



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, driver's 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 ONE OF THE FOLLOWING 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: 1 NOVEMBER 2019

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

DIVISIONAL HEAD: LOGISTICS AND PERFORMANCE MANAGEMENT (DEPARTMENT: GROUP FINANCIAL SERVICES) (Ref: FISE558-2019)

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

Location: C de Wet Building (Pretoria West)

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 logistics and/or supply chain management, and a postgraduate qualification will be an added advantage
- Registration with a relevant professional body (Chartered Institute of Procurement and Supply) will be an added advantage
- Ten years' experience in a logistics or supply chain management environment, of which at least five years must be at senior management level in a large and diverse environment
- A recognised management qualification will be an added advantage
- 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
- Proficiency in SAP and inventory management systems will be an added advantage
- Computer literacy at intermediate to advanced level is preferable
- Competency assessment
- Valid driver's 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 organising 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 ensure that there is an effective system of logistics management that provides for setting inventory levels, placing orders, receiving and distributing goods, and managing stores and warehouses, and to ensure that an effective internal monitoring system is in place for compliance with the Supply Chain Management Policy, and procedures and the directives of the Chief Financial Officer. The incumbent will be responsible and accountable for the following key performance areas:

- Ensuring the execution of a warehouse management strategy
- Overseeing the management of stores
- Ensuring compliance with health, safety and quality regulations
- Being responsible for improvements in the operating efficiency and cost base of the supply chain infrastructure by reviewing asset locations and usages, undertaking benchmarking and competitive tenders, and conducting periodic rate reviews
- Developing risk management programmes to ensure continuity of supply in emergency scenarios
- Establishing or monitoring specific supply-chain-based performance measurement systems
- Providing an effective internal monitoring system for managing compliance with the Supply Chain Management Policy and procedures, and ensuring that the desired objectives are achieved
- Ensuring effective tender and contract operation management
- Delivering strategic leadership and financial management

Enquiries: U Banda (012 358 8101)/B Matseke (012 358 4453)

DIVISIONAL HEAD: ORGANISATIONAL EFFICIENCY IMPROVEMENT (DEPARTMENT: GROUP HUMAN CAPITAL MANAGEMENT) (Ref: CSHS355-2019)

Appointment will be subject to signing 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, and a postgraduate qualification will be an added advantage
- Registration with a relevant professional body will be an added advantage
- Ten years' experience in management, of which at least five years must be at senior management level
- A recognised management qualification will be an added advantage
- 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 driver's 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 organising 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 organisational efficiency improvement with the aim of maintaining an impartial, accountable, transparent and efficient organisational efficiency improvement service in 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:

- Individual performance management
- Organisational design, development and efficiency
- Employment equity and diversity
- Change management

Enquiries: V Letshwiti (012 358 6244)

RE-ADVERTISEMENT

REGIONAL HEAD: REGIONAL OPERATIONS: REGION 6 (DEPARTMENT: REGIONAL OPERATIONS AND COORDINATION) (REF: SDTM850-2019)

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

Location: Region 6: Waltloo

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 will be an added advantage
- Ten years' experience in a local government 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 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 a 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; knowledge and information management skills; communication skills; ability to focus on results and quality

Primary functions

To exercise control over regional operations in Region 6 with the aim of maintaining an impartial, accountable, transparent and efficient service to regional service delivery operations in 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:

- Energy and electricity services
- Community services
- Roads and transport services
- Water and sanitation
- Management and administration support

Enquiries: A Dharumrajh (012 358 1673)

RE-ADVERTISEMENT

DIVISIONAL HEAD: ASSET PROTECTION SERVICES (DEPARTMENT: TSHWANE METRO POLICE DEPARTMENT) (Ref: COSA129-2019)

Appointment will be subject to signing 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 Security Management, or security-related qualification
- Registration with a relevant professional body
- Ten years' experience, of which at least five years must be at senior management level
- Registered with PSiRA
- 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
- Computer literacy
- Valid driver's licence
- Competency assessment

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 organising 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 establish an in-house asset protection service for the City of Tshwane and to exercise control over asset protection services with the aim of maintaining an impartial, accountable, transparent and efficient asset protection service in the City of Tshwane, subject to legislated context responsibilities, national standards and the directives of the Chief of Police. The incumbent will be responsible and accountable for the following key performance areas:

- Security and technical systems operational support
- Safety of personnel and clients in City buildings
- Guard services (Regions 1 to 3)
- Guard services (Regions 4 to 7)

Enquiries: D Letshela (012 358 5676) or D Phala (012 358 5686)

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

DEPARTMENT: HEALTH
Division: Operations support
Section: Multisectoral AIDS Management Unit
Location: Pretoria Central

Reference number **HSDE256-2019**

Position **DEPUTY DIRECTOR: MULTISECTORAL AIDS
MANAGEMENT UNIT**

To be advertised Internal

This position seeks to attract	African female	African male	Coloured female	Coloured male	Indian female
	Indian male	White female	White Male	People with Disability	All Categories

Job level E1

Scale R587 364,00 – R777 720,00 per annum

Estimated remuneration package R886 697,33 – R1 128 984,99 per annum

Job purpose To lead, direct, monitor, manage, support and supervise the implementation of the Multi-sectoral AIDS Response Strategy of the City of Tshwane. This will involve inter alia: social mobilisation, prevention, care and support of the HIV and AIDS programme of the City of Tshwane; also ensure that policies, procedures, standards and guidelines are effectively implemented in line with the NSP for HIV and AIDS Services to be easily accessible to the citizens and employees of the City of Tshwane.

