



INTERNAL/EXTERNAL JOB FORUM

The City of Tshwane seeks to fill the following executive-level positions. Appointment in these positions will be subject to the signing of an employment contract and performance agreement, as well as disclosure of financial interests.

**APPLY ONLINE BY VISITING THE CITY OF TSHWANE'S PUBLIC WEBSITE
AND CLICKING THE E-RECRUITMENT LINK**

Or apply with a hand-delivered CV, accompanied by an official City of Tshwane application form, at the One-Stop Centre (1st Floor), Bothongo Plaza West, 271 Francis Baard Street, Pretoria Central.

**PLEASE NOTE THAT HAND-DELIVERED APPLICATIONS CAN ONLY
BE HANDED IN AT ONE-STOP CENTRE**

(Application forms are available on the City of Tshwane's website at
<http://www.tshwane.gov.za/sites/Departments/Corporate-and-Shared-Services/Pages/Job-Forum.aspx>.)

All candidates are requested to re-apply if still interested

Closing date: 8 March 2019

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

RE-ADVERTISEMENT

DIVISIONAL HEAD: PERFORMANCE MONITORING AND EVALUATION (DEPARTMENT: OFFICE OF THE EXECUTIVE MAYOR) (THREE YEARS AND SIX MONTHS FIXED-TERM PERFORMANCE-BASED CONTRACT) (Ref: EMCM437-2019)

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

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

Appointment requirements

- A relevant bachelor's degree or equivalent qualification
- Registration with a relevant professional body (added advantage)
- Ten years' experience, of which at least five years must be at senior management level
- Good knowledge and interpretation of policy and legislation
- Good knowledge of performance management
- Good governance
- Good knowledge of supply chain management regulations and the Preferential Procurement Policy Framework Act, 2000 (Act 5 of 2000)
- Ability to make high-risk decisions of a long-term and strategic nature
- Compliance with the MFMA unit standards, as prescribed by Regulation 493 of 15 June 2007 as published in Government Gazette 29967 of 15 June 2007, will be an added advantage
- No criminal record (excluding previous conviction/s relating to political activities in the previous dispensation) and candidates will undergo security vetting
- Competency assessment
- Computer literate

Leading competencies

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

Core competencies

Moral competence; planning and organising skills; analytical and innovation skills; knowledge and information management; communication skills; ability to focus on results and quality

Primary function

To exercise control over the performance monitoring and evaluation function with the aim to maintain an impartial, accountable, transparent and efficient performance monitoring and evaluation service within the City of Tshwane, subject to legislated context responsibilities, national standards and the directives of the Chief of Staff. The incumbent will be responsible and accountable for the following key performance areas:

- City service delivery outcome oversight
- Performance reporting

Enquiries: T Louw (012 358 1226)

RE-ADVERTISEMENT

DIVISIONAL HEAD: STRATEGIC ADVISOR (DEPARTMENT: OFFICE OF THE EXECUTIVE MAYOR) (THREE YEARS AND SIX MONTHS FIXED-TERM PERFORMANCE-BASED CONTRACT) (REF: EMCM438-2019)

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

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

Appointment requirements

- A relevant bachelor's degree or equivalent qualification
- Registration with a relevant professional body (added advantage)
- Ten years' experience, of which at least five years must be at senior management level
- Good knowledge and interpretation of policy and legislation
- Good knowledge of performance management
- Good governance
- Good knowledge of supply chain management regulations and the Preferential Procurement Policy Framework Act, 2000 (Act 5 of 2000)
- Ability to make high-risk decisions of a long-term and strategic nature
- Compliance with the MFMA unit standards, as prescribed by Regulation 493 of 15 June 2007 as published in Government Gazette 29967 of 15 June 2007, will be an added advantage
- No criminal record (excluding previous conviction/s relating to political activities in the previous dispensation) and candidates will undergo security vetting
- Competency assessment
- Computer literate

Leading competencies

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

Core competencies

Moral competence; planning and organising skills; analytical and innovation skills; knowledge and information management; communication skills; ability to focus on results and quality

Primary function

To advise the Chief of Staff regarding policy-related matters with the aim to maintain an impartial, accountable, transparent and efficient advisory service within the City of Tshwane, subject to legislated context responsibilities, national standards and the directives of the Chief of Staff. The incumbent will be responsible and accountable for the following key performance areas:

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

Enquiries: T Louw (012 358 1226)

CHIEF OF STAFF (DEPARTMENT: OFFICE OF THE EXECUTIVE MAYOR) (THREE YEARS AND SIX MONTHS FIXED-TERM PERFORMANCE-BASED CONTRACT) (Ref: EMCM448-2019)

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

Annual all-inclusive remuneration package: R1 349 801,00 – R1 687 251,00 – R2 024 701,00 per annum

Appointment requirements

- A relevant bachelor's degree or equivalent qualification
- Registration with a relevant professional body (added advantage)
- Twelve years' experience, of which at least five years must be at senior management level
- Good knowledge and interpretation of policy and legislation
- Good knowledge of performance management
- Good knowledge of governance
- Good knowledge of supply chain management regulations and the Preferential Procurement Policy Framework Act, 2000 (Act 5 of 2000)
- Ability to make high-risk decisions of a long-term and strategic nature
- Compliance with the MFMA unit standards as prescribed by Regulation 493 of 15 June 2007, as published in Government Gazette 29967 of 15 June 2007, will be an added advantage
- No criminal record (excluding previous conviction/s related to political activities under the previous dispensation), and candidates will undergo security vetting
- Computer literate

Leading competencies

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

Core competencies

Moral competence; planning and organising skills; analytical and innovation skills; knowledge and information management; communication skills; ability to focus on results and quality

Primary function

To ensure the overall optimisation of the management value chain of the Office of the Executive Mayor through the effective strategic planning, directing and aligning of functional management frameworks and operational delivery. To exercise control over the following key performance areas with the aim to maintain an impartial, accountable, transparent and efficient service in the Office of the Executive Mayor and within the City of Tshwane, subject to legislated context responsibilities, national standards and the directives of the City Manager:

- Private office and protocol services
- Governance executive support
- Economic intelligence
- Performance monitoring and evaluation
- City sustainability
- Advisory Unit (economics, policy advisory, international relations, legal, political and strategic)
- Mayoral stakeholder management and community liaison
- Mayoral public affairs and media relations
- Tshwane Investigation Unit and Communication, Marketing and Events
- Management and administrative support

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