



INTERNAL/EXTERNAL JOB FORUM

Our policy is to provide equal employment opportunities to all qualified persons without regard to race, religious belief, age, national origin, marital status, physical disability, HIV status, gender, social origin, culture, political opinion, conscience and sexual orientation. Persons with disabilities are encouraged to apply.

If applying by hard copy, please ensure that you have submitted a complete CV with updated information related to your employment, qualification(s) and contact details, and have attached certified copies of all relevant qualifications and documents (Grade 12 certificate, 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 may be required to provide proof of original qualification documents during the selection process.

Information on the latest jobs can be accessed at any regional customer care centre or at the following link (alternately, visit the public website and click on "Services" and then on "Job Forums"):

<http://www.tshwane.gov.za/sites/Departments/Corporate%20and%20Shared%20Services/Pages/Job-Forum.aspx>

APPLY ONLINE BY VISITING THE CITY OF TSHWANE'S PUBLIC WEBSITE AND CLICKING THE "SERVICES" LINK AND THEN ON E-RECRUITMENT.

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

ALTERNATELY, VISIT ONE OF THE FOLLOWING TO APPLY:

General enquiries: LJ Moleli (012 012 358 4346)		Region 3 Employee Interaction Centre (1 st Floor), Bothongo Plaza West, 271 Francis Baard Street, Pretoria Central Enquiries: C Diale (012 358 8323)
Region 1 Room B1, Akasia Municipal Offices, 16 Dale Avenue, Akasia Enquiries: L Ncube (012 358 7040)	Region 2 Temba Municipal Offices, 4244 Molefe Makinta Street, Temba Enquiries: A Tsoai (012 358 4113)	Region 4 Room 10, Block G, Centurion Municipal Complex, Cnr Basden Avenue and Rabie Street, Lyttelton Enquiries: M Hendricks (358 4971)
Region 5 Rayton Municipal Offices, cnr Oakley and Montrose Street, Rayton Enquiries: L Qakaza (012 358 2518)	Region 6 Room 59, Waltloo Electricity Depot, 1 Mundt Street, Waltloo Enquiries: L Crofford (012 358 1358)	Region 7 Muniforum Building, cnr Market and Botha Street, Bronkhorstspuit Enquiries: S Machaba (012 358 6192)

CLOSING DATE: 9 OCTOBER 2019

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

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

DEPARTMENT: CUSTOMER RELATIONS MANAGEMENT

Division: Customer Centre Operation

Section: Virtual Contact Centre

Location: Any call centre citywide

Re-advertisement

Reference number	CRMD015-2019										
Position	CALL CENTRE AGENT (24-HOUR OPERATIONS) (7 POSTS)										
To be advertised	<table border="1"> <tr> <th>Internal</th> <th colspan="4">External</th> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </table>	Internal	External								
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	African male		Coloured male								
Indian male	White female	White male	Person with disability								
Job level	C1/2										
Scale	R243 912,00 – R341 820,00 per annum										
Estimated remuneration package	R310 454,45 – R436 073,05 per annum										
Job purpose	<p>To handle face-to-face, telephonic and email interactions and correspondence in general with customers on ALL City of Tshwane services</p> <p>To identify and meet customers' needs by analysing, processing and coordinating information on the service interruption process through requests or complaints from customers</p> <p>To locate customers' details on the system to resolve them efficiently in order to provide a service of consistent standard of quality</p>										
Appointment requirements	<p>Grade 12 or equivalent qualification</p> <p>An appropriate three-year tertiary qualification (degree or national diploma) or equivalent customer-related qualification will be an added advantage</p> <p>Relevant experience in customer care, customer service or call centres</p> <p>Computer literacy (extensive knowledge of Excel, Word and Outlook)</p> <p>Knowledge of SAP CIC and CRM will be an added advantage</p> <p>The candidate must be willing to work at any of the regional customer care centres (walk-in centres and call centres), depending on the operational requirements, and be willing and able to work shifts at any time of the day and on any day of the year.</p>										
Personal attributes and/or competencies	<p>Negotiation skills; multilingualism; telephone skills; listening skills; communication skills (verbal and written); data entry skills; people skills; ability to convey information; customer focus; ability to render customer service; ability to pay attention to detail; professionalism; ability to multitask; analytical skills; organisational skills; ability to work in a team; advanced linguistic proficiency; technical skills (MS Excel, Access, Power Point and Word); ability to work under pressure; competence in business writing etiquette; strong personal and customer care skills; emotional intelligence as well as intellectual and cognitive abilities</p>										

Primary functions	<p>Analyse, process and coordinate information on the service interruption process by:</p> <ul style="list-style-type: none"> • Receiving requests/complaints from customers and locating the customers' details on the computer • Analysing the request and capturing relevant information on the computer system using the appropriate software package • Providing the customer with relevant information and updating the system • Communicating planned outage warning calls and other proactive information to customers • Completing required updating and follow-up procedures with affected customers by updating system information and calling customers to ensure satisfaction <p>Process and conduct account operations and customer service information and actions by:</p> <ul style="list-style-type: none"> • Advertising prepaying customers' vending and other relevant information such as electricity usage • Allocating the basic subsistence electricity tariff telephonically • Processing telephonic transactions and updating customer information on the relevant systems • Processing account queries and enquiries • Initiating and responding to customer requests • Liaising with other processes and giving instructions on the required actions that have been indicated to the customer • Participating in and initiating continuous improvement and corrective actions • Identifying system, process and customer problems, exceptions, needs and service improvement opportunities • Reporting problems or opportunities to the supervisor • Participating in information-sharing, development and implementation
SAP	S70011496; S70011505; S70011404; S70011405; S70011408; S70011413; S70011476
New/natural attrition	Natural attrition
Enquiries	B Tau (012 358 8857)/V Lekwape (012 358 1192)

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

DEPARTMENT: CUSTOMER RELATIONS MANAGEMENT

Division: Contact Centre Operations

Section: Walk-in Centre

Location: Any walk-in centre citywide

Reference number CRMD019-2019

Position CUSTOMER CARE CONSULTANT (3 POSTS)

To be advertised Internal External

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

Job level C1/2

Scale R243 912,00 – R341 820,00 per annum

Estimated remuneration package R310 454,45 – R436 073,05 per annum

Job purpose To handle face-to-face, telephonic and email interactions and correspondence in general with customers regarding ALL City of Tshwane services
To meet customers' needs by analysing, processing and coordinating information on the service interruption process through requests or complaints from customers
To locate customers' details on the system to resolve enquiries efficiently in order to provide a consistent standard of quality service

Appointment Requirements Grade 12 or equivalent qualification
An appropriate tertiary career-related call centre qualification will be an added advantage
Relevant customer care and call centre experience with experience in call centre technological systems
Relevant experience and knowledge of the City of Tshwane, its operations, billing processes and Batho Pele principles
Computer literacy (extensive knowledge of Excel, Word and Outlook)
Knowledge of SAP CIC and CRM will be an added advantage
The candidate must be willing to work at any of the regional customer care centres (walk-in centres and call centres), depending on the operational requirements.

Personal attributes and/or competencies Multilingualism; excellent communication skills (verbal and written); ability to work under pressure, ability to meet deadlines; good organisation skills; planning skills; leading and controlling skills; ability to cope with stress; team leader attributes; team player; ability to pay attention to details; coaching and mentoring skills; ability to handle people management issues with tact, diplomacy and maturity; ability to inspire and influence others positively; patience and ability to enforce discipline as a corrective measure; competence in business writing etiquette; strong personal and customer care skills; strong supervisory skills; emotional intelligence as well as intellectual and cognitive ability

Primary functions	<p>Rendering a customer service to the public and attending to walk-in, telephonic and written complaints and enquiries</p> <p>Analysing requests and capturing relevant information on the computer system, using the appropriate software package</p> <p>Liaising with other departments and external role players to resolve complaints</p> <p>Participating in and initiating continuous improvement and corrective actions</p> <p>Implementing and maintaining systems</p> <p>Keeping statistical data of all complaints and enquiries</p> <p>Giving input to the monthly statistical data report on received and outstanding complaints and enquiries</p> <p>Participating in information-sharing, development and implementation</p>
SAP	S70021877; S70030521; S70011591
New/natural attrition	Natural attrition
Enquiries	B Tau (012 358 8857)/V Lekwape (012 358 1192)

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

DEPARTMENT: CUSTOMER RELATIONS MANAGEMENT

Division: Contact Centre Operations

Section: Walk-in Centres

Location: Any walk-in centre citywide

Reference number	CRMD020-2019					
Position	SENIOR CUSTOMER CARE CONSULTANT (2 POSTS)					
To be advertised	<table border="1"> <tr> <td>Internal</td> <td colspan="4">External</td> </tr> </table>	Internal	External			
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Job level	C3					
Scale	R316 704,00 – R387 468,00 per annum					
Estimated remuneration package	R403 105,07 – R493 174,44 per annum					
Job purpose	Leading/supervising a team of call centre agents; providing overall leadership; ensuring the motivation, coaching and performance of the team					
Appointment Requirements	<p>Grade 12 or equivalent qualification</p> <p>An appropriate three-year tertiary career-related degree or national diploma or an equivalent qualification will be an added advantage</p> <p>Project management experience or a related qualification will be an advantage.</p> <p>Contact centre or call centre experience in a multisite environment</p> <p>Computer literacy</p> <p>Knowledge of SAP CIC and CRM will be an added advantage</p> <p>The candidate must be willing to work at any of the regional customer care centres (walk-in centres and call centres), depending on the operational requirements.</p>					
Personal attributes and/or competencies	Multilingualism; excellent communication skills (verbal and written); ability to work under pressure; ability to meet deadlines; good organisation skills; planning and organising skills; leading and controlling skills; ability to cope with stress; team leader attributes; team player; ability to pay attention to details; coaching and mentoring skills; ability to handle people management issues with tact, diplomacy and maturity; ability to inspire and influence others positively; patience and ability to enforce discipline as a corrective measure; competence in business writing etiquette; strong personal and customer care skills; strong supervisory skills; emotional intelligence as well as intellectual and cognitive ability					
Primary functions	<p>Supervising customer consultants</p> <p>Ensuring that consultants are logged in and ready to take calls/emails and are available to interact face-to-face with customers according to scheduled time (workforce management schedule)</p> <p>Providing daily operational support to customer care centre agents/team) (engaging with the operational efficiency team with resource planning)</p>					

Identifying customer needs and referring the needs to contact centre management
 Liaising with other departments and external role players to resolve complaints
 Acting as facilitator between customers and City of Tshwane officials regarding disputes
 Assisting customer care consultants with difficult enquiries/complaints
 Ensuring the correctness of incoming information and attending to the statistical data of all cases
 Managing appraisals with support from the contact centre manager
 Providing appropriate training to all consultants and ensuring that all procedures are documented and implemented
 Ensuring that consultants are kept informed of all new products, developments and problems
 Ensuring the growth of consultants in the team through constant motivation, feedback, ongoing coaching, mentoring and assistance
 Conducting effective performance appraisals by managing personal development plans, including contact-specific metrics for performance management
 Managing customer escalations and queries appropriately
 Conducting and evaluating call/email assessments and face-to-face interactions of all consultants in the team to ensure that quality is maintained
 Implementing changes in accordance with the operational efficiency analysis, including quality assurance reports and recommendations
 Creating and maintaining a highly motivated and positive working environment
 Ensuring that the quality of information provided to internal and external customers is in line with the City of Tshwane's Batho Pele principles and image
 Demonstrating readiness to make decisions, taking the initiative and originating action
 Reporting any system problems that influence own operations
 Maintaining knowledge of contact centre telephony and quality and queue management systems
 Performing other ad hoc duties requested by management to ensure the smooth operation of the contact centre

SAP S70028310; S70031422

New/natural attrition Natural attrition

Enquiries B Tau (012 358 8857)/V Lekwape (012 358 1192)

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

DEPARTMENT: CUSTOMER RELATIONS MANAGEMENT

Division: Customer Relations Process Management

Section: Batho Pele Policy

Location: Centurion/Pretoria Central

Reference number	CRMD022-2019					
Position	SECRETARY					
To be advertised	<table border="1"> <tr> <th>Internal</th> <th>External</th> </tr> </table>	Internal	External			
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Indian male	African male White female	White male	Coloured male Person with disability			
Job level	C1					
Scale	R243 912,00 – R304 332,00 per annum					
Estimated remuneration package	R310 454,45 – R387 357,83 per annum					
Job purpose	To render an effective and efficient secretarial and administrative support service to the Director					
Appointment Requirements	Grade 12 or an equivalent qualification plus a secretarial qualification/training Relevant experience in handling diverse secretarial, protocol or office administrative matters, including the arrangement of events, meetings, workshops and conferences A valid Code B driver's licence will be an added advantage Computer literacy					
Personal attributes and/or competencies	Integrity; intelligence; patience; innovative thinking; flexibility; willingness to accept responsibility; strong organising skills; ability to pay attention to detail; ability to work independently; negotiation skills; multilingualism; telephone skills; listening skills; communication skills (verbal and written); data entry skills; people skills; ability to convey information; ability to pay attention to detail; professionalism; ability to multitask; analytical skills; organisational skills; ability to work in a team; advanced linguistic proficiency; technical skills (MS Excel, Access, Power Point and Word); ability to work under pressure; competence in business writing etiquette; emotional intelligence as well as intellectual and cognitive abilities					
Primary functions	<ul style="list-style-type: none"> Providing a reception service Arranging and confirming appointments Communicating verbally and in writing to answer enquiries and provide information Providing a typing and computer operating service Providing an operational logistics service Executing diverse official secretarial duties Maintaining databases Implementing and maintaining office systems and managing records effectively 					
SAP	S70011352					
New/natural attrition	Natural attrition					
Enquiries	B Tau (012 358 8857)/V Lekwape (012 358 1192)					

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: Geomatics

Location: Pretoria Central

Re-advertisement

Reference number	ECDE102-2019					
Position	GISc OPERATOR (2 POSTS)					
To be advertised	<table border="1"> <tr> <td>Internal</td> <td>External</td> </tr> </table>	Internal	External			
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Job level	C1/2/3					
Scale	R243 912,00 – R387 468,00 per annum					
Estimated remuneration package	R310 454,45 – R493 174,44 per annum					
Job purpose	<p>To analyse and manipulate vector and raster data in order to supply development information to client departments and the public.</p> <p>To compile and provide maps, plans, zoning certificates, manuals and related information for development application purposes to external and internal clients.</p>					
Appointment Requirements	<p>Grade 12 with mathematics (excluding mathematics literacy) or geography</p> <p>At least six months' relevant experience working with geospatial data (using ArcGIS software)</p> <p>Experience working with clients will be an added advantage</p> <p>Completed short courses in the ESRI suite of products will be an added advantage</p> <p>Experience in MS Office computer software (Access, Excel, PowerPoint and Word)</p> <p>A valid Code B driver's licence</p>					
Personal attributes and/or competencies	<p>Good technical and analytical skills with good hand-eye coordination and the added ability to pay attention to detail; ability to hear and see (must not suffer from colour blindness) and to communicate effectively; physical ability to load heavy paper into the necessary large-format printing devices</p>					
Primary functions	<p>Capturing, interrogating and analysing geospatial data</p> <p>Manipulating vector and raster data to visually present information</p> <p>Interacting with clients and provide geospatial development information</p> <p>Acquiring and preparing technical data for presentations and map reports</p> <p>Performing general office supporting functions</p>					
SAP	S70001462; S7001458					
New/natural attrition	Natural attrition					
Enquiries	E Swart (012 358 7872)/C Geldenhuys (012 358 1713)					

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: Management and Administration Support

Location: Pretoria Central

Reference number	ECDE116-2019					
Position	SENIOR REGISTRY OFFICER					
To be advertised	<table border="1"> <tr> <td>Internal</td> <td>External</td> </tr> </table>	Internal	External			
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Job level	C1/2					
Scale	R243 912,00 – R341 820,00 per annum					
Estimated remuneration package	R310 454,45 – R435 073,05 per annum					
Job purpose	To render an effective registry service to support the Economic Development and Spatial Planning Department and to provide management and administration support					
Appointment Requirements	Grade 12 or an equivalent qualification Records management course At least five years' applicable experience in an administrative and/or registry environment Valid Code B driver's licence Computer literacy					
Personal attributes and/or competencies	Decisiveness; communication skills, innovative thinking skills; willingness to accept responsibility; integrity; ability to pay attention to detail; ability to work as a team and independently					
Primary functions	Supervising the functions of the subsection (regional office) control of registry Being responsible for supervising personnel in the registry and messenger services Rendering effective control of the registry Distributing work in the office Ensuring that work is done regularly and functionally keeping records of annual, sick and short-time leave Completing performance reviews and discussing these with subordinates Being responsible for the maintenance of the photocopy and fax machines Participating in subsection meetings (regional office) Ensuring that all incoming post and interdepartmental correspondence is dealt with accordingly Being responsible for the correct numbering of all correspondence for possible enquiries in the future					

Maintaining archives and ensuring sound control, conservation and maintenance of the archives

Maintaining a destruction register and ensuring that files are destroyed annually

Taking responsibility for the classification and allocation of reference numbers and maintaining the filing system

SAP

S70001171

**New/natural
attrition**

Natural attrition

Enquiries

C Geldenhuys (012 358 1713)

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 Scheme, Toponymy and Application Management

Location: Pretoria Central

Reference number	ECDE117-2019					
Position	PLANNING OFFICER					
To be advertised	<table border="1"> <tr> <td>Internal</td> <td>External</td> </tr> </table>	Internal	External			
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Job level	C1/2/3					
Scale	R243 912,00 – R387 468,00 per annum					
Estimated remuneration package	R310 454,45 – R493 174,44 per annum					
Job purpose	To provide a comprehensive service in respect of the Town Planning Schemes and applicable land use legislation applicable in the City of Tshwane in the most effective and efficient manner in order to excel in the key performance areas of land use compliance and information management					
Appointment Requirements	Grade 12 or equivalent qualification At least two years' relevant experience in local government town planning and/or legal dealing with the evaluation and administration of land use applications according the town planning scheme(s) and the amendment thereof Computer literacy					
Personal attributes and/or competencies	Well-developed communication and interpersonal skills; adaptability; decision-making skills; integrity; ability to pay attention to detail; analytical thinking skills; energy and flexibility					
Primary functions	Assisting with the management and maintenance of the Land Use Scheme Assisting with revision of the Land Use Scheme Assisting with the updating of the ArcGis database Assisting with the electronic provision of the Land Use Scheme and related documents Providing an information service to all clients in respect of the Town Planning Scheme(s) Maintaining and populating the LUS register Processing and administrating the Promulgation Notice Presenting City of Tshwane at the Gauteng Liquor Board Performing general administration duties					
SAP	S70001392					
New/natural attrition	Natural attrition					
Enquiries	C Geldenhuys (012 358 1713)/A Shanmugam (012 358 7944)					

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: Geomatics

Location: Pretoria Central

Reference number **ECDE118-2019**

Position **LAND SURVEYOR**

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

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

Job level D2/3

Scale R408 192,00 – R664 104,00 per annum

Estimated remuneration package R519 552,22 – R845 280,43 per annum

Job purpose To execute cadastral and related surveys

Appointment requirements An appropriate four-year tertiary career related qualification (degree) in Land Surveying or equivalent qualification **and** registration as a Professional Land Surveyor in accordance with the Geomatics Profession Act, 2013 (Act 19 of 2013) and who is authorised to perform work reserved for a professional land surveyor in terms of the Land Survey Act, 1997 (Act 8 of 1997)
Valid Code B driver's licence
Own vehicle
Computer literacy

Personal attributes and/or competencies Integrity; intelligence; patience; innovative thinking skills; energy; imagination; decisiveness; ability to pay attention to detail; analytical thinking skills; confidence; negotiation skills; business acumen; leadership skills; project management skills; analytical skills; organisational skills; technical skills; the ability to meet strict deadlines and work under stress

Primary functions Cadastral surveys
Sectional title surveys
Sketch plan production
Beacon relocation
Professional advice and training

SAP S70001410

New/natural attrition Natural attrition

Enquiries S Bredenkamp (012 358 7870)/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: City Planning and Development

Section: Land Use Scheme, Toponymy and Application Management

Location: Pretoria Central

Reference number	ECDE119-2019
Position	PLANNING PROFESSIONAL
To be advertised	Internal External
This position seeks to attract	African female African male Coloured female Coloured male Person with disability
Job level	D2/3
Scale	R408 192,00 – R664 104,00 per annum
Estimated remuneration package	R519 552,22 – R845 280,43 per annum
Job purpose	Management, maintenance, amendment, interpretation, provision of opinions and advice on the interpretation and provision of comments on relevant land use legislation in terms of the Town Planning/Land Use Scheme(s) as well as the management of a GIS data basis
Appointment Requirements	Appropriate three-year career-related tertiary qualification (degree or national diploma) in Town and Regional Planning or equivalent qualification with specific experience in the GIS zoning database regarding local government town planning and land use legislation At least five years' experience in town-planning and or land use legislation, of which at least three years are applicable in a local government town planning, GIS and/or legal department Valid Code B/EB driver's licence Computer literacy with experience in ArcGIS
Personal attributes and/or competencies	Analytical thinking skills; decision-making skills; organising and delegating skills; communication skills; negotiating skills; a participative leadership style that inspires staff to strive towards a common goal or vision; applied strategic planning skills; ability to give presentations in various forms; ability to adapt to a fast-changing work environment; ability to see business opportunities that will benefit the organisation; ability to manage a project by planning and prioritising resources and tasks of staff in order to achieve the target; no colour blindness
Primary functions	Execution of general responsibilities in the Subsection Management and maintenance of the Town Planning/Land Use Scheme(s) Assistance with the compilation of a Land Use Scheme as prescribed by the prevailing legislation Updating of the GIS database Compilation of the Town Planning/Land Use Scheme (clauses)

Drafting and legal revision of documentation in terms of legal requirements
 Provision of an information service and interpretation to all clients in respect of the Town Planning/Land Use Scheme(s)
 Give inputs and comments on new planning-related legislation and court cases
 Training of internal clients in the latest information relating to the Town Planning/Land Use Scheme(s), land use legislation and legal interpretations
 Confirmation and verification of land use rights for the issuing of business, liquor and gambling licences; amendment and registration of sectional title schemes;
 Representation at the Gauteng Liquor Board
 Representation at the Municipal Planning Tribunal
 Management and maintenance of the Town Planning/Land Use Scheme(s).
 Revision of critical problems in all the Town Planning/Land Use Scheme(s) and amending where necessary
 Compilation of the Town Planning/Land Use Scheme (clauses), drafting and legal revision of documentation in terms of legal requirements
 Implementation of the Tshwane Town Planning Scheme, 2008 (revised 2014) for the Municipality and its computerisation (GIS-based)
 Electronic provision (intranet access) of the information of the Town Planning/Land Use Scheme
 Electronic provision (internet access) of the information of the Town Planning/Land Use Scheme(s) and legal interpretations/opinions on the Municipality's website
 Communication of all amendments and general information of the Town Planning/Land Use Scheme(s), land use legislation and legal interpretations to all clients
 Evaluation and provision of comments in terms of the Business Act (Act 71 of 1991), Liquor Act, 1989 (Act 27 of 1989) and the Gambling Act, 2001 as well as section 28(9) of the City of Tshwane Land Use Management By-law 2016 on applications in respect of the Town Planning/Land Use Scheme(s)

SAP

S70001392

New/natural attrition

Natural attrition

Enquiries

L van den Berg (012 3583457)/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: Building Plan Management

