



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. People 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 (Gr 12 certificate, ID, 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 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 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 VISIT ONE OF THE FOLLOWING:

General enquiries: LJ Moleli (012 012 358 4346)		Region 3 One-Stop Centre (1 st Floor) Bothongo Plaza West, 271 Francis Baard Street, Pretoria Central Enquiries: C Diale (012 358 8323)
Region 1 16 Dale Avenue, Room B1-6, Akasia Municipal Offices, Akasia Enquiries: B Tau (012 358 8857)	Region 2 4244 Molefe Makinta Street, Temba Municipal Offices Enquiries: A Tsoai (012 358 4113)	Region 4 Cnr Basden Avenue and Rabie Street, Block G, Room 10, Centurion Complex, Lyttelton Enquiries: M Hendricks (358 4971)
Region 5 Cnr Oakley and Montrose Street, Rayton Offices Enquiries: L Ncube (012 358 7040)	Region 6 1 Mundt Street, Room 59, Waltloo Electricity Depot, Waltloo Enquiries: L Crofford (012 358 1358)	Region 7 Cnr Market and Botha Street, Muniforum Building, Bronkhorstspuit Enquiries: S Machaba (012 358 6192)

CLOSING DATE: 1 JULY 2019

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

(Positions for JF 9/2019) <http://www.tshwane.gov.za/sites/Departments/Corporate%20and%20Shared%20Services/Pages/Job-Forum.aspx>

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

DEPARTMENT: EMERGENCY SERVICES

Division: Business Operations

Section: Emergency Planning

Location: City of Tshwane regions

Reference number **EMSS099-2019**

Position **EVENTS SAFETY OFFICER (3 POSTS)**

To be advertised	Internal	External			
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This position seeks to attract			Coloured female	Coloured male	Indian female
	Indian male	White female			

Job level D1

Scale R332 700,00 – R426 720,00 per annum

Estimated remuneration package R423 465,79 – R543 134,91 per annum

Job purpose To function as an inspector as contemplated in the Safety at Sports and Recreational Events Act and administrate and coordinate procedural applications, and enforce Emergency Services statutory powers related to event public safety risk management and responsibilities

Appointment requirements Associate Diploma in Fire Technology/National Diploma in Fire Technology, or relevant equivalent qualification in disaster or emergency services
Law Enforcement/Peace Officers Course
At least five years' proven relevant experience in a fire and/or emergency services environment
Valid Code B driver's licence
Computer literacy

Personal attributes and/or competencies Negotiating skills, leadership skills, communication skills, analytical skills, organisational skills, technical skills

Primary functions Administrating and coordinating procedural event applications
Enforcing the provisions of event and public safety statutory responsibilities as a designated Fire Officer
Representing Emergency Services at event planning meetings
Representing Emergency Services in the Event Venue Operations Centre (VOC) as per the event categorisation
Collating, analysing and reporting on events

SAP S70018409, S70018410, S70018411

New/natural attrition Natural attrition
Enquiries A Ndwamato (012 358 8637)

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

DEPARTMENT: EMERGENCY SERVICES

Division: Business Operations

Section: Emergency Planning

Location: Any region

Reference number	EMSS100-2019				
Position	DISTRICT COMMANDER: PRE-INCIDENT PLANNING				
To be advertised	Internal		External		
This position seeks to attract	Indian male	White female	Coloured female	Coloured male	Indian female
Job level	D1/2				
Scale:	R332 700,00 – R512 952,00 per annum				
Estimated remuneration package:	R423 465,79 – R652 892,14 per annum				
Job purpose	To manage and maintain the Pre-Incident Emergency Planning Office and its functional areas of responsibility, which involves the development and maintenance of emergency management and emergency operational plans, critical infrastructure contingency planning and business continuity plans; and the coordination of transversal regional emergency readiness response planning and exercises across Tshwane in anticipation of any disruptive incident or threat to public safety				
Appointment requirements:	Associate Diploma in Fire Technology, National Diploma in Fire Technology or relevant equivalent qualification in disaster or emergency services At least eight years' applicable operational service in recognised fire and/or emergency services Valid Code B driver's licence Computer literacy Must be able to work shifts, standby and overtime				
Personal attributes and/or competencies:	Considerable demonstrable knowledge of emergency planning, business continuity planning, major hazard installations and fire risk assessment methodologies, negotiating skill, business acumen, leadership skills, project management skills, communication skills, analytical skills, organisational skills, budget management, advanced linguistic proficiency, ability to do presentations, technical skills, work effectively on multiple tasks, empowerment, adaptability, interpersonal skills, time management skills, problem solving skills, ability to formulate understandable and professional written communication, reports and documents, ability to interpret instructions, good judgement skills				
Primary function:	Managing the Pre-Incident Emergency Planning Unit, which is responsible for risk identification and mitigation as a strategic function with the aim to enhance emergency readiness and response planning for identified risks in Tshwane subject to				

legislated context responsibilities, and subject to the directives of the Assistant Chief/ Deputy Chief: Emergency Planning and further the Divisional Chief for Business Operations and the Chief of Emergency Services

SAP: S70018392

New/natural attrition Natural attrition

Enquiries: A Ndwmato (012 358 8637)

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

DEPARTMENT: EMERGENCY SERVICES

Division: Business Operations

Section: Disaster Risk Management

Location: City of Tshwane regions

Re-advertisement

Reference number	EMSS080-2019																			
Position	DISASTER MANAGEMENT OFFICER (5 POSTS)																			
To be advertised	<table><tr><th colspan="2">Internal</th><th colspan="3">External</th></tr><tr><td></td><td></td><td>Coloured female</td><td>Coloured male</td><td>Indian female</td></tr><tr><td>Indian male</td><td>White female</td><td>White male</td><td>Person with disability</td><td></td></tr></table>					Internal		External					Coloured female	Coloured male	Indian female	Indian male	White female	White male	Person with disability	
Internal		External																		
		Coloured female	Coloured male	Indian female																
Indian male	White female	White male	Person with disability																	
This position seeks to attract																				
Job level	C2/3/D1																			
Scale	R262 344,00 – R426 720,00 per annum																			
Estimated remuneration package	R333 914,94 – R543 134,91 per annum																			
Job purpose	To overseeing, coordinate and implement disaster management activities in Tshwane																			
Appointment requirements	<p>A three-year, career-related tertiary qualification (degree or national diploma) or equivalent qualification in the disaster management or emergency services environment</p> <p>Two years’ experience in a recognised disaster management or emergency services environment</p> <p>Valid Code B driver’s licence</p> <p>Computer literacy</p> <p>Willingness to work overtime during emergencies and disasters</p>																			
Personal attributes and/or competencies	Good communication and interpersonal skills, ability to understand and interpret legislation, policies, procedures and regulations, conflict management skills, crisis management skills, ability to function under pressure, honesty and a high sense of responsibility, report-writing skills																			
Primary functions	Overseeing, coordinating and implementing disaster management activities to build institutional capacity by assessing disaster risk, reducing risk and implementing response and recovery measures in the broader context of sourcing and applying disaster-related information, effective communication, training and awareness, research and sound financial arrangements																			
SAP	S70018960, S70018993, S70019004, S70019005, S70018989																			
New/natural attrition	Natural attrition																			
Enquiries	A Ndwamato (012 358 8637)																			

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

DEPARTMENT: EMERGENCY SERVICES

Division: Fire and Rescue Operations

Section: Fire and Rescue Cluster

Location: Any region

Reference number	EMSS101-2019				
Position	DISTRICT COMMANDER: FIRE AND RESCUE OPERATIONS (10 POSTS)				
To be advertised	Internal		External		
This position seeks to attract	Indian male	White female	Coloured female	Coloured male Person with disability	Indian female
Job level	D1/2				
Scale:	R332 700,00 – R512 952,00 per annum				
Estimated remuneration package:	R423 465,79 – R652 892,14 per annum				
Job purpose	To ensure operational management and performance, leadership, command and control of critical key performance areas of a Fire and Rescue Operations Functional Unit consisting of a set of geographically assigned Emergency Services stations in Tshwane				
Appointment requirements:	Associate Diploma in Fire Technology, National Diploma in Fire Technology or relevant equivalent qualification in disaster or emergency services At least eight years' applicable operational service in a recognised fire and/or emergency service environment Valid Code B driver's licence Computer literacy Must be able to work shifts, standby and overtime				
Personal attributes and/or competencies:	Ability to work under extreme conditions in emergency situations, negotiation skills, leadership skills, communication skills, organisational skills, technical skills, computer literacy, interpersonal skills, problem solving skills, incident command and control skills				
Primary function:	Managing, administrating, coordinating and leading the rendering of operational fire, rescue, hazardous materials and special operations responses in a geographically defined Emergency Services district as per the Emergency Services Command and Control Framework and related SOPs, and directives of senior officers, the Divisional Chief: Fire and Rescue Operations and the Chief of Emergency Services				
SAP:	S70017679, S70017797, S70017877, S70017936, S70017959, S70017974, S70017987, S70018019, S70018080, S70018150				
New/natural attrition	Natural attrition				
Enquiries:	A Ndwamato (012 358 8637)				

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

DEPARTMENT: EMERGENCY SERVICES

Division: Emergency Medical Operations

Section: Emergency Medical Cluster

Location: Any region

Reference number	EMSS102-2019														
Position	AMBULANCE SUPERINTENDENT (3 POSTS)														
To be advertised	<table><tr><th colspan="2">Internal</th><th colspan="3">External</th></tr><tr><td>Indian male</td><td>White female</td><td>Coloured female</td><td>Coloured male</td><td>Indian female</td></tr></table>					Internal		External			Indian male	White female	Coloured female	Coloured male	Indian female
Internal		External													
Indian male	White female	Coloured female	Coloured male	Indian female											
This position seeks to attract															
Job level	D1/2														
Scale:	R332 700,00 – R512 952,00 per annum														
Estimated remuneration package:	R423 465,79 – R652 892,14 per annum														
Job purpose	To ensure operational management and performance, leadership, command and control of critical key performance areas of an Emergency Medical Operations Functional Unit consisting of a set of geographically assigned Emergency Services stations in Tshwane														
Appointment requirements:	Ambulance Emergency Assistant, Emergency Care Technician or Critical Care Assistant qualification or appropriate qualification as determined by the Health Professions Council of South Africa for independent practice Current registration with the Health Professions Council of South Africa At least eight years’ operational experience in a recognised Emergency Services environment Valid C1 driver’s licence with a valid PrDP Computer literacy Must be able to work shifts, standby and overtime														
Personal attributes and/or competencies:	Ability to work under extreme conditions in emergency situations, negotiation skills, leadership skills, communication skills, organisational skills; technical skills, computer literacy, interpersonal skills, problem solving skills, incident command and control skills														
Primary function:	Managing, administrating, coordinating and leading the rendering of operational ambulance and emergency medical rescue and intervention services, including special operations and mass casualty responses in a geographically defined Emergency Services district as per the Emergency Services Command and Control Framework and related SOPs, and directives of senior officers, the Divisional Chief: Emergency Medical Operations and Chief of Emergency Services														
SAP:	S70018513, S70018526, S70018540														
New/natural attrition	Natural attrition														
Enquiries:	A Ndwamato (012 358 8637)														

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

DEPARTMENT: GROUP AUDIT AND RISK
Division: Internal and Specialist Audit Services
Section: Computer Audit Services
Location: Pretoria Central

Re-advertisement

Reference number	AUDT075-2019																			
Position	SENIOR INTERNAL AUDITOR (3 POSTS)																			
To be advertised	<table><tr><th colspan="2">Internal</th><th colspan="3">External</th></tr><tr><td>African female</td><td>African male</td><td>Coloured female</td><td>Coloured male</td><td>Indian female</td></tr><tr><td>Indian male</td><td>White female</td><td>White male</td><td>Person with disability</td><td>All categories</td></tr></table>					Internal		External			African female	African male	Coloured female	Coloured male	Indian female	Indian male	White female	White male	Person with disability	All categories
Internal		External																		
African female	African male	Coloured female	Coloured male	Indian female																
Indian male	White female	White male	Person with disability	All categories																
This position seeks to attract																				
Job level	D2/3																			
Scale	R383 268,00 – R623 568,00 per annum																			
Estimated remuneration package	R487 828,62 – R793 685,66 per annum																			
Job purpose	<p>To perform computer audit reviews and to provide assurance that IT controls have been implemented and are effective, and to provide consulting engagements where required</p> <p>To carry out detailed planning and execution of audit projects</p> <p>To ensure that audit work conforms to standards (IIA and ISACA) and other guidelines/procedures of the City of Tshwane</p>																			
Appointment requirements	<p>Appropriate three-year career-related tertiary qualification (degree or national diploma) in Computer Audit, Computer Science, Informatics or Internal Audit or equivalent qualification</p> <p>Internal Audit Technician (IAT) learnership certificate or studying to become a Certified Information Systems Auditor (CISA) or Certified Internal Auditor (CIA) will be an added advantage.</p> <p>Knowledge of IT audit frameworks and best practices (COBIT, COSO, ITIL, ISO)</p> <p>At least three years' relevant experience in the computer audit environment</p> <p>Relevant experience in general IT control and IT application control review</p> <p>Supervisory experience</p> <p>Being a member of the Institute of Internal Auditors (IIA) or ISACA will be an added advantage.</p> <p>Valid Code B driver's licence</p> <p>Computer literacy</p>																			
Personal attributes and/or competencies	<p>Excellent communication skills, ability to work under pressure, ability to meet deadlines, good organisation skills, decisiveness, ability to pay attention to detail, accuracy, analytical thinking skills, good interpersonal skills, good writing skills</p>																			
Primary functions	<p>Performing general and application control reviews for simple to complex computer information systems</p>																			

Performing information control reviews to include system development standards, operating procedures, system security, programming controls, communication controls, backup and disaster recovery, and system maintenance
 Directing and/or performing reviews of internal control procedures and security for systems under development and/or enhancements to current systems
 Maintaining and developing computerised audit software
 Preparing audit finding exceptions and working papers in order to ensure that adequate documentation exists to support the completed audit and conclusions
 Preparing and presenting written and oral reports and other technical information in a pertinent, concise and accurate manner for distribution to management
 Consulting with and advising administrators, faculty and staff on various operational issues related to computerised information systems, and on general business operations as needed
 Following up on audit findings to ensure that management has taken corrective action(s)
 Coordinating and interacting with external auditors, administrators, faculty, staff and law enforcement officials as appropriate, and may be required to testify in court
 Assisting and training other audit staff in the use of computerised audit techniques and in developing methods for review and analysis of computerised information systems
 Maintaining currency of knowledge with respect to relevant state-of-the-art technology, equipment and/or systems
 Conducting operational, compliance, financial and investigative audits, as assigned
 Performing miscellaneous job-related duties as assigned

SAP S70010020, S70010015, S70010016

New/natural attrition Natural attrition/new

Enquiries DR Isaacs (012 358 0680)

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

DEPARTMENT: GROUP AUDIT AND RISK
Division: Ethics Management and Forensic Services
Section: Ethics Management and Fraud Prevention
Location: Pretoria Central

Reference number **AUDT079-2019**

Position **SENIOR FORENSIC AUDITOR (2 POSTS)**

To be advertised Internal External

This position seeks to attract

African female	African male	Coloured female	Coloured male	Indian female
Indian male	White female	White male	Person with disability	All categories

Job level D2/3

Scale R383 268,00 – R623 568,00 per annum

Estimated remuneration package R487 828,62 – R793 685,66 per annum

Job purpose To provide a proactive fraud prevention and awareness, ethics management as well as detection and investigative service to management and Council in order to manage fraud and corruption in an effective, efficient and economic manner to minimise the loss of scarce and valuable resources

Appointment requirements

Appropriate three-year career-related tertiary qualification (degree or national diploma) in Policing/Investigations, Law, Forensic Auditing, Forensic Accounting, Commerce or equivalent qualification

Membership of one of the following: ACFE, IIA, ICFP

Being a Certified Internal Auditor (CIA), Certified Fraud Examiner (CFE) or Fraud Practitioner (SA) will be an added advantage.

At least three years' experience

Supervisory experience

Relevant experience in forensic auditing, fraud prevention and detection and/or investigations

Valid Code B driver's licence

Computer literacy

Personal attributes and/or competencies

Integrity, professionalism, good interpersonal skills, innovative thinking skills, decisiveness, ability to pay attention to detail, emotional intelligence, good communication skills, flexibility, adaptability, customer orientation, people management skills and problem-solving abilities, knowledge of application reviews, knowledge of general controls reviews

Primary functions

Assisting with the assessment of the fraud risk controls database

Assisting with the implementing the City of Tshwane anti-corruption strategy

Designing and implementing fraud prevention and detection projects

Providing assistance with ethics management

Compiling articles on fraud prevention

Conducting data mining to detect areas of potential fraud

Assisting with developing and maintaining fraud prevention plans for City of Tshwane departments and entities
 Providing the City of Tshwane with capacity to track cyber attacks and transgressions
 Participating in anti-fraud engagements including internal investigations, alleged violation of applicable laws and regulations, and covering a broad range of financial and operational activities
 Assisting in designing and driving anti-corruption key areas in the execution of audit engagements
 Providing an expert witness service when required to
 Assisting with the collation of information on all instances of fraud or suspected fraud arising in the City
 Responding through appropriate action to fraud in the City, and reporting significant instances to senior management
 Advising on appropriate courses of action to take in all instances of fraud or suspected fraud
 Assisting with special investigations which may be required, ensuring that the section has the required skills and capacity to effectively respond to requirements for special investigations

SAP S70010046, S70010054

New/natural attrition New

Enquiries DR Isaacs (012 358 0680)

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

DEPARTMENT: GROUP AUDIT AND RISK

Division: Enterprise Risk Management

Section: ERM: Strategic Operational, Departmental and ERM: Regional Projects, Entities and Business Continuity

Location: Pretoria Central

Reference number	AUDT080-2019				
Position	RISK MANAGEMENT OFFICER				
To be advertised	<div>Internal</div> <div>External</div>				
This position seeks to attract	<div>African female</div> <div>Indian male</div>	<div>African male</div> <div></div>	<div>Coloured female</div> <div></div>	<div>Coloured male</div> <div></div>	<div></div> <div></div>
Job level	C2/3/D1				
Scale	R262 344,00 – R426 720,00 per annum				
Estimated remuneration package	R333 914,94 – R543 134,91 per annum				
Job purpose	To develop, maintain and execute a comprehensive process of identifying, assessing, mitigating, monitoring and reporting on risks that may impact on organisational performance				
Appointment requirements	<p>An appropriate three-year career-related tertiary qualification (degree or national diploma) in Auditing, Risk Management or Accounting or equivalent qualification Being a Certified Risk Practitioner will be an added advantage. At least two years' work experience in a risk management environment Valid Code B driver's licence Computer literacy</p>				
Personal attributes and/or competencies	Interpretation and application of legislation, application of risk management theoretical knowledge, understanding of risk management framework, ability to conduct risk assessment, including analysis and reporting, excellent verbal, written and facilitation skills along with well-developed presentation skills, good organisational skills, ability to pay attention to detail, analytical thinking, ability to meet deadlines				
Primary functions	<p>Facilitating the identification of risks using appropriate tools and techniques Compiling strategic and operational risk registers Facilitating the development of risk response strategies (mitigation plans) Reporting all relevant risk management matters to relevant stakeholders Performing control self-assessment Reporting risk</p>				
SAP	S70010111				
New/natural attrition	Natural attrition/new				
Enquiries	DR Isaacs (012 358 0680)				

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

DEPARTMENT: GROUP AUDIT AND RISK
Division: Ethics Management and Forensic Services
Section: Ethics Management and Fraud Prevention
Location: Pretoria Central

Reference number	AUDT081-2019				
Position	FRAUD PREVENTION INVESTIGATOR (3 POSTS)				
To be advertised	Internal External				
This position seeks to attract	African female Indian male	African male	Coloured female	Coloured male	
Job level	C2/3/D1				
Scale	R262 344,00 – R426 720,00 per annum				
Estimated remuneration package	R333 914,94 – R543 134,91 per annum				
Job purpose	To provide a proactive fraud prevention and awareness, ethics management as well as detection and investigative service to management and Council in order to manage fraud and corruption in an effective, efficient and economic manner so as to minimise the loss of scarce and valuable resources				
Appointment requirements	Appropriate three-year career-related tertiary qualification (degree or national diploma) in Auditing or Accounting or Policing and Investigations, or equivalent qualification Membership of IIA or IRMSA or ACFE or ICFP Being a Certified Risk Practitioner will be an added advantage. At least two years' relevant experience in forensic auditing, fraud prevention and detection and/or investigations Valid Code B driver's licence Computer literacy				
Personal attributes and/or competencies	Integrity, professionalism, good interpersonal skills, innovative thinking skills, decisiveness, ability to pay attention to detail, emotional intelligence, good communication skills, flexibility, adaptability, customer orientation, people management skills, problem-solving abilities				
Primary functions	Ensuring the provision and maintenance of a fraud prevention, awareness, ethics management and detection service for the City of Tshwane to enhance service delivery Conducting scheduled and unscheduled detection operations regarding any function, activity or business of the City of Tshwane Rendering a preventative service and awareness raising through presentations, the distribution of flyers, and written, visual and audio media Conducting forensic investigations into all referred complaints pertaining to loss of and/or damage to municipal property, any non-compliance detected with regard to				

any collective agreement, the Code of Conduct for Municipal Staff Members, policies and/or procedures, set standards and/or guidelines of the City of Tshwane

