



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 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:

General enquiries: LJ Moleli (012 358 4346)	Region 3 Employee Interaction Centre (1 st Floor, Bothongo Plaza West, 271 Francis Baard Street, Pretoria Central)
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CLOSING DATE: 21 February 2020

Please note that the Employee Interaction Centre will close for applications at 12:00 on this day, but online applications only close at midnight.

DIVISIONAL HEAD: HEALTH SERVICES (DEPARTMENT: HEALTH) (Ref: HSDE245-2020) (RE-ADVERTISEMENT)

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 133 962,00 – R1 417 452,00 – R1 700 943,00 per annum

Appointment requirements

- A relevant health-related bachelor's degree or equivalent qualification, and a postgraduate qualification will be an added advantage
- Registration with a relevant professional body
- Ten years' experience in health services, of which at least five years must be at senior management level in a large and diverse environment
- Experience in managing district health services, including municipal health services (environmental health services), which will be an added advantage
- A recognised management qualification
- Good knowledge and interpretation of policy and legislation
- Good knowledge of performance management
- Understanding of good governance and of the South African health system
- 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 at intermediate to advanced level is preferable
- Willingness to undergo a competency assessment
- Valid driving licence

Leading competencies

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

Core competencies

Moral competence; planning and organisational skills; analytical and innovation skills; knowledge and information management skills; communication and relationship-building skills; ability to focus on results and quality; ability to work well under pressure and for long hours

Primary functions

To lead, direct and exercise control over the health services function with the aim of maintaining an impartial, accountable, transparent and efficient service to the Health Services Division in the City of Tshwane, subject to legislated context responsibilities, national standards and the directives of the Group Head: Health. The incumbent will be responsible and accountable for the following key performance areas:

- Municipal health services programmes
- Primary healthcare programmes
- Primary healthcare management
- Pharmaceutical services
- Medical office operational matrix

Enquiries: P Selomane (012 358 8732)

DIVISIONAL HEAD: CORPORATE FLEET MANAGEMENT (DEPARTMENT: SHARED SERVICES) (Ref: SSDD018-2020)

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 133 962,00 – R1 417 452,00 – R1 700 943,00 per annum

Appointment requirements

- A relevant bachelor's degree or equivalent qualification in Fleet Management or Business Administration
- A postgraduate qualification will be an added advantage
- Registration with a relevant professional body will be an added advantage
- Ten years' experience in corporate and support services, and/or a fleet management or asset management environment, of which at least five years must be at senior management level in a large and diverse environment
- Good knowledge and interpretation of policy and legislation
- Good knowledge of performance management
- 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 at intermediate to advanced level is preferable
- Willingness to undergo a competency assessment
- Valid driving licence

Leading competencies

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

Core competencies

Moral competence; planning and organisational skills; analytical and innovation skills; knowledge and information management skills; communication and relationship-building skills; ability to focus on results and quality; ability to work well under pressure and for long hours

Primary functions

To exercise control over the corporate fleet management function with the aim to maintain an impartial, accountable, transparent and efficient corporate fleet management service within the City of Tshwane, subject to legislated context responsibilities, national standards and the directives of the Group Head: Shared Services. The incumbent will be responsible and accountable for the following key performance areas:

- Fleet operations management
- Fleet acquisition and reporting
- Fleet performance, monitoring and compliance
- Fleet support office
- Fleet logistics (fuel supply management)
- Transversal fleet management (renting and hiring equipment)

Enquiries: M Khumalo (012 358 4392)

DIVISIONAL HEAD: CUSTOMER RELATIONS PROCESS MANAGEMENT (DEPARTMENT: CUSTOMER RELATIONS MANAGEMENT) (Ref: CRMD023-2020)

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

Location: Centurion

Annual all-inclusive remuneration package: R1 133 962,00 – R1 417 452,00 – R1 700 943,00 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
- Experience in strategic management and business process mapping
- Good knowledge of systems related to customer relations management
- Good knowledge of project management
- Good knowledge and interpretation of policy and legislation
- Good knowledge of performance management and 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 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) relating to political activities in the previous dispensation) and candidates will undergo security vetting
- Computer literacy
- Willingness to undergo a competency assessment