Location: Operating in all regions

Re-advertisement

Reference number	ECDE104-2019				
Position	BUILDING CONTROL PROFESSIONAL				
To be advertised	Internal		External		
This position seeks to attract	African female Indian male	African male	Coloured female	Coloured male Person with disability	
Job level	D2/3				
Scale	R408 192,00 – R664 104,00 per annum				
Estimated remuneration package	R519 552,22 – R845 280,43 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 three-year career-related tertiary qualification (degree or national diploma) in Architecture or equivalent qualification</p> <p>Registration with the South African Council for Architectural Professionals (SACAP) will be an added advantage</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	<p>Energy; good team-playing qualities; ability to work under pressure; exceptional commitment to the work; innovative thinking skills; good communication skills; initiative; negotiation skills</p>				
Primary functions	<p>Assisting the Deputy Director to approve building plan applications recommended by the Building Control Officer, provided that they comply 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>				

Providing information and advice to architects, developers and the public
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: EMERGENCY SERVICES

Division: Fire and Rescue Operations

Section: Fire and Rescue Cluster

Location: City of Tshwane regions

Reference number	EMSS107-2019										
Position	COMPANY COMMANDER (2 POSTS)										
To be advertised	<table border="1"> <tr> <th>Internal</th> <th>External</th> </tr> </table>	Internal	External								
Internal	External										
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African female	African male	Coloured female	Coloured male	Indian female							
Indian male	White female	White male	Person with disability	All categories							
Job level	C3										
Scale	R316 704,00 – R387 468,00 per annum										
Estimated remuneration package	R403 105,07 – R493 174,44 per annum										
Job purpose	<p>To supervise and take charge of a crew on a shift basis as the officer in charge at an assigned station</p> <p>To perform various command, administrative and technical tasks at the level of responsibility associated with the rendering of fire and rescue operations</p> <p>To manage the station, crew and resources</p> <p>To maintain emergency readiness in order to ensure the delivery of effective and efficient emergency services in accordance with emergency services procedures, protocols and directives</p>										
Appointment Requirements	<p>Grade 12 certificate</p> <p>Basic Ambulance Course (HPCSA registered)</p> <p>Valid Code C driver's licence</p> <p>At least three years' applicable operational experience in a recognised emergency services environment.</p> <p>Graduate/Second year of national diploma in Fire Technology (T2)</p> <p>Willingness be assigned to any geographical fire station in Tshwane</p> <p>Willingness and ability to work shifts, and overtime with little or no notice</p>										
Personal attributes and/or competencies	<p>Good communication skills; adaptability and flexibility; ability to work independently; physical and mental fitness; physical capability to operate under operational requirements and external conditions; capacity to operate under extreme stressful and often traumatic conditions; ability to perform under physically threatening situations and social trauma; demonstration of high-level hand-eye coordination; no fear of heights or closed/tight spaces; integrity; decisiveness; intelligence; patience; energy; innovative thinking and willingness to accept responsibility</p>										
Primary functions	<p>Management and supervision of personnel</p> <p>Command and control in emergency incidents</p> <p>Combating and extinguishing fire</p>										

Rendering rescue, hazardous material, humanitarian and other related emergency services

SAP S70017900, S70017960

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: EMERGENCY SERVICES

Division: Emergency Medical Operations

Section: Emergency Medical Operations

Location: City of Tshwane regions

Reference number	EMSS108-2019										
Position	ADVANCED LIFE SUPPORT OFFICER (6 POSTS)										
To be advertised	<table border="0" style="width:100%; background-color:#cccccc;"> <tr> <td style="width:50%; text-align:center;">Internal</td> <td style="width:50%; text-align:center;">External</td> </tr> </table>	Internal	External								
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African female	African male	Coloured female	Coloured male	Indian female							
Indian male	White female	White male	Person with disability	All categories							
Job level	C3										
Scale	R316 704,00 – R387 468,00 per annum										
Estimated remuneration package	R403 105,07 – R493 174,44 per annum										
Job purpose	<p>To supervise and take charge of ambulance crews and resources on a shift basis as the officer in charge at an assigned station</p> <p>To perform various command, administrative and technical tasks at the level of responsibility associated with the rendering of and emergency medical operations</p> <p>To manage the station, crew and resources</p> <p>To maintain emergency readiness in order to ensure the delivery of effective and efficient emergency services in accordance with emergency services procedures, protocols and directives</p>										
Appointment Requirements	<p>Grade 12 or equivalent qualification</p> <p>Registration with HPCSA as an independent practitioner</p> <p>Ambulance Emergency Assistant, Critical Care Assistant Course or relevant qualification as determined by the HPCSA</p> <p>Registration with the HPCSA</p> <p>At least three years' continuous experience as an Ambulance Emergency Assistant in an operational emergency medical and ambulance services</p> <p>A valid Code C1 driver's licence and a valid PrDP</p> <p>Willingness to be assigned to any geographical fire station in Tshwane</p> <p>Willingness and ability to work shifts, and overtime with little or no notice</p>										
Personal attributes and/or competencies	<p>Good communication skills; adaptability and flexibility; ability to work independently; physical and mental fitness; physical capability to operate under operational requirements and external conditions; capacity to operate under extreme stressful and often traumatic conditions; ability to perform under physically threatening situations and social trauma; integrity; decisiveness; intelligence; patience; energy; innovative thinking skills; willingness to accept responsibility; negotiating skills; leadership skills; analytical skills; organisational skills; technical skills</p>										

Primary functions	<p>Planning the operational division's work schedule with regard to leave, overtime and standby</p> <p>Determining requirements and creating performance standards work procedures</p> <p>Ensuring that planned training is applicable and scheduled accordingly</p> <p>Providing a safe working place for other employees</p> <p>Being responsible for the implementation of an accountable system to manage operational income</p> <p>Executing City policy and ensuring adherence to applicable acts</p> <p>Holding personnel meetings</p> <p>Encouraging and promoting communication to the lowest level to stimulate unrestricted conversation and grievance management</p> <p>Being responsible for all assets allocated to the Operational Ambulance Division in his/her section.</p> <p>Being responsible for the operational reports</p> <p>Administering all operational correspondence</p> <p>Doing work as required by City policy or the HPCSA</p> <p>Ensuring that security measures are in place and adhered to</p> <p>Being responsible for the compilation and revision of subordinates' post and job descriptions</p> <p>Managing the activities of the operational division</p> <p>Being responsible for implementation of policy in the operational division</p> <p>Ensuring the documentation of procedures and methods</p> <p>Being responsible for the implementation of the operational control system</p> <p>Being responsible for coordination, evaluation, leadership and command during ambulance emergencies</p> <p>Being responsible for motivation of subordinates and the promotion of sound labour relations</p> <p>Being responsible for delegating responsibilities to subordinates</p> <p>Supervising subordinates by means of work procedures, policy advice and evaluation of operational activities</p> <p>Being responsible for the enforcement of discipline in order to ensure effective functioning of the operational division</p> <p>Being responsible for the regular evaluation of procedures and performance</p>
SAP	S70018426, S70018439, S70018440, S70018453, S70018454, S70018469
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: EMERGENCY SERVICES

Division: Business Operations

Section: Emergency Communication Centre

Location: Station 1 (Bosman Fire Station)

Reference number	EMSS109-2019										
Position	TECHNICAL SUPPORT OFFICER										
To be advertised	<table border="1"> <tr> <th>Internal</th> <th>External</th> </tr> </table>	Internal	External								
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Indian male	White female	White male	Person with disability	All categories							
Job level	C3										
Scale	R316 704,00 – R387 468,00 per annum										
Estimated remuneration package	R403 105,07 – R493 174,44 per annum										
Job purpose	To monitor and maintain the Emergency Services Department’s computer systems To install and configure hardware and software To solve technical problems										
Appointment Requirements	Grade 12 or equivalent qualification A relevant three-year tertiary qualification (degree or national diploma) in ICT or equivalent qualification (added advantage) At least four years’ relevant experience in an ICT environment										
Personal attributes and/or competencies	Technical skills; analytical skills; flexibility (working hours); physical fitness; innovative thinking skills; ability to pay attention to detail										
Primary functions	Installing and configuring new technology to be used by the department, such as hardware, operating systems and programs or applications as developed by the ICT Division Carrying out regular maintenance of existing hardware and computer systems Providing assistance to Emergency Services employees with regard to technology-related issues Troubleshooting systems and applications Setting up profiles and emails, issuing access passes for new employees, and assisting with all password-related issues										
SAP	S70019261										
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: EMERGENCY SERVICES

Division: Business Operations

Section: Emergency Planning

Location: Citywide

Reference number	EMSS110-2019										
Position	DISTRICT COMMANDER: URBAN DEVELOPMENT										
To be advertised	<table border="1"> <tr> <th>Internal</th> <th>External</th> </tr> </table>	Internal	External								
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Job level	D1/2										
Scale	R354 336,00 – R546 300,00 per annum										
Estimated remuneration package	R451 003,59 – R695 337,92 per annum										
Job purpose	<p>To perform various managerial, administrative and skilled tasks associated with the interpretation, application and enforcement of fire protection regulations and technical fire safety requirements as they relate to town planning scheme applications, changes in building occupancy</p> <p>To scrutinise fire protection plans for code compliance and to conduct the final inspection of buildings in accordance with approved fire protection plans</p>										
Appointment Requirements	<p>Diploma (graduate) in Fire Technology (SAESI) or Technician Grade in Fire Engineering Science (IFE) or third-year statement of credits of a national diploma in Fire Technology</p> <p>Law Enforcement/Peace Officers Course</p> <p>At least eight years' continuous institutional experience in a recognised emergency services environment</p> <p>Valid code B driver's licence</p>										
Personal attributes and/or competencies	Negotiating skills; advanced linguistic proficiency; business acumen; ability to do presentations; leadership skills; technical skills; project management skills; communication skills; analytical skills; organisational skills										
Primary functions	<p>To coordinate, manage and analyse the reporting on town planning scheme applications and to forecast the situational context of applications in terms of the prevailing fire safety codes and fire response coverage</p> <p>To manage the application of relevant fire codes and standards as they relates to the design, installation and storage of dangerous and classified goods and substances</p> <p>To manage and report on the vulnerable localities index in order to identify priority areas for targeting fire safety services</p> <p>To carry out personnel and performance management</p>										
SAP	S70018319										
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: EMERGENCY SERVICES

Division: N/a

Section: Management and Administrative Support

Location: Headquarters

Reference number	EMSS111-2019										
Position	MANAGEMENT SUPPORT OFFICER										
To be advertised	<table border="1"> <tr> <td>Internal</td> <td>External</td> </tr> </table>	Internal	External								
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Indian male	White female	White male	Person with disability	All categories							
Job level	D2/3										
Scale	R408 192,00 – R664 104,00 per annum										
Estimated remuneration package	R519 552,22 – R845 280,43 per annum										
Job purpose	To execute, on an operational matrix basis, departmental managerial support services, finance managerial support services and strategic managerial support services										
Appointment Requirements	<p>An appropriate career-related tertiary qualification (three-year national diploma or degree) or equivalent qualification</p> <p>At least five years' relevant experience</p> <p>A valid Code B driver's licence</p> <p>Computer literacy (ability to work on complex Excel sheets with comprehensive knowledge of PowerPoint to assist in the development of presentations)</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; ability to work under pressure; negotiating skills; business acumen; leadership skills; project management skills; communication skills; analytical skills; organisational skills										
Primary functions	<p>To provide directives and/or strategic guidance in the preparation of individual scorecards and departmental inputs with regard to performance management, planning and new administrative processes pertaining to strategic and/or business planning</p> <p>To conduct strategic sessions, seminars, workshops, etc to explain amendments to current processes as well as new processes</p> <p>To provide assistance to Divisional Heads, Directors, Deputy Directors, etc as and when needed</p> <p>To advise Divisional Heads in advance with regard to deviations that emanated from the departmental Service Delivery Budget Implementation Plan in order to develop action plans for remediation before entering into one-on-one coaching sessions with the Chief of Emergency Services</p>										

To consolidate and quality-check all departmental inputs with regard to performance management, planning and other related matters in order to prepare for in-year submissions to the Office of the City Manager and to be reviewed by internal auditors (on a quarterly basis) as well as preparations to be reviewed by external auditors at the end of a financial year

Submission of final departmental inputs with regard to performance management, planning and other related matters to relevant role players according to set timeframes and standards

To represent the Emergency Services Department at all related Planning Forum meetings in accordance with the directive from the BPME Unit in the Office of the City Manager

SAP

S70019165

New/natural attrition

New

Enquiries

A Ndwamato (012 358 8637)

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

DEPARTMENT: EMERGENCY SERVICES

Division: Fire and Rescue Operations

Section: Fire and Rescue Operations Cluster

Location: All regions

Re-advertisement

Reference number	EMSS106-2019										
Position	ASSISTANT CHIEF: FIRE AND RESCUE OPERATIONS (3 POSTS)										
To be advertised	<table border="1"> <tr> <td>Internal</td> <td colspan="4">External</td> </tr> </table>	Internal	External								
Internal	External										
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African female	African male	Coloured female	Coloured male	Indian female							
Indian male	White female	White male									
Job level	E1										
Scale	R587 364,00 – R777 720,00 per annum										
Estimated remuneration package	R886 697,33 – R1 128 984,99 per annum										
Job purpose	To take responsibility for operational management; exercise leadership; take command and control of the critical and key performance areas of the Fire and Rescue Operations Division in all seven regions										
Appointment Requirements	Graduate diploma in Fire Technology (SAESI) or graduate diploma in Fire Engineering Science (IFE) or national diploma in Fire Technology At least eight years' continuous institutional experience in a recognised emergency services A valid Code EC1/C1 driver's licence Computer literacy (Microsoft Windows and Office: Word, Outlook/Express, PowerPoint, Excel, Access) Willingness to be assigned to any geographical fire station in Tshwane Willingness and ability to work shifts, and overtime with little or no notice.										
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 functions	Managing; administering and leading the rendering of operational fire, rescue and emergency medical services in the regions, including special operations Commanding and controlling at incidents that involve firefighting, rescue, and hazmat Providing humanitarian services										
SAP	S70017875, S70018258, S70017957										
New/natural attrition	New										
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: EMERGENCY SERVICES

Division: Business Operations

Section: Training Academy

Location: Erasmuskloof Emergency Station

Reference number **EMSS112-2019**

Position **TRAINING OFFICER (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 C2/3/D1

Scale R279 408,00 – R454 464,00 per annum

Estimated remuneration package R355 634,23 – R578 447,84 per annum

Job purpose To function as a training officer by identifying, planning, developing, scheduling, coordinating and implementing a full range of training programmes for the Emergency Services Department
To teach classes in classrooms and at training grounds, in practice, and testing the knowledge and performance of Emergency Services employees

Appointment Requirements Emergency Care Technician or Critical Care Assistant or higher qualification in Emergency Care
Diploma (graduate) in Fire Technology (SAESI) or Technician Grade in Fire Engineering Science (IFE) or second-year statement of credits of a national diploma in Fire Technology or relevant equivalent qualification
Fire Service Instructor 1 or relevant equivalent instructors'/training qualification
At least five years' continuous institutional experience in a recognised emergency services environment
A valid C1 drivers licence with valid PrDP

Personal attributes and/or competencies Negotiating skills; advanced linguistic proficiency; business acumen; ability to do presentations; leadership skills; technical skills; project management skills; communication skills; analytical skills; organisational skills

Primary functions Training, development and implementation of emergency services department training curriculum

SAP S70019122, S70019123

New/natural attrition New

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: EMERGENCY SERVICES

Division: Business Operations

Section: Emergency Planning

Location: City of Tshwane regions

Re-advertisement

Reference number	EMSS099-2019															
Position	EVENTS SAFETY OFFICER (2 POSTS)															
To be advertised	<table border="1"> <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	D1															
Scale	R354 336,00 – R454 464,00 per annum															
Estimated remuneration package	R451 003,59 – R578 447,84 per annum															
Job purpose	<p>To function as an inspector as contemplated in the Safety at Sports and Recreational Events Act</p> <p>To administrate and coordinate procedural applications</p> <p>To enforce emergency services statutory powers related to event public safety risk management and responsibilities</p>															
Appointment Requirements	<p>Associate diploma in Fire Technology/national diploma in Fire Technology or relevant equivalent qualification in disaster or emergency services</p> <p>Law Enforcement/Peace Officers Course</p> <p>At least five years' proven relevant experience in a fire and/or emergency services environment</p> <p>Valid Code B driver's licence</p> <p>Computer literacy</p>															
Personal attributes and/or competencies	Negotiating skills; leadership skills; communication skills; analytical skills; organisational skills; technical skills															
Primary functions	<p>Administrating and coordinating procedural event applications</p> <p>Enforcing the provisions of event and public safety statutory responsibilities as a designated Fire Officer</p> <p>Representing Emergency Services at event planning meetings</p> <p>Representing Emergency Services in the Event Venue Operations Centre (VOC) in accordance with the event categorisation</p> <p>Collating, analysing and reporting on events</p>															
SAP	S70018409, S70018410															
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: EMERGENCY SERVICES

Division: Business Operations

Section: Emergency Planning

Location: Any region

Re-advertisement

Reference number **EMSS100-2019**

Position **DISTRICT COMMANDER: PRE-INCIDENT PLANNING**

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 R354 336,00 – R546 300,00 per annum

Estimated remuneration package R451 003,59 – R695 337,92 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
To coordinate 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
Ability 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 skills; business acumen; leadership skills; project management skills; communication skills; analytical skills; organisational skills; budget management skills; advanced linguistic proficiency; ability to do presentations; technical skills; ability to work effectively on multiple tasks; 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 functions	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 as well as the Divisional Chief for Business Operations and the Chief of Emergency Services
SAP	S70018392
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: EMERGENCY SERVICES

Division: Business Operations

Section: Disaster Risk Management

Location: City of Tshwane regions

Re-advertisement

Reference number	EMSS080-2019															
Position	DISASTER MANAGEMENT OFFICER (4 POSTS)															
To be advertised	<table border="1"> <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	C2/3/D1															
Scale	R279 408,00 – R454 464,00 per annum															
Estimated remuneration package	R355 634,23 – R578 447,84 per annum															
Job purpose	To oversee, 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 strong sense of responsibility; report-writing skills															
Primary functions	Overseeing, coordinating and implementing disaster management activities in order 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															
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: EMERGENCY SERVICES

Division: Fire and Rescue Operations

Section: Fire and Rescue Cluster

Location: Any region

Re-advertisement

Reference number EMSS101-2019
Position DISTRICT COMMANDER: FIRE AND RESCUE OPERATIONS (10 POSTS)

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 R354 336,00 – R546 300,00 per annum

Estimated remuneration package R451 003,59 – R695 337,92 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 that consists of a set of geographically assigned Emergency Services stations in Tshwane

Appointment Requirements Associate diploma in Fire Technology, national diploma in Fire Technology or graduate diploma in Fire Engineering Science (IFE).
At least eight years' applicable operational service in a recognised fire and/or emergency service environment
Valid Code C driver's licence
Computer literacy
Willingness to be assigned to any geographical fire station in Tshwane
Willingness and ability to work shifts, and overtime with little or no notice

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 in accordance with the Emergency Services Command and Control Framework and related SOPs, as well as the 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 Enquiries Natural attrition
A Ndwamato (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: Emergency Medical Operations

Section: Emergency Medical Cluster

Location: Any region

Re-advertisement

Reference number **EMSS102-2019**
Position **AMBULANCE SUPERINTENDENT (3 POSTS)**

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 D1/2

Scale R354 336,00 – R546 300,00 per annum

Estimated remuneration package R451 003,59 – R695 337,92 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 that consists 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
Ability 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 functions 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 in accordance with the Emergency Services Command and Control Framework and related SOPs as well as the 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, Security and EMS
Secretarial		Semi-skilled labour	Support services	Technical	Unskilled labour

DEPARTMENT: EMERGENCY SERVICES

Division: Business Operations

Section: Emergency Planning

Location: Headquarters

Re-advertisement

Reference number	EMSS103-2019										
Position	DEPUTY CHIEF: EMERGENCY PLANNING										
To be advertised	<table border="1"> <tr> <th>Internal</th> <th colspan="4">External</th> </tr> <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>	Internal	External				African female Indian male	African male White female	Coloured female White male	Coloured male Person with disability	Indian female All categories
Internal	External										
African female Indian male	African male White female	Coloured female White male	Coloured male Person with disability	Indian female All categories							
This position seeks to attract											
Job level	E2										
Scale	R699 984,00 – R910 836,00 per annum										
Estimated remuneration package	R1 032 441,57 – R1 300 816,81 per annum										
Job purpose	<p>To coordinate, manage, provide, deliver and maintain an emergency planning service within the boundaries of the City of Tshwane</p> <p>To be responsible, within the City of Tshwane, for rendering emergency planning service duties and any other activities in relation to risk identification and planning to minimise losses of life and property through preventing, eliminating and reducing hazards that contribute to the occurrence and spread of fire and other incidents</p> <p>To evaluate emergency/operational and critical infrastructure contingency plans, emergency planning strategies, etc</p> <p>To manage and facilitate overall optimisation and end-to-end cross-functional integration of emergency planning, control and coordination of operational effort across the department and for other stakeholders</p>										
Appointment Requirements	<p>Advanced diploma in Fire Technology (SAESI Associate)</p> <p>National diploma in Fire Technology or IFE (graduate) or equivalent qualification</p> <p>At least ten years' relevant experience in an emergency planning and management environment, of which five years must be at management level</p> <p>A valid Code B driver's licence</p> <p>Computer literacy</p>										
Personal attributes and/or competencies	<p>Negotiating skills; business acumen; leadership skills; project management skills; communication skills; analytical skills; organising skills; budget management skills; advanced linguistic proficiency; ability to do presentations; technical skills; ability to work effectively on multiple tasks; adaptability; interpersonal skills; time management skills; problem-solving skills; ability to formulate understandable, professional, written communication, reports and documents; ability to interpret instructions; good judgment ability</p>										

Primary functions	<p>Management of cross-functional integration analyses and emergency planning processes</p> <p>Oversight of emergency operational planning, control and coordination in concert with the priorities of the department</p> <p>Management of the emergency planning functions with the aim to maintain an impartial, accountable, transparent and efficient design of built environment response</p> <p>Emergency planning to identify risks and to control the event safety and urban development functions in the City of Tshwane, subject to legislated responsibilities, national standards and the directives of the Divisional Chief: Business Operations</p>
SAP	S70018349
New/natural attrition	Natural attrition
Enquiries	A Ndwamato (012 358 8637)/T Terblanche (012 358 3524)

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

DEPARTMENT: EMERGENCY SERVICES

Division: Office of the Chief of Emergency

Section: Special Operations and Command

Location: Emergency Services HQ

Re-advertisement

Reference number EMSS105-2019

Position ASSISTANT CHIEF: TACTICAL COORDINATION

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 E1

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

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

Job purpose To plan, direct and supervise Special Operations Tactical Coordination across Emergency Services Operations Divisions and Sections in order to ensure a constant state of special operations emergency readiness to deal with specialised and complex technical emergency responses; subject to chain of command standards and protocols, and directives of the Chief of Emergency Services

Appointment Requirements Graduate diploma in Fire Technology (SAESI), or graduate diploma in Fire Engineering Science (IFE), or national diploma in Fire Technology, or relevant equivalent qualification related to the emergency services environment
At least eight years' continuous institutional experience in a recognised emergency services or military environment
NFPA certified Rescue Technician and certified Hazardous Materials Technician
A valid Code EC1/C1 driver's licence
Computer literacy (Microsoft Windows and Office Word, Outlook/Express, PowerPoint, Excel, Access)

Personal attributes and/or competencies Negotiating skills; leadership skills; project management skills; communication skills; advanced linguistic proficiency; willingness to accept responsibility; ability to pay attention to detail; ability to work under pressure

Primary functions Leading and directing the tactical coordination of Special Operations' response readiness
Managing the implementation of the Special Operations Tactical Response Plan
Coordinating the systematic provision and maintenance of Special Operations skills needs
Managing and coordinating Special Operations Task Force deployment

SAP S70019226

New/natural attrition New

Enquiries A Ndwamato (012 358 8637)