Providing support to the different departments of the City of Tshwane by monitoring and evaluating performance against set standards and policies through the evaluation of circulars, notices, collective agreements, written policies, Council resolutions, standard operational procedures, guidelines, protocol and incident command procedures,

Evaluating any activity, function or business of the City of Tshwane to determine whether there is a need for specific functions or activities to be re-engineered by means of analysing the specific activity to fully understand the incident and to identify opportunities for its improvement

Carrying out administrative services

Giving feedback to the senior forensic investigator in terms of activities carried out by means of oral and written reports and assessments

Filing of all relevant documents and reports to ensure that they can be used during statistical analysis at a later stage

Assisting the City of Tshwane's ethics management

SAP S70010044, S70010048, S70010049

New/natural attrition New

Enquiries DR Isaacs (012 358 0680)

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

DEPARTMENT: GROUP COMMUNICATION, MARKETING AND EVENTS

Division: Strategic Communication

Section: Corporate Communication

Location: Pretoria Central

Re-advertisement

Reference number CMED050-2019

Position PHOTOGRAPHER

To be advertised	Internal	External
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This position seeks to attract	African female Indian male	African male White female	Coloured female [REDACTED]	Coloured male Person with disability	Indian female [REDACTED]
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Job level C1/2/3/D1

Scale R229 020,00 – R426 720,00 per annum

Estimated remuneration package R291 499,71 – R543 134,91 per annum

Job purpose To provide photographic services and to source pictures for various projects as requested, to initiate photo shoot projects that aim to enhance the image of the City To build and maintain the City's photo archival system, and create and manage online storage such as Dropbox, Q-drive or iCloud

Appointment requirements An appropriate three-year career-related tertiary qualification (degree or national diploma) in Photography or equivalent qualification
At least four years' experience in film making and journalism
Valid Code B driver's licence
Computer literacy
Willingness and ability to work long and odd hours as determined by management

Personal attributes and/or competencies Ability to plan activities and set goals, good understanding of the principles and practices of project management, good communication, presentation and interpersonal skills (written and verbal), ability to work under pressure, analytical thinking skills

Primary functions Covering events of the political offices as well as those organised by departments in the City of Tshwane, eg State of the City Address, Budget Speech, Tshwane Service Excellence Awards and Tshwane Open
Taking studio portraits of all political heads and senior management
Taking pictures of Tshwane landmarks, eg City Hall, Union Buildings
Taking pictures of service delivery projects, eg installation of solar geysers, road maintenance, installation of street lights
Travelling to the City of Tshwane's seven regions and outside its borders to execute photographic duties

Downloading pictures from the camera and bringing out the best in those pictures, using photo-editing programs such as Photoshop (using the crop tool, trimming edges) and emailing the pictures to the relevant departments

SAP S70001969

New/natural attrition Natural attrition

Enquiries M Matloa (012 358 6065)/FM Gamede (012 3586583)

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

DEPARTMENT: GROUP FINANCIAL SERVICES

Division: Revenue Management

Section: Cashier Management

Location: Southern Region cashier service provision, Centurion

Reference number FISE521-2019

Position ACCOUNTANT

To be advertised

Internal

External

This position seeks to attract

Indian male

African male

White male

Person with disability

Job level

C1/2/3/D1

Scale

A: Grade 12

R229 020,00 – R363 816,00 per annum

B: Degree/Diploma

R262 344,00 – R426 720,00 per annum

Estimated remuneration package

A: Grade 12

R291 499,71 – R463 069,86 per annum

B: Degree/Diploma

R333 914,94 – R543 134,91 per annum

Job purpose

To provide an uninterrupted cashier service at all times

Appointment requirements

Grade 12 or equivalent qualification with Mathematics and/or Accountancy
Appropriate career-related tertiary qualification (three-year national diploma or degree) in Public Financial Management, Accounting, Finance or Economics, or National Diploma: Public Finance Management and Administration (SAQA Qualification ID No 49554) or equivalent qualification
At least three years' relevant experience in a financial environment in handling large volumes of money
Added advantages: Supervisory experience, compliance with MFMA unit standards as prescribed by Regulation 493 of 15 June 2007, as published in Government Gazette 29967 of 15 June 2007, and proficiency in SAP
Computer literacy

Personal attributes and/or competencies

Attention to detail, goal orientation, analytical thinking, interpersonal skills, communication skills, problem-solving skills, ability to work under pressure, accountability, accuracy, initiative and flexibility, listening skills

Primary functions

Controlling the attendance register and leave book
Ensuring that cashier work is balanced and filed accordingly
Reconciling cash book
Rendering a cashier service at pay points
Controlling the receipt of money and balancing
Controlling the safekeeping and banking of money
Attending to problems and queries
Attending meetings

SAP

S70011188, S70011259

New/natural attrition

Natural attrition

Enquiries

R Matlala (012 358 3011)/B Matseke (012 358 4453)/I Diale (012 358 8116)

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

DEPARTMENT: GROUP FINANCIAL SERVICES

Division: Financial Reporting and Assets

Section: Asset Compliance and Control

Location: Tshwane House

Reference number	FISE522-2019				
Position	ASSET CONTROLLER				
To be advertised	Internal		External		
This position seeks to attract	African female Indian male		White male	Person with disability	
Job level	C2/3/D1				
Scale	R262 344,00 – R426 720,00 per annum				
Estimated remuneration package	R333 914,94 – R543 134,91 per annum				
Job purpose	To execute the end-to-end physical asset verification plan on a daily basis				
Appointment requirements	<p>Appropriate career-related tertiary qualification (three-year diploma or degree) or equivalent qualification</p> <p>A National Diploma: Public Finance Management and Administration (SAQA Qualification ID No. 49554) will be an added advantage.</p> <p>Relevant experience in asset management and accounting</p> <p>Added advantages: compliance with the MFMA unit standards as prescribed by Regulation 493 of 15 June 2007, and SAP proficiency</p> <p>Valid Code B driver's licence</p> <p>Computer literacy</p>				
Personal attributes and/or competencies	<p>Ability to work under pressure, dealing with departments and working in a team as well as individually, excellent communication skills, innovative and analytical thinking, organisation skills, willingness to accept responsibility, decisiveness</p>				
Primary functions	<p>Executing the end-to-end physical asset verification plan on a daily basis</p> <p>Recording newly identified assets not previously barcoded and recorded as well as new assets acquired during the year and verified for the first time</p> <p>Assisting with follow-up on verification differences between the verification system and the SAP FAR (Fixed Asset Register) and resolving these differences</p> <p>Giving inputs during the review of policies and processes</p> <p>Transferring skills to departmental asset controllers</p> <p>Performing physical asset verifications as set out in the process document</p> <p>Identifying redundant/obsolete assets within a section or department during the verification process</p> <p>Assisting the relevant department by informing them of the disposal process to be followed in order to ensure that all paperwork is done and delivered together with the assets to the auction yard that is responsible for disposing of these assets in terms of City of Tshwane policies and procedures</p>				

SAP	S70011143
New/natural attrition	Natural attrition
Enquiries	B Matseke (012 358 4453)/N Gangathela (012 358 8676)

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

DEPARTMENT: GROUP FINANCIAL SERVICES

Division: Supply Chain Management

Section: Acquisition Management

Location: C de Wet Building

Reference number **FISE523-2019**

Position **SENIOR ACCOUNTANT**

To be advertised Internal External

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

Job level D2/3

Scale R383 268,00 – R623 568,00 per annum

Estimated remuneration package R487 828,62 – R793 685,66 per annum

Job purpose To manage the procurement process by utilising bid administration, ensure the development and sustainability of SMME procurement within the confines of legislation, procedures, regulations and policies, and analyse goods, works and services

Appointment requirements Appropriate three-year career-related tertiary qualification (degree or national diploma) in Accounting, Public Finance, Logistics Management, Local Government Finance or equivalent as major subjects
Compliance with the MFMA Unit Standards as prescribed by Regulation 493 of 15 June 2007 will be an added advantage.
At least five years' relevant experience in supply chain management, of which at least one year should be at a managerial/supervisory level
Computer literacy and proficiency in MS Office programmes (Word, Excel, PowerPoint and Outlook)
SAP proficiency will be an added advantage.

Personal attributes and/or competencies Negotiating skills, business acumen, leadership skills, communication skills, analytical skills, organisational skills, advanced linguistic proficiency, integrity, intelligence, patience, innovative thinking, energy, imagination, flexibility, willingness to accept responsibility, decisiveness, ability to pay attention to detail, adherence to strict deadlines, compliance with the following legislation: Municipal Systems Act, Constitution of the Republic of South Africa, 1996, Basic Conditions of Employment Act and Employment Equity Act

Primary functions Executing generic personnel management functions
Executing goods, works and service analysis
Checking compiled tender price schedules, B-BBEE points claimed
Checking compiled tender reports from departments for corrections, doing administrative disqualifications on all tenders received and compiling draft reports for departments with the exclusion of technical disqualifications

SAP	S70010837
New/natural attrition	Natural attrition
Enquiries	B Matseke (012 358 4453)/G Gumbo (012 358 0400)

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

DEPARTMENT: GROUP FINANCIAL SERVICES

Division: Treasury

Section: Expenditure Management

Location: Pretoria Central

Reference number FISE524-2019

Position ACCOUNTANT

To be advertised Internal External

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

Job level C1/2/3/D1

Scale
A: Grade 12 R229 020,00 – R363 816,00 per annum
B: Degree/Diploma R262 344,00 – R426 720,00 per annum

Estimated remuneration package
A: Grade 12 R291 499,71 – R463 069,86 per annum
B: Degree/Diploma R333 914,94 – R543 134,91 per annum

Job purpose To effectively, efficiently and timeously process retention payments, reconciling vendor statements and follow up on reconciling items on behalf of the City of Tshwane, ensuring prompt and accurate payment and adherence to legislation, policies and procedures

Appointment requirements
Grade 12 or equivalent qualification with Mathematics and/or Accountancy
Appropriate career-related tertiary qualification (three-year national diploma or degree) in Public Financial Management, Accounting, Finance or Economics, or National Diploma: Public Finance Management and Administration (SAQA Qualification ID No 49554), or equivalent qualification
At least three years' relevant experience in a creditor payments environment
Added advantages: supervisory experience, proficiency in SAP and compliance with MFMA unit standards as prescribed by Regulation 493 of 15 June 2007, as published in Government Gazette 29967 of 15 June 2007
Computer literacy

Personal attributes and/or competencies Good communication and interpersonal skills, ability to communicate effectively with internal and external clients, ability to work under pressure and to deal with difficult customers, analytical thinking, organisational skills, willingness to accept responsibility

Primary function
Ensure timeous payment of retention related creditors as required by the MFMA sec 65 (2) (a) – (j), legislation, policies and procedures and contract conditions
Reconciling creditors' accounts on a monthly basis and following up on reconciling items
Ensuring accurate recording of expenditure in the general ledger to ensure completeness of annual financial statements

SAP S70011330

New/natural attrition Natural attrition

Enquiries B Matseke (012 358 4453)/T Matabane (012 358 7279)

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

DEPARTMENT: GROUP FINANCIAL SERVICES

Division: Supply Chain Management

Section: Logistics

Location: C de Wet Building

Reference number	FISE525-2019
Position	CHIEF STOREKEEPER (2 POSTS)
To be advertised	Internal External
This position seeks to attract	<div> <div>Indian male</div> <div>African male</div> <div>White male</div> <div>Person with disability</div> </div>
Job level	C2/3/D1
Scale	R262 344,00 – R426 720,00 per annum
Estimated remuneration package	R333 914,94 – R543 134,91 per annum
Job purpose	To manage unrestricted and continuous work performance of the store under the jurisdiction of this post with regard to receiving, safely storing, keeping record and issuing material to ensure an efficient and effective provisioning service to all components of the City of Tshwane so it can fulfil its commitments
Appointment requirements	<p>Appropriate career-related tertiary qualification (three-year diploma or degree) or equivalent qualification</p> <p>A National Diploma: Public Finance Management and Administration (SAQA Qualification ID No 49554) will be an added advantage.</p> <p>At least three years' relevant experience in store operations</p> <p>Added advantages: compliance with the MFMA unit standards as prescribed by Regulation 493 of 15 June 2007, and SAP proficiency</p> <p>Valid Code B driver's licence</p> <p>Computer literacy</p>
Personal attributes and/or competencies	Technical skills, energy, integrity, willingness to accept responsibilities, decisiveness, ability to pay attention to detail
Primary functions	<p>Managing the specific store under the jurisdiction of this post</p> <p>Ensuring adherence to the objectives of the City of Tshwane's stock system</p> <p>Managing the yearly as well as continuous stock takings of the specific store under the jurisdiction of this post</p> <p>Investigating and determining the cause of damaged stock items</p> <p>Managing the review of and revised stock quantities in the specific store</p> <p>Ensuring that the specific store is organised</p>
SAP	S70011061, S70010933
New/natural attrition	Natural attrition
Enquiries	B Matseke (012 358 4453)/E Ramonoana (012 358 0212)

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

DEPARTMENT: GROUP LEGAL AND SECRETARIAT SERVICES

Division: Legal Counsel

Section: Development Law

Location: Pretoria Central

Reference number **LESE060-2019**

Position **LEGAL ADVISOR**

To be advertised	Internal	External
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This position seeks to attract	African female Indian male	African male White female	Coloured female White male	Coloured male Person with disability	Indian female All categories
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Job level D2/3

Scale R383 268,00 – R623 568,00 per annum

Estimated remuneration package R487 828,62 – R793 685,66 per annum

Job purpose To provide a development law service to the City of Tshwane

Appointment requirements

LLB or any other relevant legal degree or equivalent qualification
A post-graduate qualification in law will be an advantage.
Being an admitted attorney or advocate with sound knowledge of the principles of administrative, constitutional and local government and civil procedure law will be an added advantage.
Relevant experience in providing legal advice
Valid Code B driver's licence
Computer literacy and being conversant with the following computer packages: MS Word, MS Excel, Project and PowerPoint

Even though the advertisement may have a specific location or area of work, applicants must be willing to be placed anywhere in Tshwane 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 Advanced linguistic proficiency, negotiation skills, leadership skills, project management skills, communication skills, analytical skills, organisational skills

Primary functions

Dealing with all approvals of legal administration of land use management and development applications in terms of applicable development law
Perusing legal documents and applications and formulating comments and conditions relating thereto
Dealing with any process that can be interpreted as forming part of any process related to development, land use or development law
Commenting on and dealing with new legislation, including the updating and perusal of local government with regard to development
Representing the City of Tshwane in any forum that may require representation in terms of matters relating to development and land use changes

SAP	S70017227
New/natural attrition	Natural attrition
Enquiries	M Mphahlele (012 358 7302)/J Mamabolo (012 358 2152)

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

DEPARTMENT: GROUP LEGAL AND SECRETARIAT SERVICES

Division: Legal Counsel

Section: Legal Compliance

Location: Pretoria Central

Re-advertisement

Reference number **LESE053-2019**

Position **LEGAL ADVISOR**

To be advertised

Internal	External
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This position seeks to attract

African female	African male	Coloured female	Coloured male	Indian female
Indian male	White female	White male	Person with disability	All categories

Job level D2/3

Scale R383 268,00 – R623 568,00 per annum

Estimated remuneration package R487 828,62 – R793 685,66 per annum

Job purpose To deliver a development law service to the City of Tshwane

Appointment requirements

LLB or any other relevant legal degree or equivalent qualification
A post-graduate qualification in law will be an advantage.
Being an admitted attorney or advocate with sound knowledge of the principles of administrative, constitutional and local government and civil procedure law will be an added advantage.
Relevant experience in providing legal advice
Valid Code B driver's licence
Computer literacy and being conversant with the following computer packages: MS Word, MS Excel, Project and PowerPoint

Even though the advertisement may have a specific location or area of work, applicants must be willing to be placed anywhere in Tshwane 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

Negotiation skills, excellent communication skills (verbal and written), leadership skills, excellent problem-solving skills, sound financial management skills, ability to work within prescribed timeliness, good self-management skills, ability to function under pressure and in stressful conditions

Primary functions

Providing comments relating to concept legislation, bills and local legislation (by-laws and tariffs)
Negotiating, drafting and evaluating contracts to be entered into by and on behalf of the City of Tshwane

Representing the Legal Services Division at internal and external meetings, consultations and negotiations and rendering a legal service during such meetings
Providing written and oral legal opinions to the administration, committees of Council and Council regarding any matter related to the business of local government
Drafting legal comments on all reports to be submitted for consideration by the administration, committees of Council and Council
Attending legal proceedings instituted for or against the City of Tshwane

SAP

S70017232

New/natural attrition

Natural attrition

Enquiries

M Mphahlele (012 358 7302)/S Mabena (012 358 3656)

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

DEPARTMENT: HEALTH
Division: Health Services
Section: Primary Healthcare Programmes
Location: Pretoria Central

Reference number **HSDE246-2019**

Position **FUNCTIONAL HEAD: HEALTH PROMOTION**

To be advertised Internal External

This position seeks to attract

African female	African male	Coloured female	Coloured male	Indian female
Indian male	White female	White male	Person with disability	All categories

Job level D2/3

Scale R383 268,00 – R623 568,00 per annum

Estimated remuneration package R487 828,62 – R793 685,66 per annum

Job purpose To manage and coordinate the rendering of a health promotion service

Appointment requirements

Appropriate career-related tertiary qualification (degree or national diploma) in Nursing Science, or an equivalent qualification
Diploma in Community Health Nursing
Qualifications in Health Promotion, Management, Primary Healthcare, Education and Project Management will be an advantage.
Professional registration as a Registered Nurse with the South African Nursing Council
At least five years' working experience in a primary healthcare environment
Experience in health promotion programmes will be an added advantage.
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 Tshwane 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

Knowledge of the development and evaluation of health promotion interventions and strategies, as well as project management (planning, coordination and oversight)
Negotiating skills, leadership skills, project management skills, communication skills, analytical skills, technical skills, statistical skills, presentation skills, innovative thinking, willingness to accept responsibility, ability to pay attention to detail, ability

to work under pressure, report writing skills, ability to work independently, good interpersonal skills

Primary functions

Developing, sustaining, coordinating and overseeing the implementation of a health promotion programme in Tshwane
Ensuring strategic and operational planning for the Health Promotion Programme
Planning, implementing and coordinating projects within budget and time limits
Evaluating projects
Managing the development of educational materials and a resource centre
Ensuring risk management
Rendering an advisory service to clinics and their communities
Networking through coordination and delegation (eg meetings)
Rendering administrative tasks (eg report writing, community-based organisation data base)
Providing relevant technical expertise and support to healthcare workers, managers and community-based institutions
Monitoring and facilitating the Health Promotion Programme's performance in terms of national, provincial, district and City of Tshwane targets
Ensuring quality control of the Health Promotion Programme and related interventions
Ensuring adherence to relevant legislation, policies, protocols and standards
Designing and implementing systems and processes for effective communication and liaison with all relevant stakeholders
Managing logistical, personnel and administrative operations

SAP

S70003125

New/natural attrition

Natural attrition

Enquiries

F Roodt (012 358 8646)

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

DEPARTMENT: HEALTH
Division: Health Services
Section: Primary Healthcare Programmes
Location: Pretoria Central