Appointment Requirements An appropriate career-related tertiary qualification (three-year national diploma or degree) in health or humanities or equivalent qualification
Recognised management qualification
At least five years' working experience in the field of HIV and AIDS programmes management
At least four years supervisory or managerial experience
Valid Code B driver's licence
Computer literacy
Willingness and ability to work beyond normal office hours as and when required
Even though the advertisement may have a specific location or area of work, applicants must be willing to be placed anywhere in the city from time to time as required and determined by the departmental management. Thus, by applying for any of these positions the applicants irrevocably accept this condition

Personal attributes and/or competencies	Ability to work under pressure and respond to urgent directives; ability to maintain good interpersonal relationships; ability to produce analytic reports on progress and programmes implemented; innovativeness; willingness to learn and teach others; being passionate; willingness to work with diverse teams; ability to deal with conflict; willingness to work beyond structured hours in developing communities in the agenda of HIV and AIDS
Primary functions	<p>Direct the implementation of the prevention, support and care programme on the community response programme in line with the overall strategy of the City of Tshwane, provincial and national strategy to prevent further infections and reduce the impact of the epidemic of HIV, STIs and TB</p> <p>Direct and support the City's regions in the implementation of the New National Strategic Plan 2012 – 2016 for HIV, STIs and TB</p> <p>Organise and co-ordinate a multi-sectoral response with all sectors and departments to facilitate an integrated response to the epidemic</p> <p>Monitor, evaluate and support the implementation of all care activities, adherence to standards, protocols and budgets so that they are in line with the strategic imperatives of the Council to improve the HIV and AIDS health service delivery</p> <p>Facilitate the communication of existing, new and amended HIV and AIDS policies, procedures and guidelines to management, employees and other stakeholders to ensure compliance</p> <p>Oversee the regional interventions to ensure that strategic priorities and targets are achieved</p> <p>Direct and support the regions in the City with data compilation and processing in order to enable standardised recording and reporting that is in line with national and provincial research requirements</p> <p>Manage, review and compile monthly financial reports so as to adhere to the requirements of the Municipal Finance Management Act</p> <p>Develop the HIV and AIDS operational plans to meet the national, provincial and local targets in line with the National Strategic Plan and PSP on HIV and AIDS of 2007 – 2014.</p> <p>Manage and direct the sub-directorate that is responsible for HIV and AIDS and STI and oversee the development of all staff to provide efficient and professional services both internally and externally</p> <p>Identify and work in partnership with relevant NGOs to achieve maximum benefits in terms of services to communities</p> <p>Compile and manage the HIV and AIDS budgets, to control cash flow, institute risk management and administer procurement processes in accordance with MFMA principles in order to achieve the set targets and business objectives of the City and department</p> <p>Regularly report on progress and the outcomes of the implementation of programmes</p> <p>Support and facilitate collaboration across the different programmes to ensure comprehensive service delivery</p> <p>Provide technical advice and support both internally and externally to guide activities of all stakeholders</p> <p>Develop and maintain mandatory communication networks externally (local, provincial, national and international levels) so that all views, actions and programmes are shared and understood to create synergy in the fight against HIV and AIDS and related programmes</p> <p>Direct integration of the implementation of all aspects of the HIV and AIDS and related programmes both at central and regional levels</p> <p>Provide management support to the Functional Head on the Multi-sectoral AIDS Response and related programme issues</p>

Compile plan and set targets for the HIV and AIDS and related programmes in line with the City's Strategy

Facilitate the implementation of new policies, protocols and procedures and provide reports on the City's HIV and AIDS strategy in compliance with the national and provincial mandates

Plan, organise and coordinate various campaigns in the unit ie HCT.

Provide feedback reports with regard to strategic activities highlighting progress, achievements, challenges and recommendations at various forums

Facilitate workshops with community-based sectors on the HIV and AIDS strategy/programmes

Set up and lead scheduled unit meetings with regional teams/coordinators to track progress of the implementation of the strategy

Compile analytical reports citywide (monthly, quarterly and annually) related to HIV and AIDS

Direct, monitor and evaluate the implementation of policies, protocols and standard operating procedures regarding the NSP on HIV, TB and STI programmes

Facilitate and coordinate development of staff in the City with the Provincial processes and academic institutions

Lead capacity-building and training of local multi-sectoral stakeholders

Procurement resources for implementation of the City's multi-sectoral AIDS programmes, training and health awareness campaigns, including calendar events

Compile budgets for the area of management and ensure adherence to policies and protocol

Ensure compliance to procurement and supply chain policy for all procurement needs

Monitor and evaluate expenditure in the sub-unit

Report on all finance-related issues

Manage the staff in the sub-unit.

SAP

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**New/natural
attrition**

Natural attrition

Enquiries

K Mashego (012 358 8603)/ M Selomane (012 358 8732)

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