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

DEPARTMENT: EMERGENCY SERVICES

Division: Emergency Medical Operations; Fire and Rescue Operations; Business Operations

Section: N/A

Location: Emergency Services HQ

Reference number **EMSS113-2019**

Position **ASSISTANT CHIEF: STAFF OFFICER (3 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 E1

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

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

Job purpose To manage and facilitate overall optimisation and end-to-end cross-functional integration of planning, control and coordination of operational effort across the division in the Office of the Divisional Chief

Appointment Requirements An appropriate three-year career-related tertiary qualification (national diploma or degree) in human resources, business, commerce or emergency services discipline or equivalent qualification
At least eight years' continuous experience in a recognised emergency services environment
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
Valid Code B driver's licence

Personal attributes and/or competencies Negotiating skills; advanced linguistic proficiency; business acumen; ability to do presentations; leadership skills; technical skills; project management skills; communication skills; analytical skills; organisational skills

Primary functions Managing cross-functional integration analyses and planning processes
Directing and maintaining a consolidated approach across the division towards the achievement of acceptable standards of performance
Monitoring divisional management practices in line with departmental strategic objectives, policies, standing orders and service instructions through cross-functional integration of priorities and goals at every level in the department
Overseeing day-to-day operational planning, control and coordination in concert with the priorities of the division
Coordinating and tracking work processes and multiple projects across functions

SAP S70073596; S70073595; S70017667

New/natural attrition New

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: ENVIRONMENT AND AGRICULTURE MANAGEMENT

Division: Environmental Management and Parks

Section: Parks, Recreation and Crematorium Operations

Location: Booyens Nursery

Reference number	AEMA196-2019					
Position	HORTICULTURIST					
To be advertised	<table border="0" style="width:100%; background-color:#cccccc;"> <tr> <td style="width:50%; text-align:center;">Internal</td> <td style="width:50%; text-align:center;">External</td> </tr> </table>	Internal	External			
Internal	External					
This position seeks to attract	<table border="0" style="width:100%;"> <tr> <td style="width:25%; background-color:#cccccc;">African female Indian male</td> <td style="width:25%; background-color:#cccccc;">African male</td> <td style="width:25%; background-color:#000000;"></td> <td style="width:25%; background-color:#cccccc;">Coloured male Person with disability</td> <td style="width:20%; background-color:#000000;"></td> </tr> </table>	African female Indian male	African male		Coloured male Person with disability	
African female Indian male	African male		Coloured male Person with disability			
Job level	C1/2/3					
Scale	R243 912,00 – R387 468,00 per annum					
Estimated remuneration package	R310 454,45 – R493 174,44 per annum					
Job purpose	To propagate plants in the nursery, to maintain plants in the production units, to provide plant hiring and plant sales to the public, and to issue plants to the regions					
Appointment Requirements	<p>An appropriate three-year tertiary career-related qualification (degree or national diploma) in Horticulture or equivalent qualification</p> <p>At least two years' relevant experience in nursery related experience propagating plants</p> <p>Valid Code B driver's licence</p> <p>Computer literacy (MS Word, MS Excel)</p>					
Personal attributes and/or competencies	Good communication skills; physical fitness; friendliness and ability to work with a group of people as well as internal and external customers; good management of time and work					
Primary functions	<p>To propagate plant material to meet the regional needs of Environment and Agriculture Management</p> <p>To provide an effective and efficient plant sales and plant hiring service</p> <p>To maintain the production units efficiently and effectively so that the production targets of the nursery are maintained, and to maintain gardens around the offices</p> <p>To provide effective and efficient issuing of plants to internal and external clients</p> <p>To provide an effective management and administration service</p> <p>To apply principles and guidelines as stated in the Occupational Health and Safety Act in the workplace</p>					
SAP	S70002431					
New/natural attrition	Natural attrition					
Enquiries	S Paul (012 358 6090)/L Mpshane (012 358 5695)					

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

DEPARTMENT: ENVIRONMENT AND AGRICULTURE MANAGEMENT

Division: Environmental Management and Parks

Section: Nature Conservation Operations

Location: Groenkloof Nature Reserve

Reference number	AEMA198-2019				
Position	NATURE CONSERVATIONIST				
To be advertised	Internal		External		
This position seeks to attract	African female Indian male	African male		Coloured male Person with disability	
Job level	C1/2/3				
Scale	R243 912,00 – R387 468,00 per annum				
Estimated remuneration package	R310 454,45 – R493 174,44 per annum				
Job purpose	To manage green areas and nature reserves in a sustainable way while also providing access to the public and protecting the environment				
Appointment Requirements	<p>An appropriate three-year tertiary qualification (Degree or National diploma) in Nature Conservation or Game Ranch Management or a Degree in Wildlife management</p> <p>A management course will be an added advantage</p> <p>Relevant experience in nature conservation</p> <p>Valid Code B driver's licence</p> <p>Computer literacy</p>				
Personal attributes and/or competencies	Negotiating skills; business acumen; leadership skills; project management skills; communication skills				
Primary functions	<p>Ecological management of nature areas</p> <p>Visitors' management</p> <p>Law enforcement</p> <p>Personnel management</p> <p>Administrative duties</p>				
SAP	S70024400				
New/natural attrition	Natural attrition				
Enquiries	T Prinsloo (012 358 1742)				

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

DEPARTMENT: ENVIRONMENT AND AGRICULTURE MANAGEMENT

Division: Environmental Management and Parks

Section: Resort Operations

Location: Region 1: Klip-Kruisfontein Resort and Region 5: Derdepoort Resort

Reference number	AEMA199-2019				
Position	RESORT SUPERINTENDENT (2 POSTS)				
To be advertised	Internal		External		
This position seeks to attract	African female Indian male	African male		Coloured male Person with disability	
Job level	C2/3				
Scale	R279 408,00 – R387 468,00 per annum				
Estimated remuneration package	R355 634,23 – R493 174,44 per annum				
Job purpose	To promote the effective functioning of the department by providing leisure facilities and activities to the general public by means of a resort and caravan park				
Appointment Requirements	Grade 12 or equivalent qualification At least five years relevant experience Supervisory experience Valid Code C/EC driver's licence Computer literacy				
Personal attributes and/or competencies	Attention to detail; good communication skills; patience; good interpersonal skills; integrity; numerical skills; budget management skills; project management skills; good business acumen; ability to work independently; being assertive in dealing and liaising with the public; ability to work under pressure.				
Primary functions	To establish resort and caravan park/camp services To assist and ensure that resorts are managed properly To assist and promote financial control To assist with the determination of leisure needs of the community To assist with the promotion of resort services and facilities To assist with the general administration and management of the resort To assist with the implementation of a network of information about resorts and leisure facilities				
SAP	S70073130; S70056484				
New/natural attrition	Natural attrition				
Enquiries	N Ramavhona (012 358 6189)				

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

DEPARTMENT: ENVIRONMENT AND AGRICULTURE MANAGEMENT

Division: Office of the Group Head

Section: Management and Admin Support

Location: Pretoria Central

Reference number	AEMA200-2019				
Position	FINANCIAL SUPPORT OFFICER				
To be advertised	Internal		External		
This position seeks to attract	African female Indian male	African male		Coloured male Person with disability	
Job level	C2/3/D1				
Scale	R279 408,00 – R454 464,00 per annum				
Estimated remuneration package	R355 634,23 – R578 447,84 per annum				
Job purpose	To render complete financial support services to the department				
Appointment Requirements	An appropriate three-year tertiary qualification (degree or national diploma) or equivalent qualification Relevant experience Valid Code B driver's licence Computer literacy				
Personal attributes and/or competencies	Ability to pay attention to detail; good communication skills; patience; good interpersonal skills; integrity; numerical skills; willingness to accept responsibility; innovative thinking skills				
Primary functions	Managing IDP, capital budget and projects Managing revenue budget for the department Managing audit reports and enquiries Managing actions related to SAP revenue and expenditure Managing petty cash Managing communication network Managing messenger services Managing payment to creditors Conducting budget control and related actions				
SAP	S70002288				
New/natural attrition	Natural attrition				
Enquiries	P de Wit (012 358 0439)				

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

DEPARTMENT: COMMUNICATION, MARKETING AND EVENTS

Division: Strategic Marketing

Section: N/A

Location: Pretoria Central

Reference number	CMED052-2019
Position	SENIOR SECRETARY
To be advertised	Internal External
This position seeks to attract	African female African male Coloured female Indian female Indian male Person with disability
Job level	C2
Scale	R279 408,00 – R341 820,00 per annum
Estimated remuneration package	R355 634,23 – R435 073,05 per annum
Job purpose	To provide an effective and efficient secretarial support service to the Divisional Head: Strategic Marketing
Appointment Requirements	Grade 12 or an equivalent qualification plus a secretarial qualification/training Relevant secretarial and office administration experience Valid Code B driver's licence will be an added advantage Computer literacy
Personal attributes and/or competencies	Good communication skills (verbal and written): ability to work under pressure and meet deadlines; good organisational skills; time management skills; integrity; innovative thinking; energy and positive attitude; flexibility; ability to pay attention to detail; excellent human relations
Primary functions	Providing executive secretarial services Providing an office administration service Providing a meeting administration service Providing a typing and computer operating service Managing internal and external stakeholders Performing miscellaneous job-related duties as assigned by the Divisional Head
SAP	S70002004
New/natural attrition	Natural attrition
Enquiries	M Matloa (012 358 6065)/F Mangwegape (012 350 5350)

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: Region 1 (Akasia)

Reference number	FISE543-2019					
Position	SENIOR CASHIER (2 POSTS)					
To be advertised	<table border="1"> <tr> <td>Internal</td> <td>External</td> </tr> </table>	Internal	External			
Internal	External					
This position seeks to attract	<table border="1"> <tr> <td>Indian male</td> <td>African male</td> <td>Coloured female</td> <td>Person with disability</td> <td>Indian female</td> </tr> </table>	Indian male	African male	Coloured female	Person with disability	Indian female
Indian male	African male	Coloured female	Person with disability	Indian female		
Job level	C1					
Scale	R243 912,00 – R304 332,00 per annum					
Estimated remuneration package	R310 454,45 – R387 357,83 per annum					
Job purpose	Providing an uninterrupted cashier service at all times.					
Appointment Requirements	Grade 12 or equivalent qualification with Accountancy and/or Mathematics as subjects Relevant experience as a cashier Supervisory experience will be an added advantage Computer literacy Willingness and ability to work shifts					
Personal attributes and/or competencies	Ability to pay attention to detail; good communication skills; good interpersonal skills; initiative and flexibility; listening skills; time management skills; adaptability					
Primary functions	Rendering a cashier service at pay points Controlling the receipt of money and balancing it Controlling the safekeeping and banking of money Controlling the general administration of the office Attending to problems and queries Attending meetings					
SAP	S70011196; S70011194					
New/natural attrition	Natural attrition					
Enquiries	B Matseke (012 358 4453)/L Mphago (012 358 9012)					

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	FISE545-2019					
Position	SENIOR STOREKEEPER (2 POSTS)					
To be advertised	<table border="1"> <tr> <td>Internal</td> <td>External</td> </tr> </table>	Internal	External			
Internal	External					
This position seeks to attract	<table border="1"> <tr> <td>Indian male</td> <td>African male</td> <td>Coloured female</td> <td>Person with disability</td> <td>Indian female</td> </tr> </table>	Indian male	African male	Coloured female	Person with disability	Indian female
Indian male	African male	Coloured female	Person with disability	Indian female		
Job level	C1/2/3					
Scale	R243 912,00 – R387 468,00 per annum					
Estimated remuneration package	R310 454,45 – R493 174,44 per annum					
Job purpose	To be responsible for the unrestricted and continuous work performance of the store under the jurisdiction of this post with regards to managing, receiving, safe storing, record-keeping and the issuing of material, in order to render an efficient and effective provisioning service to all the components of the City to enable the City of Tshwane to fulfil its commitments					
Appointment requirements	Grade 12 or an equivalent qualification Relevant experience in store operations Valid Code B driver's licence Computer literacy					
Personal attributes and/or competencies	Excellent eyesight; excellent hand-eye coordination; energy and patience; innovative thinking; ability to work independently					
Primary functions	Being responsible for the management of the specific store under the jurisdiction of this post Seeing to it that the objectives of the Municipality's stock system adhered Assisting in yearly as well as continuous stock takings of specific store under the jurisdiction of this post Investigating and determining the cause of stock items been damaged Determining in cooperation with the user departments, which items must be kept in stock Reviewing and revising stock quantities in the specific store Organising the specific store Being responsible for inputting all store transactions on the computer					
SAP	S70010937; S70010941					
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 FINANCIAL SERVICES

Division: Treasury

Section: Funding and Investment Relations

Location: Pretoria Central

Re-advertisement

Reference number **FISE535-2019**

Position **DEPUTY DIRECTOR: INVESTMENT RELATIONS**

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

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

Job level E1

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

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

Job purpose To maintain constant communication with investors and other lenders to the City, through messages that inform investors of what is happening in the City
 To ensure that the City receives positive news coverage
 To advance and protect the City’s good image and reputation, in order for investors to maintain their faith and confidence in the ability of the City, not only to deliver on its mandated obligations, but also having the assurance that the City is a reliable issuer of debt that meets all its financial obligations when they fall due

Appointment Requirements An appropriate career-related tertiary qualification (three-year national diploma or degree) in Accounting or Municipal Finance or equivalent qualification
 A postgraduate degree in Accounting and/or Financial Management and/or Investment Management will be an added advantage
 At least five years’ relevant experience in managing investment and borrowing processes as well as the managing and administration of short- and long-term investments
 At least two years’ management/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, will be an added advantage
 Valid Code B driver’s licence
 Computer literacy

Personal attributes and/or competencies Ability to pay attention to detail; ability to be goal-oriented; analytical thinking skills; interpersonal skills; communication skills; problem-solving skills; ability to work under pressure; accountability; ability to lead and manage people

Primary functions

To enhance the good image of the City by continuously providing the investment community with positive news about the City and being frank and upfront about challenges the City faces

To prepare and distribute fact sheets about the City on the website and elsewhere relevant in order to keep investors constantly informed of developments

To ensure that the City's website is always updated with relevant information such as the AFS, interim management reports and speeches by the Executive Mayor,

To arrange for roadshows where senior management is present to be presented to investors and bankers on developments in the City, including forward plans

To hold regular and well-planned engagements with investors and banks, where the City's financial and other business affairs are shared and discussed

To make presentations of financial and other relevant information to investors

To ensure that senior management is given the opportunity to discuss the City's strategy with investors and to clarify issues where required

To prepare talking briefs for senior management and the Mayoral Committee to be used when addressing investors

To hold regular engagements with the City's leadership with the objective of keeping abreast of developments in the City and offering appropriate advice

To act as the internal critic of the City, with a view to image improvement

To conduct interviews with the CFOs and CEOs of entities and other senior officials in order to get a balanced view of the status of the City

To develop investor relations material for dissemination to investors and other interested stakeholders

To engage with the City's appointed Credit Rating Agency (CRA) and to be the City's ambassador in the process of formulating credit rating opinions awarded the City

To provide any necessary guidance to the appointed CRA when they perform the rating assignment

To coordinate the rating process assignment throughout the City when the process is underway

To ensure that all the City's participants in the credit rating process are sufficiently prepared to meaningfully engage with the CRA

To contribute to the compilation of the City's Annual Report through the inclusion of information required for ongoing opinion forming by investors and other interested parties

To create the "city story", with clear messages as to what the City is about and what it stands for

To create an official profile of the City's key decision makers and to ensure that this is widely propagated in the public space

To include recent reports compiled by the appointed CRA and indicate what importance the City attaches to the reports

To create official information dissemination platforms on the City's public website, at customer care centres and through regular engagements, and to keep up bankable relationships

To include recent reports compiled by the appointed CRA and indicate what importance the City attaches to the reports.

To keep up good bankable relationships: The City's image and reputation are paramount to its ability to have good access to the debt capital markets and to raise funding of a desired tenure at the lowest possible cost.

To ensure that the City's image is always kept upbeat by constantly communicating the right messages to lenders and other investors, which imbue a positive outlook in the investors' eyes. In order for the City to achieve this, the position of Deputy Director: Banking and Investment Relations must inter alia carry out the following:

To continuously motivate staff to perform to their best ability

To continuously manage and oversee all functions of this section

To contribute overall to the Treasury Office top management discussions and initiatives

To plan, organise, implement and control the mandated functions of this section

To contribute material for professional purposes to the treasury profession at large and specifically to the investor relations profession, particularly in local government

To innovatively assist the City of Tshwane to minimise its cost of doing business and to be the leading institution in local government administration

To effectively apply the Batho Pele principles

SAP

S70073580

**New/natural
attrition**

Natural attrition

Enquiries

B Matseke (012 358 4453)/C Thipe (012 358 0522)

Receiving and logging role mappings for the division
Ensuring effective and efficient logistical support services with regard to training and bursaries
Attending the meetings of the divisional training committee
Compiling the monthly reports with regard to training and bursaries

SAP

S70003853

**New/natural
attrition**

Natural attrition

Enquiries

M Nkadimeng (012 358 6043)/D Nkhuna (012 358 3821)

Receiving and logging role mappings for the department
Ensuring effective and efficient logistical support services with regard to training and bursaries
Attending the meetings of the divisional training committee
Compiling the monthly reports with regard to training and bursaries

SAP

S70008278

**New/natural
attrition**

Natural attrition

Enquiries

J Masilela (012 358 0255)

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: Strategic Management Support
Section: N/A
Location: Pretoria Central

Reference number **OFCW079-2019**

Position **SENIOR SECRETARY**

To be advertised Internal External

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

Job level C2

Scale R279 408,00 – R341 820,00 per annum

Estimated remuneration package R355 634,23 – R435 073,05 per annum

Job purpose To render secretariat and administrative support services to the Office of the Chief Whip

Appointment Requirements Grade 12 or an equivalent qualification plus a secretarial qualification/training
Relevant secretarial experience
Computer literacy
SAP training and experience will be an added advantage

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 Rendering a secretarial function
Rendering an office administration function
Rendering a telephone and reception service
Rendering a typing function
Organising diaries
Ensuring meeting arrangements
Conducting general office management

SAP S70001063

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 SPEAKER
Division: Strategic Support and Special Programmes
Section: Special Programme Management and Civil Support
Location: Pretoria Central

Reference number **OFSP121-2019**

Position **SENIOR ADMINISTRATIVE OFFICER**

To be advertised Internal External

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

Job level C1/2/3

Scale R243 912,00 – R387 468,00 per annum

Estimated remuneration package R310 454,45 – R493 174,44 per annum

Job purpose To monitor and manage administrative support services

Appointment requirements Grade 12 or equivalent qualification
Relevant experience in office administration support
Computer literacy

Personal attributes and/or competencies Good communication skills; organisational skills; negotiation skills; integrity; ability to pay attention to detail; independence regarding the execution of assigned duties; ability to work under pressure; willingness to accept responsibility; ability to work with deadlines.

Primary functions To ensure effective administration support
To ensure that any tasks given are done effectively
To provide efficient administrative support

SAP S70000807

New/natural attrition Natural attrition

Enquiries M Mabotja (012 358 4409)

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

DEPARTMENT: OFFICE OF THE SPEAKER
Division: Council and Committees Secretariat Services
Section: Council and Committees Oversight Services
Location: Pretoria Central

Reference number	OFSP122-2019					
Position	SECRETARY					
To be advertised	Internal External					
This position seeks to attract	<table border="1"> <tr> <td>Indian male</td> <td>African male White female</td> <td>Coloured female</td> <td>Coloured male Person with disability</td> <td></td> </tr> </table>	Indian male	African male White female	Coloured female	Coloured male Person with disability	
Indian male	African male White female	Coloured female	Coloured male Person with disability			
Job level	C1					
Scale	R243 912,00 – R304 332,00 per annum					
Estimated remuneration package	R310 454,45 – R387 357,83 per annum					
Job purpose	To render effective and efficient secretarial, clerical and other administrative tasks in support service to the Director					
Appointment requirements	Grade 12 or an equivalent qualification plus a secretarial qualification/training Relevant experience A valid Code B drivers licence will be an added advantage Computer literacy					
Personal attributes and/or competencies	Integrity; intelligence; patience; innovative thinking; energy; imagination; flexibility ability to meet strict deadlines; willingness to accept responsibility					
Primary functions	Performing secretarial, clerical and other administrative tasks in support of the Director Responding to telephone and electronic enquiries and forwarding to the appropriate person Greeting and receiving clients and visitors Filing and processing mail Screening requests for meetings or appointments and helping to organise meetings Executing diverse official secretarial duties					
SAP	S70000766					
New/natural attrition	Natural attrition					
Enquiries	M Mabotja (012 348 4409)					

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

DEPARTMENT: OFFICE OF THE SPEAKER

Division: Ward Administration and Community Mobilisation

Section: Ward Committee, Community Mobilisation and Development

Location: Pretoria Central

Re-advertisement

Reference number	OFSP114-2019					
Position	LIAISON OFFICER (8 POSTS)					
To be advertised	<table border="1"> <tr> <td>Internal</td> <td>External</td> </tr> </table>	Internal	External			
Internal	External					
This position seeks to attract	<table border="1"> <tr> <td>Indian male</td> <td>African male White female</td> <td>Coloured female</td> <td>Coloured male Person with disability</td> <td></td> </tr> </table>	Indian male	African male White female	Coloured female	Coloured male Person with disability	
Indian male	African male White female	Coloured female	Coloured male Person with disability			
Job level	C2/3/D1					
Scale	R279 408,00 – R454 464,00 per annum					
Estimated remuneration package	R355 634,23 – R578 447,84 per annum					
Job purpose	To liaise with ward committees, other community stakeholders and NGOs, public and businesses as well as other departments with regard to civil and mayoral events and other relevant issues in order to ensure local protocol and to establish and maintain a database					
Appointment requirements	<p>Grade 12 or equivalent qualification</p> <p>An appropriate three-year tertiary career-related degree/national diploma or equivalent qualification will be an added advantage</p> <p>Relevant experience in community participation</p> <p>A valid Code B driver's licence</p> <p>Computer literacy</p>					
Personal attributes and/or competencies	Integrity; intelligence; patience; innovative thinking skills; energy; imagination; flexibility; willingness to accept responsibility; good communication skills; ability to work under pressure; ability to meet deadlines; good organisational skills; ability to carry out duties and responsibilities with limited supervision; ability to make appropriate decisions and establish work priorities					
Primary functions	<p>Liaising between the community and the municipality with regard to the IDP and budget processes</p> <p>Providing administrative support to councillors and ward committees</p> <p>Arranging public meetings for the ward councillor's feedback meetings</p> <p>Arranging public/stakeholder meetings for feedback on the IDP and budget processes</p> <p>Ensuring the compilation of a database of local NGOs, CBOs, BFOs, etc</p> <p>Frequently investigating new possibilities to communicate with internal and external target groups</p>					

Facilitating the participation of ward committees and the larger community in scheduled meetings when their input is required
Forwarding the priority issues/needs tabled by ward committees to the City of Tshwane's responsible division for inclusion in the IDP documents
Assisting and advising the City of Tshwane and the provincial and national departments on the progress or lack of process with regard to projects, especially those budgeted for and executed by the various departments in the City of Tshwane
Distributing information on role players in the regions

SAP S70000975; S70000978; S70000983; S70000986; S70000993; S70000996; S70000997; S70000998

New/natural attrition Natural attrition

Enquiries M Mabotja (012 358 4409)