Reference number	HSDE247-2019				
Position	FUNCTIONAL HEAD: QUALITY ASSURANCE, MONITORING AND COMPLIANCE				
To be advertised	<div>Internal</div> <div>External</div>				
This position seeks to attract	<div>Indian male</div> <div></div>	<div>African male</div> <div></div>	<div>Coloured female</div> <div></div>	<div>Coloured male</div> <div>Person with disability</div>	<div>Indian female</div> <div></div>
Job level	D2/3				
Scale	R383 268,00 – R623 568,00 per annum				
Estimated remuneration package	R487 828,62 – R793 685,66 per annum				
Job purpose	To ensure effective primary healthcare service delivery that complies with national norms and standards				
Appointment requirements	<p>Appropriate three-year career-related tertiary qualification (degree or national diploma) in Nursing Science or equivalent qualification</p> <p>Professional registration as a Registered Nurse with the South African Nursing Council</p> <p>Qualifications/training in risk management, research methodology, monitoring and evaluation, customer care, Batho Pele and quality assurance will be an added advantage.</p> <p>At least five years' working experience, preferably in quality management programmes in a public health setting</p> <p>Valid Code B driver's licence</p> <p>Computer literacy</p> <p>Willingness and ability to work beyond normal office hours as and when required.</p> <p>Even though the advertisement may have a specific location or area of work, applicants must be willing to be placed anywhere in Tshwane 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.</p>				
Personal attributes and/or competencies	<p>Skills in and knowledge of the regulated norms and standards for health and ideal clinic programmes in the South African primary healthcare policy environment, negotiating skills, leadership skills, project management skills, communication skills, analytical skills, technical skills, statistical skills, presentation skills, innovative thinking, willingness to accept responsibility, ability to pay attention to detail, ability</p>				

to work under pressure, report writing skills, ability to work independently, good interpersonal skills

Primary functions

Ensuring effective primary healthcare service delivery that complies with national norms and standards
Implementing a total quality management system
Implementing, monitoring and evaluating system requirements
Monitoring compliance with primary healthcare norms and standards and making recommendations to improve service delivery
Implementing and maintaining a total quality assurance system for the City of Tshwane's primary healthcare clinics
Managing systems to ensure compliance with PHC service delivery norms and standards
Ensuring that annual audits are performed on clinic patient records to ensure compliance with regulated norms and standards
Monitoring patient safety incidents that may lead to death, litigation or poor health outcomes
Conducting risks assessments to maintain and improve quality of care
Ensuring patient-centred healthcare improvement initiatives
Improving customer satisfaction with PHC through annual surveys of patient experience of care that comply with national guidelines
Ensuring the monitoring of clinic waiting times through operational systems and surveys
Ensuring that action plans are monitored and progress reported on
Monitoring ideal clinic dashboard performance and ensuring that ideal clinic processes are implemented
Coordinating and monitoring the implementation of regulated norms and standards for accreditation and licensing of health facilities
Ensuring that an assessment programme is implemented to measure compliance with regulated norms and standards for all City of Tshwane clinics
Researching best practices to improve quality of healthcare in Tshwane
Ensuring that clinics reach and maintain ideal clinic status through coordination of an ongoing assessment programme, monitoring of progress, local inspections and technical support to management and reporting on clinic status, gaps and progress
Managing relevant data systems
Ensuring reporting to management on status of health services and levels of compliance with norms and standards
Liaising with the Gauteng Department of Health on quality management issues
Liaising with communities through coordinating the maintenance of the clinic committee system for City of Tshwane clinics
Managing and overseeing the personnel and resources of the Quality Assurance Functional Unit

SAP

S70003733

New/natural attrition

New

Enquiries

A Fisher (012 358 4506)

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

DEPARTMENT: HEALTH

Division: Primary Healthcare

Section: Primary Healthcare Clinic Operations

Location: Eldoraigne Clinic (1 post) and Stanza Bopape Clinic (1 post)

Reference number	HSDE248-2019														
Position	CHIEF COMMUNITY HEALTH NURSE (2 POSTS)														
To be advertised	<table><tr><td>Internal</td><td colspan="4">External</td></tr></table>					Internal	External								
Internal	External														
This position seeks to attract	<table><tr><td>African female</td><td>African male</td><td>Coloured female</td><td>Coloured male</td><td>Indian female</td></tr><tr><td>Indian male</td><td>White female</td><td>White male</td><td>Person with disability</td><td>All categories</td></tr></table>					African female	African male	Coloured female	Coloured male	Indian female	Indian male	White female	White male	Person with disability	All categories
African female	African male	Coloured female	Coloured male	Indian female											
Indian male	White female	White male	Person with disability	All categories											
Job level	D2/3														
Scale	R383 268,00 – R623 568,00 per annum														
Estimated remuneration package	R487 828,62 – R793 685,66 per annum														
Job purpose	To manage primary healthcare service delivery in a primary healthcare facility effectively and efficiently according to national, provincial and local authority health policies and procedures														
Appointment requirements	<p>Appropriate four-year career-related tertiary qualification (degree or national diploma) in Nursing Science or equivalent qualification</p> <p>Diploma in Primary Healthcare or completion of short courses related to primary healthcare will be an added advantage.</p> <p>Registration with the SA Nursing Council and possession of a current SA Nursing Council receipt</p> <p>At least two years’ relevant experience in primary healthcare</p> <p>Computer literacy</p> <p>Willingness and ability to work shifts</p> <p>Willingness and ability to work beyond normal office hours as and when required</p> <p>Even though the advertisement may have a specific location or area of work, applicants must be willing to be placed anywhere in Tshwane 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.</p>														
Personal attributes and/or competencies	Leadership skills, analytical skills, innovative thinking, willingness to accept responsibility, ability to pay attention to detail, interpersonal skills, excellent communication skills, results-driven attitude, problem-solving skills, ability to work under pressure and independently														
Primary functions	Managing primary healthcare service delivery in a primary healthcare facility effectively and efficiently according to national, provincial and local authority health policies and procedures														

Establishing partnerships with private sector, community and other organisations
Rendering operational, logistical and administrative services

SAP

S70026559, S70027756

**New/natural
attrition**

Natural attrition

Enquiries

M Langeveldt (012 358 8698)/T Ndlovu (0123588702)

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

DEPARTMENT: HEALTH

Division: Health Services

Section: Pharmaceutical Services

Location: Pretoria Central

Reference number **HSDE249-2019**

Position **PHARMACIST**

To be advertised	Internal	External
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This position seeks to attract	African female Indian male	African male White female	Coloured female White male	Coloured male Person with disability	Indian female All categories
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Job level D1/2

Scale R332 700,00 – R512 952,00 per annum

Estimated remuneration package R423 465,79 – R652 892,14 per annum

Job purpose To render pharmaceutical services

Appointment requirements

Bachelor of Pharmacy degree
Registration with the South African Pharmacy Council as a Pharmacist
Completion of pharmacist community service
Valid Code B driver's licence with own vehicle
Computer literacy
Willingness and ability to work shifts
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 Tshwane 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

Negotiating skills, presentation skills, leadership skills, communication skills, interpersonal skills, analytical skills, organisational skills, integrity, decisiveness, intelligence, ability to pay attention to detail, patience, innovative thinking, energetic approach, flexibility, willingness to accept responsibility

Primary functions

Controlling medicine finances
Controlling stock
Rendering a dispensing service
Giving professional advice and consultation
Administering staff
Supervising staff

SAP S70003176
New/natural attrition Natural attrition
Enquiries R Pretorius (012 358 8769)

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

DEPARTMENT: HEALTH
Division: Health Services
Section: Municipal Health Services
Location: Pretoria Central

Reference number **HSDE250-2019**

Position **ENVIRONMENTAL HEALTH PRACTITIONER (2 POSTS)**

To be advertised	Internal	External
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This position seeks to attract	Indian male	African male	Coloured female	Coloured male	Indian female
		White male	Person with disability		

Job level C2/3/D1

Scale R262 344,00 – R426 720,00 per annum

Estimated remuneration package R333 914,94 – R543 134,91 per annum

Job purpose To render an environmental health service in local communities and to internal and external clients in order to promote, preserve and improve the health and environment of the community and Tshwane as a city

Appointment requirements A relevant three-year tertiary qualification (degree or national diploma) in Environmental Health or Public Health, or an equivalent qualification
Relevant experience will be an added advantage.
Registration as Environmental Health Officer at the Health Professions Council of South Africa (HPCSA)
Valid Code B driver's licence
Computer literacy
Willingness and ability to work shifts
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 Tshwane 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 Environmental health background, effective communication skills and knowledge of local languages, good interpersonal skills, analytical thinking, innovative thinking, self-discipline, ability to perform work under pressure

Primary functions Coordinating, investigating, inspecting, monitoring, evaluating, reporting and ensuring compliance with procedures related to the environment
Distributing information, educating and advising on practices that affect the environment negatively
Implementing measures to prevent and control risk in order to ensure the provision of a clean and healthy environment conducive to and supporting a better quality of life in Tshwane

SAP	S70020434, S70023076
New/natural attrition	New
Enquiries	SJ Motsamai (012 358 8609)/PM Selomane (012 358 8732)

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

DEPARTMENT: HEALTH
Division: Health Services
Section: Primary Healthcare Programmes
Location: Pretoria Central

Reference number	HSDE251-2019														
Position	COMMUNITY HEALTH NURSE: CLINICAL HIV AND NON-COMMUNICABLE DISEASES PROGRAMME														
To be advertised	<table><tr><td colspan="2">Internal</td><td colspan="3">External</td></tr></table>					Internal		External							
Internal		External													
This position seeks to attract	<table><tr><td>African female</td><td>African male</td><td>Coloured female</td><td>Coloured male</td><td>Indian female</td></tr><tr><td>Indian male</td><td>White female</td><td>White male</td><td>Person with disability</td><td>All categories</td></tr></table>					African female	African male	Coloured female	Coloured male	Indian female	Indian male	White female	White male	Person with disability	All categories
African female	African male	Coloured female	Coloured male	Indian female											
Indian male	White female	White male	Person with disability	All categories											
Job level	C2/3/D1														
Scale	R262 344,00 – R426 720,00 per annum														
Estimated remuneration package	R333 914,94 – R543 134,91 per annum														
Job purpose	To ensure effective primary healthcare (PHC) delivery through development, coordination, technical, clinical and operational support and monitoring and evaluation of the PHC Non-communicable Diseases and HIV/AIDS Programme, and to ensure compliance with national PHC policies and guidelines														
Appointment requirements	<p>Appropriate career-related tertiary qualification (degree or national diploma) in Nursing Science or equivalent qualification</p> <p>A diploma in Primary Healthcare or completion of short courses related to primary healthcare, more specifically HIV/AIDS and curative and chronic care, will be an advantage.</p> <p>Registered with the SA Nursing Council and being in possession of a current SA Nursing Council receipt</p> <p>At least five years’ relevant experience in a primary healthcare setting, with at least one year in direct clinical experience of HIV/AIDS and chronic and curative care</p> <p>Valid Code B driver’s licence</p> <p>Computer literacy</p> <p>Willingness and ability to work shifts</p> <p>Even though the advertisement may have a specific location or area of work, applicants must be willing to be placed anywhere in Tshwane 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.</p>														
Personal attributes and/or competencies	Adequate knowledge and experience of HIV/AIDS as well as chronic and curative care programmes in a primary healthcare setting, detailed knowledge of national policies and guidelines on HIV/AIDS and curative and chronic care, ability to provide clinical and technical advice and support to healthcare providers on programme implementation, negotiating skills, leadership skills, project management skills,														

communication skills, analytical skills, technical skills, statistical skills, presentation skills, innovative thinking, willingness to accept responsibility, ability to pay attention to detail, ability to work under pressure, report writing skills, ability to work independently, good interpersonal skills

Primary functions

Coordinating, overseeing and maintaining the implementation of HIV and chronic and curative healthcare in City of Tshwane clinics
 Assisting in the development of action plans for the implementation of national HIV/AIDS and chronic and curative care programmes to achieve policy compliance and to achieve national and provincial performance targets
 Coordinating and supporting the implementation of the HIV/AIDS programme to work towards achieving the 90-90-90 strategy
 Providing clinical support to clinicians in the implementation of programme guidelines
 Developing and coordinating standard operating procedures to facilitate programme implementation
 Coordinating and liaising with personnel of the Gauteng Health Department as well as secondary and tertiary health institutions regarding the rendering of HIV and chronic and curative services, as well as coordinating and developing a referral system
 Ensuring that services are aligned with national and provincial policy through clinic support and monitoring visits
 Rendering an evaluating service through analysis of data and reports, identifying trends and supporting intervention plans
 Ensuring that programme implementation meet the ideal clinic and regulated national norms and standards
 Assisting in coordinating HIV/AIDS activities in the regions to build key relationships with clinics, doctors, hospitals, NGOs and CBOs
 Sustaining relationship with laboratory services to strengthen services
 Supervising and supporting healthcare workers to ensure quality and timely data capturing and reporting
 Supporting HIV/AIDS awareness campaigns

SAP

S70003150

New/natural attrition

New

Enquiries

L Pule (012 358 6425)

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

DEPARTMENT: HEALTH
Division: Health Services
Section: Municipal Health Services
Location: Region 3

Reference number	HSDE252-2019				
Position	FUNCTIONAL HEAD: MUNICIPAL HEALTH SERVICES: REGION 3 (2 POSTS)				
To be advertised	<div>Internal</div> <div>External</div>				
This position seeks to attract	<div>Indian male</div>	<div>African male</div>	<div></div>	<div>Coloured male</div> <div>Person with disability</div>	<div>Indian female</div>
Job level	D2/3				
Scale	R383 268,00 – R623 568,00 per annum				
Estimated remuneration package	R487 828,62 – R793 685,66 per annum				
Job purpose	To render supervisory environmental health services (municipal health services) in local communities and to internal and external clients in order to promote, preserve and improve the health and environment of the community and Tshwane as a city				
Appointment requirements	<p>Appropriate three-year career-related tertiary qualification (degree or national diploma) in Environmental Health or Public Health, or an equivalent qualification</p> <p>Professional registration with the Health Professions Council of South Africa (HPCSA)</p> <p>A post-graduate qualification will be an added advantage.</p> <p>At least eight years' working experience in an environmental health area</p> <p>Valid Code B/C1 driver's licence</p> <p>Computer literacy</p> <p>Willingness and ability to work beyond normal office hours as and when required</p> <p>Even though the advertisement may have a specific location or area of work, applicants must be willing to be placed anywhere in Tshwane 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.</p>				
Personal attributes and/or competencies	Environmental health background, effective communication skills and knowledge of local languages, good interpersonal skills, analytical thinking, innovative thinking, self-discipline, ability to perform work under pressure				
Primary functions	Rendering supervisory environmental health services (municipal health services) in local communities and to internal and external clients in order to promote, preserve and improve the health and environment of the community and Tshwane as a city				

Managing and promoting environmental health efficiently and effectively in Region 3 of the City of Tshwane to ensure that the community lives in a healthy environment

SAP	S70023146, S70023145
New/natural attrition	Natural attrition
Enquiries	J Motsamai (012 358 8609)

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

DEPARTMENT: HEALTH
Division: Operations Support
Section: Food Security, Drug and Substance Abuse
Location: Pretoria Central

Reference number	HSDE253-2019				
Position	FUNCTIONAL HEAD: DRUG AND SUBSTANCE ABUSE				
To be advertised	Internal		External		
This position seeks to attract	Indian male	African male		Coloured male Person with disability	Indian female
Job level	D2/3				
Scale	R383 268,00 – R623 568,00 per annum				
Estimated remuneration package	R487 828,62 – R793 685,66 per annum				
Job purpose	To give effect to the National Drug Master Plan by providing a community response that combats substance abuse throughout Tshwane				
Appointment requirements	<p>Appropriate three-year career-related tertiary qualification (degree or national diploma) in Social Sciences or Developmental Studies, or an equivalent qualification</p> <p>At least two years' relevant experience in community work</p> <p>Valid Code B driver's licence</p> <p>Computer literacy (knowledge of Microsoft Office programmes)</p> <p>Willingness and ability to work beyond normal office hours as and when required</p> <p>Even though the advertisement may have a specific location or area of work, applicants must be willing to be placed anywhere in Tshwane 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.</p>				
Personal attributes and/or competencies	<p>Willingness to travel extensively, being well-equipped for and having the capacity to deal with the demands of the job, organisational culture and systems in the City of Tshwane, strategic thinking and analytical skills, integrity, decisiveness, intelligence, ability to pay attention to detail, patience, innovative thinking, negotiating skills, advanced linguistic proficiency, business acumen, ability to do presentations, leadership skills, project management skills, communication skills, analytical skills, organisational skills, budget and financial management skills</p>				
Primary functions	<p>Advancing the intentions of the National Drug Master Plan by liaising with law enforcement agencies on supply reduction intervention, managing harm reduction programmes and ensuring aftercare or continuing care services that assist rehabilitated service users to reintegrate with the community and maintain positivity</p>				

Managing demand reduction programmes in communities to ensure early intervention, continuing care services and interventions for youth at risk
 Managing stakeholder relations within the drug and substance abuse environment
 Managing training schedules for rehabilitated service users and addressing such through linking up with skills development centres and other relevant stakeholders inside and outside Tshwane
 Managing the section's projects
 Managing the section's finances
 Compiling reports for the Deputy Director, Director, Divisional Head, MMC and Group Head

SAP	S70073415
New/natural attrition	Natural attrition
Enquiries	A Digamela (012 358 5510)

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

DEPARTMENT: HEALTH

Division: Specialised Unit: Multisectoral AIDS Response Management Unit

Section: Specialised Unit: Multisectoral AIDS Response Management Unit

Location: All regions

Reference number	HSDE254-2019									
Position	MULTISECTORAL AIDS RESPONSE COORDINATOR (2 POSTS)									
To be advertised	<table><tr><td colspan="2">Internal</td><td colspan="3">External</td></tr></table>					Internal		External		
Internal		External								
This position seeks to attract	<table><tr><td>African female Indian male</td><td>African male White female</td><td>Coloured female White male</td><td>Coloured male Person with disability</td><td>Indian female All categories</td></tr></table>					African female Indian male	African male White female	Coloured female White male	Coloured male Person with disability	Indian female All categories
African female Indian male	African male White female	Coloured female White male	Coloured male Person with disability	Indian female All categories						
Job level	C2/3/D1									
Scale	R262 344,00 – R426 720,00 per annum									
Estimated remuneration package	R333 914,94 – R543 134,91 per annum									
Job purpose	To render comprehensive support to awareness projects/interventions on the prevention and spread of HIV infections									
Appointment requirements	A three-year, career-related tertiary degree or national diploma in Health, Humanities or Education, or an equivalent qualification At least two years’ working experience Valid driver’s licence and own transport Computer literacy Even though the advertisement may have a specific location or area of work, applicants must be willing to be placed anywhere in Tshwane 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	Good communication skills, willingness to accept responsibility									
Primary functions	Coordinating, facilitating and managing local ward-based responses to the City’s Multisectoral HIV AIDS Unit’s response to HIV and AIDS in line with the NSP/PSIP 2017 – 2022 Facilitating and supporting the establishment of the regional/local coordinating and implementing structure, the Multisectoral HIV and AIDS Forum Coordinating community support of outreach programme implementation Rendering comprehensive support to awareness campaigns and interventions on the prevention of the spread of HIV, STI and TB infections									

Participating on behalf of the City of Tshwane in liaison activities with national and provincial departments on strategy and policy activities, especially the GDOH and GCOGTA

Coordinating local community participation and stakeholder involvement on multisectoral programme implementation

Facilitating the integration of activities and programme implementation involving other spheres of government in Tshwane

Establishing and supporting the local HIV and AIDS stakeholder forum and ensuring sustainability

Mobilising the community to participate in AIDS programme interventions

Ensuring the establishment of a regional or local resource centre and services to meet community needs

Preparing project operational plans for local programme implementation

Identifying and establishing community-based condom distribution outlets

Facilitating planning, organisation, implementation and reporting on all planned activities

Coordinating capacity-building activities for all participating stakeholders

SAP S70003708, S70003704

New/natural attrition Natural attrition

Enquiries K Mashego (012 358 8653)

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

DEPARTMENT: OFFICE OF THE CHIEF WHIP

Division: Political Liaison/Special Advisory

Section: Statutory Compliance

Location: Pretoria Central

Reference number	OFCW075-2019				
Position	CONSULTANT: COUNCILLOR LIAISON AND STAKEHOLDER RELATIONS				
To be advertised	Internal		External		
This position seeks to attract	Indian male	African male White female		Person with disability	Indian female
Job level	D2/3				
Scale	R383 268,00 – R623 568,00 per annum				
Estimated remuneration package	R487 828,62 – R793 685,66 per annum				
Job purpose	To render a councillor liaison and stakeholder relations support service in the Office of the Chief Whip				
Appointment Requirements	Appropriate career-related tertiary qualification (three-year national diploma or degree) in Journalism, Media Studies or Developmental Studies, or an equivalent qualification At least five years' applicable experience Computer literacy				
Personal attributes and/or competencies	Good writing and oral skills, ability to grasp issues of a political nature, excellent communication skills, ability to work under pressure and in stressful situations, ability to meet deadlines, good organisational skills, ability to work with limited supervision, ability of make decisions and establish work priorities, emotional intelligence, intellectual and cognitive ability				
Primary functions	Ensuring that the electorate is informed about the work of caucuses through publications by: Contributing to the conceptualisation, design and printing of the above publications Managing and monitoring the programmes of the caucuses and publication services Maintaining a well-functioning liaison system that proactively informs and engages stakeholders Providing a well-functioning liaison system for the Office of the Chief Whip Providing a rapid response system on behalf of councillors regarding all media queries Participating in the implementation of the departmental scorecard of the Office of the Chief Whip Providing inputs in the compilation and implementation of the business plan for the subsection, including programme monitoring systems and intervention strategies				