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 organisational 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 customer relations process management function with the aim to maintain an impartial, accountable, transparent and efficient service to customer relations process management within 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:

- Customer Relations Management Policy and Batho Pele
- Customer relations management monitoring, evaluation and enhancement

Enquiries: B Tau (012 358 8857)/V Lekwape (012 358 1192)

DIVISIONAL HEAD: BULK WATER AND WASTE WATER SERVICES (DEPARTMENT: UTILITY SERVICES) (Ref: PWWS353-2020)

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 133 962,00 – R1 417 452,00 – R1 700 943,00 per annum

Appointment requirements

- A relevant bachelor's degree or equivalent qualification, preferably BEng Civil Engineering or BTech Civil Engineering (specialising in water)
- Registration as a professional engineer will be an added advantage
- At least ten years' experience in a combination of bulk water supply, water treatment and waste water treatment, of which at least five years must be at management level
- Good knowledge and interpretation of policy and legislation governing bulk water supply, water treatment and waste water treatment
- Good knowledge of performance management
- Good governance skills
- 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 a previous conviction(s) relating to political activities in 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 organisational skills; analytical and innovation skills; knowledge and information management skills; communication skills; ability to focus on results and quality

Primary function

Strategic leadership, planning, operation and maintenance of bulk water supply systems (reservoirs, pump stations and bulk water pipelines), water treatment plants, sewage pump stations and waste water treatment plants with the aim to maintain a high-quality, cost-effective, impartial, accountable, transparent and efficient service to the residents and businesses of Tshwane, subject to legislated context responsibilities, national standards and the directives of the Group Head: Utility Services. The incumbent will be responsible and accountable for the following key performance areas:

- Bulk water supply
- Waste water treatment
- Scientific services

Enquiries: T Mahlaela (012 358 4466)

RE-ADVERTISEMENT

DIVISIONAL HEAD: LEGAL COUNSEL (DEPARTMENT: GROUP LEGAL AND SECRETARIAT SERVICES) (Ref: LESE046-2020)

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 133 962,00 – R1 417 452,00 – R1 700 943,00 per annum

Appointment requirements

- LLB or equivalent qualification
- An admitted attorney, advocate or member of the bar
- Ten years' experience in a legal 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 governance skills
- 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) relating to political activities in the previous dispensation) and candidates will undergo security vetting
- Willingness to undergo a 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 organisational 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 legal counsel function with the aim to maintain an impartial, accountable, transparent and efficient legal counsel service within the City of Tshwane, subject to legislated context responsibilities, national standards and the directives of the Group Head: Group Legal and Secretariat Services. The incumbent will be responsible and accountable for the following key performance areas:

- Litigation management
- Council and corporate legislative compliance
- Development law, alienation and acquisitions

Enquiries: J Mamabolo (012 358 2152)

RE-ADVERTISEMENT

DIVISIONAL HEAD: LICENCING SERVICES (DEPARTMENT: ROADS AND TRANSPORT) (Ref: TRRO442-2020)

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

Location: Hatfield

Annual all-inclusive remuneration package: R1 133 962,00 – R1 417 452,00 – R1 700 943,00 per annum

Appointment requirements

- A relevant bachelor's degree in Business or Public Administration or an equivalent qualification related to the licencing industry
- Registration with a relevant professional body (added advantage)
- Ten years' experience, of which at least five years must be at senior management level in a project management field or a field relevant to licencing
- 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 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
- Willingness to undergo a 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; ability to motivate employees

Core competencies

Moral competence; planning and organisational skills; analytical and innovation skills; knowledge and information management skills; effective communication skills; excellent leadership skills; ability to focus on results and quality

Primary function

To exercise control over the licencing function with the aim of maintaining impartial, accountable, transparent and efficient services to the Roads and Transport Department of the City of Tshwane, subject to legislated context responsibilities, national standards and the directives of the Group Head: Roads and Transport. The incumbent will be responsible and accountable for the following key performance areas:

- Regional licencing services
- Licencing operational support and compliance management

Enquiries: T Kone (012 358 3139)

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