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

DEPARTMENT: REGIONAL OPERATIONS AND COORDINATION

Division: Technical Services

Section: Network Operations and Control Management

Location: Capital Park

Reference number	SDTM965-2019				
Position	FOREMAN				
To be advertised	Internal		External		
This position seeks to attract	African female Indian male	African male White female	Coloured female [REDACTED]	Coloured male Person with disability	Indian female [REDACTED]
Job level	C3				
Scale	R316 704,00 – R387 468,00 per annum				
Estimated remuneration package	R403 105,07 – R493 174,44 per annum				
Job purpose	<p>To supervise and monitor dispatching personnel at the control room. To attend to single consumer complaints, single power failures or area interruptions for restoration of electricity supply as soon as possible from the Fault Report Centre To attend to any request or complaint in order to ensure a safe electricity supply</p>				
Appointment requirements	<p>N6 or equivalent qualification Trade certificate as Electrician (red seal) Wireman licence (Installation Electrician – Three Phase) LV and MV switching certificate Safety regulations certificate ORHVS certificate Appropriate career-related training and experience At least three years' technical experience as an electrician in a local authority electrical distribution network. Valid Code B Driver's licence Computer literacy Willingness and ability to work shifts, standby and overtime</p>				
Personal attributes and/or competencies	<p>Excellent communication skills; ability to work under pressure; analytical skills; good organisation skills; time management skills; ability to work independently; good interpersonal relations; leadership skills; mental ability to work in a stressful environment; problem-solving and decision-making skills</p>				
Primary functions	<p>To supervise and monitor dispatching personnel at the control room To attend to single consumer complaints, single power failures or area interruptions for restoration of electricity supply as soon as possible To attend to any request or complaint in order to ensure a safe electricity supply</p>				
SAP	S70006147				

**New/natural
attrition
Enquiries**

Natural attrition

M Londt (012 358 2416)/A Mnisi (012 358 4185)

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 and Support

Section: Regional Technical Services

Location: Capital Park

Reference number SDTM966-2019

Position CONTROL ROOM OPERATOR

To be advertised Internal External

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

Job level C1

Scale R243 912,00 – R304 332,00 per annum

Estimated remuneration package R310 454,45 – R387 357,83 per annum

Job purpose To monitor the SCADA system and to report indications and faults on the SCADA system
 To keep records and provide general office assistance to all control room functions in order to ensure optimal control room function and service delivery to all internal and external clients

Appointment requirements Grade 12, N3 or equivalent qualification
 Safety regulations certificate
 At least three years' relevant career-related experience
 Experience to operate on SCADA and DMS system
 Computer literacy
Willingness and ability to work shifts, standby and overtime

Personal attributes and/or competencies Analytical thinking; adaptability; skilled in radio and telephone communication; interpersonal abilities; mental ability in stress handling; problem-solving and decision-making skills; thorough geographic knowledge of the electrical network; ability to relate and communicate to all social levels; sound industrial relations skills

Primary functions To monitor the SCADA system, report indications and faults on the SCADA system
 To keep records and provide general office assistance to all control room functions in order to ensure optimal control room function and service delivery to all internal and external clients

SAP S70006084

New/natural attrition Natural attrition

Enquiries M Londt (012 358 2416)/A Mnisi (012 358 4185)

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 Storm Water Infrastructure Maintenance Management
Location: Belle Ombre Depot

Reference number SDTM968-2019

Position ARTISAN (4 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 Person with disability

Job level C1/2

Scale R243 912,00 – R341 820,00 per annum

Estimated remuneration package R310 454,45 – R435 073,05 per annum

Job purpose To supervise and organise an operational team for the execution of operations maintenance, road-building and storm water system maintenance by ensuring that all day-to-day operational tasks are executed effectively and cost-efficiently

Appointment Requirements Trade certificate as qualified Bricklayer/Mason (red seal), or being a trained construction road maker
At least five years' relevant experience in the maintenance of road and storm water systems
Competence in operating all road construction machinery will be an added advantage
Valid Code C1 driver's licence with a valid PrDP
Physical fitness and health
An OHS representative course will be an added advantage
Willingness to work shifts and, when required, and to work overtime and standby

Personal attributes and/or competencies Ability to understand and analyse technical drawings; understand and implement technical working methods; competent in operating all road construction machinery; good interpersonal skills; leadership skills; willingness to work in areas where criminal elements or road vehicle traffic is a threat

Primary functions Repairing, rebuilding and maintaining storm water structures, pavements, channels and storm water pipes
Doing concrete work by preparing and casting according to drawings
Laying pipes according to drawings and specifications
Inspecting contractors who are working on site
Supervising the operations team and assigning duties
Organising equipment and material for the execution of tasks

Handling vehicles and equipment
Ensuring the safety of on-site staff by enforcing OHS standards

SAP S70020016; S70020049; S70020127; S70020153

**New/natural
attrition** Natural attrition

Enquiries J Marx (012 358 0652)/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 Technical Operations Coordination
Section: Roads and Storm Water Infrastructure Maintenance Management
Location: Belle Ombre Depot

Reference number	SDTM969-2019				
Position	FOREMAN (2 POSTS)				
To be advertised	Internal		External		
This position seeks to attract	African female Indian male	African male White female	Coloured female [REDACTED]	Coloured male Person with disability	Indian female [REDACTED]
Job level	C3				
Scale	R316 704,00 – R387 468,00 per annum				
Estimated remuneration package	R403 105,07 – R493 174,44 per annum				
Job purpose	To manage, coordinate and monitor contracts, contractors, staff, material, equipment and machinery in order to ensure that operational tasks related to roads, storm water systems, traffic signs and road markings are performed economically, efficiently and effectively				
Appointment Requirements	<p>N3 or equivalent qualification will be an added advantage Trade certificate as qualified Bricklayer/Mason (red seal), or being a trained construction road maker Relevant experience in the maintenance of roads, storm water systems, traffic signs and road markings Project management experience will be an added advantage A valid Code B driver's licence Physically fit and healthy Willingness to work shifts Willingness to work overtime and standby when required</p>				
Personal attributes and/or competencies	Being self-assertive in dealing and liaising with the public; good communication skills (verbal and written); good interpersonal skills; ability to work under pressure; willingness and ability to work as a team; reliability; independence regarding the execution of assigned duties; positive attitude; trainability; ability to make technical decisions regarding the method of work; management abilities				
Primary functions	<p>To carry out daily maintenance operations and site supervision of: Operational work/tasks related to roads, storm water systems and concrete work, traffic signs and road markings Budget monitoring Maintenance operations personnel management Information management</p>				

Project management

SAP

S70019982, S70020100

**New/natural
attrition**

New

Enquiries

J Marx (012 358 0652)/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 Technical Operations Coordination

Section: Roads and Storm Water Infrastructure Maintenance Management

Location: Bon Accord Asphalt Plant and Stone Quarry

Re-advertisement

Reference number **SDTM897-2019**

Position **FOREMAN**

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

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

Job level C3

Scale R316 704,00 – R387 468,00 per annum

Estimated remuneration package R403 105,07 – R493 174,44 per annum

Job purpose To render a support service to the Functional Head: Asphalt Plant and Stone Quarry, and for the mining and production of road-building construction materials
 To deliver a technical and technologic support service
 To provide resources to execute maintenance

Appointment requirements N3 or equivalent qualification will be an added advantage
 Trade certificate as an Artisan (Millwright, Diesel or Electrical)
 Valid blasting certificate or completed training as a Blasting Assistant will be an added advantage
 Relevant experience in the maintaining of crusher, asphalt or equivalent plants
 Physical fitness and health
 Computer literacy
 Valid Code EB driver's licence
 Willingness to work shifts
 Willingness to work overtime and standby when required

Personal attributes and/or competencies Assertiveness in dealing and liaising with the public; good communication skills (written and verbal); good interpersonal skills; ability to work under pressure; willingness and ability to work as part of a team; reliability; good human relations skills; independence regarding the execution of assigned duties; positive attitude; trainability

Primary functions Planning the maintenance of the operational plants

Managing the maintenance of operational plants (crusher screening and asphalt) to ensure that asphalt is manufactured for the repair of potholes in all regions of Tshwane
Allocating daily tasks to the supervisors and workers in order to ensure effective operations
Ensuring that Mine Health and Safety is implemented at the mine

SAP

S70020239

**New/natural
attrition**

Natural attrition

Enquiries

T Botha (012 358 9576)/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: Region 1

Section: Roads and Transport

Location: Mabopane Roads Depot

Reference number	SDTM971-1-2019				
Position	FOREMAN (2 POSTS)				
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	C3				
Scale	R316 704,00 – R387 468,00 per annum				
Estimated remuneration package	R403 105,07 – R493 174,44 per annum				
Job purpose	To manage, coordinate and monitor contracts, contractors, staff, material, equipment and machinery in order to ensure that operational tasks that consist of roads, storm water systems, traffic signs and road markings are performed economically, efficiently and effectively				
Appointment Requirements	N6 or equivalent qualification At least five years' relevant experience and training in roads and storm water system and traffic signal maintenance Valid Code B driver's licence Supervisory experience Computer literacy Willingness and ability to work shifts Willingness and ability to work overtime and standby when required				
Personal attributes and/or competencies	Reliability; good human relations; independence regarding the execution of assigned duties; positive attitude; communication skills (verbal and written); trainability; ability to work with people and under pressure; ability to make technical decisions regarding the method of work				
Primary functions	Organising materials for the teams by reserving the required materials from the store Ensuring that teams have the required equipment Ensuring that workers are wearing the required protective clothing Inspecting worksites to check on the work being done by the teams While on inspection, recording any faults on the road infrastructure to fix in future Inspecting all the work carried out by contractors by checking the quality of the work done				

Verifying the quantities for payment purposes

SAP

S70021694; S70021713

**New/natural
attrition**

Natural attrition

Enquiries

J Mokwena (012 358 2995)/L Ncube (012 358 7040)

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 1

Section: Energy and Electricity

Location: Distribution Operations Services: Rosslyn (1 position) and Soshanguve (2 positions)

Reference number **SDTM972-1-2019**

Position **ARTISAN (ELECTRICIAN) (3 POSTS)**

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

Job level C1/2

Scale R243 912,00 – R341 820,00 per annum

Estimated remuneration package R310 454,45 – R435 073,05 per annum

Job purpose To execute projects (operations) in an effective way by keeping to the set targets of time, cost, resources and standards of each project
To adhere to the OHS Act

Appointment requirements Trade certificate as Electrician
Valid C1 driver's licence with valid PrDP
Relevant experience in local authority electrical networks
Physical fitness and health
Willingness and ability to work shifts, standby and overtime

Personal attributes and/or competencies No colour blindness; no serious physical disabilities; no back problems; interpersonal skills; ability to concentrate for prolonged periods; communication skills (written and verbal); no fear of heights (acrophobia); dependability and trustworthiness; ability to understand and execute instructions of supervisor

Primary functions Optimally utilising resources for cost-effectiveness of vehicles tools and material
Constructing electrical network to ensure effective service delivery
Maintaining the existing electrical network to ensure network stability
Adhering to the OHS Act

SAP S70020871; S70020726; S70020587

New/natural attrition Natural attrition

Enquiries M Chikolo (012 358 9483)/L Ncube (012 358 7040)

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 depot****Reference number** SDTM975-2-2019**Position** SYSTEM OPERATOR**To be advertised** Internal External**This position seeks to attract** Indian male African male White female Coloured male Person with disability Indian female**Job level** C1/2**Scale** R243 912,00 – R341 820,00 per annum**Estimated remuneration package** R310 454,45 – R435 073,05 per annum**Job purpose** To operate 11 kV network; isolate 11 kV components for other departments to perform tasks on the network. To commission new 11 kV faulty components during power failures, and restore power in the shortest time possible. To restore low-tension (230 V to 400 V) power failures and repair minor faults on the 400 V network.**Appointment Requirements** Trade certificate as electrician
Having completed an LV, MV or 11 kV switching course will be an added advantage
Valid Code B or C1 driver's licence
Relevant experience on electrical network (ranging from 400 V to 11 000 V) in low- and medium-voltage switching
Willingness and ability to work shifts
Willingness and ability to work overtime and standby when required**Personal attributes and/or competencies** Positive attitude; good health; good communication skills; dependability and trustworthiness; ability to work with high tension; ability to work in a dangerous environment; not being colour blind**Primary functions** Operating the 11 kV network; isolating 11 kV components for other departments to perform tasks on the network and commissioning of new 11 kV faulty components during power failures, and restoring power in the shortest time possible;
Restoring low-tension (230 V to 400 V) power failures and repairing minor faults on the 400 V network;
Isolating 11 000 V network components;
Restoring 11 000 V power supply after failure;
Repairing 400 V cable faults;

Locating 400 V cable points

SAP

S70022241

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: Community Services: Human Settlements

Location: Temba Urban Council

Reference number SDTM976-2-2019

Position SENIOR ADMINISTRATIVE OFFICER

To be advertised Internal External

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

Job level C1/2/3

Scale R243 912,00 – R387 468,00 per annum

Estimated remuneration package R310 454,45 – R493 174,44 per annum

Job purpose To administrate and promote home-ownership to the various communities by transferring Council properties to respective beneficiaries, and to render an effective sales and after-sales support service.

Appointment Requirements Grade 12 or equivalent qualification
At least two years' relevant experience in administration
No criminal record
Valid Code B driver's licence
Computer literacy

Personal attributes and/or competencies Good written and verbal communication skills; capacity to plan and prioritise tasks in a systematic manner; ability to work under pressure; ability to work in a team; assertiveness in dealing and liaising with the public; interpersonal skills, capacity to withstand stress; analytical thinking; interpersonal abilities

Primary functions Providing property administration services
Administrating and co-ordinating title deeds
Rendering an enquiry and information service
Attending to disputes
Attending meetings
Supervising subordinates
Conducting inspections in-loco
Rendering general administration

SAP S70022609
New/natural attrition Natural attrition

Enquiries B Motsepe (012 358 8774)/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 3

Section: Roads and Transport

Location: Belle Ombré Depot

Re-advertisement

Reference number SDTM873-3-2019

Position ARTISAN (2 POSTS)

To be advertised Internal External

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

Job level C1/2

Scale R243 912,00 – R341 820,00 per annum

Estimated remuneration package R310 454,45 – R435 073,05 per annum

Job purpose To supervise maintenance work on the road and stormwater network, and on traffic signs and markings to ensure an acceptable standard and quality.

Appointment Requirements Trade certificate as qualified bricklayer/mason (red seal) or training as a construction road-maker
 At least five years' relevant experience in the maintenance of road and stormwater systems
 Valid Code C1 driver's licence with a valid PrDP
 Physical fitness and health
Willingness to work shifts and, when required, to work overtime and standby

Personal attributes and/or competencies Ability to understand and analyse technical drawings, and understand and implement technical working methods; competence in operating all road construction machinery; good interpersonal skills; leadership skills; willingness to work in areas where criminal elements and vehicle traffic are a threat

Primary functions Repairing, rebuilding and maintaining stormwater structures, pavements, channels and stormwater pipes
 Doing concrete work by preparing and casting according to drawings
 Laying pipes according to drawings and specifications
 Carrying out inspections on contractors working on site
 Supervising the operations team and assigning duties
 Organising equipment and material for the execution of tasks
 Handling vehicles and equipment
 Ensuring the safety of staff on site by enforcing OHS standards

SAP S70026064; S70026005

New/natural attrition Natural attrition

Enquiries H Rorke (012 358 0622)

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 3

Section: Community Services: Parks

Location: Proclamation Hill and Mayville

Reference number SDTM977-3-2019

Position HORTICULTURIST (3 POSTS)

To be advertised Internal External

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

Job level C1/2/3

Scale R243 912,00 – R387 468,00 per annum

Estimated remuneration package R310 454,45 – R493 174,44 per annum

Job purpose To do the horticultural development and maintenance of natural resources and facilities and to manage personnel and equipment optimally in order to improve the quality of the environment.

Appointment Requirements An appropriate three-year tertiary career-related (degree or national diploma) in Horticulture, or equivalent qualification
 Relevant experience in horticultural maintenance of parks and sport facilities
 Physical fitness and health
 A 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 Ability to do physical work for continuous periods related to operations and maintenance activities; ability to work under pressure; ability to work in a team; good communications skills

Primary functions Providing and maintaining decorative parks and play parks
 Attending to the horticultural development and maintenance of traffic islands, urban malls, boulevards, squares, sport facilities, cemeteries, crematoria and resorts
 Attending to the horticultural development and maintenance of Council facilities (sport and recreation facilities, crèches, old-age homes, hostels, fire stations, etc), road reserves and undeveloped open spaces
 Effectively managing the section with all the personnel, equipment, infrastructure and budget

SAP S70024359; S70024244; S70024141

**New/natural
attrition**

Natural attrition

Enquiries

V Mzingaye (012 358 0916)/F Mokgalaka (012 358 3177)/S Liphaphau (012 358 2955)/CB Diale (012 358 8323)

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 3

Section: Energy and Electricity

Location: Atteridgeville, Fortsig and Princess Park

Reference number SDTM978-3-2019

Position ARTISAN (ELECTRICIAN) (10 POSTS)

To be advertised Internal External

This position seeks to attract African female African male Coloured female Indian female
 Indian male People with Disability

Job level C1/2

Scale R243 912,00 – R341 820,00 per annum

Estimated remuneration package R310 454,45 – R435 073,05 per annum

Job purpose To execute projects (operations) in an effective way by keeping to the set targets of time, cost, resources and standards of each project and adhering to the OHS Act.

Appointment Requirements Trade certificate as electrician (red seal)
 Relevant experience in electricity network distribution in a local government environment
 An LV and MV cable joining certificate will be an added advantage
 A valid Code EC1 or C1 driver's licence with valid PrDP
 Physical fitness and health
Willingness to work shifts
Willingness to work overtime and standby when required

Personal attributes and/or competencies Good interpersonal and communication skills; ability to work under pressure; ability to complete tasks in short time frames, with accuracy and attention to detail

Primary functions Ensuring the optimal utilisation of resources for cost effectiveness
 Constructing an electrical network to ensure effective service delivery
 Maintaining the existing electrical network to ensure network stability
 Adhering to the OHS Act

SAP S70023579; S70023534; S70023535, S70023394, S70023445, S70023417; S70023340; S70023642; S70028923; S70023582

New/natural attrition New

Enquiries CB Diale (012 358 8323)/E Notoane (012 358 4110)

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: Energy and Electricity

Location: Wonderboom

Reference number	SDTM980-4-2019				
Position	ARTISAN (ELECTRICIAN)				
To be advertised	Internal		External		
This position seeks to attract	African female Indian male	African male	Coloured female	Coloured male Person with disability	
Job level	C1/2				
Scale	R243 912,00 – R341 820,00 per annum				
Estimated remuneration package	R310 454,45 – R435 073,05 per annum				
Job purpose	To execute projects (operations) in an effective way by keeping to the set targets of time, cost, resources and standards of each project and by adhering to the OHS Act.				
Appointment Requirements	Trade certificate as electrician Relevant experience in local authority electrical networks Valid Code C1 driver's licence with valid PrDP Physical fitness and health Willingness and ability to work shifts, standby and overtime				
Personal attributes and/or competencies	Not being colour blind; not having any serious physical disabilities; not having back problems; interpersonal skills; ability to concentrate for prolonged periods; excellent communication skills (written and verbal); being unafraid of heights; dependability and trustworthiness; ability to understand and execute instructions of the supervisor; good interpersonal skills; ability to concentrate for long hours; project planning skills; assertiveness and decisiveness in decision-making				
Primary functions	Ensuring the optimal utilisation of resources for cost-effectiveness Constructing of electrical network to ensure effective service delivery Maintaining the existing electrical network to ensure network stability Adhering to the OHS Act				
SAP	S70026770				
New/natural attrition	Natural attrition				
Enquiries	M Hendricks (012 3584971)/S Deetlefs (012 358 3393)				

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: Roads and Transport

Location: Mamelodi West Depot

Re-advertisement

Reference number SDTM853-6-2019

Position ARTISAN

To be advertised Internal External

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

Job level C1/2

Scale R243 912,00 – R341 820,00 per annum

Estimated remuneration package R310 454,45 – R435 073,05 per annum

Job purpose To supervise and organise an operational team in execution of operations maintenance, road building and stormwater maintenance by ensuring that all day-to-day operational tasks are executed effectively and cost-efficiently.

Appointment Requirements Trade certificate as qualified bricklayer/mason (red seal) or trained construction road maker
 At least three years' relevant experience in the maintenance of roads and stormwater systems
 Valid Code C1 driver's licence with a valid PrDP
 Physical fitness and health
 Having completed an OHS representative course will be an added advantage
Willingness to work shifts and, when required, to work overtime and standby

Personal attributes and/or competencies Ability to understand and analyse technical drawings; ability to understand and implement technical working methods; competence in operating all road construction machinery; good interpersonal skills; leadership skills; willingness to work in areas where criminal elements or road vehicle traffic are a threat

Primary functions Repairing, rebuilding and maintaining stormwater structures, pavements, channels and stormwater pipes
 Doing concrete work by preparing and casting according to drawings
 Laying pipes according to drawings and specifications
 Inspecting contractors working on site
 Supervising the operations team and assigning duties
 Organising equipment and material for the execution of tasks
 Handling vehicles and equipment
 Ensuring the safety of staff on site by enforcing OHS standards

SAP S70030454

**New/natural
attrition** Natural attrition

Enquiries L Havenga (012 358 5313)/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 6

Section: Energy and Electricity

Location: Pretorius Park (5 posts); Waltloo (5 Posts)

Re-advertisement

Reference number **SDTM788-6-2019**

Position **ARTISAN (ELECTRICIAN) (10 POSTS)**

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

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

Job level C1/2

Scale R243 912,00 – R341 820,00 per annum

Estimated remuneration package R310 454,45 – R435 073,05 per annum

Job purpose To execute projects (operations) in an effective way by keeping to the set targets of time, cost, resources and standards of each project and adhering to the OHS Act.

Appointment Requirements Trade certificate as electrician (red seal)
 Relevant experience in electricity network distribution in a local government environment
 An LV and MV cable joining certificate will be an added advantage
 A valid Code EC1 or C1 driver's licence with valid PrDP
 Physical fitness and health
Willingness to work shifts
Willingness to work overtime and standby when required

Personal attributes and/or competencies Good interpersonal and communication skills; ability to work under pressure; ability to complete tasks in short time-frames, with accuracy and attention to detail

Primary functions Ensuring the optimal utilisation of resources for cost-effectiveness
 Constructing the electrical network to ensure effective service delivery
 Maintaining the existing electrical network to ensure network stability
 Adhering to the OHS Act

SAP S70028804; S70028854; S70028824; S70028850; S70028869; S70029102;
 S70028843; S70029018; S70028900; S70028867

New/natural attrition Natural attrition

Enquiries J Mashilo (012 358 5418)/J Mudau (012 358 5467)/M Erasmus (012 358 2606)/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 6

Section: Community Services: Parks

Location: Silverton

Reference number SDTM982-6-2019

Position HORTICULTURIST (2 POSTS)

To be advertised Internal External

This position seeks to attract African female [REDACTED] Coloured female Coloured male Indian female
 Indian male White female [REDACTED] People with Disability [REDACTED]

Job level C1/2/3

Scale R243 912,00 – R387 468,00 per annum

Estimated remuneration package R310 454,45 – R493 174,44 per annum

Job purpose To develop and manage natural resources and facilities in order to improve the quality of the environment.