SAP	S70059466
New/natural attrition	Natural attrition
Enquiries	T Louw (012 358 1226)

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

DEPARTMENT: OFFICE OF THE CHIEF WHIP

Division: Strategic Support Services

Section: Research Support Services

Location: Pretoria Central

Reference number	OFCW076-2019				
Position	RESEARCHER (THREE-YEAR FIXED-TERM CONTRACT)				
To be advertised	Internal		External		
This position seeks to attract	Indian male	African male White female		Person with disability	Indian female
Job level	Contract C2/3/D1				
Scale	R333 914,94 – R543 134,91 per annum				
Estimated remuneration package	N/A				
Job purpose	To provide research support and ensure broader service support in administration and training areas				
Appointment requirements	<p>Appropriate three-year tertiary qualification (degree or national diploma) in Public Policy, Public Administration, Public Management, Research, Developmental Studies or an equivalent qualification</p> <p>A post-graduate qualification will be an added advantage.</p> <p>Relevant work experience in compiling reports and summarising and developing research reports in a political office and/or environment</p> <p>Computer literacy</p>				
Personal attributes and/or competencies	<p>Intimate knowledge of all political and other aspects of the political office, good writing and oral skills, ability to grasp issues of a political nature, ability to conduct research, excellent communication skills, ability to work under pressure and in stressful situations, ability to meet deadlines, good organisational skills, ability to work with limited supervision, ability to make decisions and establish work priorities, emotional intelligence, intellectual and cognitive ability</p>				
Primary function	<p>Planning, developing and enhancing effective strategy, policy and research by:</p> <p>Providing research support on the development of any manuals and tools in respect of training programmes</p> <p>Participating in the formulation of corporate policy development and strategy of the City of Tshwane</p> <p>Contributing to the implementation of evaluation and monitoring tools in the development of councillors</p> <p>Contributing to the research capacity of the office and the resource centre</p> <p>Contributing to the research work of study groups and the Caucus and working closely with support committee specialists</p> <p>Providing political strategic value to the research work in the office</p> <p>Contributing to the cluster research team of the Office of the Chief Whip</p>				

Conducting policy-related research and development in key areas of priority for the Caucus
Assisting councillors in carrying out their work and contributing to the community service strategy of the office
Attending protocol events in line with the job description and City of Tshwane policies and structures

SAP	S70059458
New/natural attrition	Natural attrition
Enquiries	T Louw (012 358 1226)

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

DEPARTMENT: OFFICE OF THE CHIEF WHIP

Division: Political Liaison/Special Advisory

Section: Statutory Compliance

Location: Pretoria Central

Reference number	OFCW077-2019
Position	RESOURCE CENTRE SUPPORT OFFICER
To be advertised	Internal External
This position seeks to attract	<div> <div>Indian male</div> <div>African male</div> <div>White female</div> <div></div> <div>Person with disability</div> <div>Indian female</div> </div>
Job level	C2/3/D1
Scale	R262 344,00 – R426 720,00 per annum
Estimated remuneration package	R333 914,94 – R543 134,91 per annum
Job purpose	To manage the Office of the Chief Whip's library through acquiring, organising, managing and distributing library resources, and ensuring that library provision meets the needs of all its users
Appointment requirements	<p>A three-year career-related tertiary qualification (degree or national diploma) or equivalent qualification</p> <p>At least two years' experience in a media and publication and/or knowledge resource environment</p> <p>Computer literacy</p>
Personal attributes and/or competencies	Excellent communication skills, ability to work under pressure and in stressful situations, ability to meet deadlines, good organisational skills, ability to work with limited supervision, ability to make decisions and establish work priorities, emotional intelligence, intellectual and cognitive ability
Primary functions	<p>Selecting, developing, cataloguing and classifying library resources</p> <p>Answering readers' enquiries</p> <p>Using library systems and specialist computer applications</p> <p>Liaising with departmental academic staff, external organisations and suppliers</p> <p>Ensuring that library services meet the needs of particular groups of users</p> <p>Supporting independent research and learning</p> <p>Assisting readers to use computer equipment, conduct literature searches, etc</p> <p>Promoting the library's resources to users</p> <p>Performing any other duty as required by the Office of the Chief Whip</p>
SAP	S70059467
New/natural attrition	Natural attrition
Enquiries	T Louw (012 358 1226)

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

DEPARTMENT: REGIONAL OPERATIONS AND COORDINATION

Division: Regional Technical Operations Coordination

Section: Regional Technical Services: Transmission

Location: Capital Park

Reference number	SDTM947-2019				
Position	SUPERINTENDENT				
To be advertised	<div>Internal</div> <div>External</div>				
This position seeks to attract	<div>African female</div> <div>Indian male</div>	<div>African male</div> <div>White female</div>	<div>Coloured female</div> <div></div>	<div>Coloured male</div> <div>Person with disability</div>	<div>Indian female</div> <div></div>
Job level	D1				
Scale	R332 700,00 – R426 720,00 per annum				
Estimated remuneration package	R423 465,79 – R543 134,91 per annum				
Job purpose	To monitor, supervise and assist personnel involved in the control of conditions, events and operations on the HV and MV integrated electrical network to maintain a safe supply of electricity to all consumers and stability of the network				
Appointment requirements	<p>Appropriate three-year tertiary qualification (degree or national diploma) or equivalent qualification</p> <p>Appropriate trade certificate as Artisan (Electrician) (red seal)</p> <p>11 kV switching course</p> <p>At least four years' relevant experience in the technical environment of controlling local authority electrical distribution networks</p> <p>Supervisory experience will be an added advantage.</p> <p>Computer literacy</p> <p>Willingness to work shifts</p> <p>Willingness to work overtime and do standby when required</p>				
Personal attributes and/or competencies	Analytical thinking, adaptability, communication skills, interpersonal ability, leadership skills, mental ability to handle stressful situations, problem-solving and decision-making skills, thorough geographical knowledge of the electrical network, ability to relate to and communicate with all social levels				
Primary functions	Monitoring, supervising and assisting personnel involved in the control of conditions, events and operations on the HV and MV integrated electrical network to maintain a safe supply of electricity to all consumers and stability of the network				
SAP	S70006065				
New/natural attrition	Natural attrition				
Enquiries	L Mojapelo (012 358 4470)				

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

DEPARTMENT: REGIONAL OPERATIONS AND COORDINATION
Division: Regional Technical Operations Coordination
Section: Roads and Stormwater: Infrastructure Maintenance Management
Location: Belle Ombre

Reference number	SDTM948-2018				
Position	FUNCTIONAL HEAD: LABORATORY SERVICES				
To be advertised	Internal		External		
This position seeks to attract	African female Indian male	African male White female	Coloured female [REDACTED]	Coloured male [REDACTED]	Indian female [REDACTED]
Job level	D2/3				
Scale	R383 268,00 – R623 568,00 per annum				
Estimated remuneration package	R487 828,62 – R793 685,66 per annum				
Job purpose	To manage quality control of road materials and roads built by the City of Tshwane's internal team and external contractors doing work for the City of Tshwane				
Appointment requirements	Appropriate tertiary career-related qualification (BTech or national diploma) in Civil or Geotechnical Engineering or an equivalent qualification Relevant experience in road pavement construction quality control, road building materials quality control and geotechnical investigations, analysis and reporting Relevant experience in managing a soil/aggregates and asphalt laboratory Valid Code B driver's licence Computer literacy				
Personal attributes and/or competencies	Good communication and interpersonal skills, ability to liaise with councillors and other parties involved in construction operations, leadership qualities, ability to solve problems and be creative in problem solving, ability to work under pressure, assertiveness and decisiveness in decision making, good team worker				
Primary functions	Doing quality control of road pavement construction Doing quality control of road building materials Designing concrete and asphalt mix Profiling borrow pit and quarry Maintaining soil and asphalt laboratory Designing road pavements Doing chemical testing of road construction materials TRH 14, AASHTO method and unified system classification Advising, testing and evaluating roads and maintaining storm water Investigating and testing soil modification and stabilisation Testing emulsified, penetration grade and modified binder Doing geotechnical investigation for new townships and buildings Compiling geotechnical and laboratory testing reports				

Researching and developing civil and road construction materials and applications
Training foremen on road inspections

SAP

S70020290

New/natural attrition

Natural attrition

Enquiries

A Komote (012 358 0612)

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

DEPARTMENT: REGIONAL OPERATIONS AND COORDINATION

Division: Regional Operations

Section: Management and Administration Support

Location: Region 1

Re-advertisement

Reference number	SDTM858-A-2019														
Position	OCCUPATIONAL HEALTH AND SAFETY COMPLIANCE OFFICER														
To be advertised	<table><tr><td>Internal</td><td colspan="4">External</td></tr></table>					Internal	External								
Internal	External														
This position seeks to attract	<table><tr><td>African female</td><td></td><td>Coloured female</td><td>Coloured male</td><td>Indian female</td></tr><tr><td>Indian male</td><td></td><td></td><td></td><td></td></tr></table>	African female		Coloured female	Coloured male	Indian female	Indian male								
African female		Coloured female	Coloured male	Indian female											
Indian male															
Job level	C2/3/D1														
Scale	R262 344,00 – R426 720,00 per annum														
Estimated remuneration package	R333 914,94 – R543 134,91 per annum														
Job purpose	To ensure compliance by management and employees with the legal requirements pertaining to safety in the workplace by assisting in the prevention of accidents and safeguarding against safety hazards that may arise from work-related activities														
Appointment requirements	An appropriate three-year career-related tertiary qualification (degree or national diploma) or an equivalent qualification Relevant experience in occupational health and safety compliance Valid Code B driver’s licence Computer literacy														
Personal attributes and/or competencies	Integrity, intelligence, patience, innovative thinking, decisiveness, ability to pay attention to detail														
Primary functions	Identifying possible hazards Researching standards of practice and legal requirements Drafting standards that conform to legal requirements Ensuring the implementation of standards Evaluating the practice of standards in the workplace Identifying discrepancies through the physical evaluation of the work environment Evaluating the various discrepancies Researching identified deviations Proposing corrective measures to ensure compliance Re-evaluating corrective measures Completing a needs analysis Doing research for training Developing applicable courses														

Presenting courses
 Evaluating outcomes
 Providing course administration
 Presenting information sessions
 Coordinating reported incidents/accidents
 Investigating incidents/accidents
 Recommending preventative measures
 Ensuring the implementation of preventative measures by departments
 Completing IOD administration on request – verbal or written
 Conducting pre-audit inspections of client departments
 Attending occupational health and safety meetings of client departments
 Attending Regional OHS top management meetings
 Rendering OHS administrative support to regional OHS top management
 Coordinating audit reports of client departments through the Deputy Director:
 Occupational Safety
 Consulting with external parties, such as the Department of Labour, with the prior
 knowledge of the Deputy Director: Occupational Safety
 Consulting with contractors, manufacturers, suppliers, etc

SAP S70073116

New/natural attrition New

Enquiries B Tau (012 358 8857)/N Black (012 358 7803)

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

DEPARTMENT: REGIONAL OPERATIONS AND COORDINATION

Division: Regional Operations Region 2

Section: Energy and Electricity

Location: Wonderboom Depot

Reference number	SDTM949-2-2019				
Position	SUPERINTENDENT: TRADES				
To be advertised	Internal		External		
This position seeks to attract	Indian male	White female		Coloured male Person with disability	Indian female
Job level	D1				
Scale	R332 700,00 – R426 720,00 per annum				
Estimated remuneration package	R423 465,79 – R543 134,91 per annum				
Job purpose	<p>To ensure optimal electricity service delivery in the related area by ensuring a safe, reliable and cost-effective electrical distribution network according to individual consumer needs</p> <p>To provide operational leadership to ensure optimal use of resources and a motivated, trained and stable workforce</p>				
Appointment requirements	<p>An appropriate three-year tertiary qualification (degree or national diploma) or equivalent qualification</p> <p>Trade certificate as Electrician (red seal)</p> <p>At least ten years’ relevant experience in local authority electrical networks, of which at least five years should be on a supervisory level</p> <p>Valid Code B driver’s licence and own transport</p> <p>Computer literacy (SAP)</p> <p>Willingness and ability to work shifts</p> <p>Willingness and ability to work overtime and standby when required</p>				
Personal attributes and/or competencies	<p>Integrity, flexibility, willingness to accept responsibility, high level of hand-eye coordination, high level of three-dimensional ability, excellent eyesight, good communication skills, technical skills</p>				
Primary functions	<p>Managing maintenance operations</p> <p>Managing and evaluating the construction of projects</p> <p>Coordinating the planning of maintenance, construction, network extensions and resources</p> <p>Identifying the specific training needs and ensuring the development of operational personnel</p> <p>Managing and administering operational activities</p> <p>Identifying and requesting operational logistical needs</p> <p>Structuring financial implementation requirements for operational vote numbers to ensure availability of financial resources</p>				

Implementing operational policies and approved strategies to ensure effective and productive operations
Enhancing community involvement to establish economic prosperity and address consumer needs
Managing operational personnel and activities for the delegated responsibilities

SAP

S70022151

**New/natural
attrition**

Natural attrition

Enquiries

MK Khosa (012 358 5468)/A Tsoai (012 358 4113)

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

DEPARTMENT: REGIONAL OPERATIONS AND COORDINATION

Division: Regional Operations: Region 2

Section: Energy and Electricity

Location: Wonderboom

Reference number	SDTM950-2-2019				
Position	FUNCTIONAL HEAD: TECHNICAL PLANNING				
To be advertised	Internal		External		
This position seeks to attract	Indian male	African male	Coloured female	Person with disability	Indian female
Job level	D2/3				
Scale	R383 268,00 – R623 568,00 per annum				
Estimated remuneration package	R487 828,62 – R793 685,66 per annum				
Job purpose	To gather, identify, analyse, compile and maintain secondary distribution information to ensure that the area offices provide optimal electricity service delivery according to individual customer needs				
Appointment requirements	Appropriate career-related tertiary qualification (BTech or national diploma) or an equivalent qualification in Electricity (heavy current) Relevant experience in a technical and planning environment Relevant experience in management or supervision Valid Code B driver's licence and own transport Computer literacy				
Personal attributes and/or competencies	Good management skills, good communication skills (verbal and written), ability to understand and interpret technical issues and principles related to the functions of the position, workable knowledge of the OHS Act, ability to work independently, ability to concentrate for prolonged periods, ability to work on vastly different technical/operational issues at any given time, good leadership and objectivity, being self-driven, committed and motivated				
Primary functions	Gathering, identifying, analysing, compiling and maintaining secondary distribution information to ensure that the area offices provide optimal electricity service delivery according to individual customer needs				
SAP	S70022209				
New/natural attrition	Natural attrition				
Enquiries	K Khosa (012 358 5468)/A Tsoai (012 358 4113)				

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

DEPARTMENT: REGIONAL OPERATIONS AND COORDINATION

Division: Regional Operations: Region 2

Section: Community Services: Urban Forestry

Location: Mayville Depot

Reference number	SDTM951-2-2019				
Position	FUNCTIONAL HEAD: URBAN FORESTRY				
To be advertised	InternalExternal				
This position seeks to attract	Indian male	African male	Coloured female	Person with disability	Indian female
Job level	D2/3				
Scale	R383 268,00 – R623 568,00 per annum				
Estimated remuneration package	R487 828,62 – R793 685,66 per annum				
Job purpose	To manage the Urban Forestry Section				
Appointment requirements	Appropriate career-related tertiary qualification (degree or national diploma) in Horticulture or Urban Forestry or an equivalent qualification Relevant experience in urban forestry Relevant experience in management or supervision will be an added advantage. Valid Code B driver’s licence Computer literacy Willingness to work shifts Willingness to work overtime and standby when required				
Personal attributes and/or competencies	Good management skills, good communication skills (verbal and written), ability to understand and interpret technical issues and principles related to the functions of the position, workable knowledge of the OHS Act, ability to work independently, ability to concentrate for prolonged periods, ability to work on vastly different technical/operational issues at any given time, good leadership and objectivity, being self-driven, committed and motivated				
Primary functions	Managing personnel Managing all administrative functions of the area Compiling and managing operational budgets Ensuring the delivery of a professional urban forestry service Developing and managing natural resources and facilities in order to improve the quality of the environment Ensuring OHS compliance and safety at workplaces				
SAP	S70022487				
New/natural attrition	Natural attrition				
Enquiries	T Mogapaesi (012 358 1651)/A Tsoai (012 358 4113)				

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

DEPARTMENT: REGIONAL OPERATIONS AND COORDINATION

Division: Regional Operations: Region 4

Section: Roads and Transport Services: Traffic Signs and Road Marking Maintenance

Operations

Location: Centurion

Reference number **SDTM952-4-2019**

Position **SUPERINTENDENT: TRADES**

To be advertised	Internal	External
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This position seeks to attract	African female Indian male	African male White female	Coloured female White male	Coloured male Person with disability	Indian female All categories
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Job level D1

Scale R332 700,00 – R426 720,00 per annum

Estimated remuneration package R423 465,79 – R543 134,91 per annum

Job purpose

To manage a depot and the required infrastructure from which operational tasks consisting of road traffic signs and markings can be performed effectively

To manage, coordinate and monitor contracts, staff, materials, equipment and machinery so that operational tasks consisting of road traffic signs and markings may be performed economically, efficiently and effectively

Appointment requirements

Appropriate three-year tertiary qualification (degree or national diploma) or equivalent qualification

At least four years' relevant experience in the technical environment, specifically road traffic signs and markings

Supervisory experience will be an added advantage.

