal or the public website.)**

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

**CLOSING DATE: 17 AUGUST 2020**

**(Online applications close at midnight on the closing date.)**

**CHIEF OF STAFF (DEPARTMENT: OFFICE OF THE HEAD ADMINISTRATOR) (FIXED-TERM PERFORMANCE-BASED CONTRACT FOR A SIX-MONTH PERIOD) (Ref: EMC450-2020)**

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

Annual all-inclusive remuneration package: R1 408 855 – R1 761 068 – R2 113 282 per annum

**Appointment requirements**

- A relevant bachelor's degree or equivalent qualification
- Registration with a relevant professional body (added advantage)
- Twelve 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
- 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 MFMA 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) related to political activities under the previous dispensation), and candidates will undergo security vetting
- 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; information management skills; communication skills; ability to focus on results and quality

**Primary function**

To ensure the overall optimisation of the management value chain of the Office of the Head Administrator through the effective strategic planning, directing and aligning of functional management frameworks and operational delivery. To exercise control over the following key performance areas with the aim to maintain an impartial, accountable, transparent and efficient service in the Office of the Head Administrator and within the City of Tshwane, subject to legislated context responsibilities, national standards and the directives of the City Manager:

- Private office and protocol services
- Governance executive support
- Economic intelligence
- Performance monitoring and evaluation
- City sustainability
- Advisory Unit (economics, policy advisory, international relations, legal, political and strategic)
- Stakeholder management and community liaison
- Public affairs and media relations
- Management and administrative support

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

**DIVISIONAL HEAD: STAKEHOLDER MANAGEMENT AND COMMUNITY LIAISON  
(DEPARTMENT: OFFICE OF THE HEAD ADMINISTRATOR) (FIXED-TERM PERFORMANCE-  
BASED CONTRACT FOR A SIX-MONTH PERIOD) (Ref: EMCM451-2020)**

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

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
- 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 MFMA 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) related to political activities under the previous dispensation), and candidates will undergo security vetting
- 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; 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 Head Administrator 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

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Knowledge of the following clearly defined organisational measures in terms of the core business activities of the Office of the Head Administrator:

- Clearly defined organisational measures in terms of the Integrated Development Plan (IDP), City Development Strategy and Five-year Programme
- IDP strategic objectives: Strategic Objective 5: Promote sound governance
- Address the expectations of all stakeholders by directing and controlling management activities with good systems and processes
- City Development Strategy: Strategic focus areas: To establish new local government structures to ensure democratic, responsible and equitable governance, as well as effective service delivery
- Clearly defined organisational measures in terms of legal and regulatory requirements
  - The relevant laws and regulations provide legislative obligations and responsibilities which the municipality and its municipal entities must comply with, and set specific due dates or legislative deadlines for the submission or approval of different documents and/or reports to different authoritative bodies during a financial year
- Local Government: Municipal Structures Act, 1998 (Act 117 of 1998):
  - A municipal council must strive within its capacity to achieve the objectives set out in Section 152 of the Constitution of the Republic of South Africa, 1996
- Local Government: Municipal Systems Act, 2000 (Act 32 of 2000):
  - The council of a municipality, within the municipality's financial and administrative capacity and having regard to practical considerations, has the duty to –
    - exercise the municipality's executive and legislative authority and use the resources of the municipality in the best interests of the local community; and
    - provide, without favour or prejudice, democratic and accountable government
- Key outcomes as may be determined in terms of approved departmental strategies
- Key outcomes in terms of approved departmental policies
- Key outcomes in terms of the expectations of the head administrator

### **Primary functions**

Ensure a climate conducive to promoting and sustaining motivational levels, productivity and performance by directing and controlling outcomes associated with the utilisation, productivity and performance of personnel within the section through the following:

- Defining and/or adjusting the key performance indicators and job profiles of personnel against service delivery requirements
- Evaluating the capability of prospective applicants and leading the interviewing and final-selection sessions
- Conducting appraisals to measure performance and objectives against agreed targets and setting new objectives
- Identifying professional and/or technical skills gaps and completing developmental plans for existing personnel with clearly defined career paths and job enrichment opportunities
- Monitoring the adequacy of current training interventions and reporting on the impact after training
- Implementing human resources policies and procedures to control and regulate workplace conflict and/or instituting corrective measures
- Analysing staff attendance, absenteeism, overtime, lost time, and implementing and/or monitoring specific remedial measures aimed at improving productivity

and reducing personnel-related costs

Ensure accurate estimates are prepared in relation to requirements, prepare capital and operating estimates for the department, and approve and control project-related expenditure against the budget allocations through the following:

- Ensuring that maintenance planning, cash flow projections and budget control measures are implemented and maintained in accordance with policy by exercising overhead control
- Controlling the expenditure and income of cost centres by means of monthly deviation reports and remedial instructions
- Verifying and certifying payments for progress on capital projects and service contracts
- Analysing trends and operating requirements, forwarding plans to establish and determine funding and expenditure for the period, and consolidating the department's operating and capital budget
- Evaluating the department's performance against the budget and addressing deviations and variances with the appropriate personnel
- Monitoring and implementing corrective measures to rectify deviations and acts contrary to financial regulations, audit requirements and departmental procedure
- Communicating with Council's financial section on audit findings and recommendations, and instituting the necessary investigative or corrective measures
- Maintaining the department's asset register

Manage media relations on behalf of departments and the City of Tshwane to enhance the image of the City and distribute relevant information through various media platforms

Manage a media monitoring service so as to advise the leadership on the appropriate action to be taken in dealing with issues

Handle media enquiries on a daily basis to maintain positive relations with the media and influence coverage received

Act as the official spokesperson for the municipality and conduct interviews

Arrange media briefings to enable leadership to address the media on critical issues and events

## **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 HEAD ADMINISTRATOR**

**Division: Private Office of the Head Administrator**

**Location: Pretoria Central**

**Reference number**      **OFSP123-2020**

**Position**                      **PRIVATE SECRETARY TO THE HEAD ADMINISTRATOR  
(FIXED-TERM PERFORMANCE-BASED CONTRACT FOR A SIX-MONTH PERIOD)**

|                         |                 |                 |
|-------------------------|-----------------|-----------------|
| <b>To be advertised</b> | <b>Internal</b> | <b>External</b> |
|-------------------------|-----------------|-----------------|

|                                       |                               |                              |                               |   |                                 |
|---------------------------------------|-------------------------------|------------------------------|-------------------------------|---|---------------------------------|
| <b>This position seeks to attract</b> | African female<br>Indian male | African male<br>White female | Coloured female<br>White male | Coloured male<br>Person with disability | Indian female<br>All categories |
|---------------------------------------|-------------------------------|------------------------------|-------------------------------|---|---------------------------------|

**Job level**                      Contract T17

**Scale**                              R1 050 005 – R1 385 233 per annum

**Estimated remuneration package**                      N/A

**Job purpose**                      To render a private secretarial and administrative support service to the head administrator

**Appointment requirements**                      A three-year, career-related tertiary qualification  
At least five years' relevant experience  
A valid Code B driving licence  
Computer literacy

**Personal attributes and/or competencies**                      Good management skills; people management skills; superior interpersonal skills (persuasive and influential); excellent verbal and written communication skills; exceptional negotiation skills; ability to perform within diverse and dynamic settings (internally and externally); planning and organising skills; excellent administration, financial and relationship management skills; ability to work and negotiate with people at various levels of seniority; ability to be highly presentable with excellent business acumen

**Primary function**                      To provide a reception service  
To provide an office administration service  
To provide a typing and computer operating service  
To provide an operational logistics service  
To execute diverse official secretarial duties

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