Appointment Requirements An appropriate three-year tertiary career-related (degree or national diploma) in Horticulture or equivalent qualification
 Relevant experience in horticultural maintenance of parks and sport facilities
 Physical fitness and health
 A 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 Ability to do physical work for continuous periods related to operations and maintenance activities; ability to work under pressure; ability to work in a team; good communications skills

Primary functions Providing a beautiful environment that will contribute towards a healthy and safe lifestyle for residents, stimulate economic growth, and ensure investment
 Compiling and managing operational and capital budgets
 Ensuring the delivery of a professional horticultural service
 Managing personnel
 Attending to occupational health and safety requirements

SAP S70029530, S70029511

New/natural attrition Natural attrition

Enquiries R Stone (012 358 0396)/L Crofford (012 358 1358)

Rendering a support service in terms of financial management
Rendering a support service in terms of insurance management (short term insurance)
Maintaining a recordkeeping system regarding insurance claims for the section; and handling the administration of the loss of/damage to municipal property.
Assisting with the administering of the sectional risk management register
Managing injuries-on-duty cases of the section
Assisting with the administering of the annual insurance underwriting questionnaire
Assisting with the administration of fleet and equipment in terms of policies and legislation
Rendering a personnel support service
Providing general office administration and assistance with report writing
Coordinating and compiling submissions from subsections in terms of strategic reports

SAP

S70029295

New/natural attrition

Natural attrition

Enquiries

C Myburg (012 358 1027)/L Crofford (012 358 1358)

SAP	S70029115
New/natural attrition	Natural attrition
Enquiries	J Mashilo (012 358 5467)/ 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 6

Section: Energy and Electricity

Location: Waltloo Depot

Reference number SDTM985-6-2019

Position FOREMAN (2 POSTS)

To be advertised Internal External

This position seeks to attract African female [REDACTED] Coloured female Coloured male Indian female
 Indian male White female [REDACTED] People with Disabilities [REDACTED]

Job level C3

Scale R316 704,00 – R387 468,00 per annum

Estimated remuneration package R403 105,07 – R493 174,44 per annum

Job purpose To supervise operational projects to ensure timeous completion, cost-effectiveness and quality control.

Appointment requirements N4 or equivalent qualification
 An appropriate trade certificate as electrician
 At least five years' relevant experience as an electrician in local authority electrical networks
 Valid Code B or C1 driver's licence
 Supervisory experience
 Computer literacy
Willingness and ability to work shifts
Willingness and ability to work overtime and standby when required

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

Primary functions Supervising operational projects to ensure timeous completion, cost-effectiveness and quality control
 Optimising resources to enhance effectiveness
 Ensuring safe operations by adhering to safety rules and regulations
 Managing personnel and activities by planning, organising, leading, coordinating and control
 Organising tools, equipment, vehicles and material for personnel to ensure effective execution of projects
 Communicating the management information of each project to the relevant role players to ensure effective operations

Ensuring the repairing of the network components during breakdowns to minimise downtime and to adhere to NRS standards
Ensuring the development of subordinates to create a competent workforce
Overseeing and administrating daily operations to ensure an effective and auditable administration function

SAP S70029011; S70029071

New/natural attrition Natural attrition

Enquiries M Maseko (012 358 2607)/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 6

Section: Energy and Electricity

Location: Waltloo depot

Reference number SDTM986-6-2019

Position SYSTEM OPERATOR (2 POSTS)

To be advertised Internal External

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

Job level C1/2

Scale R243 912,00 – R341 820,00 per annum

Estimated remuneration package R310 454,45 – R435 073,05 per annum

Job purpose To operate 11 kV network, isolate 11 kV components for other departments to perform tasks on the network, commission new 11 kV faulty components during power failures, and restore power in the shortest time possible
 To restore low-tension (230 V to 400 V) power failures and repair minor faults on the 400 V network.

Appointment Requirements Trade certificate as electrician
 An LV, MV or 11 kV switching course will be an added advantage
 Completed course in special equipment for cable tracing and pressure testing and Cable ID
 Valid Code B or C1 driver's licence
 At least three years' relevant experience on electrical network (ranging from 400 V to 11 000 V) in low- and medium-voltage switching
Willingness and ability to work shifts
Willingness and ability to work overtime and standby when required

Personal attributes and/or competencies Leadership skills; ability to do specialised work that's dangerous and life threatening; ability to work on specialised equipment; ability to effectively work under pressure. physical fitness; being unafraid of heights; ability to communicate with team members, superiors and the control centre; analytical thinking skills; adaptability; interpersonal abilities; not being colour blind

Primary functions Locating 11 kV faulty components during power failures
 Operating 11 kV network component
 Isolating 11 kV network component
 Restoring 11 kV power supply in the shortest time possible after failure
 Finding 400 V cable faults and locating cable points
 Attending to 400 V power failures.

Monitoring the quality of 400 V electricity supply
Identifying 400 V cables
Performing 400 V Zellweger testing
Restoring low-tension (230 V to 400 V) power failures and repairing minor faults on 400 V network
Conducting safety inspections
Keeping vehicles well-maintained
Managing the acquisition of new 11 kV equipment

SAP S70029195, S70029196

New/natural attrition Natural attrition

Enquiries E Malebe (012 358 5247)/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 3

Section: Energy and Electricity

Location: Princess Park

Reference number	SDTM988-3-2019				
Position	ENGINEERING TECHNICIAN				
To be advertised	Internal		External		
This position seeks to attract	African female Indian male	African male	Coloured female	Person with disability	Indian female
Job level	C2/3/D1				
Scale	R279 408,00 – R454 464,00 per annum				
Estimated remuneration package	R355 634,23 – R578 447,84 per annum				
Job purpose	To gather, identify, process, compile, keep record and maintain secondary distribution information to ensure that the area offices provide optimal electricity service delivery according to the individual customer needs.				
Appointment Requirements	An appropriate three-year tertiary career-related qualification (degree, national diploma or national N-diploma plus trade certificate as Electrician) in Electrical Engineering – Heavy Current or equivalent qualification Relevant experience in provision and maintenance of electricity Valid Code B driver's licence Computer literacy Knowledge of SAP plant maintenance will be an added advantage				
Personal attributes and/or competencies	Integrity; decisiveness; intelligence; ability to pay attention to detail; patience; innovative thinking skills; being energetic; imaginativeness; flexibility; willingness to accept responsibility; adaptability				
Primary functions	Gathering, identifying, processing, compiling, keeping record of and maintaining secondary distribution information to ensure that the area offices provide an optimal electricity service delivery according to the individual customer needs				
SAP	S70023685				
New/natural attrition	Natural attrition				
Enquiries	CB Diale (012) 358 8323/E Notoane (012) 358 4110				

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 SDTM989-2-2019

Position FUNCTIONAL HEAD: ADVISORY AND REPORTING

To be advertised Internal External

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

Job level D2/3

Scale R408 192,00 – R664 104,00 per annum

Estimated remuneration package R519 552,22 – R845 280,43 per annum

Job purpose To ensure that energy advisory services operations are rendered.

Appointment Requirements An appropriate three-year tertiary qualification (degree or national diploma) or equivalent qualification
 Relevant experience in electricity network distribution in a local government environment
 At least two years' relevant experience in management and leading staff component;
 Physical fitness and health
 A valid Code B driver's licence;
 Computer literacy
Willingness to work flexitime (after hours and over weekends)

Personal attributes and/or competencies Integrity; project management skills, communication skills, advanced linguistic proficiency, ability to do presentations, integrity, patience, innovative thinking, willingness to accept responsibility, decisiveness

Primary functions Total managing of energy advisory services operations
 Engaging competent personnel to manage advisory services operations
 Ensuring provision of efficient client service, in terms of marketing and consumer projects
 Ensuring adequate, ongoing development and empowerment of personnel
 Compiling, designing and ensuring implementation of standard operating systems and procedures
 Compiling and constantly submitting progress reports to Advisory and Reporting Centre Services management

SAP S70022309

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 5

Section: Energy and Electricity

Location: Rayton

Reference number SDTM990-5-2019

Position PRINCIPAL URBAN FORESTER

To be advertised Internal External

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

Job level C2/3/D1

Scale R279 408,00 – R454 464,00 per annum

Estimated remuneration package R355 634,23 – R578 447,84 per annum

Job purpose To provide an effective and efficient urban forestry service within the region.

Appointment Requirements An appropriate three-year tertiary qualification (degree or national diploma) in Horticulture or equivalent qualification
At least eight years' relevant experience in urban forestry, arboriculture and horticulture
A valid Code EB driver's licence
Physical fitness and health
Computer literacy

Personal attributes and/or competencies Enthusiasm for trees and urban greenscape; excellent presentation skills; good interpersonal communication skills as well as people, motivational and task-orientated managing skills, ability to work long hours, without lunch or other breaks, being energetic; commitment; enthusiasm

Primary functions Creating, developing and managing a sustainable urban forestry section in Region 5 to ensure the environmental wellbeing of the City of Tshwane, using the following strategic initiatives:

- Afforestation (planting of trees) on road reserves throughout Region 5
- Pro-active and reactive maintenance of all trees within region 5
- Development and management of an Integrated Development Plan for urban forestry, disaster management services relating to trees, the creation, development and management of an information technology system for urban forestry as a whole

SAP S70028083

New/natural attrition Enquiries Natural attrition
B Dry (012 358-7201)/L Qakaza (012 358 2518)

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: Water and Sanitation

Location: Bronkhorstspuit

Reference number SDTM991-7-2019

Position DEPUTY DIRECTOR: WATER DISTRIBUTION

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 E1

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

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

Job purpose To operate and maintain water networks through the management of the operational depots for water distribution in Region 7, and some allocated cross-regional boundary areas.

Appointment Requirements An appropriate three-year tertiary career-related (degree or national diploma) in Engineering (Civil or Water) or equivalent qualification
 A postgraduate qualification (honours or masters) degree in a relevant field will be an added advantage
 Registration or eligibility to register as professional engineer or professional technologist will be an added advantage
 Relevant experience in operations, maintenance, construction and design of municipal water networks and related aspects, such as paving, fencing, building work, etc
 Managerial/supervisory experience
 Valid Code B driver's licence
 Computer literacy
Availability to work after hours and weekends, if required

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

Primary functions Exercising responsibility for the operation and maintenance of water networks through the management of the depot allocated to the region
 Overseeing construction repairs to existing water pipe infrastructure
 Overseeing the maintenance of existing infrastructure structural assets
 Overseeing the preventative maintenance on water distribution infrastructure
 Ensuring and managing the execution of operational contracts
 Managing logistical, personnel and administrative operations
 Managing water distribution customer care operations

SAP	S70031494
New/natural attrition	Natural attrition
Enquiries	PM Makgopa (012 358 5895)/E Becker (012 358 7604)

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: Management And Administration Support

Location: Waltloo Electricity depot

Reference number	SDTM992-6-2019				
Position	FUNCTIONAL HEAD: ADMINISTRATION AND AUXILIARY SUPPORT				
To be advertised	Internal		External		
This position seeks to attract	African female Indian male	African male ██████████	Coloured female ██████████	Coloured male Person with disability	Indian female ██████████
Job level	D2/3				
Scale	R408 192,00 – R664 104,00 per annum				
Estimated remuneration package	R519 552,22 – R845 280,43 per annum				
Job purpose	To execute functions pertaining to administrative support to the unit, including auxiliary and logistical support services.				
Appointment requirements	<p>An appropriate three-year tertiary qualification (degree or national diploma) or equivalent qualification</p> <p>At least three years' experience in administration and auxiliary support</p> <p>Supervisory experience will be an added advantage</p> <p>Valid Code B driver's licence and own transport</p> <p>Computer literacy and proficiency in all Microsoft Office programmes</p>				
Personal attributes and/or competencies	Good communication skills, good interpersonal skills, leadership skills, project management skills, ability to do presentations, analytical skills, integrity, intelligence, patience, innovative thinking, willingness to accept responsibility and ability to pay attention to detail				
Primary functions	<p>Rendering an administrative support and registry service to the Region</p> <p>Ensuring that the assets and inventory system is maintained and kept up to date</p> <p>Ensuring that a driver/messenger service is rendered</p> <p>Ensuring that control is exercised over all additional IT-related and telecommunication services in the Region</p> <p>Ensuring that an insurance management support function is rendered to the Region</p> <p>Ensuring the handling of all sundries-related auxiliary matters in the Region</p> <p>Ensuring that a facility maintenance function is rendered to the Region</p> <p>Coordinating fleet management in the Region</p> <p>Executing generic management functions</p>				

Ensuring a climate conducive to promoting and sustaining motivational levels, productivity and performance by directing and controlling outcomes associated with utilisation, productivity and performance of personnel within the section
Adhering to the Basic Conditions of Employment Act

SAP S70019881

New/natural attrition Natural attrition

Enquiries 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 6

Section: Energy and Electricity

Location: Pretorius Park Depot

Reference number **SDTM993-6-2019**

Position **FUNCTIONAL HEAD: TECHNICAL PLANNING**

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

Job level D2/3

Scale R408 192,00 – R664 104,00 per annum

Estimated remuneration package R519 552,22 – R845 280,43 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 the individual customer needs.

Appointment Requirements B Tech in Electrical Engineering (heavy current) career-related qualification or Certified Engineer
Professional registration with ECSA will be an added advantage
Relevant industry-specific work-related experience
Previous work-related, relevant supervisory experience will be an added advantage
A valid Code B driver's licence with own transport
Computer literacy
Willingness to work flexitime (after hours and over weekends)

Personal attributes and/or competencies Integrity; intelligence, patience, innovative thinking. energy, imagination, flexibility; willingness to accept responsibility; decisiveness; ability to pay attention to detail; ability to mane high risk decision of long term and strategic nature; ability to meet strict deadlines; willingness to work in an environment which is physically threatening

Primary functions Ensuring community involvement
Creating and implementing operational policies and strategies
Gathering, identifying, analysing, compiling and maintaining secondary distribution information to ensure that the area offices provide an optimal electricity service delivery according to the individual customer needs.
Facilitating the electrical plans and project costing for network capacity building by proposing electrical network refurbishment projects

SAP S70028975

New/natural attrition Natural attrition

Enquiries M Maseko (012 358 2607)/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 6

Section: Energy and Electricity, Technical Support, Workshop

Location: Waltloo depot

Reference number **SDTM994-6-2019**

Position **ARTISAN (ELECTRICIAN)**

To be advertised Internal External

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

Job level C1/2

Scale R243 912,00 – R341 820,00 per annum

Estimated remuneration package R310 454,45 – R435 073,05 per annum

Job purpose To maintain and repair City of Tshwane buildings, facilities, equipment, systems and tools.

Appointment Requirements Trade certificate (electrical)
At least two years' experience in low-voltage electrical installations (household)
Valid Code B driver's licence with valid PrDP
Physical fitness and health
Willingness to work shifts
Willingness to work overtime and standby when required

Personal attributes and/or competencies Good interpersonal and communication skills; ability to work under pressure; ability to complete tasks in short time frames, with accuracy and attention to detail

Primary functions Maintaining buildings, facilities, sites, equipment, tools and electrical and electronic systems
Supervising personnel
Driving to various work-sites in Region 6
Supervising team members
Communicating relevant tasks to the team
Ensuring that work is done in the most effective/efficient way
Managing subordinates on a daily basis
Inspecting all buildings regularly by testing illumination (lights), switches and sockets to ensure sound installations
Reporting all defects, wiring and installations to the Foreman (supervisor)
Doing general administration relating to maintenance
Utilising resources optimally

Ensuring the roadworthiness and licensing of vehicles
Conducting inspection as per inspection form (log sheet/check list)
Ensuring that tools and equipment are in safe working condition
Completing the safety register regarding tools and equipment
Ensuring the correct usage of material on site
Ensuring that the correct quantity of material is available on site
Ensuring that surplus material is credited back to stores
Ensure compliance with the Occupational Health and Safety Act

SAP S70028901

New/natural attrition New

Enquiries J De Koker (012 358 5448)/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 2

Section: Water and Sanitation: Waste Water Collection

Location: Region 2

Reference number	SDTM995-2-2019				
Position	FOREMAN				
To be advertised	Internal		External		
This position seeks to attract	Indian male	African male White female		Coloured male Person with disability	Indian female
Job level	C3				
Scale	R316 704,00 – R387 468,00 per annum				
Estimated remuneration package	R403 105,07 – R493 174,44 per annum				
Job purpose	To control employees responsible for maintaining and upgrading the sewer distribution network, liaise between the technologist and the artisan, and control the section responsible for installing and replacing water meters.				
Appointment Requirements	N3 or equivalent qualification Appropriate trade certificate as artisan (plumber) (red seal) Relevant experience in the operation and maintenance of municipal water networks and related aspects, such as paving, fencing and building work Valid Code C1/EC1 driver's licence with a valid PrDP Physical fitness and health Computer literacy Willingness and ability to work shifts Willingness and ability to work overtime and standby when required				
Personal attributes and/or competencies	Ability to manage large and diverse work teams; good communication skills; integrity; decisiveness; intelligence; proper planning and effective task coordination skills; patience; innovative thinking skills; willingness to accept responsibility; adaptability; dynamic; flexibility; imaginativeness				
Primary functions	Ensuring the operation and maintenance of sewer networks, including coordinating tasks to artisans Planning and delegating tasks received from supervisor/call centre by assigning priorities and ensuring that target dates are met Controlling complaint resolutions and furnishing feedback Ensuring quality control of all work carried out by artisans/plumbers Ensuring administrative control, including checking and signing timesheets, and coordinating and recommending subordinates' leave Coordinating material acquisitions and creating reservations on SAP				

Controlling the performance of subordinates
Liaising with members of the public and resolving all water-related complaints
Inspecting all the work carried out by contractors by checking the quality of the work done and verifying quantities for payment purposes

SAP S70022913

**New/natural
attrition** New

Enquiries GS Mnguni (012 358 4243)

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 1

Section: Energy and Electricity

Location: Rosslyn Depot and Soshanguve Depot

Reference number SDTM996-1-2019

Position FUNCTIONAL HEAD: PLANNING (2 POSTS)

To be advertised Internal External

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

Job level D2/3

Scale R408 192,00 – R664 104,00 per annum

Estimated remuneration package R519 552,22 – R845 280,43 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 the individual customer need.

Appointment requirements B-Tech or B Eng Electrical Engineering (heavy current) career-related qualification or Certified Engineer
 Professional registration with ECSA will be an added advantage
 At least three years' relevant experience in a technical planning and maintenance planning environment
 Supervisory or management experience will be an added advantage
 Valid Code B driver's licence and own transport
 Computer literacy
 Extensive knowledge of SAP PM modules
Willingness to work shifts, after hours and over weekends

Personal attributes and/or competencies Integrity; intelligence, patience, innovative thinking. energy, imagination, flexibility; willingness to accept responsibility; decisiveness; ability to pay attention to detail; ability to make high-risk decisions of long-term and strategic nature; ability to meet strict deadlines; willingness to work in an environment which is physically threatening

Primary functions Ensuring community involvement
 Creating and implementing operational policies and strategies
 Gathering, identifying, analysing, compiling and maintaining secondary distribution information to ensure that the area offices provide optimal electricity service delivery according to the individual customer need
 Facilitating the electrical plans and project costing for network capacity building by proposing electrical network refurbishment projects

SAP	S70020815; S70020705
New/natural attrition	Natural attrition
Enquiries	T Tompa (012 358 4117)/L Ncube (012 358 7040)

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 1

Section: Community Services: Housing and Human Settlement

Location: Akasia

Reference number	SDTM997-1-2019												
Position	DEPUTY DIRECTOR: HUMAN SETTLEMENT: RENTAL STOCK AND INFORMAL SETTLEMENTS												
To be advertised	<table border="1"> <tr> <td>Internal</td> <td>External</td> </tr> </table>	Internal	External										
Internal	External												
This position seeks to attract	<table border="1"> <tr> <td>African female</td> <td>██████████</td> <td>Coloured female</td> <td>██████████</td> <td>Indian female</td> <td>██████████</td> </tr> <tr> <td>Indian male</td> <td>White female</td> <td>██████████</td> <td>People with disability</td> <td>██████████</td> <td></td> </tr> </table>	African female	██████████	Coloured female	██████████	Indian female	██████████	Indian male	White female	██████████	People with disability	██████████	
African female	██████████	Coloured female	██████████	Indian female	██████████								
Indian male	White female	██████████	People with disability	██████████									
Job level	E1												
Scale	R587 364,00 – R777 720,00 per annum												
Estimated remuneration package	R886 697,33 – R1 128 984,99 per annum												
Job purpose	To manage, implement and set strategy for the administration of housing beneficiaries, implement Informal Settlement Management Plan operations, as well as the allocation of low-cost housing.												
Appointment Requirements	<p>An appropriate career-related tertiary qualification (three-year national diploma or degree) or equivalent qualification</p> <p>A postgraduate qualification will be an added advantage</p> <p>Understanding of the National Housing Policy</p> <p>At least three years' relevant management experience in a housing and human settlement environment</p> <p>Valid Code B driver's licence</p> <p>Computer literacy</p>												
Personal attributes and/or competencies	Negotiating skills, business acumen, ability to do presentations, leadership skills, project management skills, communication skills, organisational skills, budget management skills, analytical skills												
Primary functions	<p>Overseeing and planning housing allocation and relocation</p> <p>Conducting the administration of informal settlements</p> <p>Overseeing the housing beneficiary administration</p> <p>Liaising with project managers for housing projects</p> <p>Overseeing the issuing of title deeds</p> <p>Facilitating title deeds registrations and correction of wrongly-registered title deeds</p> <p>Managing responses of the Public Protector, petitions, the Presidential hotline and housing-related enquiries</p>												
SAP	S70021503												
New/natural attrition	Natural attrition												
Enquiries	L Ncube (012 358 7040)												

Managing the Administrative Officer and the activities in the Planning Section according to the individual customer needs

SAP

S70022317: S70022212

**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: Water and Sanitation: Water Distribution

Location: Temba Water Depot

Reference number	SDTM999-2-2019			
Position	ENGINEERING TECHNICIAN			
To be advertised	<table border="1"> <tr> <td>Internal</td> <td>External</td> </tr> </table>	Internal	External	
Internal	External			
This position seeks to attract	<table border="1"> <tr> <td>Indian male</td> <td>African male White female</td> <td>Coloured male Person with disability</td> </tr> </table>	Indian male	African male White female	Coloured male Person with disability
Indian male	African male White female	Coloured male Person with disability		
Job level	C2/3/D1			
Scale	R279 408,00 – R454 464,00 per annum			
Estimated remuneration package	R355 634,23 – R578 447,84 per annum			
Job purpose	To operate and maintain the water distribution network around Region 2 through departmental plumbing and external contractors.			
Appointment requirements	<p>An appropriate three-year tertiary career-related qualification (degree or national diploma) in Civil Engineering or equivalent qualification Registration or eligibility to register for ECSA will be an added advantage Relevant experience in the operation and maintenance, construction and design of water networks and related aspects of site rehabilitation of appurtenant works such as paving, fencing, building work and road rehabilitation Valid Code B driver's licence Computer literacy Knowledge of SAP, IBIS and IMQS will be an added advantage Willingness and ability to work after hours and weekends</p>			
Personal attributes and/or competencies	Physical fitness and health; ability to attend sites for site inspection and supervision as well as site meetings; proper vision for site inspection; good physical fitness condition, to be able to walk distances during site visits; good communication skills, interpersonal skills; team work and stress-enduring personality; being target oriented and technically able; honesty and having a strong character; proficiency in report writing			
Primary functions	<p>Operating and maintaining water distribution network Managing and making optimal use of assets and resources available Resolving complaints and providing feedback Controlling budget and expenditure Ensuring occupational health and safety compliance Checking and verifying payment certificates prior to submission for payments Implementing capital and opex projects</p>			

Supervising contractors
Providing technical input and assistance

SAP S70022948

**New/natural
attrition** Natural attrition

Enquiries V Musi (012 358 1153)/M Mokoena (012 358 4000)/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

Section: Energy and Electricity: Distribution Operations Services

Location: Region 5 and 7

Re-advertisement

Reference number **SDTM934-A-2019**

Position **FOREMAN (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	██████████	Person with disability	██████████

Job level C3

Scale R316 704,00 – R387 468,00 per annum

Estimated remuneration package R403 105,07 – R493 174,44 per annum

Job purpose To support operational team members by executing duties or instructions received from the immediate supervisor to reach set target dates of projects. This post only executes tasks on the non-energised electrical distribution network.