Valid Code B driver's licence

Computer literacy

Willingness to work shifts

Willingness to work overtime and standby when required

Personal attributes and/or competencies

Integrity, intelligence, high level of patience, innovative thinking, decisiveness, flexibility, willingness to accept responsibility, ability to pay attention to detail, good interpersonal and communication skills

Primary functions

Managing regional maintenance of road signs and road markings

Managing human resources of sectional operation teams

Utilising information systems such as information management systems and SAP

Providing logistical support, budget monitoring and customer liaison

S70027574

SAP

New/natural attrition

Natural attrition

Enquiries

M Hendricks (012 3584971)

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

DEPARTMENT: REGIONAL OPERATIONS AND COORDINATION

Division: Regional Operations: Region 6

Section: Community Services: Housing

Location: Mamelodi

Re-advertisement

Reference number	SDTM855-6-2019				
Position	HOUSING OFFICER				
To be advertised	InternallyExternally				
This position seeks to attract	African female		Coloured female		Indian female
		White female			
Job level	C2/3/D1				
Scale	R262 344,00 – R426 720,00 per annum				
Estimated remuneration package	R333 914,94 – R543 134,91 per annum				
Job purpose	To manage and administrate designated housing schemes for low-income residents in Tshwane according to the Housing Act, Rental Housing Act and Housing Code				
Appointment Requirements	Appropriate three-year career-related tertiary qualification (degree or national diploma) or equivalent qualification At least three years’ relevant work experience Valid Code B driver’s licence and own motor vehicle Computer literacy (MS Word, PowerPoint, Excel)				
Personal attributes and/or competencies	Proven leadership and strategic abilities, proven administration skills, experience of change management and knowledge management, problem-solving and analytical skills, ability to manage and develop people, client orientation and customer focus, good communication skills, honesty and integrity, organisational skills, business acumen, advanced linguistic proficiency, good writing and oral skills, ability to grasp issues of a political nature, intimate knowledge of all political and other aspects of the political office, good writing skills				
Primary functions	Doing financial management of designated housing schemes Doing maintenance management Handling public enquiries and an information service Managing applications and new placements Managing tenants Developing and maintaining a sustainable housing scheme Conducting research Handling multidisciplinary workgroups				
SAP	S70030254				
New/natural attrition	New				
Enquiries	T Valoyi (012 358 5507)/L Crofford (012 358 1358)				

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

DEPARTMENT: REGIONAL OPERATIONS AND COORDINATION

Division: Regional Operations: Region 7

Section: Community Services: Sport and Recreation

Location: Bronkhorstspuit

Reference number	SDTM953-7-2019				
Position	FUNCTIONAL HEAD: SPORT AND RECREATION				
To be advertised	Internal		External		
This position seeks to attract	African female Indian male	African male White female	Coloured female White male	Coloured male Person with disability	Indian female All categories
Job level	D2/3				
Scale	R383 268,00 – R623 568,00 per annum				
Estimated remuneration package	R487 828,62 – R793 685,66 per annum				
Job purpose	To ensure the rendition of all sport and recreation services and to oversee the facilities in Region 7				
Appointment requirements	<p>Appropriate career-related tertiary qualification (degree or national diploma) in Sport and Recreation, Marketing or Business Management or an equivalent qualification</p> <p>Relevant experience in sport and recreation and/or facility management</p> <p>Relevant experience of management or supervision will be an added advantage.</p> <p>Valid Code B driver's licence and own transport</p> <p>Computer literacy</p>				
Personal attributes and/or competencies	<p>Good management skills, good communication skills (verbal and written), workable knowledge of the OHS Act, ability to work independently, ability to work on vastly different operational issues at any given time, good leadership and objectivity, being self-driven, committed and motivated</p>				
Primary functions	<p>Managing all sport facilities in Region 7 cost-effectively</p> <p>Generically managing personnel, projects, finances and facilities</p> <p>Liaising with sport bodies and clubs on a regular basis</p> <p>Overseeing facility matters</p> <p>Supervising the implementation of policies</p>				
SAP	S70073427				
New/natural attrition	Natural attrition				
Enquiries	BGM Marule (012 358 6874)/S Machaba (012 358 6192)				

Configuring PM objects such as notifications, orders, preventative maintenance cycles, plans, task lists, settlement rules, equipment, functional locations, measurement points, costing sheets, work centres, BOMs, compatible units, linear assets, etc

Working with IT and business to provide design guidance within standard SAP solutions and best practices

Creating and/or supporting the creation of integration/user acceptance test scenarios and scripts as well as facilitating and providing direct support for user testing

Writing detailed functional mapping for SAP applications, functional gap analyses, process documentation and detailed functional specifications for any custom development, including integration points with other SAP modules such as MM (Materials Management), CO (Controlling), DM (Device Management) and PS (Project Systems)

Helping to develop and maintain system-related documentation

Participating in creating and reviewing training material as well as facilitating training to end users

SAP: S70017430

New/natural attrition Natural attrition

Enquiries: T Radebe (012 358 0498)/A Mufana (012 358 1066)

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

DEPARTMENT: TSHWANE METRO POLICE

Division: N/A

Section: N/A

Location: All regions

Reference number COSA135-2019

Position SUPERINTENDENT (4 POSTS)

To be advertised Internal External

This position seeks to attract

African female	African male	Coloured female		Indian female
Indian male				

Job level D1

Scale R332 700,00 – R426 720,00 per annum

Estimated remuneration package R423 465,79 – R543 134,91 per annum

Job purpose

To coordinate, manage and supervise all activities, operations and interventions related to policing service effectively in order to ensure the delivery of an effective and efficient policing service in the Tshwane metropolitan area

To manage (plan, organise, lead, monitor and control), coordinate and integrate shifts and operations as well as operational members)

To supervise, including all related administrative functions as well as ad hoc duties according to needs and functions as required

Appointment requirements

Appropriate three-year tertiary qualification (degree or national diploma) or equivalent qualification

Registration as a Traffic Officer in terms of the National Road Traffic Act, 1993 (Act 93 of 1996)

Appointment as a member of a municipal police service in terms of the South African Police Service Act (Act 68 of 1995)

No criminal record (excluding previous conviction relating to political activities in the previous dispensation) and the incumbent must allow his or her fingerprints to be taken

Permanent resident of Tshwane

At least four years' applicable experience in the senior position of Inspector

Valid Code B driver's licence

Valid Code A and EC driver's licences will be an added advantage.

Willingness to work shifts on a 24/7 basis

Personal attributes and/or competencies

Good verbal and written communication skills, good administrative skills, adaptability and flexibility, leadership and people skills, extensive supervisory skills, independence regarding the execution of assigned operational duties, ability to work under pressure, willingness to accept responsibility, ability to work within deadlines, ability to make sound decisions, innovative thinking, ability to pay attention to detail, proficiency in English as medium of communication

Primary functions	<p>Administering all function-related matters effectively by applying general management principles</p> <p>Administering and coordinating the management of road safety and by-law enforcement operations and interventions as well crime prevention on a day-to-day basis</p> <p>Providing leadership and applying effective management and supervision of all related functions and subordinates at all times</p> <p>Ensuring policy compliance at all times in a consistent and uniform manner</p> <p>Carrying out diverse activities (ad hoc duties as and when required by management)</p> <p>Complying with all given operational instructions and inherent requirements</p>
SAP	S70012424, S70013332, S70013449, S70014463
New/natural attrition	Natural attrition
Enquiries	D Phala (012 358 5686)/D Letshele (012 358 5676)

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

DEPARTMENT: TSHWANE METRO POLICE

Division: N/A

Section: N/A

Location: All regions

Reference number	COSA136-2019				
Position	SENIOR SUPERINTENDENT (4 POSTS)				
To be advertised	Internal		External		
This position seeks to attract	African female Indian male	African male	Coloured female		Indian female
Job level	D2/3				
Scale	R383 268,00 – R623 568,00 per annum				
Estimated remuneration package	R487 828,62 – R793 685,66 per annum				
Job purpose	<p>To coordinate, manage and supervise all activities, operations and interventions related to policing service effectively, in order to ensure the delivery of effective and efficient policing in Tshwane</p> <p>To manage the functional area by planning, organising, leading, monitoring, controlling, coordinating and integrating the required functions</p> <p>To supervision all related administrative functions as well as ad hoc duties according to needs and required functions</p>				
Appointment Requirements	<p>Appropriate career-related tertiary qualification (three-year national diploma or degree) or equivalent qualification</p> <p>Registration as a Traffic Officer in terms of the National Road Traffic Act, 1993 (Act 93 of 1996)</p> <p>Appointment as a member of a municipal police service in terms of the South African Police Service Act (Act 68 of 1995)</p> <p>No criminal record (excluding previous conviction relating to political activities in the previous dispensation) and the incumbent must allow his or her fingerprints to be taken</p> <p>Permanent resident of Tshwane</p> <p>At least five years' applicable experience within the senior position of Superintendent</p> <p>Valid Code B driver's licence</p> <p>Willingness to be deployed in accordance with operational needs throughout all functional areas</p> <p>Must be available after hours according to operational needs</p>				
Personal attributes and/or competencies	<p>Good verbal and written communication skills, adaptability and flexibility, leadership and people skills, independence regarding the execution of assigned operational duties, ability to work under pressure, willingness to accept responsibility, ability to work within deadlines, ability to make sound decisions, innovative thinking, ability to pay attention to detail, proficiency in English as medium of communication</p>				

Primary functions	Administrating all function-related matters in all the regions effectively by applying general management principles Administrating and coordinating the management of crime prevention, road safety and by-law enforcement Providing leadership and applying effective management and supervision of all related functions and subordinates at all times Ensuring policy and directive compliance at all times Carrying out diverse activities (ad hoc duties as and when required) Complying with all given operational instructions and inherent requirements
SAP	S70013330, S70013915, S70013445, S70015106
New/natural attrition	Natural attrition
Enquiries	D Phala (012 358 5686)/D Letsshela (012 358 5676)

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

DEPARTMENT: TSHWANE METRO POLICE
Division: Management and Administrative Support
Section: Policing Logistical Support: Policing Electronic System
Operations
Location: All regions

Reference number	COSA137-2019				
Position	FUNCTIONAL HEAD: ELECTRONIC SYSTEM OPERATIONS				
To be advertised	<div>Internal</div> <div>External</div>				
This position seeks to attract	<div>African female</div> <div>Indian male</div>	<div>African male</div> <div></div>	<div>Coloured female</div> <div></div>	<div></div> <div></div>	<div>Indian female</div> <div></div>
Job level	D2/3				
Scale	R383 268,00 – R623 568,00 per annum				
Estimated remuneration package	R487 828,62 – R793 685,66 per annum				
Job purpose	To provide efficient, effective, high-quality, professional electronic systems in order to enhance service delivery by the Tshwane Metropolitan Police Department				
Appointment requirements	Appropriate career-related tertiary qualification (three-year national diploma or degree) or equivalent qualification At least five years' applicable experience within a supervisory position Valid Code B driver's licence with own transport Computer literacy				
Personal attributes and/or competencies	Good verbal and written communication skills, adaptability and flexibility, leadership and people skills, independence regarding the execution of assigned duties, ability to work under pressure, willingness to accept responsibility, ability to work within deadlines, ability to make sound decisions, innovative thinking, ability to pay attention to detail, good linguistic proficiency				
Primary functions	Maintaining and planning network infrastructure Maintaining and planning telecommunication infrastructure Managing projects (depending on availability of capex funding) Administrating procurement of ICT equipment Planning, administrating and maintaining print infrastructure Maintaining the TMPD server				
SAP	S70015658				
New/natural attrition	Natural attrition				
Enquiries	D Phala (012 358 5686)/D Letshela (012 358 5676)				

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

DEPARTMENT: UTILITY SERVICES

Division: Energy and Electricity

Section: Electricity Planning and Development: Township Development

Location: Pretoria Central

Re-advertisement

Reference number PWEE595-2019

Position ENGINEERING CONSULTANT

To be advertised Internal External

This position seeks to attract African female African male Coloured male Indian female
Indian male

Job level D2/3

Scale R383 268,00 – R623 568,00 per annum

Estimated remuneration package R487 828,62 – R793 685,66 per annum

Job purpose

To provide management functions and exert control over functions and performance so as to provide electricity networks for newly developed townships, service networks for land-change applications, relocate service mains where applied for by consumers and give inputs on any land sales by the City of Tshwane

To do capital project management and report to management regarding all project-related goals and achievements

To participate and initiate forums to promote integrated planning to enable the sharing of resources and results to the benefit of the customers

To work in accordance with NRS 048 and NRS 047 and in accordance with the Occupational Health and Safety Act 1993

Appointment requirements

BScEng or BTech degree (electrical – heavy current) or equivalent qualification

Professional registration with ECSA will be an added advantage.

At least five years' relevant experience in a technical and planning environment

Experience in long-term planning of high-voltage primary electricity networks or grids

Experience in project management and electricity network project execution

Experience in compiling and writing reports

Valid driver's licence and own transport

Computer literacy

Personal attributes and/or competencies

Ability to do site visit/inspections, good health and physical fitness, ability to work with team members, good leadership skills, strategic vision, project management skills, ability to work on different planning issues, general technical knowledge of electrical and electronic engineering

Primary functions	<p>Applications: Processing and finalising documentation for delegation to Engineering Technicians</p> <p>Planning and design: Ensuring and taking responsibility for planning and specifications</p> <p>Quota evaluations and connection fees: Checking and ensuring correctness and sending out letters</p> <p>Payments: Ensuring payments comply with recognised tariffs and procedures</p> <p>Works instructions: Checking and ensuring correctness and project progress</p> <p>Management and training of subordinates: Assigning tasks, outlining guidelines, checking and verifying work</p> <p>Technological development: Keeping abreast of practical and theoretical staff training and problem solving</p> <p>Township development procedures and drawings: Ensuring compliance with national and local requirements, developing, amending and updating procedures and drawings, ensuring practicality</p> <p>Budget control: Controlling spending of funds, ensuring project management/control</p> <p>Material: Ensuring proper stock levels</p> <p>Generally administrating office tasks</p>
SAP	S70004097
New/natural attrition	Natural attrition
Enquiries	J Sekokotla (012 358 4201)/F Gibbon (012 358 4010)/A Mnisi (012 358 4185)

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

DEPARTMENT: UTILITY SERVICES

Division: Energy and Electricity

Section: Management and Administrative Support

Location: Pretoria Central

Reference number	PWEE596-2019				
Position	SUPPORT SERVICES OFFICER				
To be advertised	<div>Internally</div> <div>Externally</div>				
This position seeks to attract	<div>African female</div> <div>Indian male</div>	<div>African male</div> <div>White female</div>	<div>Coloured female</div> <div></div>	<div>Coloured male</div> <div>Person with disability</div>	<div>Indian female</div> <div></div>
Job level	C2/3/D1				
Scale	R262 344,00 – R426 720,00 per annum				
Estimated remuneration package	R333 914,94 – R543 134,91 per annum				
Job purpose	To provide an effective and efficient asset management support service in the department				
Appointment requirements	<p>Appropriate three-year career-related tertiary qualification (degree or national diploma) or equivalent qualification</p> <p>At least three years' relevant experience in assets management and office administration</p> <p>Valid Code B driver's licence with own transport</p> <p>Computer literacy (MS Word, PowerPoint, Excel, SAP)</p>				
Personal attributes and/or competencies	Analytical thinking, ability to transfer knowledge to others and share it with them, ability to work in a team, problem-solving skills, interpersonal skills, excellent communication skills, ability to work under pressure, flexibility, ability to pay attention to detail, willingness to accept responsibility				
Primary functions	<p>Rendering an effective and efficient asset management support service</p> <p>Ensuring compliance with the policies and procedures that govern the asset management processes</p> <p>Compiling monthly reports for submission to the Functional Head</p> <p>Transferring assets between different cost centres, and auditing and inspecting assets</p> <p>Preparing and coordinating the writing off of assets</p> <p>Verifying departmental assets</p> <p>Safeguarding, monitoring and managing departmental assets</p> <p>Administering claims regarding theft, damage and loss of assets and the impairment of infrastructure assets</p>				
SAP	S70003879				
New/natural attrition	Natural attrition				
Enquiries	A Mahlatsi (012 358 6496)/A Mnisi (012 358 4185)				

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

DEPARTMENT: UTILITY SERVICES

Division: Energy Business

Section: Energy Business: Technical Support and Technology Management

Location: Capital Park Depot

Reference number	PWEE597-2019				
Position	ENGINEERING TECHNICIAN				
To be advertised	Internal		External		
This position seeks to attract	African female Indian male	African male White female	Coloured female White male	Coloured male Person with disability	Indian female All categories
Job level	C2/3/D1				
Scale	R262 344,00 – R426 720,00 per annum				
Estimated remuneration package	R333 914,94 – R543 134,91 per annum				
Job purpose	To establish and maintain a SCADA system (for supervisory control, data acquisition and distribution and energy management) to optimise safety, reliability and stability of network performance by identifying problems and negative tendencies on the system, and to address these problems				
Appointment requirements	National Diploma in Electrical/Electronic or Computer Engineering or equivalent qualification At least three years’ relevant experience in the SCADA system field Valid Code B driver’s licence will be an added advantage. Computer literacy Willingness to work shifts Willingness to work overtime and standby when required				
Personal attributes and/or competencies	Business acumen, leadership skills, project management skills, communication skills, analytical skills, organisation skills, budget management skills				
Primary functions	Gathering and processing needs of users Investigating user queries Performing evaluation of SCADA, access and adroit systems Maintaining RTU software of the SCADA substation access control and adroit metering system preventatively Adding new substations on the SCADA database and maintaining substation access control systems Doing emergency maintenance on RTU hardware and software of SCADA, substation access control and adroit metering systems Testing new substations on SCADA, substation access control and adroit metering systems Purchasing new equipment Implementing the OHS Act				

Reporting on all the above monthly
Attending monthly meetings

SAP S70006211

New/natural attrition Natural attrition

Enquiries J Rossouw (012 358 5708)/A Mnisi (012 358 4185)

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

DEPARTMENT: UTILITY SERVICES

Division: Energy Business

Section: Tariffs and Revenue Protection

Location: Centurion

Reference number	PWEE598-2019				
Position	FUNCTIONAL HEAD: TARIFFS AND REVENUE PROTECTION				
To be advertised	Internal		External		
This position seeks to attract	African female Indian male	African male		Coloured male	Indian female
Job level	D2/3				
Scale	R383 268,00 – R623 568,00 per annum				
Estimated remuneration package	R487 828,62 – R793 685,66 per annum				
Job purpose	To determine electricity tariffs and to manage the compilation and interface of bulk energy consumer account information to the SAP billing system to enhance revenue for the City of Tshwane				
Appointment requirements	National diploma, BEng, BSc or BTech degree in Electrical Engineering At least three years' relevant experience Valid Code B driver's licence and own transport Computer literacy				
Personal attributes and/or competencies	Ability to concentrate for prolonged periods, ability to work on numerous and vastly different issues at any given time, analytical, rational, structural and creative thinking, ability to liaise with management and other role players to enable them to make informed strategic decisions, negotiation and interpersonal skills, quick decision making with limited information available, above-average verbal and written communication skills, leadership skills, adaptability to a changing environment and different views, project management skills, presentation skills				
Primary functions	Analysing the customer base and developing a tariff structure to comply with NERSA policy and legislation Designing, testing and benchmarking tariffs Determining customer consumption and apportioning cost to the customer base according to the tariff structure Managing the compilation and interface of bulk consumer account information Managing the Tariff and Retail Sales Section				
SAP	S70005712				
New/natural attrition	Natural attrition				
Enquiries	Lithole (012 358 3474)/A Mnisi (012 358 4185)				

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

DEPARTMENT: UTILITY SERVICES

Division: Energy Business

Section: Bulk Supply Services

Location: Rooiwal Power Station

Reference number	PWEE599-2019					
Position	SENIOR SUPERINTENDENT					
To be advertised	Internal			External		
This position seeks to attract	African female	African male	Coloured female	Coloured male	Indian female	
	Indian male					
Job level	D1					
Scale	R332 700,00 – R426 720,00 per annum					
Estimated remuneration package	R423 465,79 – R543 134,91 per annum					
Job purpose	To manage the repair and maintain steam generation boilers and ancillaries on which the main electricity generation facility is reliant					
Appointment requirements	N3 Certificate or equivalent qualification Trade Certificate (Fitter, or Fitter and Turner) Relevant experience in boiler maintenance in a heavy-industry environment and in a power station in particular Supervisory or managerial experience in a power station Physical fitness and good health Computer literacy Willingness to work shifts, standby and overtime					
Personal attributes and/or competencies	Good communication skills, physical fitness, strength and good healthy, no fear of heights, sound knowledge and understanding of power plant equipment assembly and operational requirements, sound knowledge on the OHS Act’s requirements					
Primary functions	Managing the repair and maintenance activities applicable to steam generation boilers and ancillaries on which the main electrical generation facility is reliant, thereby contributing to the achievement of overall production objectives					
SAP	S70005079					
New/natural attrition	Natural attrition					
Enquiries	R Mamafha (012 358 2801)/A Mnisi (012 358 4185)					

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

DEPARTMENT: UTILITY SERVICES

Division: Energy Business

Section: Bulk Supply Services

Location: Rooiwal Power Station

Reference number	PWEE600-2019				
Position	SENIOR SUPERINTENDENT				
To be advertised	<div>Internal</div> <div>External</div>				
This position seeks to attract	<div>African female</div> <div>Indian male</div>	<div>African male</div> <div></div>	<div>Coloured female</div> <div></div>	<div>Coloured male</div> <div></div>	<div>Indian female</div> <div></div>
Job level	D1				
Scale	R332 700,00 – R426 720,00 per annum				
Estimated remuneration package	R423 465,79 – R543 134,91 per annum				
Job purpose	To assist the Chief Electrical Engineer in the management of instrumentation maintenance, including routine and preventative maintenance as well as efficient combustion control in the power station and the supervision of the instrumentation personnel				
Appointment requirements	N6 Certificate in Industrial Instrumentation Trade Certificate as a qualified Industrial Instrument Mechanician At least five years’ relevant experience in industrial control and instrumentation plant maintenance, of which at least three years should be in power generation Supervisory experience Physical fitness and good health Computer literacy Willingness to work standby and overtime when required				
Personal attributes and/or competencies	Good communication skills, physical fitness, strength and good health, no fear of heights, sound knowledge and understanding of power plant equipment assembly and operational requirements, sound knowledge on the OHS Act’s requirements, leadership skills				
Primary functions	Managing the Instrumentation Maintenance Section Liaising with the Chief Electrical Engineer Approving and coordinating subordinates’ leave, overtime and standby Creating requisitions and reservations on SAP Signing of safety registers and HIRA documentation Requesting permits to work as needed Controlling combustion efficiently Doing long- and short-term planning for upgrading of the plant Evaluating plant conditions to determine service levels of instrumentation				

Examining control and instrumentation for upgrading and technical feasibility, and evaluating new alternatives in products and systems
 Scheduling and managing personnel
 Interacting with other sections by attending scheduled maintenance meetings
 Doing budget forecasts and keeping track of stock and equipment
 Planning maintenance work in conjunction with the maintenance planner
 Assisting subordinates with technical problem solving at the plant
 Scheduling and keeping records of plant defects and service cards
 Ensuring quality standards and certification of equipment
 Interacting with suppliers of material and equipment
 Facilitating training
 Ensuring safety and HIRA representation

