

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 living 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 noted underneath, 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 closing date, please consider your application unsuccessful.

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

Information on the latest jobs can be accessed at any of the regional customer care centres or at the following link on the public website under "Services" and then "Job Forum":

<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 THE "SERVICES" LINK AND THEN "E-RECRUITMENT"

(Internal candidates can apply through the intranet ESS-MSS portal or public website)

OR HAND IN YOUR APPLICATION AT THE FOLLOWING VENUE:

General enquiries: LJ Moleli (012 358 4346)	Region 3 One-Stop Centre (1 st Floor), Bothongo Plaza West Building, 271 Francis Baard Street, Pretoria Central
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CLOSING DATE: 5 OCTOBER 2020

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

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

DEPARTMENT: ECONOMIC DEVELOPMENT AND SPATIAL PLANNING

Division: Fresh Produce Market

Section: Commercial Services – Access Control

Location: Fresh Produce Market – Pretoria West

Reference number ECDE120-2020

Position **PRODUCT CONTROL OFFICER (ACCESS CONTROL)**
(7 POSTS)

To be advertised Internal External

This position seeks to attract Indian male African male Coloured male Person with disability

Job level T7

Scale R218 064 – R302 868 per annum

Estimated remuneration package R334 831 – R442 771 per annum

Job purpose To provide a consignment control access service to all market users

Appointment requirements Grade 12
At least two years' experience in warehouse administration (will be an added advantage)
Computer literacy
Willingness and ability to work shifts outside usual working hours as per employer's operational requirements

Personal attributes and/or competencies Punctuality; ability to analyse and understand offloading patterns; good communication and interpersonal skills; customer care skills; good numerical skills; ability to work under pressure

Primary function Receive delivery notes from producers and issue receipts
Issue gate numbers to transporters and agents
Capture deliveries on the sales system
Scan all documentation to the sales system for auditing at the back office
Execute daily balancing of deliveries
Immediately resolve deliveries that are not on the sales system
Ensure that all direct deliveries are on the system
Handle enquiries for all deliveries

SAP S70073830; S70073831; S70073832; S70073833; S70073834; S70073835; S70073836

New/natural attrition New

Enquiries MM Letsoalo (012 358 2398) or C Geldenhuys (012 358 8446)

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

DEPARTMENT: ECONOMIC DEVELOPMENT AND SPATIAL PLANNING

Division: Fresh Produce Market

Section: Market Operations

Location: Fresh Produce Market – Pretoria West

Reference number **ECDE121-2020**

Position **DEPUTY DIRECTOR: COMMERCIAL SERVICES**

To be advertised Internal External

This position seeks to attract African female African male Coloured male Person with disability

Job level T17

Scale R677 268 – R940 644 per annum

Estimated remuneration package R1 050 005 – R1 385 233 per annum

Job purpose To render a regulatory service to markets in the Tshwane metropolitan area with subsequent cold and ripening facilities operations and consignment control

Appointment Requirements An appropriate career-related tertiary qualification (three-year national diploma or degree) or equivalent qualification
At least five years' working experience in the agricultural industry and/or fresh produce market environment of which two years should be at a supervisory level
Exposure to the food industry, dealing with compliance to food safety and hygiene regulations, will be an added advantage
Computer literate.

Personal attributes and/or competencies Imagination; flexibility; decisiveness; integrity; intelligence; patience; innovative thinking skills; energy; ability to pay attention to detail; strong commercial acumen and business understanding; ability to manage internal and external customer relationships; excellent leadership qualities; team orientated with strong relationship and interpersonal skills; advanced negotiation skills; influencing and stakeholder management abilities; excellent written and verbal communication skills; excellent numerical skills

Primary functions Execute generic management functions at the commercial services at the Fresh Produce Market including the Market's legislative compliances.
Execute generic financial management of the functional unit.
Managing product sales, deliveries and commercial arrangements including consignment control, management of Market Agents and Market By-Law enforcement not limited to management of compliance to food safety and general hygiene regulations.
Supporting Marketing Section by conducting analysis of commercial opportunities.