Appointment Requirements

N3 or equivalent qualification
Appropriate trade certificate as Artisan (Electrician) (red seal)
At least five years' relevant experience as an electrician working on local authority electrical networks
Valid Code C1 or EC1 driver's licence
Supervisory experience
Computer literacy
Willingness and ability to work shifts
Willingness and ability to work overtime and standby when required

Personal attributes and/or competencies Good management skills; analytical thinking skills; self-motivation; problem-solving skills; negotiating skills; leadership skills; good communication skills; ability to guide and develop subordinates and provide guidance and leadership in technical matters related to the position; physical strength to perform work outside on sites; positive attitude; good health; trustworthiness; ability to understand and execute instructions from the supervisor

Primary functions Executing instructions received from the supervisor for maintaining all related tasks/duties regarding the electrical distribution network to ensure safe and reliable service delivery

Executing instructions received from the supervisor for all related tasks/duties regarding electrical distribution network projects to ensure that set target dates are met
Maintaining all tools and equipment to ensure continuous and safe operations on site
Adhering to the OHS Act
Executing tasks or duties on a rotation basis between various operational teams to enhance multi-skilling

SAP

To be determined

New/natural attrition

Natural attrition

Enquiries

R Makoti (012 358 9422)

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

DEPARTMENT: REGIONAL OPERATIONS AND COORDINATION

Division: Management and Administration Support

Section: Administration and Auxiliary Support

Location: Pretoria Central

Reference number	SDTM1000-2019				
Position	OCCUPATIONAL HEALTH AND SAFETY COMPLIANCE OFFICER (2 POSTS)				
To be advertised	Internal		External		
This position seeks to attract	African female Indian male	African male White female	Coloured female [REDACTED]	Coloured male Persons with disabilities	Indian female [REDACTED]
Job level	C2/3/D1				
Scale	R279 408,00 – R454 464,00 per annum				
Estimated remuneration package	R355 634,23 – R578 447,84 per annum				
Job purpose	To ensure compliance of 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				

Performing 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 S70073602; S70073603

New/natural attrition New

Enquiries T Khoza (012 358 3347)/Z Maluleka (012 358 0024)

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

DEPARTMENT: REGIONAL OPERATIONS AND COORDINATION

Division: Management and Administration Support

Section: Administration and Auxiliary Support

Location: Pretoria Central

Reference number	SDTM1001-2019				
Position	FUNCTIONAL HEAD: OCCUPATIONAL HEALTH AND SAFETY COORDINATION				
To be advertised	Internal		External		
This position seeks to attract	African female Indian male	African male White female	Coloured female [REDACTED]	Coloured male Persons with disabilities	[REDACTED]
Job level	D2/3				
Scale	R408 192,00 – R664 104,00 per annum				
Estimated remuneration package	R519 552,22 – R845 280,43 per annum				
Job purpose	To ensure the rendering of occupational health and safety operations				
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	Physical fitness and good health, integrity, intelligence, patience, innovative thinking, decisiveness, ability to pay attention to detail				
Primary functions	Ensuring compliance in occupational health and safety management systems policy Ensuring that employee health and safety enhancement operations are carried out Ensuring that employee safety guidance operations are carried out Overseeing incident investigations Executing general personnel management functions Ensuring and overseeing the provision of a consultation service				
SAP	S70073601				
New/natural attrition	New				
Enquiries	T Khoza (012 358 3347)/Z Maluleka (012 358 0024)				

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 Facility Maintenance

Section: Building Maintenance

Location: City wide

Reference number	SDTM1002-2019				
Position	FUNCTIONAL HEAD: PROPERTY CLEANING SERVICES				
To be advertised	Internal		External		
This position seeks to attract	African female Indian male	African male White female	Coloured female [REDACTED]	Coloured male Persons with disabilities	[REDACTED]
Job level	D2/3				
Scale	R408 192,00 – R664 104,00 per annum				
Estimated remuneration package	R519 552,22 – R845 280,43 per annum				
Job purpose	To provide a cleaning management administrative service, financial management services, comprehensive internal and external cleaning services, tender and contract cleaning management services and any other cleaning-related service.				
Appointment requirements	<p>An appropriate three-year career-related tertiary qualification (degree or national diploma) or an equivalent qualification</p> <p>Relevant experience in an office and outdoor cleaning environment, furniture removal (cleaning), and pest control</p> <p>Management and/or supervisory experience will be an added advantage</p> <p>Valid Code B driver's licence</p> <p>Computer literacy</p> <p>Willingness and ability to work standby and overtime</p> <p>Willingness to work across all regions</p>				
Personal attributes and/or competencies	Ability to understand and willingness to perform according to work instructions; extensive management and reporting skills; good communication skills; knowledge of occupational health and safety; knowledge of pest control; physical fitness and good health; integrity; intelligence, patience, innovative thinking, decisiveness, ability to pay attention to detail				
Primary functions	<p>Executing generic personnel management functions</p> <p>Managing cleaning services operations</p> <p>Managing cleaning contract management and providing management support</p> <p>Managing finances, resources, occupational health and safety (OHS) PPE and all cleaning related activities</p>				
SAP	S70019335				
New/natural attrition	Natural attrition				
Enquiries	S Khan (012 358 7675)				

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: Energy and Electricity

Location: Region 1: Soshanguve

Re-advertisement

Reference number	SDTM841-A-2019															
Position	CHIEF ENGINEER															
To be advertised	<table border="1"> <tr> <th>Internal</th> <th colspan="4">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/E1															
Scale	R408 192,00 – R777 720,00 per annum															
Estimated remuneration package	R519 552,22 – R1 128 984,99 per annum															
Job purpose	To ensure the optimal delivery of electricity services in the related area by ensuring a safe, reliable and cost-effective electrical distribution network according to individual consumer needs, and to provide operational leadership to ensure the optimal use of resources and a motivated, trained and stable workforce.															
Appointment Requirements	<p>BTech (Electrical Engineering), BEng (Electrical Engineering) or BSc (Electrical Engineering)</p> <p>Registration as a professional engineer/technologist with the Engineering Council of South Africa will be an added advantage</p> <p>A management qualification will be an added advantage</p> <p>Relevant experience in management of electricity distribution operation, of which at least three years should be on a supervisory level in the electricity distribution operations environment</p> <p>Valid Code B driver's licence and own transport</p> <p>Extensive knowledge of SAP PM modules will be an added advantage</p> <p>Computer literacy</p>															
Personal attributes and/or competencies	Problem-solving skills; patience; innovative thinking skills; ethical behaviour; willingness to accept responsibility; decisiveness; ability to pay attention to detail															
Primary functions	<p>Managing electricity distribution operations</p> <p>Ensuring the implementation of systems</p> <p>Proposing and implementing operational policies and strategies</p> <p>Enforcing practices for safety purposes</p> <p>Ensuring community involvement and stakeholder management</p>															
SAP	S70020579															
New/natural attrition	Natural attrition															
Enquiries	GS Mnguni (012 358 4243)															

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: Distribution Operations North

Location: Wonderboom

Reference number	SDTM1003-2-2019
Position	FOREMAN
To be advertised	Internal External
This position seeks to attract	Indian male African male White female Coloured male Person with disability Indian female
Job level	C3
Scale	R316 704,00 – R387 468,00 per annum
Estimated remuneration package	R403 105,07 – R493 174,44 per annum
Job purpose	To ensure that projects (operations) are executed in an effective way by controlling the time, cost, resources and standards of each project.
Appointment requirements	N3 or equivalent qualification Appropriate trade certificate as an artisan (electrician) (red seal) Relevant experience in the operation and maintenance of local authority electrical networks Valid Code B or EB driver's licence Physical fitness and health Computer literacy Willingness and ability to work shifts Willingness and ability to work overtime and standby
Personal attributes and/or competencies	Integrity; flexibility; willingness to accept responsibility; high hand-eye coordination; high three-dimensional ability; excellent eyesight; communication skills; technical skills
Primary functions	Supervising the operational projects to ensure timeous completion, cost-effectiveness and quality control to optimise resources, enhance effectiveness and to ensure safe operations by adhering to safety rules and regulations Managing personnel and activities Organising tools, equipment, vehicles and material for personnel to ensure effective execution of projects Communicating the management information of each project to the relevant role players to ensure effective operations Ensuring the repairing of the network components during breakdowns to minimise downtime and adhere to NRS Standards Ensuring the development of subordinates to create a competent workforce

Overseeing and administrating daily operations to ensure an effective and auditable administration function

SAP S70022130

New/natural attrition Natural attrition

Enquiries MK Khosa (012 358 5468)/A Sedumedi (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 3

Section: Management Administrative Support

Location: Pretoria Central

Reference number	SDTM1004-3-2019				
Position	SENIOR ADMINISTRATIVE OFFICER				
To be advertised	Internal		External		
This position seeks to attract	African female Indian male	African male	Coloured female	Person with disability	Indian female
Job level	C1/2/3				
Scale	R243 912,00 – R387 468,00 per annum				
Estimated remuneration package	R310 454,45 – R493 174,44 per annum				
Job purpose	To render administrative support to the unit, including auxiliary and logistical support services.				
Appointment requirements	Grade 12 or equivalent qualification At least two years' relevant experience and a general knowledge of housing policies and legislation A completed management course will be an added advantage Valid Code B driver's licence Computer literacy (Microsoft Word, Microsoft Excel)				
Personal attributes and/or competencies	Good writing skills; ability to work independently; patience; willingness to accept responsibility; good communication skills; good interpersonal skills; good time management; ability to attend to correspondence, ability to capture data on a computer; ability to manage subordinates; general knowledge of the housing policy				
Primary functions	Rendering a support service on a strategic and managerial level Rendering support to office administration in terms of, for example, meetings and event support operations Maintaining the asset register and inventory control system Inspecting assets and inventory items on an annual basis Registering new assets and inventory items on the assets register and the inventory control system Recommissioning serviceable assets and inventory items Writing off/scraping obsolete and unserviceable assets and inventory items Coordinating the implementation of the OHS policy within the Section Arranging Sectional OHS meetings, maintaining the OHS structure, ensuring compliance with policy and legislation				

Ensuring that subsections comply with all decisions taken at OHS meetings through reminders and follow-ups
Ensuring compliance with OHS policy and all regulations
Administrating and keeping record of all OHS-related matters in the Section
Ensuring that safety training and compliance is up to date
Rendering a support services in terms of financial management
Rendering administrative support to the unit, including auxiliary and logistical support services

SAP

S70019868

**New/natural
attrition**

Natural attrition

Enquiries

CB Diale (012 358 8323)

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

DEPARTMENT: SHARED SERVICES

Division: N/A

Section: Corporate Administration Management

Location: Pretoria Central

Reference number SSDD014-2019

Position LITHOGRAPHIC PRINTER

To be advertised Internal External

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

Job level C1/2

Scale R243 912,00 – R341 820,00 per annum

Estimated remuneration package: R310 454.45 – R435 073,05 per annum

Job purpose To achieve the maximum printing potential to the advantage of the City of Tshwane and its members.

Appointment requirements Grade 12 or equivalent qualification
 Lithographic Trade Certificate
 Relevant experience as a lithographic printer
 Physical fitness and health
 Computer literacy

Personal attributes and/or competencies: Analytical skills, Innovative and imaginative thinking combined with problem-solving and creative skills; ability to work under pressure; ability to work in a team and individually; self-motivation with the ability to prioritise, meet deadlines and manage changing priorities; being result-orientated; ability to pay attention to detail in a high-pressure situation/environment

Primary function: Operating various litho printing machines
 Cleaning machines after printing
 Doing colour and black-and-white printing
 Numbering books and gumming of plates
 Doing quality control of print jobs
 Performing machine maintenance
 Handling heavy paper to load and unload machines

SAP: S70016692

New/natural attrition Natural attrition

Enquiries: P Venter (012 358 7480)/S Ravele (012 358 7474)

work with deadlines; ability to make sound decisions; innovative thinking ability; ability to pay attention to detail; good linguistic proficiency

Primary functions Executing law enforcement actions according to the departmental scorecard in terms of enforcement of the National Road Traffic Act, by-laws, patrols, road-blocks and information-driven operations
Executing crime prevention actions through visible policing
Attending and securing accident scenes
Attending to any incidents on public roads to ensure the safe and free flow of traffic
Supervising and ensuring compliance in terms of complaints (animals, noise, traffic-related, etc)
Executing duties professionally and efficiently according to all procedures and policies
Supervising road policing actions in crime prevention and the enforcement of municipal by-laws in all areas of Tshwane
Supervising all activities within a unit
Performing ad hoc duties as and when requested

SAP S70014467; S70015488; S70014893; S70014481; S70011836; S70011823; S70014646; S70014545; S70012429

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: TSHWANE METRO POLICE

Division: N/A

Section: N/A

Location: All Regions

Reference number	COSA141-2019
Position	SENIOR ADMINISTRATIVE OFFICER (3 POSTS)
To be advertised	Internal External
This position seeks to attract	African female African male Coloured female Person with disability Indian female Indian male
Job level	C1/2/3
Scale	R243 912,00 – R387 468,00 per annum
Estimated remuneration package	R310 454,45 – R493 174,44 per annum
Job purpose	To provide end-to-end, effective and efficient operational support, and monitor and manage administrative support services as well as any ad hoc duties required by supervisors within the section.
Appointment Requirements	Grade 12 or an equivalent qualification A relevant tertiary qualification will be an added advantage At least two years' relevant experience within the field of office administration Valid Code B driver's licence will be an added advantage Advanced computer literacy and experience in Microsoft Office programmes
Personal attributes and/or competencies	Good communication skills (verbal and written); 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 with deadlines; ability to make sound decisions; innovative thinking ability; ability to pay attention to detail; good linguistic proficiency
Primary functions	Ensuring effective personnel management Ensuring effective and efficient financial management Providing efficient administration management Ensuring proper supervision of staff Administering human resource management Monitoring and controlling procurement and payments Any other ad hoc duties when requested
SAP	S70015044, S70015632; S70015056
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 Business
Section: Office of the Divisional Head: Energy Business
Location: Pretoria Central

Reference number	PWEE606-2019				
Position	SENIOR SECRETARY				
To be advertised	Internal		External		
This position seeks to attract	African female Indian male	African male White female		Coloured male Person with disability	Indian female
Job level	C2				
Scale	R279 408,00 – R341 820,00 per annum				
Estimated remuneration package	R355 634,23 – R435 073,05 per annum				
Job purpose	To provide an effective and efficient secretarial support service to the Divisional Head: Energy Business.				
Appointment Requirements	Grade 12 or an equivalent qualification plus a secretarial qualification/training Relevant secretarial experience Valid Code B driver's licence will be an added advantage Computer literacy				
Personal attributes and/or competencies	Good communication and interpersonal skills; excellent organisational skills; integrity; patience; flexibility; intelligence; willingness to accept responsibility; innovative thinking ability; ability to pay attention to detail				
Primary functions	Providing the Divisional Head with secretarial and office administration functions Organising the diary of the Divisional Head Screening incoming calls and ensuring that the Divisional Head or relevant official replies to urgent calls Arranging meetings Typing letters, memorandums, reports, emails and presentations when requested Assuring that urgent matters are brought to the attention of the Divisional Head Providing operational logistic services Executing diverse official secretarial duties				
SAP	S70060309				
New/natural attrition	New				
Enquiries	T Mahlaela (012 358 4466)/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: Office of the Divisional Head: Energy Business

Location: Pretoria Central

Reference number	PWEE607-2019				
Position	EXECUTIVE SUPPORT OFFICER				
To be advertised	Internal		External		
This position seeks to attract	African female Indian male	African male White female		Coloured male Person with disability	Indian female
Job level	C1/2/3				
Scale	R243 912,00 – R387 468,00 per annum				
Estimated remuneration package	R310 454,45 – R493 174,44 per annum				
Job purpose	To render an executive support and administrative service to the Divisional Head				
Appointment Requirements	Grade 12 or equivalent qualification A tertiary qualification will be an added advantage Relevant experience Valid Code B driver's licence will be an added advantage Computer literacy				
Personal attributes and/or competencies	Excellent communication skills, self-motivated, good organisational skills, proactivity; flexibility; good interpersonal skills; patience; ability to pay attention to detail; willingness to accept responsibility; ability to work under pressure; ability to meet deadlines; accuracy				
Primary functions	Coordinating and managing the Divisional Head's administration Developing and implementing procedures and controls to promote communication and adequate flow of information Compiling reports, documents, correspondence for approval of the Divisional Head Requesting information, data, records from key role players for the purpose of executing orders for the Divisional Head Communicating the divisional activities and operations to all role players Coordinating, updating and managing the action plans, performance indicators, targets and actual performance of the Division Obtaining information, compiling and submitting divisional progress, performance and achievement reports Facilitating the convening of various meetings Providing relevant parties with resolutions and minutes after meetings Developing and maintaining standard documentation and administrative procedures in the office of the Divisional Head Representing the Divisional Head in respect of queries related to departmental and divisional matters				

SAP S70073598

**New/natural
attrition** New

Enquiries T Mahlaela (012 358 4466)/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: Office of the Divisional Head: Electricity Planning and Development

Location: Pretoria Central

Reference number	PWEE608-2019										
Position	EXECUTIVE SUPPORT OFFICER										
To be advertised	<table border="0" style="width:100%; background-color:#cccccc;"> <tr> <td style="width:50%; text-align:center;">Internal</td> <td style="width:50%; text-align:center;">External</td> </tr> </table>	Internal	External								
Internal	External										
This position seeks to attract	<table border="0" style="width:100%; background-color:#cccccc;"> <tr> <td style="width:25%;">African female</td> <td style="width:25%;">African male</td> <td style="width:25%;"></td> <td style="width:25%;">Coloured male</td> <td style="width:25%;">Indian female</td> </tr> <tr> <td>Indian male</td> <td>White female</td> <td></td> <td>Person with disability</td> <td></td> </tr> </table>	African female	African male		Coloured male	Indian female	Indian male	White female		Person with disability	
African female	African male		Coloured male	Indian female							
Indian male	White female		Person with disability								
Job level	C1/2/3										
Scale	R243 912,00 – R387 468,00 per annum										
Estimated remuneration package	R310 454,45 – R493 174,44 per annum										
Job purpose	To render an executive support and administrative service to the Divisional Head.										
Appointment requirements	Grade 12 or equivalent qualification A tertiary qualification will be an added advantage Relevant experience Valid Code B driver’s licence will be an added advantage Computer literacy										
Personal attributes and/or competencies	Excellent communication skills; self-motivation; good organisational skills; proactivity; flexibility; good interpersonal skills; patience; ability to pay attention to details; willingness to accept responsibility; ability to work under pressure; ability to meet deadlines; accuracy										
Primary functions	Coordinating and managing the Divisional Head’s administration Developing and implementing procedures and controls to promote communication and adequate flow of information Compiling reports, documents, correspondence for approval of the Divisional Head Requesting information, data and records from key role players for the purpose of executing orders for the Divisional Head Communicating the divisional activities and operations to all role players Coordinating, updating and managing the action plans, performance indicators, targets and actual performance of the division Obtaining information, compiling and submitting reports of divisional progress, performance and achievements Facilitating the convening of various meetings Providing relevant parties with resolutions and minutes after meetings Developing and maintaining standard documentation and administrative procedures in the office of the Divisional Head Representing the Divisional Head in respect of queries related to the departmental and divisional matters										

SAP	S70003957
New/natural attrition	New
Enquiries	T Mahlaela (012 358 4466)/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: Office of the Group Head: Utility Services
Section: N/A
Location: Pretoria Central

Reference number PWEE609-2019

Position EXECUTIVE SUPPORT OFFICER

To be advertised Internal External

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

Job level C1/2/3

Scale R243 912,00 – R387 468,00 per annum

Estimated remuneration package R310 454,45 – R493 174,44 per annum

Job purpose To render an executive support and administrative service to the Group Head: Utility Services.

Appointment requirements Grade 12 or equivalent qualification
A tertiary qualification will be an added advantage
Relevant experience
Valid Code B driver’s licence will be an added advantage
Computer literacy

Personal attributes and/or competencies Excellent communication skills; self-motivation; good organisational skills; proactivity; flexibility, good interpersonal skills, patience, ability to pay attention to details, willingness to accept responsibility, ability to work under pressure, ability to meet deadlines, accuracy

Primary functions Coordinating and managing the Group Head’s administration
Developing and implementing procedures and controls to promote communication and adequate flow of information
Compiling reports, documents and correspondence for approval of the Group Head
Requesting information, data and records from key role players for the purpose of executing orders for the Group Head
Communicating the divisional activities and operations to all role players
Coordinating, updating and managing the action plans, performance indicators, targets and actual performance of the division
Obtaining information, compiling and submitting divisional progress, performance and achievements
Facilitating the convening of various meetings
Providing relevant parties with resolutions and minutes after meetings
Developing and maintaining standard documentation and administrative procedures in the office of the Group Head

Representing the Group Head in respect of queries related to the departmental and divisional matters

SAP S70003771

**New/natural
attrition** New

Enquiries T Mahlaela (012 358 4466)/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: Pretoria West Power Station

Reference number	PWEE610-2019				
Position	SENIOR ADMINISTRATIVE OFFICER				
To be advertised	Internal		External		
This position seeks to attract	African female Indian male	African male White female		Coloured male Person with disability	Indian female 
Job level	C1/2/3				
Scale	R243 912,00 – R387 468,00 per annum				
Estimated remuneration package	R310 454,45 – R493 174,44 per annum				
Job purpose	To provide secretarial and administration support services to the Pretoria West Power Station.				
Appointment requirements	Grade 12 or equivalent qualification Relevant experience in office administration support A qualification in office administration will be an added advantage Computer literacy				
Personal attributes and/or competencies	Good communication skills; organisational skills; negotiation skills; integrity; ability to pay attention to detail; independence regarding the execution of assigned duties; ability to work under pressure; willingness to accept responsibility; ability to work with deadlines				
Primary functions	Providing general and specific secretarial and administration support services to the Pretoria West Power Station Doing general office administration Performing general administration of meetings Administrating correspondence, technical documentation and personal filing Controlling the safe-keeping of contracts, records, power station data and statistics Administrating occupational health and safety documentation, proceedings and records				
SAP	S70004363				
New/natural attrition	Natural attrition				
Enquiries	C Maswanganyi (012 358 5150)/J Kuik (012 358 5151)/M Makhado (012 358 8278)				

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

DEPARTMENT: UTILITY SERVICES
Division: Energy Planning and Development
Section: Electricity Planning, Design and Construction
Location: Giovanette

Reference number	PWEE611-2019				
Position	SENIOR ADMINISTRATIVE OFFICER				
To be advertised	Internal		External		
This position seeks to attract	African female Indian male	African male White female	[REDACTED]	Coloured male Person with disability	Indian female
Job level	C1/2/3				
Scale	R243 912,00 – R387 468,00 per annum				
Estimated remuneration package	R310 454,45 – R493 174,44 per annum				
Job purpose	To provide secretarial and administration support services to the Deputy Director: Secondary Planning and Design and the Director: Electricity Planning, Design and Construction to ensure continuation of all office functions.				
Appointment Requirements	Grade 12 or equivalent qualification Relevant experience in office administration support Computer literacy				
Personal attributes and/or competencies	Good communication skills; organisational skills; negotiation skills; integrity; ability to pay attention to detail; ability to independently execute assigned duties; ability to work under pressure; willingness to accept responsibility; ability to work with deadlines				
Primary functions	Providing support, secretarial and administration support services to the Deputy Director: Secondary Planning and Design and the Director: Electricity Planning, Design and Construction to ensure continuation of all office functions Ensuring effective handling of all correspondence and provisioning of management information Executing a support function to ensure the continuation of the logistical duties within the subsection				
SAP	S70004129				
New/natural attrition	Natural attrition				
Enquiries	N Mithoo (012 358 4303)/M Makhado (012 358 8278)				