SAP	S70005037
New/natural attrition	Natural attrition
Enquiries	S Mashiloane (012 358 2800)/A Mnisi (012 358 4185)

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

DEPARTMENT: UTILITY SERVICES

Division: Energy Business

Section: Bulk Supply Services

Location: Pretoria West Power Station

Reference number	PWEE601-2019				
Position	PRODUCTION SUPERINTENDENT				
To be advertised	Internal		External		
This position seeks to attract	African female Indian male	African male		Coloured male	Indian female
Job level	D1/2				
Scale:	R332 700,00 – R512 952,00 per annum				
Estimated remuneration package:	R423 465,79 – R652 892,14 per annum				
Job purpose	To manage all aspects of the safe generation of cost-effective electricity and all aspects of the production plant in accordance with stringent regulatory and statutory requirements				
Appointment requirements:	<p>N3 Certificate or Grade 12 or equivalent qualification Fossil Power Plant Process Control Certificate or equivalent qualification A national diploma in a technical field or plant operations or equivalent qualification will be an added advantage. At least five years' plant-related training and experience in power station operations A supervisory qualification will be an added advantage. Computer literacy Willingness and ability to work shifts, standby and overtime Willingness and ability to work in confined spaces and noisy and dusty environments</p>				
Personal attributes and/or competencies:	Physical fitness (to work in confined spaces and noisy and dusty environments, and climb stairs), good health, analytical thinking, empowerment awareness, adaptability, prompt decision making, being a team player, builder and motivator, good communication skills, good interpersonal and leadership skills, strategic thinking, mentoring skills, managerial experience				
Primary function:	<p>Managing and supervising the operation of the production plant Managing and supervising control room, boiler house, turbine house, coal plant, ash plant and waste removal activities Analysing whether and ensuring that the production of energy is in accordance with statutory regulations Ensuring a safe and healthy working environment Managing and monitoring staff in line with production requirements</p>				

Managing the permit-to-work system

SAP: S70004460

New/natural attrition Natural attrition

Enquiries: C Maswanganyi (012 358 5150)/A Mnisi (012 358 4185)

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

DEPARTMENT: UTILITY SERVICES
Division: Electricity Planning and Development
Section: Primary and Secondary Engineering Services
Location: Pretoria Central

Reference number	PWEE602-2019				
Position	ENGINEERING CONSULTANT				
To be advertised	Internal		External		
This position seeks to attract	African female Indian male	African male		Coloured male	Indian female
Job level	D2/3				
Scale:	R383 268,00 – R623 568,00 per annum				
Estimated remuneration package:	R487 828,62 – R793 685,66 per annum				
Job purpose	<p>To initiate, develop and implement methods, applications and engineering software to conduct sub-transmission planning in order to optimise the use of current infrastructure and minimise expansion capital projects on the sub-transmission system</p> <p>To advise management regarding short-term and long-term expected projects and provide outputs to enable management to take strategic decisions to ensure sufficient future capacity and performance of the sub-transmission system</p> <p>To participate and initiate forums to promote integrated planning to enable the sharing of resources and results to the benefit of customers</p> <p>To work in accordance with NRS 048 and NRS 047 and the Occupational Health and Safety Act 1993</p>				
Appointment requirements:	<p>BScEng or BTech degree (electrical – heavy current) or equivalent qualification</p> <p>Professional registration with ECSA will be an added advantage.</p> <p>At least five years' relevant experience in the technical and planning environment with experience in long-term planning of high-voltage primary electricity networks or grids, project management and electricity network project execution and in the compilation of reports</p> <p>Valid driver's licence and own transport</p> <p>Computer literacy</p>				
Personal attributes and/or competencies:	<p>Ability to do site visits/inspections, good health and physical fitness, ability to work with team members, good leadership skills, strategic vision, project management skills, ability to work on different planning issues, general technical knowledge of electrical and electronic engineering</p>				
Primary function:	<p>Determining the 132 kV infrastructure requirements to address future needs (scenario load phasing) on the sub-transmission system</p> <p>Producing sub-transmission alternatives</p>				

Analysing sub-transmission alternatives
 Establishing and advising management regarding the preferred alternative/s
 Using engineering insight, literature, proven methods and practical experience to develop and maintain criteria upon which studies and outputs can be measured
 Developing engineering software to enable adequate analysis of alternatives based on internationally adopted methods and principles
 Developing data models and continuously acquiring the necessary data to ensure sufficient accuracy of results
 Doing project feasibility studies in order to evaluate and budget for future development on the sub-transmission system
 Analysing project feasibility
 Handling general office administration tasks
 Doing conceptual design of projects identified in feasibility studies

SAP: S70004132

New/natural attrition Natural attrition

Enquiries: J Mboyane (012 358 3790)/N Mithoo (012 358 4303)/A Mnisi (012 358 4185)

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

DEPARTMENT: UTILITY SERVICES
Division: Electricity Planning and Development
Section: Electrification, Public Lighting and Service Connection
Location: Centurion

Reference number	PWEE603-2019														
Position	CHIEF INSTALLATION INSPECTOR														
To be advertised	<table><tr><td colspan="2">Internal</td><td colspan="3">External</td></tr></table>					Internal		External							
Internal		External													
This position seeks to attract	<table><tr><td>African female</td><td>African male</td><td>Coloured female</td><td>Coloured male</td><td>Indian female</td></tr><tr><td>Indian male</td><td></td><td></td><td></td><td></td></tr></table>	African female	African male	Coloured female	Coloured male	Indian female	Indian male								
African female	African male	Coloured female	Coloured male	Indian female											
Indian male															
Job level	D1														
Scale:	R332 700,00 – R426 720,00 per annum														
Estimated remuneration package:	R423 465,79 – R543 134,91 per annum														
Job purpose	To render an electricity inspectorate service to the City of Tshwane and consumers														
Appointment requirements:	National Diploma in Electricity or equivalent qualification Trade Certificate (Electrician) Registration as an Installation Electrician A wireman’s licence will be an added advantage. A project management qualification will be an added advantage. Relevant experience in electricity distribution Valid Code B driver’s licence Computer literacy														
Personal attributes and/or competencies:	Sound knowledge of electricity distribution, analytical thinking, strictness, safety acumen, prioritisation of service delivery innovation, problem-solving skills, analytical approach, client orientation, customer focus, good customer relations, honest and integrity, linguistic proficiency, good liaison skills, negotiation and consultation skills, innovative thinking, independence regarding the execution of assigned duties, positive attitude, good written and verbal communication skills, ability to be creative, ability to work under pressure														
Primary function:	Receiving and processing new electricity connection applications for standard residential, prepay and unmetered connections Allocating applications to the appropriate Installation Inspector Investigating and reporting back on shocks and electrocutions reported by customers Conducting inspections on buildings to see that wiring is done in accordance with statutory requirements Facilitating connection and disconnection of electricity supply where wiring is found not to comply with wiring standards Investigating and reporting back on damage caused to consumer equipment														

Managing the activities of the personnel in the area of responsibility
Managing the training of subordinates
Keeping record of payments received and expenditure incurred
Checking accuracy and relevancy of instructions
Facilitating the sourcing of material required to implement new connections
Preparing and providing monthly reports on the performance of the unit with regard to the number of applications received and connections completed
Conducting electricity safety investigations on the City of Tshwane's infrastructure
Managing and monitoring operations and capital budget expenditure

SAP: S70004021

New/natural attrition Natural attrition

Enquiries: J Sekokotla (012 358 9392)/A Mnisi (012 358 4185)

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

DEPARTMENT: UTILITY SERVICES

Division: Electricity Planning and Development

Section: Electrification, Public Lighting and Service Connections

Location: Pretoria Central

Reference number PWEE604-2019

Position ENGINEERING CONSULTANT

To be advertised Internal External

This position seeks to attract African female African male Coloured male Indian female
Indian male

Job level D2/3

Scale R383 268,00 – R623 568,00 per annum

Estimated remuneration package R487 828,62 – R793 685,66 per annum

Job purpose To plan, implement and manage electrification, public lighting and related projects in the Energy and Electricity Department, including projects executed in the City of Tshwane- and/or ESKOM-licenced areas
To ensure that all projects conform to NRS-047, NRS-048 and other related standards

Appointment requirements BScEng or BTech degree (Electrical – Heavy Current) or equivalent qualification (Electrical – Heavy Current)
Professional registration with ECSA will be an added advantage.
At least five years' relevant experience in a technical electrical and planning environment
Valid driver's licence and own transport
Computer literacy

Personal attributes and/or competencies Analytical skills, negotiation skills, business acumen, communication skills, presentation skills, leadership skills, computer skills, excellent problem-solving skills and project management skills

Primary functions Participating in the planning of new electricity projects
Finalising designs for new township developments according to set standards, specifications and regulations
Implementing, supervising and monitoring progress on the relevant projects to ensure effective execution and completion
Monitoring and controlling internal and external funds allocated to projects
Ensuring community involvement to establish economic prosperity and address consumer needs
Ensuring effective logistical management
Managing personnel and activities in the subsection
Enforcing safety compliance of practices

SAP S70004083

New/natural attrition Natural attrition

Enquiries J Sekokotla (012 358 4201)/A Mnisi (012 358 4185)

(Positions for JF 9/2019) <http://www.tshwane.gov.za/sites/Departments/Corporate%20and%20Shared%20Services/Pages/Job-Forum.aspx>

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

DEPARTMENT: ROADS AND TRANSPORT

Division: Tshwane Bus Services

Section: Operations

Location: Pretoria Central

Reference number	TRRO445-2019				
Position	CHIEF: BUS PLANNING, SCHEDULING AND DISPATCHING, COORDINATION AND MONITORING				
To be advertised	<div>Internal</div> <div>External</div>				
This position seeks to attract	African female	African male		Person with disability	Indian female
Job level	D1				
Scale:	R332 700,00 – R426 720,00 per annum				
Estimated remuneration package:	R423 465,79 – R543 134,91 per annum				
Job purpose	To provide an affordable, safe, reliable and efficient bus service for all the residents of Tshwane by planning, scheduling, dispatching, coordinating and monitoring driver movement support				
Appointment requirements:	<p>Appropriate three-year career-related tertiary qualification (degree or national diploma) in Transportation, Transportation Planning or Operations Management or equivalent qualification</p> <p>At least three years' relevant experience in a public transport operations environment</p> <p>Valid Code B driver's licence</p> <p>Computer literacy</p>				
Personal attributes and/or competencies:	In-depth knowledge of public transport operation, including planning, scheduling and all transport-related issues, in-depth knowledge of all transport legislation, leadership skills, good communication skills, analytical skills, organisational skills, technical skills				
Primary function:	<p>Planning routes according to the needs of adult residents, learners and contract services</p> <p>Planning routes for township establishments</p> <p>Planning routes to fit in with BRT and ITP</p> <p>Planning routes for special occasions</p> <p>Planning routes to accommodate temporary road closures</p> <p>Maintaining route maps and providing IT with changes to maintain</p> <p>Mapping routes on the intranet and internet</p> <p>Arranging for dangerous tree branches to be cut</p> <p>Arranging for dangerous road surfaces to be repaired</p> <p>Arranging for traffic signs on routes to be repaired</p>				

Planning for and providing bus stops and bus shelters according to passenger needs
 Planning for and providing route markings on roads for driver guidance
 Maintaining bus stops and route markings
 Scheduling shifts according to agreements and acts, taking into consideration spread, maximum continuous working hours, minimum break periods, maximum overtime, type of bus to be used, running time of trips and connections at nodes
 Providing drivers daily with change slips to inform them of changes on their shifts
 Calculating times on shifts according to a five-day or six-day work week as well as driving allowance on every shift
 Receiving incident reports on a daily basis and giving feedback to management on trips not done
 Compiling and maintaining key time tables
 Compiling and maintaining time tables for the public
 Providing IT with changes to time tables for rectification on the intranet and internet
 Arranging for surveys of trips and routes to render an efficient bus service

SAP: S70009207

New/natural attrition Natural attrition

Enquiries: JN Masilela (012 358 0255)/M Matlaila (012 358 2363)

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

DEPARTMENT: ROADS AND TRANSPORT

Division: Transportation Planning

Section: Transport Infrastructure Planning

Location: Pretoria Central

Reference number	TRRO446-2019				
Position	ENGINEERING TECHNICIAN				
To be advertised	Internal		External		
This position seeks to attract	African female Indian male		Coloured female Person with disability	Coloured male	Indian female
Job level	C2/3/D1				
Scale:	R262 344,00 – R426 720,00 per annum				
Estimated remuneration package:	R333 914,94 – R543 134,91 per annum				
Job purpose	To assist the Engineering Consultant and the Chief Engineer to evaluate and finalise land use applications, alienations and the provision of building plans				
Appointment requirements:	<p>Appropriate three-year career-related tertiary qualification (degree or national diploma) in Engineering (Civil) or equivalent qualification</p> <p>At least one years' relevant experience in the evaluation of land use applications and surveying, requiring the incumbent to interpret technical engineering as well as contour drawings and other topographical information</p> <p>Valid Code B driver's licence</p> <p>Computer literacy</p>				
Personal attributes and/or competencies:	Integrity, intelligence, patience, innovative thinking, energy, imagination, flexibility, willingness to accept responsibility, decisiveness, ability to pay attention to detail				
Primary function:	<p>Assisting the Chief Engineer with the evaluation and finalisation of rezoning, consent uses, subdivisions and consolidations</p> <p>Assisting in the evaluation and finalisation of alienation/lease applications for municipal property</p> <p>Assisting the Engineering Consultant and Chief Engineer in the evaluation of building plans and site development plans</p> <p>Providing an effective building plan service to the general public, engineering consultants and relevant stakeholders</p> <p>Evaluating building plans and site development plans in line with departmental standards and policies</p> <p>Doing site inspections to ensure that the departmental requirements in terms of roads and storm water infrastructure have been complied with</p> <p>Providing information regarding flood lines, existing roads and storm water services</p>				

Providing information regarding standard policies, standard drawings and minimum standards for services to Consulting Engineers
Continuously investigating and ensuring that all work is performed efficiently and cost-effectively
Analysing problems experienced with existing processes, equipment and materials
Investigating and studying new processes, design methods, equipment and materials
Attending relevant seminars and courses

SAP: S70008842

New/natural attrition Natural attrition

Enquiries: JN Masilela (012 358 0255)/M Babamia (012 358 7703)

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

DEPARTMENT: ROADS AND TRANSPORT

Division: Transportation Planning

Section: Integrated Transport Planning

Location: Pretoria Central

Reference number	TRRO447-2019														
Position	FUNCTIONAL HEAD: INTEGRATED TRANSPORT MONITORING														
To be advertised	<table><tr><th colspan="2">Internal</th><th colspan="3">External</th></tr></table>					Internal		External							
Internal		External													
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African female	African male	Coloured female	Coloured male	Indian female											
Job level	D2/3														
Scale:	R383 268,00 – R623 568,00 per annum														
Estimated remuneration package:	R487 828,62 – R793 685,66 per annum														
Job purpose	To coordinate, facilitate and monitor the development and implementation of an Integrated Transport Plan (ITP) as part of the broader integrated development planning (IDP) process and the performance of related institutional coordination in the City of Tshwane as well as with other spheres of government														
Appointment requirements:	Three-year, career-related tertiary qualification (degree or national diploma) in Civil Engineering, Town and Regional Planning, Transport Economics or an equivalent qualification Qualification in project management would be an added advantage. At least five years’ experience in the roads and transport, local government or related field Valid Code B driver’s licence Computer literacy														
Personal attributes and/or competencies:	Integrity, intelligence, patience, innovative thinking, ability to pay attention to detail, good communication and interpersonal skills, ability to think creatively, ability to work under pressure, assertiveness and decisiveness, ability to work well in a team, physical fitness and health														
Primary function:	Managing personnel Directing outcomes associated with utilisation, productivity and performance of personnel in the Systems Division Monitoring adherence to human resource and office policies and procedures, eg staff attendance Defining/adjusting the key performance indicators, job design and role boundaries of personnel against service delivery requirements														

Conducting appraisals to measure performance and accomplishment of objectives against agreed targets and reviewing goals and setting new objectives
 Assisting in evaluating the capabilities of prospective applicants and participating in the interviewing and final selection sessions
 Ensuring optimal and correct use of resources of staff and office machines
 Maintaining records of work in progress and completed
 Ensuring effective and efficient management of the section
 Developing the ITP
 Coordinating and facilitating the development of elements of the ITP by other subdivision units in terms of national and provincial frameworks and guidelines
 Providing support to the ITP Steering Committee
 Participating in the activities of the Transport Working Committee (TWC)
 Ensuring ITP alignment and interaction with Integrated Development Plans
 Aligning the development of the ITP with the broader IDP development process, through the IDP Functional Team and other avenues
 Ensuring that the transport function is acknowledged as a key element of the IDP
 Integrating and aligning the transport function in the City of Tshwane with other related functions, ie land use planning, housing, roads and storm water, the environment and local economic development
 Providing inputs to other master plans, ie spatial framework and other transport-related inputs required
 Doing institutional coordination outside the City of Tshwane
 Participating in and influencing interaction with adjoining municipalities and other spheres of government and their coordinating structures and working groups
 Participating in the activities of the Cities Network Transport Work Group's supporting activities or those of other relevant groups
 Ensuring ITP general public participation
 Arranging general ITP public participation sessions
 Providing the public with information on the ITP process, programme and responsibilities
 Handling ITP documentation and brochures
 Keeping a library with records of all ITP-related documentation
 Making ITP documents and brochures available to the public
 Arranging for making available maps and other information to the public on request
 Doing ITP monitoring
 Monitoring the development of the ITP
 Reporting progress on the development of the ITP to relevant stakeholders
 Compiling the annual ITP executive summary
 Compiling the annual ITP executive summary as input to the Provincial Land Transport Framework
 Presenting the ITP executive summary in a user-friendly brochure

SAP: S70008634

New/natural attrition Natural attrition

Enquiries: I Matlawe (012 358 0121)/JN Masilela (012 358 0255)

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

DEPARTMENT: ROADS AND TRANSPORT

Division: Transportation Planning

Section: Integrated Transport Planning

Location: Pretoria Central

Reference number	TRRO448-2019														
Position	FUNCTIONAL HEAD: INTEGRATED TRANSPORT PLANNING														
To be advertised	<table><tr><th colspan="2">Internal</th><th colspan="3">External</th></tr></table>					Internal		External							
Internal		External													
This position seeks to attract	<table><tr><th>African female</th><th>African male</th><th>Coloured female</th><th>Coloured male</th><th>Indian female</th></tr><tr><td></td><td></td><td></td><td></td><td></td></tr></table>	African female	African male	Coloured female	Coloured male	Indian female									
African female	African male	Coloured female	Coloured male	Indian female											
Job level	D2/3														
Scale:	R383 268,00 – R623 568,00 per annum														
Estimated remuneration package:	R487 828,62 – R793 685,66 per annum														
Job purpose	<p>To oversee the execution of an integrated transport planning service</p> <p>To execute generic personnel management functions</p> <p>To partake in the development of an Integrated Transport Plan (ITP)</p> <p>To ensure ITP alignment and interaction with Integrated Development Plans</p> <p>To coordinate and facilitate the development of elements of the ITP</p>														
Appointment requirements:	<p>Three-year, career-related tertiary qualification (degree or national diploma) in Civil Engineering, Town and Regional Planning, Transport Economics or an equivalent qualification</p> <p>Qualification in project management would be an added advantage.</p> <p>At least five years' experience in the roads and transport, local government or related field</p> <p>Valid Code B driver's licence</p> <p>Computer literacy</p>														
Personal attributes and/or competencies:	<p>Integrity, intelligence, patience, innovative thinking, ability to pay attention to detail, good communication and interpersonal skills, ability to think creatively, ability to work under pressure, assertiveness and decisiveness, ability to work well in a team, physical fitness and good health</p>														
Primary function:	<p>Managing personnel</p> <p>Directing outcomes associated with utilisation, productivity and performance of personnel in the Systems Division</p> <p>Monitoring adherence to human resource and office policies and procedures, eg staff attendance</p> <p>Defining/adjusting the key performance indicators, job design and role boundaries of personnel against service delivery requirements</p>														

