



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 CV 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 (012 012 358 4346)	Region 3 Employee Interaction Centre (1 st Floor, Bothongo Plaza West, 271 Francis Baard Street, Pretoria Central) Enquiries: C Diale (012 358 8323)
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CLOSING DATE: 20 December 2019

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

RE-ADVERTISEMENT

DIVISIONAL HEAD: STRATEGIC COMMUNICATION (DEPARTMENT: COMMUNICATION, MARKETING AND EVENTS) (REF: CMED049-2019)

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
- 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 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 the *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

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; analysis and innovation skills; knowledge and information management skills; communication skills; ability to focus on results and quality

Primary function

To exercise control over the strategic communication function with the aim to maintain an impartial, accountable, transparent and efficient strategic communication service in the City of Tshwane, subject to legislated context responsibilities, national standards and the directives of the Group Head: Communication, Marketing and Events. The incumbent will be responsible and accountable for the following key performance areas:

- To deliver strategic leadership and management
- To deliver strategic operational management
- To deliver strategic financial management
- To promote governance, ethics and values
- To manage strategic performance reporting
- To deliver strategic risk management
- To deliver strategic project management
- To ensure legislation and policy implementation
- To ensure effective stakeholder relations
- To deliver audit and assurance management

Enquiries: F Mangwegape (012 358 5350)

RE-ADVERTISEMENT

DIVISIONAL HEAD: EVENTS MANAGEMENT (DEPARTMENT: COMMUNICATION, MARKETING AND EVENTS) (Ref: CMED038-2019)

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 public relations, communication or tourism
- 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 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

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; analysis and innovation skills; knowledge and information management skills; communication skills; ability to focus on results and quality

Primary function

To manage and exercise control over the events management function with the aim to maintain an impartial, accountable, transparent and efficient events management service in the City of Tshwane, subject to legislated context responsibilities, national standards and the directives of the Group Head: Communication, Marketing and Events. The incumbent will be responsible and accountable for the following key performance areas:

- Strategic events
- Events compliance
- Corporate events

Enquiries: F Mangwegape (012 358 5350)

RE-ADVERTISEMENT

DIVISIONAL HEAD: STRATEGIC MARKETING (DEPARTMENT: COMMUNICATION, MARKETING AND EVENTS) (Ref: CMED039-2019)

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 public relations, communication or tourism
- 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 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
- 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 manage and exercise control over the strategic marketing function with the aim to maintain an impartial, accountable, transparent and efficient strategic marketing service within the City of Tshwane, subject to legislated context responsibilities, national standards and the directives of the Group Head: Communication, Marketing and Events. The incumbent will be responsible and accountable for the following key performance areas:

- Integrated marketing services
- Branding management

Enquiries: F Mangwegape (012 358 5350)

GROUP HEAD: ENVIRONMENT AND AGRICULTURE MANAGEMENT (DEPARTMENT: ENVIRONMENT AND AGRICULTURE MANAGEMENT) (Ref: AEMA212-2019)

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 349 801,00 – R1 687 251,00 – R2 024 701,00 per annum

Appointment requirements

- A relevant bachelor's degree or equivalent qualification
- Registration with a relevant professional body (added advantage)
- 12 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 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
- No criminal record (excluding 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; analysis and innovation skills; knowledge and information management skills; communication skills; ability to focus on results and quality

Primary function

To exercise control over the environment and agriculture management function with the aim of maintaining impartial, accountable, transparent and efficient environment and agriculture management services, subject to legislated context responsibilities, national standards and the directives of the Chief Operations Officer. The incumbent will be responsible and accountable for the following key performance areas:

- Environmental management and parks
- Waste management services
- Agriculture and rural development
- Management and administration support

Enquiries: L Mpshane (012 358 5695)

DIVISIONAL HEAD: HEALTH SERVICES (DEPARTMENT: HEALTH) (Ref: HSDE245-2019)

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
- 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)

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