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	PWEE612-2019				
Position	ARTISAN (ELECTRICIAN)				
To be advertised	Internal		External		
This position seeks to attract	African female Indian male	African male White female		Coloured male Person with disability	Indian female
Job level	C1/2				
Scale	R243 912,00 – R341 820,00 per annum				
Estimated remuneration package	R310 454,45 – R435 073,05 per annum				
Job purpose	To do electrical maintenance at the Rooiwal Power Station.				
Appointment Requirements	N3 certificate in Electrical Engineering Trade certificate as electrician (red seal) Relevant experience in electricity maintenance activities in a heavy industry factory environment such as a power station Physical fitness and health Willingness to work shifts Willingness to work overtime and standby when required				
Personal attributes and/or competencies	Good interpersonal and communication skills; ability to work under pressure; ability to complete tasks in short time-frames, with accuracy and attention to detail; ability to concentrate for long hours; ability to work independently; being self-driven; being committed and motivated; not being colour blind or afraid of heights				
Primary functions	Carrying out electrical maintenance of power station machinery in accordance with stringent regulations and statutory requirements in a cost-effective and safe manner				
SAP	S70005030				
New/natural attrition	Natural attrition				
Enquiries	S Mashiloane (012 358 2800)/NC Mdluli (012 358 2184)				

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: Pretoria West Power Station

Reference number	PWEE613-2019										
Position	BOILER AND TURBINE ATTENDANT (2 POSTS)										
To be advertised	<table border="1"> <tr> <td>Internal</td> <td>External</td> </tr> </table>	Internal	External								
Internal	External										
This position seeks to attract	<table border="1"> <tr> <td>African female</td> <td>African male</td> <td></td> <td>Coloured male</td> <td>Indian female</td> </tr> <tr> <td>Indian male</td> <td>White female</td> <td></td> <td>People with disability</td> <td></td> </tr> </table>	African female	African male		Coloured male	Indian female	Indian male	White female		People with disability	
African female	African male		Coloured male	Indian female							
Indian male	White female		People with disability								
Job level	C1										
Scale	R243 912,00 – R304 332,00 per annum										
Estimated remuneration package	R310 454,45 – R387 357,83 per annum										
Job purpose	To handle all aspects of the monitoring of boilers, turbines and their accessories, report defects and assist the Senior Boiler Attendant and Senior Turbine Attendant in executing his/her duties; to function in accordance with stringent regulatory and statutory requirements.										
Appointment requirements	Grade 12 or equivalent qualification or National Certificate in Fossil Power Plant Auxiliary System Operation Relevant power station experience will be an added advantage N3 or equivalent qualification will be an added advantage Willingness and ability to work shifts, overtime and standby Willingness and ability to work in confined spaces, and a noisy and dusty environment										
Personal attributes and/or competencies	Good communication skills; unafraid of heights or confined spaces; physical fitness and good health										
Primary functions	Operating turbines and boilers and associated equipment/auxiliaries (24 hrs) Assisting the Senior Boiler Attendant and Senior Turbine Attendant in operating boilers and turbines as well as associated equipment/ auxiliaries (24 hrs) Ensuring that the operation of the plant, machinery or equipment is in accordance with statutory requirements as well as formal operating procedures (eg drum water levels, temperatures, pressures, etc) Maintaining a safe and healthy working environment Performing and assisting with any electrical or mechanical isolations Performing relevant laboratory, mechanical and electrical functions										
SAP	S70004440; S70004472										
New/natural attrition	Natural attrition										
Enquiries	C Maswanganye (012 358 5150)/J Kuik (012 358 5151)/M Makhado (012 358 8278)										

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	PWEE615-2019				
Position	SENIOR POWER PLANT OPERATOR				
To be advertised	Internal		External		
This position seeks to attract	African female Indian male	African male White female		Coloured male Person with disability	Indian female
Job level	C2				
Scale	R279 408,00 – R341 820,00 per annum				
Estimated remuneration package	R355 634,23 – R435 073,05 per annum				
Job purpose	To see to the safe and efficient production operation of two 60 MV steam generators (PF boilers) or two 60 MVV turbines and auxiliary plants on a continuous shift cycle throughout a 24-hour production facility				
Appointment Requirements	<p>N3 certificate or equivalent qualification PLUS four years' career-related training and experience in 60 MW pulverised fuel boilers, turbines and local network control OR National Certificate in Fossil Power Plant Auxiliary Systems Operations PLUS three years' relevant power station experience</p> <p>Relevant experience in power plant operations (boiler and turbine plant)</p> <p>Physical fitness and health</p> <p>Computer literacy</p> <p>Willingness and ability to work shifts</p>				
Personal attributes and/or competencies	Good communication skills; physical fitness, strength and health; no fear of heights; no fear of confined spaces; having good vision and not being colour blind; willingness and ability to work in a high voltage switchyard				
Primary functions	<p>To see to the safe and efficient production operation of two 60 MW steam generators (PF boilers) or two 60 MW turbines and auxiliary plants on a continuous shift cycle at a 24-hour production facility</p> <p>To delegate to subordinates</p> <p>To stay in the control rooms until released by a competent person due to 24 hour continuous operations for service delivery</p> <p>To compare the actual coal weight at own scales with mine delivery notes</p> <p>To capture data</p> <p>To call out standby personnel as requested by foreman or supervisor</p>				
SAP	S70004923				
New/natural attrition	Natural attrition				
Enquiries	R Mamafha (012 358 2801)/NC Mdluli (012 358 2184)				

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/Metering and Vending

Location: Rosslyn and Waltloo

Reference number	PWEE616-2019				
Position	SYSTEM OPERATOR (2 POSTS)				
To be advertised	Internal		External		
This position seeks to attract	African female Indian male	African male White female		Coloured male Person with disability	Indian female
Job level	C1/2				
Scale	R243 912,00 – R341 820,00 per annum				
Estimated remuneration package	R310 454,45 – R435 073,05 per annum				
Job purpose	To ensure that all elements of the prepaid vending system and associated processes for the responsible office are functioning property and efficiently				
Appointment Requirements	Grade 12 or equivalent qualification Relevant experience Valid Code B driver's licence with own transport Computer literacy				
Personal attributes and/or competencies	Analytical thinking skills; adaptability; good communication skills; interpersonal abilities; leadership skills				
Primary functions	To ensure that all elements of the prepaid vending system and associated processes for the responsible office are functioning property and efficiently				
SAP	S70005608; S70005615				
New/natural attrition	Natural attrition				
Enquiries	K Oeschger (012 358 3581)/M Makhado (012 358 8278)				

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 Connection

Location: Soshanguve

Reference number	PWEE617-2019				
Position	ARTISAN (ELECTRICIAN)				
To be advertised	Internal		External		
This position seeks to attract	African female Indian male	African male White female	Coloured female [REDACTED]	Coloured male Person with disability	Indian female [REDACTED]
Job level	C1/2				
Scale	R243 912,00 – R341 820,00 per annum				
Estimated remuneration package	R310 454,45 – R435 073,05 per annum				
Job purpose	To provide services to handle special projects like electricity-for-all, public lighting and Eskom projects and to ensure that all new installations conform to the NRS-047, NRS-048 and other related standards				
Appointment Requirements	<p>N3 certificate in Electrical Engineering Trade certificate as Electrician (red seal) At least two years' relevant experience in local authority electrical networks Physical fitness and health Valid Code C1 driver's licence with a valid PrDP Willingness to work shifts Willingness to work overtime and standby when required</p>				
Personal attributes and/or competencies	Ability to concentrate for prolonged periods; ability to be creative in finding new and innovative ways to deliver services; ability to work on numerous and vastly different issues at any given time; analytical, rational, structural and creative thinking skills; verbal and written communication skills; ability to work under pressure; being driven, committed and motivated				
Primary functions	<p>Supervision and on-site management of special projects which include electrical reticulation of townships and public lighting to ensure that the construction complies with the relevant design standard specifications Administration of project activities for audit reporting purposes Project handover for maintenance and operational purposes Comply with practices to ensure safety</p>				
SAP	S70004316				
New/natural attrition	Natural attrition				
Enquiries	M Dibakwane (012 358 9396)/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: Energy Business: Bulk Supply Services: Transmission Management

Location: C De Wet

Reference number	PWEE618-2019				
Position	ARTISAN (ELECTRICIAN) (2 POSTS)				
To be advertised	Internal		External		
This position seeks to attract	African female Indian male	African male White female		Coloured male Person with disability	Indian female
Job level	C1/2				
Scale	R243 912,00 – R341 820,00 per annum				
Estimated remuneration package	R310 454,45 – R435 073,05 per annum				
Job purpose	Supervising assigned teams, handling breakdowns during and after working hours, constructing electrical networks to ensure effective service delivery, maintaining the existing electrical network and doing safety inspections on network equipment to ensure network stability, and utilising resources effectively and in accordance with the OHS Act				
Appointment Requirements	N3 certificate in Electrical Engineering Trade certificate as Electrician (red seal) At least two years' relevant experience in local authority electrical networks Physical fitness and health Valid Code C1 driver's licence with a valid PrDP Willingness to work shifts Willingness to work overtime and standby when required				
Personal attributes and/or competencies	Ability to work under pressure; good written and verbal communication skills; ability to concentrate for prolonged periods; ability to work independently; being driven, committed and motivated				
Primary functions	Ensuring the optimal utilisation of resources for cost-effectiveness Constructing electrical networks to ensure effective service delivery Maintaining the existing electrical network to ensure network stability Supervising the assigned team Adhering to the OHS Act by overseeing safe operations on-site				
SAP	S70005237; S70005259				
New/natural attrition	Natural attrition				
Enquiries	IR Shibisi (012 358 0309)/NC Mdluli (012 358 2184)				

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: Bulk Supply Services

Location: Rooiwal Power Station

Reference number	PWEE619-2019				
Position	SENIOR POWER PLANT OPERATOR				
To be advertised	Internal		External		
This position seeks to attract	African female Indian male	African male White female		Coloured male Person with disability	Indian female
Job level	C1/2				
Scale	R243 912,00 – R341 820,00 per annum				
Estimated remuneration package	R310 454,45 – R435 073,05 per annum				
Job purpose	The control of a local electrical network control system on shift. The electrical control room needs to be managed throughout at the 24-hour production facility.				
Appointment Requirements	N3 certificate or equivalent qualification PLUS four years' career-related experience on local network control OR SAQA registration qualification: National Certificate in Local Electrical Network Control PLUS one year's relevant power plant operations experience Relevant experience in power plant operations Physical fitness and health Computer literacy Willingness and ability to work shifts				
Personal attributes and/or competencies	Physical fitness, strength and health; having good vision and not being colour blind; willingness to work in a high voltage switchyard; good communication skills				
Primary functions	To delegate work to the power plant operator To stay in the electrical control room until relieved by a competent person, because the production facility operates on a 24-hour continuous basis for service delivery to all To compare the actual coal weight at own scales with mine delivery notes To capture data To call out standby personnel as requested by foreman or superintendent				
SAP	S70004864				
New/natural attrition	Natural attrition				
Enquiries	R Mamafha (012 358 2801)/NC Mdluli (012 358 2184)				

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: Metering and Vending: Metering Low-voltage and Vending Services Operations – Low-voltage

Location: All regions

Reference number	PWEE621-2019				
Position	ARTISAN (ELECTRICIAN)				
To be advertised	Internal		External		
This position seeks to attract	African female Indian male	African male White female		Coloured male Person with disability	Indian female
Job level	C1/2				
Scale	R243 912,00 – R341 820,00 per annum				
Estimated remuneration package	R310 454,45 – R435 073,05 per annum				
Job purpose	To executive projects/maintenance (operations) in an effective may by keeping to the set targets, cost, resources and standards of each project, and adhering to the OHS Act				
Appointment Requirements	N3 certificate in Electrical Engineering Trade certificate as Electrician (red seal) At least two years' relevant experience in local authority electrical networks Physical fitness and health Valid Code C1 driver's licence with a valid PrDP Willingness to work shifts Willingness to work overtime and standby when required				
Personal attributes and/or competencies	Ability to concentrate for prolonged periods; analytical thinking skills; good communication skills; interpersonal abilities; leadership skills; ability to work under pressure; being driven, committed and motivated				
Primary functions	To do meter installations and safe audits To understand and interpret the technical issues related to the functions To interpret and adhere to the safety policies and standards To be able to drive to the various operation sites To transport materials and personnel to and from operational sites				
SAP	S70005466				
New/natural attrition	Natural attrition				
Enquiries	P Mabotja (012 358 6610)/M Makhado (012 358 8278)				

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: Technical Support and Technology Management

Location: Pretoria Central

Reference number PWEE622-2019

Position **DEPUTY DIRECTOR: LOGISTICS AND TECHNICAL SUPPORT**

To be advertised Internal External

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

Job level E1

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

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

Job purpose To standardise and rationalise the technical specification database and annual equipment contracts required for the procurement of cost-effective electrical equipment required for the construction, maintenance and safe operation of the electricity distribution infrastructure, for use by the Electricity Department’s employees, developers and consultants in the City of Tshwane

Appointment Requirements BEng or BSc or BTech degree in Electrical Engineering or equivalent qualification
 Registration or eligibility to register as Professional Engineer/Technologist with ECSA
 At least five years’ relevant experience
 At least three years’ project management experience
 Valid driver’s licence
 Computer literacy

Personal attributes and/or competencies Ability to understand electrical drawings and designs; ability to manage and motivate a diverse operational workforce; having insight of the costs associated with different construction techniques, different materials used and the application of new technologies; ability to understand and apply project management principles; ability to understand and interpret technical issues related to the post; ability to understand technical submissions and standards; ability to write reports and create worksheets

Primary functions To standardise and rationalise the technical specification database and annual equipment contracts required for the procurement of cost-effective electrical equipment required for the construction, maintenance and safe operation of the electricity distribution infrastructure, for use by the Electricity Department’s employees, developers and consultants in the City of Tshwane
 To provide a safe and reliable electrical network conforming to national standards for the quality of service and supply requirements

To be responsible for drafting and reviewing contract documents and guidelines
To review specifications and adjudication reports and to provide feedback
To audit the contract management of special projects

SAP S70004212

New/natural attrition Natural attrition

Enquiries M Rasetlola (012 358 7101)/T Mahlaela (012 358 4466)

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: Primary and Secondary Engineering Services
Location: Giovannette Depot

Re-advertisement

Reference number PWEE605-2019

Position **DIRECTOR: PRIMARY AND SECONDARY ENGINEERING SERVICES**

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 E2

Scale R699 984,00 – R910 836,00 per annum

Estimated remuneration package R1 032 441,57 – R1 300 816,81 per annum

Job purpose To manage the electrical infrastructure by planning, designing and implementing the primary and secondary electrical networks to ensure sufficient, reliable and safe capacity on new and existing electrical networks
To have the overall responsibility for the strategic planning and managing of strategic projects of the section, to build strong relations with clients, and to ensure that the deputy directors meet their agreed targets on expanding and upgrading the networks

Appointment requirements BEng or BSc or BTech degree in Electrical Engineering or equivalent qualification
Registration as Professional Engineer/Engineering Technologist with ECSA will be an added advantage
Senior management qualification will be an added advantage
Financial management for non-financial managers will be an added advantage
At least eight years' experience in the technical environment
At least five years' management experience
Valid Code B driver's licence
Computer literacy

Personal attributes and/or competencies Ability to concentrate for prolonged periods; ability to be creative in finding new and innovative ways of delivering services; ability to work on numerous and vastly different issues at any given time; analytical thinking skills; negotiating and interpersonal skills; quick decision-making skills with limited information available; business acumen; above average verbal and written communication skills; leadership skills; adaptability to a changing environment and different views; presentation skills; strategic thinking skills

Primary functions Manage, coordinate and approve the master plans for the primary and secondary electrical networks to ensure sufficient capacity for electrical network developments
Manage and approve feasibility reports for the primary network to ensure cost-effective projects
Manage and approve the design of 275 kV, 132 kV and 33 kV transmission networks, and secondary distribution networks to ensure optimal performance on the electrical networks
Manage and approve the primary and secondary upgrading reports to ensure sufficient capacity on distribution networks
Manage and oversee tender documents for project implementation to ensure that procurement policies are adhered to
Manage and approve project budgets to ensure that primary and secondary projects are allocated correctly
Manage strategic personnel processes and activities
Adhere to statutory regulations to reduce the department's exposure to risks

SAP S70004063

New/natural attrition Natural attrition

Enquiries T Mahlaela (012 358 4466)

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: Rooival Power Station

Reference number	PWEE623-2019										
Position	CHIEF ENGINEER										
To be advertised	<table border="1"> <tr> <td>Internal</td> <td>External</td> </tr> </table>	Internal	External								
Internal	External										
This position seeks to attract	<table border="1"> <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>White female</td> <td>██████████</td> <td>Person with disability</td> <td>██████████</td> </tr> </table>	African female	██████████	Coloured female	Coloured male	Indian female	Indian male	White female	██████████	Person with disability	██████████
African female	██████████	Coloured female	Coloured male	Indian female							
Indian male	White female	██████████	Person with disability	██████████							
Job level	D2/3/E1										
Scale	R408 192,00 – R777 720,00 per annum										
Estimated remuneration package	R519 552,22 – R1 128 984,99 per annum										
Job purpose	To manage and oversee the 24-hour production facility to ensure safe, reliable, cost-effective and optimum electricity generation at all times, and to oversee approximately 120 staff members on various levels										
Appointment Requirements	<p>BEng (Mechanical) or BSc (Mechanical Engineering) or BTech degree in Mechanical Engineering or Certified Mechanical Engineer Registration as Professional Engineer/Engineering Technologist with ECSA will be an added advantage Government certificate of competency will be an added advantage Management qualification will be an added advantage At least 15 years' relevant experience in a power generation environment Computer literacy</p>										
Personal attributes and/or competencies	Analytical thinking skills; good communication skills; strategic planning skills; good leadership skills; ability to make sound judgements; strategic thinking skills										
Primary functions	<p>To oversee the following:</p> <ul style="list-style-type: none"> Generation of electricity Management of personnel Training and utilisation of staff Planning and operational management information Defecting systems Permit and isolation systems Condition monitoring Laboratory facilities Preventative maintenance Budget control 										
SAP	S70004775										
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

Re-advertisement

Reference number	PWEE599-2019				
Position	SENIOR SUPERINTENDENT				
To be advertised	Internal		External		
This position seeks to attract	African female Indian male	African male White female	Coloured female [REDACTED]	Coloured male Person with disability	Indian female [REDACTED]
Job level	D1				
Scale	R354 336,00 – R454 464,00 per annum				
Estimated remuneration package	R451 003,59 – R578 447,84 per annum				
Job purpose	To repair and maintain the 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 health; no fear of heights; having sound knowledge and understanding of power plant equipment assembly and operational requirements; having sound knowledge of OHS Act 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: GROUP LEGAL AND SECRETARIAT SERVICES

Division: Office of the Group Head

Section: N/A

Location: Pretoria Central

Reference number	LESE064-2019				
Position	EXECUTIVE SECRETARY				
To be advertised	Internal		External		
This position seeks to attract	Indian male	African male	White male	Coloured male Person with disability	Indian female
Job level	C3				
Scale	R316 704,00 – R387 468,00 per annum				
Estimated remuneration package	R403 105,07 – R493 174,44 per annum				
Job purpose	To provide an effective and efficient secretarial support service to the Group Head: Group Legal and Secretariat Services				
Appointment Requirements	Grade 12 or an equivalent qualification plus a secretarial qualification/training Relevant secretarial and office administration experience Computer literacy Even though the advertisement may have a specific location or area of work, applicants must be willing to be placed anywhere in the city from time to time as required and determined by departmental management; thus by applying for any of these positions the applicants irrevocably accept this condition				
Personal attributes and/or competencies	Flexibility; willingness to accept responsibility; innovative thinking skills; ability to pay attention to detail; ability to work within prescribed timelines; good self-management skills; ability to function well in stressful conditions				
Primary functions	Provide a reception service Provide an office administration service Provide a typing and computer operating service Provide an operational logistics service Execute diverse official secretarial duties				
SAP	S70017123				
New/natural attrition	Natural attrition				
Enquiries	S Mabena (012 358 3656)/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: Municipal Courts

Section: Court Administration

Location: Capitol Towers North, Pretoria Central

Reference number	LESE065-2019						
Position	SENIOR ADMINISTRATIVE OFFICER						
To be advertised	<table border="1"> <tr> <td>Internal</td> <td>External</td> </tr> </table>	Internal	External				
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Indian male	African male	White male	Coloured male	Person with disability	Indian female		
Job level	C1/2/3						
Scale	R243 912,00 – R387 468,00 per annum						
Estimated remuneration package	R310 454,45 – R493 174,44 per annum						
Job purpose	To perform an effective and efficient administrative function for Municipal Courts						
Appointment Requirements	<p>Grade 12 or equivalent qualification A relevant tertiary qualification will be an added advantage Relevant experience within the field of office administration Computer literacy</p> <p>Even though the advertisement may have a specific location or area of work, applicants must be willing to be placed anywhere in the city from time to time as required and determined by departmental management; thus by applying for any of these positions the applicants irrevocably accept this condition</p>						
Personal attributes and/or competencies	Integrity; intelligence; patience; innovative thinking skills; decisiveness; flexibility; willingness to accept responsibility						
Primary functions	<p>To perform administrative duties at the information counter To manage the court roll To manage the registration/result of representations To handle telephone enquiries To administrate warrants of arrest To administrate admissions of guilt To handle public enquiries To serve Section 54 summonses</p>						
SAP	S70017301						
New/natural attrition	Natural attrition						
Enquiries	S van Zyl (012 358 7178)/S Mabena (012 358 3656)						

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: Prosecutions

Location: Pretoria Central

Reference number **LESE066-2019**

Position **DEPUTY DIRECTOR: PROSECUTIONS**

To be advertised Internal External

This position seeks to attract African female African male [Redacted] [Redacted] [Redacted]
Indian male White female Person with disability

Job level E1

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

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

Job purpose To oversee and manage the delivery of effective and efficient labour law advisory services, organisational policies, collective agreement and strategies

Appointment Requirements A four-year career-related legal degree or equivalent
A postgraduate qualification in law will be advantageous
An admitted attorney or advocate
Sound knowledge of the principles of labour law, administrative law, constitution and local government, and civil procedure law will be an added advantage
At least five years' experience in prosecutions
A valid Code B driver's licence
Computer literacy (being conversant with the following computer packages: MS Word, 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 the city from time to time as required and determined by departmental management; thus by applying for any of these positions the applicants irrevocably accept this condition

Personal attributes and/or competencies Negotiating skills; excellent communication skills; leadership skills; excellent problem-solving skills; sound financial management skills; ability to work within prescribed timelines; good self-management skills; ability to function well in stressful conditions

Primary functions Manage disciplinary matters
Execute labour law services
Execute generic planning functions
Execute generic management functions
Execute generic financial functions

SAP	S70016294
New/natural attrition	Natural attrition
Enquiries	S Segolela 012 358 7387)/J Mamabolo (012 358 2152)/S Mabena (012 358 3656)

SAP S70017201

New/natural attrition Natural attrition

Enquiries M Mphahlele (012 358 7302)/J Mamabolo (012 358 2152)

Appear on behalf of the employer and represent the interests of the employer in all cases
Effect constant reporting and give feedback to client departments/divisions about all cases handled
Conduct research on the latest legal developments in labour law

SAP S70016296

New/natural attrition Natural attrition

Enquiries S Segolela (012 358 7387)/S Mabena (012 358 3656)

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: A Re Yeng Operations
Location: Hatfield

Re-advertisement

Reference number TRRO426-2019

Position INFORMATION OFFICER

To be advertised Internal External

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

Job level C1/2/3

Scale R243 912,00 – R387 468,00 per annum

Estimated remuneration package R310 454,45 – R493 174,44 per annum

Job purpose Executing all responsibilities related to the development and operation of the website and social media for the TRT Operations Business Unit, and providing general assistance to any activity related to marketing and communications programmes