Conducting appraisals to measure performance and accomplishment of objectives against agreed targets, and reviewing goals and setting new objectives
 Assisting in evaluating the capabilities of prospective applicants and participating in the interviewing and final selection sessions
 Ensuring optimal and correct use of resources of staff and office machines
 Maintaining records of work in progress and completed
 Ensuring effective and efficient management of the section
 Partaking in the development of an Integrated Transport Plan (ITP) by aligning and maintaining interaction between the ITP and the Integrated Development Plan (IDP), executing institutional coordination outside of the City of Tshwane, ensuring general public participation in the development of the ITP and developing a document on and an executive summary of the ITP and preparing brochures
 Coordinating and facilitating the development of elements of the ITP by other units in terms of national and provincial frameworks and guidelines
 Ensuring the rendition of a supporting function to the ITP Steering Committee
 Ensuring participation in the activities of the Transport Working Committee (TWC)
 Ensuring ITP alignment and interaction with Integrated Development Plans
 Ensuring alignment of the development of the ITP with the broader IDP development process, through the IDP Functional Team and other avenues
 Ensuring that the transport function is acknowledged as a key element of the IDP
 Overseeing the integration and alignment of the transport function in the City of Tshwane with related functions, ie land use planning, housing, roads and storm water, environment, local economic development, etc
 Ensuring the provision of inputs to other master plans, ie spatial framework and other transport-related inputs

SAP: S70008629

New/natural attrition Natural attrition

Enquiries: JN Masilela (012 358 0255)/I Matlawe (012 358 0121)

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

DEPARTMENT: ROADS AND TRANSPORT
Division: Integrated Rapid Public Transport Network (IRPTN)
Section: A Re Yeng Operations
Location: Hatfield

Reference number **TRRO449-2019**

Position **CONTROL ROOM SUPERVISOR (ICC)**

To be advertised **Internal External**

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

Job level **D1**

Scale: **R332 700,00 – R426 720,00 per annum**

Estimated remuneration package: **R423 465,79 – R543 134,91 per annum**

Job purpose **To monitor, manage and control the tasks fulfilled by the control centre, ensuring that all the operational activities of the TRT system are seamlessly integrated and problem areas dealt with at the appropriate level of authority and intervention
To ensure smooth and clear communication between the control centre and the operations on the street and other relevant parties**

Appointment requirements: **Appropriate three-year, career-related tertiary qualification (degree or national diploma) in Transport Management, Transportation or equivalent qualification
At least five years' relevant experience in public transport management, of which at least two years should be at a supervisory level
Valid Code B driver's licence
Computer literacy
Willingness and ability to be available at all hours**

Personal attributes and/or competencies: **Working knowledge of the relevant legislation in the transport industry and the public transport sector, leadership skills, project management skills, analytical skills, organisational skills, ability to think innovatively and solution-focused, good interpersonal and communication skills, ability to perform under pressure and to execute deadline management, ability to manage the team efficiently and effectively, ability to communicate with and manage service subcontractors**

Primary function: **Managing control centre activities
Implementing, managing and monitoring communication and information channels
Assessing risk, identifying problems and monitoring solutions
Reporting on the status of operations
Tracking and reviewing work progress and activities
Undertaking disciplinary action as required
Coordinating the scheduling of staff to ensure proper operational coverage**

Overseeing operations to identify needs and ensure compliance with regulations

SAP: S70009843

New/natural attrition Natural attrition

Enquiries: L Chepape (012 358 7548)/T Kone (012 358 3139)

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

DEPARTMENT: ROADS AND TRANSPORT
Division: Integrated Rapid Public Transport Network (IRPTN)
Section: Finance and Administration
Location: Hatfield

Reference number **TRRO450-2019**

Position **ACCOUNTANT**

To be advertised	Internal	External
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This position seeks to attract	African female Indian male	African male White female	Coloured female White male	Coloured male Person with disability	Indian female All categories
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Job level C1/2/3/D1

Scale	A: Grade 12	R229 020,00 – R363 816,00 per annum
	B: Degree/Diploma	R262 344,00 – R426 720,00 per annum

Estimated remuneration package	A: Grade 12	R291 499,71 – R463 069,86 per annum
	B: Degree/Diploma	R333 914,94 – R543 134,91 per annum

Job purpose To coordinate and control the application of accounting procedures by attending to the verification, reporting, processing and reconciliation of account receivable transactions

Appointment requirements Grade 12 or equivalent qualification with Mathematics and/or Accountancy
Appropriate career-related tertiary qualification (three-year national diploma or degree) in Public Financial Management, Accounting, Finance or Economics, National Diploma: Public Finance Management and Administration (SAQA Qualification ID No 49554) or equivalent qualification
At least three years' relevant experience in a municipal accounting environment
Supervisory experience will be an added advantage.
Compliance with 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
Proficiency in SAP and knowledge of the City of Tshwane accounting system and financial policies will be an added advantage.
Computer literacy

Personal attributes and/or competencies Integrity, intelligence, patience, innovative thinking, energy, willingness to accept responsibility, ability to pay attention to detail, communication skills, analytical skills, organisational skills, budget management, leadership skills, attention to detail, technical skills, advanced linguistic proficiency

Primary function Supporting the analysis, identification and recovery of overdue accounts and payment transfers
Guiding and developing personnel on the processing sequences and attending to specific administrative processes associated with income collection through the automated fare collection system of and contractors involved in the A Re Yeng business unit
Verifying and reporting on revenue control functions

Performing specific accounting functions, transactional procedures and applications
Coordinating specific administrative and financial sequences associated with the
operation and monitoring of the automated fare collection system of A Re Yeng
Supervising employees

SAP S70009884

New/natural attrition Natural attrition

Enquiries R Peta (012 358 7562)/T Kone (012 358 3139)

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

DEPARTMENT: ROADS AND TRANSPORT

Division: Tshwane Bus Services

Section: Bus Services Maintenance

Location: C de Wet/Pretoria North/Jan Niemand Park

Reference number **TRRO451-2019**

Position **FUNCTIONAL HEAD: BUS SERVICES MAINTENANCE**

To be advertised

Internal	External
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This position seeks to attract

African female	African male	Coloured female	Coloured male	Indian female
Indian male	White female	White male	Person with disability	All categories

Job level D2/3

Scale: R383 268,00 – R623 568,00 per annum

Estimated remuneration package: R487 828,62 – R793 685,66 per annum

Job purpose To support and even leverage the core business of the Tshwane Bus Services Division by providing safe, clean, secure and efficient infrastructure that creates an aesthetically pleasing working environment for all employees through the smooth integration of infrastructure, management processes, technologies and services

Appointment requirements: National Diploma in Mechanical Engineering **OR** N6 Diesel Mechanic with a relevant trade certificate or an equivalent qualification
Qualification or experience in project management would be an added advantage.
At least five years' relevant experience in mechanical/electrical engineering in the heavy vehicle industry in a workshop management environment
Valid Code B driver's licence
Computer literacy (MS packages)
SAP knowledge will be an added advantage.

Personal attributes and/or competencies: Analytical thinking, negotiation skills, adaptability, business acumen, good communication skills, good interpersonal ability, leadership skills

Primary function: Developing the support system and processes
Administering tenders
Developing and implementing new technologies and services
Cleaning and managing waste
Providing personnel and ad hoc support
Managing depots
Managing occupational health and safety
Maintaining machinery and plants
Facilitating technical training

SAP: S70009054
New/natural attrition Natural attrition

Enquiries: MR Matlaila (012 358 2363)/JN Masilela (012 358 0255)

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

DEPARTMENT: UTILITY SERVICES
Division: Water and Sanitation
Section: Waste Water Treatment
Location: Ekangala Waste Water Treatment Plant

Reference number	PWWS330-2019				
Position	SENIOR PROCESS CONTROLLER: WATER CARE (CLASS 5)				
To be advertised	Internal		External		
This position seeks to attract	African female		Coloured female	Coloured male	Indian female
	Indian male	White female		Person with disability	
Job level	C3/D1				
Scale	R297 372,00 – R426 720,00 per annum				
Estimated remuneration package	R378 499,05 – R543 134,91 per annum				
Job purpose	<p>To ensure the effective and efficient operation of the waste water treatment process of waste water that is discharged to the various waste water treatment plants to meet the requirements of the autorisations issued according to the Water Act, 1956 (Act 54 of 1956)</p> <p>To operate the mechanical, electrical and electronic equipment and civil structures at the relevant section of the waste water treatment works</p>				
Appointment requirements	<p>BTech in Waste Water Treatment with four years’ experience OR National Diploma in Waste Water Treatment with five years’ experience OR Certificate in Waste Water Process Control (NQF 4) with ten years’ experience</p> <p>Registration or ability to register as a Class V process controller with the National Department of Water and Sanitation</p> <p>Knowledge and relevant experience of at least five years in the waste water treatment field</p> <p>Valid Code B driver’s licence</p> <p>Willingness and ability to work shifts and standby</p>				
Personal attributes and/or competencies	<p>Analytical, rational and creative thinking, ability to work on numerous and vastly different planning issues, ability to concentrate for prolonged periods, negotiation and interpersonal skills, quick decision-making with limited information available, ability to adapt to a changing environment and different views, willingness and ability to work as a team, physical fitness and good health</p>				
Primary functions	<p>Operating the waste water treatment process for waste water to be discharged to the various waste water treatment plants effectively and efficiently to meet the requirements of the permits issued according to the Water Act, 1956 (Act 54 of 1956)</p> <p>Operating the mechanical, electrical and electronic equipment and civil structures at the relevant section of the waste water treatment works</p>				

SAP	S70007644
New/natural attrition	Natural attrition
Enquiries	K Esterhuyse (012 358 0702)/M Nkadameng (012 358 6043)

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

DEPARTMENT: UTILITY SERVICES

Division: Water and Sanitation

Section: Water and Sanitation Infrastructure Planning and Implementation:

Infrastructure Provision

Location: Pretoria Central

Reference number PWWS331-2019

Position ENGINEERING CONSULTANT

To be advertised

Internal	External
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This position seeks to attract

African female	African male	Coloured female	Coloured male	Indian female
Indian male	White female	White male	Person with disability	All categories

Job level D2/3

Scale R383 268,00 – R623 568,00 per annum

Estimated remuneration package R487 828,62 – R793 685,66 per annum

Job purpose To manage, control and implement capital projects and do contract administration, project management, financial management, time management and resource management

Appointment requirements

Appropriate three-year career-related tertiary qualification (degree or national diploma) in Civil Engineering, preferably in Water Engineering or Construction Management, or an equivalent qualification

Appropriate project management qualification or course

At least five years' relevant experience in the water and sanitation services sector with specific reference to project management, contract administration, management and control of water service providers and construction site supervision

Valid Code B driver's licence

Computer literacy

Willingness to work standby and overtime, even on weekends and public holidays

Personal attributes and/or competencies

Good communication skills, innovative, confident and disciplined approach, analytical skills, ability to work under pressure, willingness and ability to work as part of a team, good planning and project management, ability to make quick decisions to the advantage and benefit of the team, ability to make good operational decisions

Primary functions

Ensuring that the capital projects are executed in accordance with the standards and specifications of the City of Tshwane

Planning, monitoring and controlling the implementation and execution of capital projects

Recommending payments from appointed consultants and contractors

Compiling a detailed project programme for each project to be executed

Ensuring that projects are completed within time and the allocated budget

SAP S70006477

New/natural attrition Natural attrition

Enquiries P Botha (012 358 5751)/M Nkadimeng (012 358 6043)]

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

DEPARTMENT: UTILITY SERVICES
Division: Water and Sanitation
Section: Management and Administrative Support
Location: Pretoria Central

Reference number	PWWS332-2019				
Position	FUNCTIONAL HEAD: MANAGEMENT AND ADMINISTRATIVE SUPPORT				
To be advertised	<div>Internal</div> <div>External</div>				
This position seeks to attract	<div>African female</div> <div>Indian male</div>	<div></div> <div>White female</div>	<div>Coloured female</div> <div></div>	<div>Coloured male</div> <div>Person with disability</div>	<div>Indian female</div> <div></div>
Job level	D2/3				
Scale	R383 268,00 – R623 568,00 per annum				
Estimated remuneration package	R487 828,62 – R793 685,66 per annum				
Job purpose	To execute functions pertaining to the rendering of administrative support to the department, including performance reporting on SDBIP and the capital budget				
Appointment requirements	Appropriate three-year tertiary qualification (degree or national diploma) in Public Management or equivalent qualification At least five years' administration and management experience Computer literacy				
Personal attributes and/or competencies	Communication skills, organisational skills, problem-solving skills, business acumen, project management skills				
Primary functions	Consolidating quarterly performance report for the SDBIP and projects Reporting on capital projects monthly Administrating the compilation of individual performance management and business planning information Writing reports Managing the secretariat services of the division Carrying out administration and support activities Handling and responding to queries related to governance activities Coordinating responses to community queries from the Office of the Executive Mayor and Speaker Reporting on projects and the EPWP quarterly r				
SAP	S70003927				
New/natural attrition	Natural attrition				
Enquiries	C Mabena (012 358 4069)/M Nkadimeng (012358 6043)				

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

DEPARTMENT: COMMUNITY AND SOCIAL DEVELOPMENT SERVICES

Division: Social Development

Section: Early Childhood Development

Location: Mamelodi

Reference number	CSDS022-2019				
Position	SENIOR SOCIAL WORKER (IN THE PROCESS OF BEING AMENDED TO SENIOR DEVELOPMENT OFFICER)				
To be advertised	Internal		External		
This position seeks to attract	African female Indian male	African male White female	Coloured female White male	Coloured male Person with disability	Indian female All categories
Job level	D2				
Scale	R383 268,00 – R512 952,00 per annum				
Estimated remuneration package	R487 828,62 – R652 892,14 per annum				
Job purpose	To facilitate the development of communities through mobilisation, coordination of services rendered by the City of Tshwane and the implementation of programmes where there are gaps, with the emphasis being on early childhood development and communities				
Appointment requirements	Appropriate three-year tertiary qualification (degree or national diploma) in Education or equivalent qualification Registration with the South African Council of Educators will be an added advantage At least five years' relevant experience Valid Code B driver's licence Computer literacy				
Personal attributes and/or competencies	Integrity, intelligence, innovative thinking, energy, decisiveness, ability to pay attention to detail, accuracy, imagination, flexibility, willingness to accept responsibility				
Primary functions	Supervising the management, staff, playgroups and caregivers at places of care within Tshwane Participating in the development of programmes and projects in Tshwane Empowering officials, parents and day-care mothers with basic skills Administering all the care services in the target group Ensuring facilitation of the processes of awareness creation in the community regarding the development of communities Ensuring the implementation of training programmes and projects Ensuring adherence to policies and procedures of the City of Tshwane Keeping appropriate records Ensuring that the prescribed curriculum and daily programme are followed Providing or preparing monthly and quarterly reports for management				

Giving in-service training to staff and NGOs
 Keeping control of assets
 Coordinating the implementation of Council resolutions and regulations
 Monitoring the financial records of the care service centres
 Representing the City of Tshwane at meetings with stakeholders
 Assisting to achieve goals by applying correct methods of care giving
 Ensuring continuous monitoring and evaluation of development programmes and projects
 Networking with NGO forums, playgroups, the Department of Education and target groups
 Developing new work methods and improving and researching policy on childcare services
 Monitoring monthly payment of fees by parents
 Commissioning needs analyses in the target areas
 Ensuring subordinates carry out the administrative tasks
 Monitoring and controlling usage of resources
 Ensuring that maintenance of buildings and equipment are taken care of

SAP	S70003320
New/natural attrition	Natural attrition
Enquiries	R Hamati (012 358 8941)

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

DEPARTMENT: COMMUNITY AND SOCIAL DEVELOPMENT SERVICES

Division: Social Development

Section: Integrated and Community Welfare Services

Location: Centurion

Reference number CSDS023-2019

Position **FUNCTIONAL HEAD: INTEGRATED AND COMMUNITY WELFARE SERVICES**

To be advertised Internal External

This position seeks to attract	African female Indian male	African male White female	Coloured female White male	Coloured male Person with disability	Indian female All categories
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Job level D2/3

Scale R383 268,00 – R623 568,00 per annum

Estimated remuneration package R487 828,62 – R793 685,66 per annum

Job purpose To establish and facilitate the development of development projects and programmes through the mobilisation of communities, coordination of services rendered by the City of Tshwane and other service providers
To implement projects and programmes in areas where there are gaps, through emphasis on gender, older persons, people with disability, youth and families

Appointment requirements Bachelor's degree in Social Work
Registration with the South African Council for the Social Services Profession
At least five years' relevant experience
Supervisory experience will be an added advantage.
Valid Code B driver's licence
Computer literacy

Personal attributes and/or competencies Integrity, intelligence, patience, innovative thinking, energy, imagination, flexibility, willingness to accept responsibility, decisiveness, ability to pay attention to detail

Primary functions Assisting in overseeing control of the use of resources through guiding and monitoring their efficient and effective use
Assisting in managing and overseeing administrative duties in the target area by compiling weekly plans and progress reports, and monthly and annually reports, including other special tasks (investigations referred by other departments, the Office of the Executive Mayor, etc) for record-keeping and informing management about activities taking place to achieve the division's mandate
Attending and/or reporting identified needs to management through visiting the target areas
Attending to counselling/investigation sessions, meetings, workshops, seminars and reporting, and giving feedback to management about progress and achievements and making referrals to relevant service providers

Requesting the commissioning of needs analyses through the Social Development Research Division, community meetings and service providers in order to collect relevant information so as to address the real needs

Assisting in managing and overseeing the creation of awareness in communities through organising community meetings/forums, workshops and seminars in order to explain the role of the division and to involve the communities in achieving the mandate of the Community Empowerment Division

Assisting in managing and overseeing the organisation of communities to determine the required community structures by establishing task teams and forums

Assisting in overseeing continuous monitoring and evaluation of developmental projects and programmes through site inspections, guidance, evaluation (identifying strengths and weakness) and advising on corrective measures in order to ensure that the activities of the programme are directed towards achieving the set objectives

Assisting in managing and overseeing the meeting of the training needs of personnel and the community by identifying, facilitating and coordinating training as well as continuously evaluating and monitoring the training provided to ensure that personnel and the community are accordingly empowered

Assisting in managing and overseeing the implementation of projects and programmes in communities through facilitation, coordination, monitoring and evaluation of projects and programmes so the required services are provided to communities

Assisting in managing and overseeing the assessment and registration of indigent households in communities by following up referrals from the finances division, holding interview sessions, visiting poor households, completing relevant document/forms, compiling reports and registers and submitting these for data capturing

SAP	S70003618
New/natural attrition	Natural attrition
Enquiries	R Hamati (012 358 8941)

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

DEPARTMENT: CITY STRATEGY AND PERFORMANCE MANAGEMENT

Division: N/A

Section: Management and Administration Support

Location: Pretoria Central

Reference number	CSPM043-2019				
Position	FUNCTIONAL HEAD: ADMINISTRATIVE SUPPORT				
To be advertised	Internal		External		
This position seeks to attract	Indian male	African male White female	Coloured female White male	Coloured male Person with disability	Indian female
Job level	D2/3				
Scale	R383 268,00 – R623 568,00 per annum				
Estimated remuneration package	R487 828,62 – R793 685,66 per annum				
Job purpose	To provide office administration support functions to enhance performance in the City Strategy and Organisational Performance (CSOP) Department				
Appointment requirements	<p>Appropriate three-year tertiary qualification (degree or national diploma) or in an appropriate field such as Public Administration, Office Administration or Human Resource Management</p> <p>At least five years' relevant experience in administrative, auxiliary and logistical support</p> <p>At least two years' relevant experience in management, supervision and/or leading a staff component</p> <p>Valid Code B driver's licence</p> <p>Computer literacy</p>				
Personal attributes and/or competencies	<p>Strategic leadership skills, organising skills, ability to work well in a team and motivate the team, negotiation skills, programme and project management skills, analytical and problem-solving skills, knowledge of the procurement system, innovative thinking, willingness to accept responsibility, ability to pay attention to detail, decisiveness, flexibility, integrity, good communication and interpersonal skills, honesty, business acumen, ability to apply self-discipline and be a self-starter</p>				
Primary functions	<p>Executing the daily office administration</p> <p>Ensuring compliance regarding assets</p> <p>Controlling the records/registry office of the department</p> <p>Managing insurance claims</p> <p>Controlling the fleet management of the department</p> <p>Controlling telecommunication and IT management</p> <p>Handling office accommodation and parking and building maintenance</p> <p>Executing a generic personnel function</p> <p>Handling other related administrative duties as required by the departmental head</p>				

SAP	S70073428
New/natural attrition	New
Enquiries	C Geldenhuys (012 358 8446)/D Mashaba (012 358 4754)

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: City Planning and Development

Section: Land-use Management Administration

Location: Pretoria Central (operating in all regions)