Preparing models to assess future profitability of identified opportunities.
 Taking a lead role in solving commercial issues that may arise and build relationships with market role players to establish good governance.
 Develop strong relationships with different departments within the industry to ensure everyone is working toward the same targets and goals.
 Create plans for business growth and develop tariff structures for complementary services at the market.
 Develop risk assessments and pricing structures for products to work toward commercial efforts.
 Financial planning and budgeting are important aspects of this position.
 Responsible for overseeing staff, suppliers, and contractors to ensure that deadlines are met.
 Monitor regulations by making sure that stakeholders adhere to and understand contractual obligations, and also determine when processes violate regulations. Assess risks and make recommendations based on analysis of all factors affecting a business situation.
 Execute the role as the divisional OHS Champion.

SAP S70002520

New/natural attrition Natural attrition

Enquiries MM Letsoalo (012 358 2394/55)

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

DEPARTMENT: GROUP HUMAN CAPITAL MANAGEMENT
Division: Human Capital Recruitment and Administration Management
Section: Occupational and Employee Health, Safety and Wellness
Location: Belle Ombre Clinic

Re-advertisement

Reference number CSHS344-2020

Position **DIRECTOR: OCCUPATIONAL AND EMPLOYEE HEALTH, SAFETY AND WELLNESS**

To be advertised Internal External

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

Job level T18

Scale R758 544 – R1 053 528 per annum

Estimated remuneration package R1 153 454 – R1 528 914 per annum

Job purpose To empower the City of Tshwane and affiliated service delivery agencies to ensure health and safety in the workplace, thereby complying with legislation and preventing loss of productivity and undue financial expenditure

Appointment requirements Appropriate career-related tertiary qualification (three-year national diploma or degree) in Safety Management or equivalent qualification
At least eight years' working experience of which three years should be in the management of occupational and employee health, safety and wellness in a large and diverse institution
Valid Code B driving licence and own transport
Computer literacy

Personal attributes and/or competencies Good managerial skills; good leadership qualities; objectivity; ability to be self-driven, committed and motivated; negotiating skills; business acumen; good communication skills; analytical skills; decisiveness; ability to pay attention to detail; being ethical; ability to compile and deliver presentations

Primary functions To ensure compliance to occupational health and safety legislation, systems, policies, procedures and standards
To manage the development, implementation and maintenance of an occupational and employee health, safety and wellness management system for the City of Tshwane
To manage corporate reporting on occupational and employee health, safety and wellness performance throughout the City of Tshwane

To manage the occupational health and safety compliance certification for the City of Tshwane
To ensure the rendering of occupational hygiene services in the City of Tshwane
To provide for the management of employee wellness in the City of Tshwane
To provide an HIV/AIDS workplace forum for the City of Tshwane
To provide general managerial and administrative functions related to the service above

SAP	S70016179
New/natural attrition	Natural attrition
Enquiries	C de Villiers (012 358 4345)

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

DEPARTMENT: GROUP HUMAN CAPITAL MANAGEMENT
Division: Human Capital Recruitment and Administration Management
Section: Occupational and Employee Health, Safety and Wellness
Location: Belle Ombre Clinic

Reference number CSHS363-2020

Position **DEPUTY DIRECTOR: OCCUPATIONAL HEALTH AND SAFETY**

To be advertised Internal External

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

Job level T17

Scale R677 268 – R940 644 per annum

Estimated remuneration package R1 050 005 – R1 385 233 per annum

Job purpose To manage and render a comprehensive occupational health service, including limited medical services, to the City of Tshwane, and on request to certain contractors of the City of Tshwane

Appointment requirements MBChB degree
Registration with HPCSA as a medical practitioner
Postgraduate diploma or degree in Occupational Health that is registered with the HPCSA
At least five years' working experience.
Valid Code B driving licence and own transport
Computer literacy

Personal attributes and/or competencies Leadership and supervisory skills; good communication, analytical, organisational, interpersonal, presentation, negotiation and technical skills; patience; high level of professionalism; innovative thinking skills; flexible, decisive, efficient and self-motivated; willingness to accept responsibility; ability to pay attention to detail; proactive; ability to work with people

Primary functions To implement and render a comprehensive occupational health service, including basic medical services, to the employees of the City of Tshwane

SAP S70016197

New/natural attrition Natural attrition
Enquiries C de Villiers (012 358 4345)

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