Reference number	ECDE103-2019				
Position	FUNCTIONAL HEAD: LAND-USE ADMINISTRATION				
To be advertised	Internal		External		
This position seeks to attract	African female Indian male	African male		Person with disability	
Job level	D2/3				
Scale	R383 268,00 – R623 568,00 per annum				
Estimated remuneration package	R487 828,62 – R793 685,66 per annum				
Job purpose	<p>To supervise the effective and efficient processing of all land-use applications, thereby promoting development in Tshwane</p> <p>To supervise personnel, the budget, other resources, the critical processes and policies in the region in the most effective and efficient manner in order to excel in the key performance areas of the section to contribute to the vision and mission of the City Planning and Development Division and the development of Tshwane</p>				
Appointment requirements	<p>Appropriate three-year tertiary qualification (degree or national diploma) or equivalent qualification</p> <p>Experience of management or supervisory training will be an added advantage.</p> <p>At least five years' relevant work experience in the processing of land-use applications</p> <p>Valid Code B driver's licence with own transport</p> <p>Computer literacy</p>				
Personal attributes and/or competencies	<p>Integrity, intelligence, patience, innovative thinking, energy, imagination, flexibility, willingness to accept responsibility, decisiveness, ability to pay attention to detail</p>				
Primary functions	<p>Supervising personnel, the budget and general administrative and logistical matters of the Land-Use Applications Subsection in the region</p> <p>Supervising critical processes and policies of the subsection in the region</p> <p>Supervising the processing and finalisation of land-use applications in the region</p> <p>Supervising the provision of information to all clients regarding progress with land-use applications and the Town Planning Scheme and applicable procedures and policies</p> <p>Ensuring that land-use applications submitted by applicants comply with the relevant policies and ordinances (pre-determined amount of copies, required legal documents and the payment of nominal application fees)</p>				

SAP	S70001321
New/natural attrition	Natural attrition
Enquiries	C Geldenhuys (012 358 8446)/L van der Walt (012 358 7948)

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: Built Environment and Enforcement

Section: Building Plan Management

Location: Operating in all regions

Reference number	ECDE104-2019				
Position	BUILDING CONTROL PROFESSIONAL				
To be advertised	<div>Internal</div> <div>External</div>				
This position seeks to attract	<div>African female</div> <div>Indian male</div>	<div>African male</div> <div></div>	<div></div>	<div></div> <div>Person with disability</div>	<div></div>
Job level	D2/3				
Scale	R383 268,00 – R623 568,00 per annum				
Estimated remuneration package	R487 828,62 – R793 685,66 per annum				
Job purpose	<p>To oversee the building plan approval process for certain classes of buildings in terms of applicable legislation</p> <p>To oversee the processing of applications for approval of siting and appearance in terms of applicable legislation and delegated authority</p> <p>To participate in a multidisciplinary team to facilitate certain applications on a project basis</p>				
Appointment requirements	<p>Appropriate four-year tertiary qualification (degree or national diploma) in Architecture or equivalent qualification</p> <p>Registration with the South African Council for Architectural Professionals (SACAP).</p> <p>At least five years' experience as a practitioner or local government experience in a building control office and being responsible for approval of building plan applications</p> <p>Valid Code B driver's licence</p> <p>Computer literacy</p>				
Personal attributes and/or competencies	Energy, good team-playing qualities, ability to work under pressure, exceptional commitment to the work, innovativeness, good communication skills, initiative, negotiation skills				
Primary functions	<p>Assisting the Deputy Director to approve building plan applications recommended by the Building Control Officer, provided they are in compliance with delegated authority</p> <p>Taking responsibility for the approval of applications related to town planning schemes in effect in the municipal area of jurisdiction in terms of delegated authority</p> <p>Taking responsibility for the approval of applications for demolition</p> <p>Providing feedback so as to inform the spatial planning/land-use management process</p> <p>Providing information and advice to architects, developers and the public</p>				

Conducting site visits to clarify and determine interpretation

SAP

S70001722

New/natural attrition

Natural attrition

Enquiries

D Donald (012 358 4630)/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: Built Environment and Enforcement

Section: Physical Development Services

Location: Pretoria Central (operating in all regions)

Reference number	ECDE105-2019				
Position	ARCHITECT TECHNICIAN (2 POSTS)				
To be advertised	Internal		External		
This position seeks to attract		African male		Person with disability	
Job level	C2/3/D1				
Scale	R262 344,00 – R426 720,00 per annum				
Estimated remuneration package	R333 914,94 – R543 134,91 per annum				
Job purpose	To provide a comprehensive architectural service to the City of Tshwane				
Appointment requirements	<p>Appropriate three-year tertiary qualification (degree or national diploma) in Architecture or equivalent qualification</p> <p>Registration or eligibility for registration as an Architect Technician with the South African Council for Architectural Professionals (SACAP)</p> <p>Relevant experience in preparing detailed architectural working drawings</p> <p>Valid Code B driver's licence</p> <p>Computer literacy and conversancy in the use of architectural software (Revit, Auto CAD etc)</p>				
Personal attributes and/or competencies	Energy and good team player qualities, ability to work under pressure, exceptional commitment to the work, innovativeness, good communication skills, initiative, negotiation skills				
Primary functions	<p>Providing a comprehensive architectural service to the City of Tshwane</p> <p>Designing new aesthetically pleasing and functional buildings for the various client departments of the City of Tshwane by compiling complete working drawings and specifications for construction</p> <p>Documenting work for the upgrading or alteration of existing buildings</p> <p>Monitoring similar work done by appointed external professional consultants</p> <p>Inspecting work in progress so as to ensure that projects are completed within the prescribed time frame, required quality and budgeted cost</p> <p>Consulting with clients: determining project requirements, compiling sketch plans for discussion and finalising sketch plans for budgeting purposes</p> <p>Compiling design development plans for architectural design</p> <p>Submitting municipal drawings for building office approvals</p> <p>Compiling working drawings and specifications for contract documents</p>				

Preparing documents for the calling of tenders and conducting site inspections for prospective tenderers as part of the tender process
 Handing over building sites to contractors, managing projects according to PMBOK, inspecting sites to monitor execution, conducting site meetings, keeping minutes, issuing variation orders and arranging project take-over on completion, all as part of the construction process
 Monitoring satisfactory completion of items as part of the retention period
 Filing project documents for future retrieval and use as part of closure
 Monitoring work done by appointed external professional consultants
 Providing various consultancy advice to other departments

SAP	S70001507, S70001506
New/natural attrition	Natural attrition
Enquiries	C Geldenhuys (012 358 8446)/Dr A Osei Kuffour (012 358 7817)

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: City Planning and Development

Section: Spatial Planning

Location: Operating in all regions

Reference number	ECDE106-2019				
Position	PLANNING PROFESSIONAL				
To be advertised	Internal		External		
This position seeks to attract	African female Indian male	African male		Person with disability	
Job level	D2/3				
Scale	R383 268,00 – R623 568,00 per annum				
Estimated remuneration package	R487 828,62 – R793 685,66 per annum				
Job purpose	To provide expertise and capacity with regard to spatial planning at regional and local level				
Appointment requirements	Appropriate three-year, career-related tertiary qualification (degree or national diploma) in Town and Regional Planning or equivalent qualification Knowledge and relevant experience of spatial planning and land-use management and other related fields such as urban design and project management Valid Code B driver’s licence Computer literacy with proficiency in at least Microsoft Word and PowerPoint				
Personal attributes and/or competencies	Above-average professional competence, innovative, imaginative, in good health, energetic, good at team work, showing intelligence and integrity, hard worker, proactive and independent (requiring little supervision), willingness to accept responsibility, good communication skills, negotiation skills, leadership skills, project management skills, budget management skills, analytical skills, organisational skills, advanced linguistic proficiency				
Primary functions	Providing expertise and capacity with regard to spatial planning at regional and local level, with the emphasis on spatial development planning at regional and local level, policy formulation at regional and local level, management of land-use activities, land-use development and land-use investment in terms of a land-use management system, management of geographical areas, regions and subregions in terms of planning and development, development facilitation, project management, client services management (information on and responding to queries pertaining to the regional spatial function), coordination with other departments				
SAP	S70001272				
New/natural attrition	Natural attrition				
Enquiries	C Geldenhuys (012 358 8446)/D Madumo (012 358 1529)				
(Positions for JF 9/2019) http://www.tshwane.gov.za/sites/Departments/Corporate%20and%20Shared%20Services/Pages/Job-Forum.aspx					

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: City Planning and Development

Section: Land-use Management Administration

Location: Pretoria Central (operating in all regions)

Reference number	ECDE107-2019				
Position	PLANNING PROFESSIONAL				
To be advertised	Internal		External		
This position seeks to attract	African female Indian male	African male		Person with disability	
Job level	D2/3				
Scale	R383 268,00 – R623 568,00 per annum				
Estimated remuneration package	R487 828,62 – R793 685,66 per annum				
Job purpose	To provide expertise and capacity with regard to land-use management at regional and local level				
Appointment requirements	Appropriate three-year, career-related tertiary qualification (degree or national diploma) in Town and Regional Planning Knowledge and relevant experience of spatial planning and land-use management and other related fields such as urban design and project management Valid Code B driver’s licence Computer literacy				
Personal attributes and/or competencies	Above-average professional competence, innovative, imaginative, in good health, energetic, good at team work, showing intelligence and integrity, hard worker, proactive and independent (requiring little supervision), willingness to accept responsibility, good communication skills, negotiation skills, leadership skills, project management skills, budget management skills, analytical skills, organisational skills, advanced linguistic proficiency				
Primary functions	Providing expertise and capacity with regard to land-use management at regional and local level, with the emphasis on spatial development planning at regional and local level, policy formulation at regional and local level, management of land-use activities, land-use development and land-use investment in terms of a land-use management system, management of geographical areas, regions and subregions in terms of planning and development, development facilitation, project management, client services management (information on and queries pertaining to Land-use Management Administration Section), coordination with other departments				
SAP	S70001351				
New/natural attrition	Natural attrition				
Enquiries	C Geldenhuys (012 358 8446)/A Sudu (012 358 7933)				
(Positions for JF 9/2019) http://www.tshwane.gov.za/sites/Departments/Corporate%20and%20Shared%20Services/Pages/Job-Forum.aspx					

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: City Planning

Section: Geomatics

Location: Pretoria Central (operating in all regions)

Reference number	ECDE108-2019				
Position	SURVEYOR				
To be advertised	Internal		External		
This position seeks to attract		African male		Person with disability	
Job level	C2/3/D1				
Scale	R262 344,00 – R426 720,00 per annum				
Estimated remuneration package	R333 914,94 – R543 134,91 per annum				
Job purpose	<p>To execute all types of engineering surveys (detailed and topographical) according to specifications and accurately, and within agreed time frames</p> <p>To exercise control over field survey teams in achieving goals and process all related engineering survey data</p> <p>To apply set quality survey standards to allocated projects allocated and supply processed survey and related information and plans</p>				
Appointment requirements	<p>Appropriate three-year tertiary qualification (degree or national diploma) in Engineering Surveying or equivalent qualification</p> <p>Registration as Geomatics Technologist/Surveyor or Geomatics Technician/Survey Technician in accordance with the Geomatics Profession Act (Act 19 of 2013)</p> <p>Registration as Geomatics Technologist/Surveyor will be an added advantage.</p> <p>At least two years' relevant practical field and office experience</p> <p>Experience with terrestrial scanners and LIDAR surveys will be an added advantage.</p> <p>Valid Code B driver's licence with own vehicle suitable for survey work</p> <p>Computer literacy</p>				
Personal attributes and/or competencies	<p>Ability to work under pressure, integrity, ability to pay attention to detail, analytic thinking, physical ability to do field work (unrestricted use of all limbs), good hearing, eyesight and understanding of and proper response to verbal and non-verbal communication, willingness to be exposed to extreme weather conditions, heights and physical strain, good interpersonal relationships</p>				
Primary functions	<p>Contour surveys</p> <p>Supplying engineers, town planners, traffic officers, architects and other officials with the plans necessary for planning and control</p> <p>Conducting field surveying and data collection to specified accuracy by using a total station, levelling system and global positioning system</p>				

Calculating information with the appropriate computer programs, using collected field data

Detail surveys

Supplying engineers, town planners, traffic officers, architects and other officials with the plans necessary for planning and control

Conducting field surveying and data collection to specified accuracy by using a total station and global position system

Calculating information with the appropriate computer programs, using collected field data

Setting out grave sites

Compiling the necessary plan of the grave positions and supplying consecutive numbering

Engineering project surveys

Determining volumes of quarries and coal reserves

Providing and maintaining a benchmark network of heights above sea level throughout Tshwane for use by engineers and contractors when planning and constructing engineering services

Setting out positions and heights of structures for engineering and architectural projects

Monitoring structural movement

Monitoring the movement of structures using total station and relevant computer programs

Setting out sport fields

Computing the position and lay-out of sport fields with appropriate computer programs

Pegging position and lay-out of fields

Compiling the necessary plans for future reference

Monitoring bowls greens for level

Providing support for emerging and changing survey technologies, terrestrial scanners and LIDAR surveys

Human capital development

Training survey assistants to ensure that sound engineering survey principles and codes of practice are adhered to

Training surveyor assistants on specialised survey equipment and software as part of the employees' personal development plans

Reporting and administration

Researching and recommending survey budget requirements for the senior survey

Reporting incidents and accidents to the risk-relevant Deputy Director and Occupational, Health and Safety Officer

Reporting on projects monthly

Delegating selected responsibilities to survey assistants

Managing subordinates

Research and development as well as implementation

Keeping up with new technologies and procedures

Researching and doing literature studies on survey techniques and procedures

Liaising with relevant bodies/councils on project management

SAP

S70001426

New/natural attrition

Natural attrition

Enquiries

C Geldenhuys (012 358 8446)/J Naledi (012 358 7687)

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: N/A

Section: Building Con Office

Location: Operating in all regions

Reference number **ECDE109-2019**

Position **CHIEF BUILDING SURVEYOR**

To be advertised **Internal** **External**

This position seeks to attract

African female	African male	Coloured female	Coloured male	Indian female
Indian male	White female	White male	Person with disability	All categories

Job level D1

Scale R332 700,00 – R426 720,00 per annum

Estimated remuneration package R423 465,79 – R543 134,91 per annum

Job purpose To control the plans recommendation process by supervising the evaluation of all building plan applications in terms of the National Building Regulations and Building Standards Act, 1977 (Act 103 of 1977) as well any other related legislation and to assist the building public with advice

Appointment requirements Appropriate career-related tertiary qualification (three-year diploma or degree) in Civil Engineering, Structural Engineering, Architecture, Building Management, Building Science, Building Surveying or Quantity Surveying or equivalent qualification
Relevant experience in a building control environment in local government
Valid Code B driver's licence with own vehicle
Computer literacy

Personal attributes and/or competencies Good communication skills and interpersonal relations, adaptability, stress management ability, ability to work in a team and/or independently

Primary functions Supervising the evaluation of and recommendations on all building plan applications (ensuring that all building plan applications are evaluated within the prescribed time frames against compliance with the National Building Regulations and Building Standard Act, 1977 (Act 103 of 1977), Tshwane Town Planning Scheme, 2008 and any other related legislation)
Assisting architects and other professionals in the building plan application evaluation process
Referring all building plan applications to relevant departments in order to obtain the necessary comments
Sorting and distributing all building plan applications to all Building Surveyors
Managing workload allocations
Assisting Building Surveyors in the evaluation of building plan applications
Checking all information on plans, documents and building files

SAP	S70001592
New/natural attrition	Natural attrition
Enquiries	P Phala (012 358 7998)/C Geldenhuys (012 358 8446)

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

DEPARTMENT: HUMAN SETTLEMENTS

Division: Human Settlements Administration

Section: Rental Management

Location: Tshwane House

Re-advertisement

Reference number	HOSD088-2019														
Position	HOUSING POLICY AND STANDARD MONITORING OFFICER														
To be advertised	<table><tr><th>Internal</th><th colspan="4">External</th></tr><tr><td><input type="checkbox"/></td><td><input checked="" type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr></table>					Internal	External				<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Internal	External														
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>											
This position seeks to attract	<input type="checkbox"/>	<input checked="" type="checkbox"/> African male	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>										
Job level	C2/3/D1														
Scale	R262 344,00 – R426 720,00 per annum														
Estimated remuneration package	R333 914,94 – R543 134,91 per annum														
Job purpose	To manage and administrate designated affordable rental housing for lower-income residents of Tshwane according to the Housing Act, Rental Housing Act, the Housing Code and relevant City of Tshwane legislation														
Appointment requirements	Appropriate three-year career-related tertiary qualification (degree or national diploma) in Public Management/Administration, Property Management or Building Control or an equivalent qualification At least three to five years’ relevant experience in property management, residential lease agreement management or caretaker services Valid Code B driver’s licence Computer literacy														
Personal attributes and/or competencies	Good communication skills, integrity, willingness to accept responsibility, ability to pay attention to detail, ability to work under pressure, time management skills, customer orientation, flexibility, ability work in a team and function under adverse stressful conditions, innovative thinking and problem-solving skills														
Primary functions	Conducting financial management of designated affordable rental housing, including revenue collection, property management services such as management of maintenance and cleaning Handling tenant relations, public enquiries and information services Managing waiting lists, preparing motivation for the allocation of vacant units, facilitating the signing of lease agreements and opening rental and services accounts Managing rental stock daily Developing and maintaining sustainable housing projects, updating allocation guidelines and conducting research of limited scope and per functional area														

SAP	S70009710
New/natural attrition	Natural attrition
Enquiries	G Matlamela (012 358 4132)/S Shiburi (012 358 8237)

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

**DEPARTMENT: ENVIRONMENTAL AND AGRICULTURE MANAGEMENT
SERVICES**

Division: Environmental Management and Parks

Section: Environmental Planning and Open Space Management

Location: Pretoria Central

Reference number **AEMA194-2019**

Position **PLANNING PROFESSIONAL**

To be advertised	Internal	External
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This position seeks to attract	Indian male	African male	Coloured female	Coloured male	Indian female
				Person with disability	

Job level D2/3

Scale R383 268,00 – R623 568,00 per annum

Estimated remuneration package R487 828,62 – R793 685,66 per annum

Job purpose To give effect to the purpose of the section, namely promoting and facilitating best practice in the sustainable protection, utilisation and integration of open space resources within developments

Appointment requirements Appropriate three-year career-related tertiary qualification (degree or national diploma) in Town and Regional Planning with specialisation in Environmental Management or an equivalent qualification
Knowledge and relevant experience of the environmental impact assessment process and commenting on environmental impact assessment reports
Valid Code B driver's licence
Computer literacy

Personal attributes and/or competencies Good negotiation, presentation and people skills, ability to facilitate, mediate and integrate public concerns into development, assertiveness and results-driven approach to problem solving, proper interpretation and understanding of complex spatial aspects of the built and natural environment, ecological processes and systems, compliance with legislation and guidelines, working knowledge and operational application of the National Environmental Management Act, 1998 (Act 107 of 1998), Environment Conservation Act, 1989 (Act 73 of 1989), National Water Act, 1998 (Act 36 of 1998), Agricultural Resources Conservation Act, 1983 (Act 43 of 1983), Minerals Act, 1991 (Act 50 of 1991), The National Heritage Resources Act, 1999 (Act 25 of 1999), Conservation of Agricultural Resources Act, 1983 (Act 43 of 1983), Development Facilitation Act, 1995 (Act 67 of 1995), Notice 1095 of 1997 (conservation and sustainable use of South Africa's biological diversity), relevant provincial legislation in terms of the National Environmental Management Act, 1998 (Act 107 of 1998), Town Planning and Townships Ordinance 15 of 1986 and other related policies and by-laws

Primary functions	<p>Commenting on all scales and types of development applications</p> <p>Representing the section, undertaking site inspections, attending meetings with the applicant and fellow colleagues, commenting on the merits of development applications</p> <p>Representing the section, attending meetings and commenting on relevant documents, at all times providing input relating to open space aspects</p> <p>Providing relevant information and input on town planning schemes and ordinances with specific focus on open spaces, etc</p> <p>Liaising with land-use management colleagues</p> <p>Providing information on new statutory legislative requirements, relevant provincial planning policies, etc</p> <p>Providing GIS and administrative support services towards the effective and efficient functioning of the Environmental Planning Section</p> <p>Participating in the compilation/expansion/updating of the Tshwane Open Space Framework (TOSF) or any of its strategic components</p> <p>Ensuring the consideration and integration of sensitive environments and open space factors within development initiatives</p> <p>Securing future open space resources</p> <p>Assisting the operational head in the compilation of any form of strategic open space resource investigation, assessment, study, framework, policy or strategy</p>
SAP	S70002335
New/natural attrition	Natural attrition
Enquiries	L Puling (012 358 8846)

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