Appointment requirements Grade 12 plus a Diploma in Journalism, Information Technology and/or Communication
At least two years' experience in marketing, communications and/or the use of electronic multimedia techniques and website operations
A valid Code B driver's licence
Computer literacy

Personal attributes and/or competencies Having no disability of vision, speech and hearing; integrity; intelligence; patience; innovative thinking skills; imagination; flexibility; willingness to accept responsibility; decisiveness; ability to pay attention to detail; strategic thinking skills; excellent linguistic ability; excellent audio ability; excellent visual ability

Primary function Implementing and operating a website for A Re Yeng TRT operations
Implementing and operating social media mechanisms
Communicating and reporting on website and social media activities

SAP S70009812
New/natural attrition Natural attrition
Enquiries 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: Tshwane Bus Services

Section: Operations

Location: C de Wet Depot

Reference number	TRRO463-2019								
Position	SENIOR ADMINISTRATIVE OFFICER								
To be advertised	<table border="1"> <tr> <td>Internal</td> <td>External</td> </tr> </table>	Internal	External						
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Indian male	African male	Coloured male	Indian female						
		Person with disability							
Job level	C1/2/3								
Scale	R243 912,00 – R387 468,00 per annum								
Estimated remuneration package	R310 454,45 – R493 174,44 per annum								
Job purpose	To deliver community desk operations support services to the specialised unit of Tshwane Bus Services								
Appointment Requirements	<p>Grade 12 or an equivalent qualification</p> <p>A tertiary qualification in customer care will be an added advantage</p> <p>At least three years' customer care experience</p> <p>Computer literacy</p>								
Personal attributes and/or competencies	Good communication skills; good interpersonal relations skills; problem-solving skills; analytical skills; ability to pay attention to detail; integrity; intelligence; patience								
Primary functions	<p>Receive and refer complaints to the relevant stakeholders</p> <p>Compile a monthly report to the Deputy Director: Operations and Deputy Director: Finance</p> <p>Handle Tshwane Bus Services' social media, Facebook and Twitter</p> <p>Keep records of all complaints on SAP and give feedback to the complainant</p> <p>Render a sufficient customer care service to Tshwane Bus Services commuters in respect of bus services</p>								
SAP	S70009209								
New/natural attrition	Natural attrition								
Enquiries	KS Buda (012 358 2203)/M Mphahlele (012 358 1018)								

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

DEPARTMENT: ROADS AND TRANSPORT

Division: Transportation Planning

Section: Transport Infrastructure Planning

Location: Centurion

Reference number	TRRO464-2019								
Position	SENIOR ADMINISTRATIVE OFFICER								
To be advertised	<table border="1"> <tr> <td>Internal</td> <td>External</td> </tr> </table>	Internal	External						
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Indian male	African male	Coloured male	Indian female						
		Person with disability							
Job level	C1/2/3								
Scale	R243 912,00 – R387 468,00 per annum								
Estimated remuneration package	R310 454,45 – R493 174,44 per annum								
Job purpose	To execute the administration process for the evaluation of land development applications inter alia township development, rezoning, consent use, second dwellings, subdivisions and consolidations so as to meet legislated/regulated response times, to maintain a computerised data system, to process statistics, and to effect general office administration								
Appointment Requirements	Grade 12 or an equivalent qualification Relevant experience in general office administration Relevant experience in administering land use applications will be an added advantage Computer literacy								
Personal attributes and/or competencies	Good communication and interpersonal skills; willingness to accept responsibility; ability to carry out duties and responsibilities with limited supervision; ability to establish work priorities								
Primary functions	Coordinating the processing of development applications Managing a computerised database system Providing standard requirements for applications Coordinating the processing of all incoming mail and files Effecting general office administration Processing statistics regarding all development applications Assisting with the administration of certain personnel matters								
SAP	S70008812								
New/natural attrition	Natural attrition								
Enquiries	D Simelane (012 358 1243)/M Mphahlele (012 358 1018)								

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

DEPARTMENT: ROADS AND TRANSPORT

Division: Tshwane Bus Services

Section: Operations

Location: C de Wet (Pretoria Central)

Reference number	TRRO465-2019
Position	TRANSPORT OFFICER
To be advertised	Internal External
This position seeks to attract	Indian male African male Coloured male Person with disability Indian female
Job level	C1/2
Scale	R243 912,00 – R341 820,00 per annum
Estimated remuneration package	R310 454,45 – R435 073,05 per annum
Job purpose	To render a customer service to the residents of Tshwane
Appointment requirements	Grade 12 or equivalent qualification Relevant customer care or customer relations experience Knowledge of social media and public transport query resolutions and operations will be an advantage A SAP-related customer care course to register complaints will be an added advantage Valid Code B driver's licence Computer literacy Willingness and ability to work shifts
Personal attributes and/or competencies	Leadership/supervisory skills; good communication skills; interpersonal skills; presentation skills; patience; innovative thinking skills; flexibility; decisiveness; efficiency; ability to be self-motivated; willingness to accept responsibility; ability to pay attention to detail; being proactive; ability to work with people
Primary functions	Handle telephonic, written and direct complaints/enquiries Implement and maintain the complaints/enquiries system Interact with external role players and activities Execute site inspections for more information Keep statistical data Provide detailed feedback for the SDBIP report
SAP	S70009574
New/natural attrition	Natural attrition
Enquiries	V Selamolela (012 358 7919)/M Mphahlele (012 358 1018)

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

DEPARTMENT: ROADS AND TRANSPORT

Division: Licencing Services

Section: Registering and Licencing Authority Services

Location: Bronkhorstspuit Licencing Services Centre

Reference number	TRRO466-2019				
Position	SENIOR LICENCING OFFICER				
To be advertised	Internal		External		
This position seeks to attract	Indian male	African male		Coloured male Person with disability	Indian female
Job level	C1/2/3				
Scale	R243 912,00 – R387 468,00 per annum				
Estimated remuneration package	R310 454,45 – R493 174,44 per annum				
Job purpose	To supervise work flow, procedural compliance, legislative compliance and services				
Appointment requirements	Grade 12 or equivalent qualification At least five years' relevant experience in licencing services Knowledge of the National Road Traffic Act, provincial legislation and the National Traffic Information System will be an added advantage Computer literacy				
Personal attributes and/or competencies	Negotiating skills; leadership skills; communication skills; analytical skills				
Primary functions	Supervise staff members within the Licencing Services Division and all tasks performed by them as prescribed by the Road Traffic Act and related policies of the Municipality governing labour relations Communicate with the senior licence officer, chief licence officer, functional head and licence officer on administrative and practical problems associated with operations in their sections Effect quality checks on daily tasks and documents, and ensure the security thereof Conduct meetings with members under their supervision Handle all client enquiries and general complaints to ensure efficient telephonic and verbal communication to satisfy public demand, and provide an efficient service Supervise all operational functions conducted by licence officers Ensure the general control of stationery and equipment for licence officers Reconcile the face value documents register Balance the daily cash up in respect of all payment currency and the total on the eNaTIS system Report equipment and system problems to the eNaTIS Administrator Keep records of all calls logged and follow-ups Supervise all administrative duties and tasks related to operational activities				

SAP	S70015760
New/natural attrition	Natural attrition
Enquiries	T Mashigoane (012 358 5285)/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: TRT Project Administration

Location: Hatfield

Reference number	TRRO467-2019								
Position	SECRETARY								
To be advertised	<table border="1"> <tr> <td>Internal</td> <td>External</td> </tr> </table>	Internal	External						
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Indian male	African male	Coloured male	Indian female						
		Person with disability							
Job level	C1								
Scale	R243 912,00 – R304 332,00 per annum								
Estimated remuneration package	R310 454,45 – R387 357,83 per annum								
Job purpose	To render an effective and efficient secretarial and administrative support service to the director								
Appointment Requirements	Grade 12 or an equivalent qualification plus a secretarial qualification/training Relevant secretarial and office administration experience Computer literacy								
Personal attributes and/or competencies	Patience; communication skills; analytical skills; organisational skills								
Primary functions	Render a secretarial function Render an office administration function Render a telephone and reception service Render a typing service Organise diaries Ensure meeting arrangements Conduct a general office management function								
SAP	S70009952								
New/natural attrition	Natural attrition								
Enquiries	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: Licencing Services

Section: Finance

Location: Pretoria Central

Reference number	TRRO468-2019								
Position	SENIOR ADMINISTRATIVE OFFICER								
To be advertised	<table border="1"> <tr> <td>Internal</td> <td>External</td> </tr> </table>	Internal	External						
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Indian male	African male	Coloured male	Indian female						
		Person with disability							
Job level	C1/2/3								
Scale	R243 912,00 – R387 468,00 per annum								
Estimated remuneration package	R310 454,45 – R493 174,44 per annum								
Job purpose	To ensure implementation and financial control within the Licencing Services Division in accordance with the PFMA and MFMA								
Appointment Requirements	<p>Grade 12 or an equivalent qualification</p> <p>Relevant experience in general office administration and financial management</p> <p>Relevant experience in licencing services will be an added advantage</p> <p>Computer literacy with SAP experience</p>								
Personal attributes and/or competencies	Good communication skills; patience; ability to pay attention to detail; having knowledge of eProcurement, the National Road Traffic Act and provincial legislation, the by-laws of the City of Tshwane, the National Information System and the MFMA								
Primary functions	<p>Ensure implementation and financial control in accordance with the PFMA and MFMA</p> <p>Provide administrative support to the Licencing Services Division</p> <p>Attend to and ensure responses to queries raised by clients through the licencing offices</p> <p>Ensure that the cash office's float balances as allocated on SAP</p> <p>Ensure accuracy and quality control in the balancing of cashiers (cash-up statements, CDs, cheque lists, bank deposit slips, back upload slips and cancellations)</p> <p>Control outstanding shortages agreements and the reconciliation of all payments for shortages on the general ledger account</p> <p>Draw up and balance financial reports from eNaTIS</p> <p>Supervise and ensure the correct and accurate compilation of the cashbook</p> <p>Supervise the stock controller to ensure that there is sufficient stationery provision for the Licencing Services Division's offices</p> <p>Administer petty cash for the Licencing Services Division</p> <p>Process reservations on behalf of the Licencing Services Division on SAP</p> <p>Order essential stock for the Licencing Services Division on eProcurement</p> <p>Administer invoices on behalf of the Licencing Services Division</p>								

Prepare the monthly TAS 9 report
Supervise staff
Administer the incident report from financial institutions

SAP S70015780

**New/natural
attrition** Natural attrition

Enquiries T Mashigoane (012 358 5285)/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
Section: A Re Yeng Operations
Location: Hatfield

Reference number TRRO469-2019

Position BUS OPERATIONS SUPERVISOR

To be advertised Internal External

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

Job level C1/2

Scale R243 912,00 – R341 820,00 per annum

Estimated remuneration package R310 454,45 – R435 073,05 per annum

Job purpose To ensure speedy resolutions to problems, verification of incidents and actions to be taken, and to attend to issues that cannot be resolved immediately by the control room staff

Appointment Requirements Grade 12 or equivalent qualification
At least five years' relevant experience in a bus passenger or BRT operations environment
Valid Code B driver's licence
Computer literacy

Personal attributes and/or competencies Management skills; communication skills; analytical skills; organisational skills; ability to work as part of a team; problem-solving skills; integrity; intelligence; patience; innovative thinking skills; flexibility; decisiveness; ability to pay attention to detail; willingness to accept responsibility; having working knowledge of relevant legislation; having thorough knowledge of the TRT service environment and how the system operates, as well as service details such as timetables; having in-depth knowledge of available transport technologies; ability to immediately package problem situations and to take appropriate decisions in terms of delegated authority; ability to promptly elevate relevant impact problems with solutions to the appropriate level; ability to think innovatively and being solution focused

Primary functions To ensure all TRT-related operations throughout the trunks, complimentary and feeder routes run smoothly and to supply first-hand verification and information to the control room, the deputy directors and directors involved in problem solving
To act as real-time trouble shooter and verify critical issues before high-impact decisions are made
To operate outside the control room environment to ensure speedy resolutions to problems and verification of incidents and actions to be taken, and to attend to issues that cannot be resolved immediately by the control room staff

SAP	S70009856
New/natural attrition	Natural attrition
Enquiries	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
Section: A Re Yeng Operations
Location: Hatfield

Reference number TRRO470-2019

Position QUALITY CONTROLLER (8 POSTS)

To be advertised Internal External

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

Job level C3

Scale R316 704,00 – R387 468,00 per annum

Estimated remuneration package R403 105,07 – R493 174,44 per annum

Job purpose To monitor, measure and maintain BRT’s quality management systems for the City of Tshwane’s IRPTN internal and outsourced operations (buses, stations, AFC, APTMS, UTC) in line with the City’s ISO 9001:2015 Quality Management Systems

Appointment requirements Grade 12 or equivalent qualification
National diploma in Production, Operations Management or equivalent career-related qualification (added advantage)
ISO 9001 Implementation certificate is mandatory
At least three years’ relevant experience in a quality monitoring environment, including quality auditing and inspections, or quality control in a bus operations environment will be an added advantage
Computer literacy
Willingness and ability to work shifts as per the nature of the position

Personal attributes and/or competencies Integrity; patience; willingness to accept responsibility; decisiveness; ability to pay attention to detail; high hand-eye coordination ability; high three-dimensional ability; excellent eyesight; communication skills; analytical skills; interpersonal skills/conflict-handling skills

Primary function Measure inputs to be used to monitor service quality trends and as a basis to levy penalties on service providers as per the set SLA penalties regime
Perform ongoing quality audits and inspections on stations, buses, depots, ICC and other operational facilities in line with the contractual penalties regime
Perform ongoing service quality inspections of the services rendered by the Bus Operating Company (BOC), Station Operating Company (SOCA), Automated Fare Collection (AFC), Advanced Public Transport Management System (APTMS) and Urban Traffic Controller (UTC) in line with the agreed contractual penalties regime

Communicate and work seamlessly with quality control staff to ensure smooth quality measurements and proper reporting across the IRPTN Unit
Report and provide quality audit findings to the senior quality controller
Convene quality audit follow-up meetings with the affected parties
Develop and communicate corrective actions to the affected parties
Implement continuous improvement initiatives as set out in the continuous improvement strategy
Review business processes quarterly to capture all improvement ideas
Promote continuous improvement efforts to all service providers through dedicated improvement workshops and seminars

SAP S70009864; S70009865; S70009866; S70009867; S70009868; S70009869;
S70009870; S70009871

New/natural attrition New

Enquiries A Rambani (012 358 7939)/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: Transportation Planning

Section: Intelligent Transport Systems and Traffic Engineering

Location: Belle Ombre: Traffic Signal Maintenance Ops

Reference number TRRO471-2019

Position TRAFFIC SIGNAL TECHNICIAN (2 POSTS)

To be advertised Internal External

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

Job level C1/2/3

Scale R243 912,00 – R387 468,00 per annum

Estimated remuneration package R310 454,45 – R493 174,44 per annum

Job purpose To organise, control and utilise personnel, materials, equipment and machinery to perform traffic signal system maintenance operational services by departmental teams, to supervise contractual work on maintenance and construction, to ensure acceptable standards and quality, and to maintain the agreement and policy of the contract

Appointment requirements Trade certificate as qualified tradesman Electrician
National technical certificate N3 (Electrical)
Experience in operating a “cherry picker” machine
Experience in cable jointing/reticulation
Experience in working on PLCs
Good knowledge of Auto motor and Syntell controllers, both electrical and mechanical
Traffic light construction experience
Valid Code C1 driver’s licence with valid PrdP
Computer literacy
Willingness and ability to work shifts and after hours as requested

Personal attributes and/or competencies Being self-assertive in dealing and liaising with the public; good written and verbal communication skills; good interpersonal skills; ability to work under pressure; willingness and ability to work as part of a team; reliability; ability to be independent in the execution of assigned duties; positivity; trainability

Primary function Manage operational activities:
Financial control
Human resources management
Asset management
Performance management
Logistic management
Quality control management

Client services

SAP

S70044043; S70044045

**New/natural
attrition**

Natural attrition

Enquiries

G Rivers (012 358 0720)

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: Integrated Rapid Public Transport Network (IRPTN) Operations

Location: Hatfield

Reference number	TRRO472-2019								
Position	SECRETARY								
To be advertised	<table border="1"> <tr> <td>Internal</td> <td>External</td> </tr> </table>	Internal	External						
Internal	External								
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Indian male	African male	Coloured male	Indian female						
		Person with disability							
Job level	C1								
Scale	R243 912,00 – R304 332,00 per annum								
Estimated remuneration package	R310 454,45 – R387 357,83 per annum								
Job purpose	To render an effective and efficient secretarial and administrative support service to the Director								
Appointment Requirements	Grade 12 or an equivalent qualification plus a secretarial qualification/training Relevant secretarial and office administrative experience Computer literacy								
Personal attributes and/or competencies	Patience; communication skills; analytical skills; organisational skills								
Primary functions	Render a secretarial function Render an office administration function Render a telephone and reception service Render a typing service Organise diaries Ensure meeting arrangements Conduct a general office management function								
SAP	S70009836								
New/natural attrition	Natural attrition								
Enquiries	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: Tshwane Bus Services

Section: Bus Services Maintenance and Fleet

Location: C de Wet (Pretoria Central)

Re-advertisement

Reference number	TRRO439-2019										
Position	DIRECTOR: BUS SERVICES MAINTENANCE AND FLEET										
To be advertised	<table border="1"> <tr> <td>Internal</td> <td>External</td> </tr> </table>	Internal	External								
Internal	External										
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African female	██████████	Coloured female	Coloured male	██████████							
██████████	White female	██████████	Person with disability	██████████							
Job level	E2										
Scale	R699 984,00 – R910 836,00 per annum										
Estimated remuneration package	R1 032 441,57 – R1 300 816,81 per annum										
Job purpose	To manage, inspect and evaluate defects on buses and refer buses for repairs, to manage and handle administration with regard to all technical matters and control staff of the technical section, and to set targets and ensure that they are met										
Appointment Requirements	<p>An appropriate career-related tertiary qualification (three-year national diploma or degree) or equivalent qualification</p> <p>At least ten years' relevant experience in fleet maintenance and bus service maintenance</p> <p>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</p> <p>Managerial or supervisory experience</p> <p>Valid driver's licence</p> <p>Computer literacy</p>										
Personal attributes and/or competencies	Negotiating skills; leadership skills; project management skills; technical skills; analytical skills; communication skills; ability to pay attention to detail; ability to work under pressure; report writing skills; good interpersonal skills; computer skills; innovative thinking skills; statistical skills; willingness to accept responsibility										
Primary functions	<p>Lead and guide staff of the TBS Maintenance and Fleet Section</p> <p>Manage and control the annual budget of the section</p> <p>Coordinate the approval and implementation of technical and fleet strategies</p> <p>Ensure an effective fleet and maintenance management system</p> <p>Ensure compliance with environmental management and occupational health and safety legislation</p>										

SAP S70008970

New/natural attrition Natural attrition

Enquiries B Mntambo (012 358 0230)/JN Masilela (012 358 0255)

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

DEPARTMENT: ROADS AND TRANSPORT

Division: Transport Planning

Section: Intelligent Transport Systems and Traffic Engineering

Location: Pretoria Central

Reference number	TRRO473-2019								
Position	ROAD DATA OFFICER								
To be advertised	<table border="1"> <tr> <td>Internal</td> <td>External</td> </tr> </table>	Internal	External						
Internal	External								
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Indian male	African male	Coloured male	Indian female						
Person with disability									
Job level	C1/2								
Scale	R243 912,00 – R341 820,00 per annum								
Estimated remuneration package	R310 454,45 – R435 073,05 per annum								
Job purpose	To collect, update and file all the information in the subsection and manage the gathering of all traffic and transportation data, internally and externally								
Appointment Requirements	<p>Grade 12 or equivalent qualification</p> <p>A national certificate in engineering or IT will be an added advantage</p> <p>At least three years' relevant experience</p> <p>Valid Code B driver's licence</p> <p>Computer literacy</p>								
Personal attributes and/or competencies	Physical fitness to do site visits; having a technical background; leadership skills; ability to prepare work schedules and reports; to be able to work with colleagues in good spirit; must be able to engage and assist the public professionally; to be able to read and interpret transportation and traffic engineering information								
Primary functions	<p>Provide support to the deputy director in traffic information functions</p> <p>Prepare and coordinate counting programs and schedules, and handle requests for counts</p> <p>Manage all transportation data gathered, internally and externally</p> <p>Assist in the administrative duties of the subsection</p> <p>Provide a daily service to all departments, the public and other authorities</p> <p>Assist with information to officials, the public and authorities via internet, fax and telephone, per appointment</p> <p>Update all information in data management systems</p> <p>Extract and process captured data, and update databases</p> <p>Prepare payment invoices for traffic information</p>								
SAP	S70008672								
New/natural attrition	Natural attrition								
Enquiries	TP Ntakakaze (012 358 4835)/M Mphahlele (012 358 1018)								

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

DEPARTMENT: ROADS AND TRANSPORT

Division: Transport Development

Section: Transport Funding and Subsidy Management

Location: Pretoria Central

Reference number	TRRO474-2019								
Position	FINANCIAL SUPPORT OFFICER								
To be advertised	<table border="1"> <tr> <td>Internal</td> <td>External</td> </tr> </table>	Internal	External						
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Indian male	African male	Coloured male	Indian female						
Person with disability									
Job level	C2/3/D1								
Scale	R279 408,00 – R454 464,00 per annum								
Estimated remuneration package	R355 634,23 – R578 447,84 per annum								
Job purpose	To perform financial administration for the Transport Development Division								
Appointment Requirements	<p>An appropriate three-year tertiary career-related qualification (degree or national diploma) or equivalent qualification</p> <p>Relevant experience in financial support</p> <p>Valid Code B driver's licence</p> <p>Computer literacy</p> <p>Knowledge of the SAP system will be an added advantage</p>								
Personal attributes and/or competencies	Communication skills; budget management skills; ability to pay attention to detail; integrity; flexibility; punctuality								
Primary functions	<p>Effect administration of transport financing</p> <p>Manage transport finance logistics</p> <p>Perform financial planning of transport projects</p> <p>Monitor subsidised public transport contracts</p> <p>Administer bus subsidy claims</p>								
SAP	S70008620								
New/natural attrition	Natural attrition								
Enquiries	T Dangalazana (012 358 1928)/M Mphahlele (012 358 1018)								

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

DEPARTMENT: ROADS AND TRANSPORT

Division: Tshwane Bus Services

Section: Revenue and Expenditure

Location: C de Wet Bus Depot (Pretoria West)

Reference number	TRRO475-2019								
Position	FUNCTIONAL HEAD: REVENUE AND EXPENDITURE								
To be advertised	<table border="1"> <tr> <td>Internal</td> <td>External</td> </tr> </table>	Internal	External						
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Person with disability									
Job level	D2/3								
Scale	R408 192,00 – R664 104,00 per annum								
Estimated remuneration package	R519 552,22 – R845 280,43 per annum								
Job purpose	To render financial support functions and management services to the unit, including executing generic management functions and financial management support services, monitoring operational income and expenditure, ensuring budget administration and control, as well as supervising, coaching and ensuring the performance management of subordinates								
Appointment Requirements	<p>An appropriate career-related three-year tertiary qualification (degree or national diploma) or equivalent qualification</p> <p>At least five years' experience in the environment with at least two years' supervisory experience</p> <p>Computer literacy</p> <p>Proficiency in SAP system will be an added advantage</p>								
Personal attributes and/or competencies	Having knowledge of performance management, project management, principles of human resource administration, policies, procedures, ordinances and resolutions governing personnel activities, conditions of employment and employee benefits; strong report writing skills; individual coaching and mentoring skills; business acumen								
Primary functions	<p>Execute functions pertaining to financial support services</p> <p>Prepare, monitor and control the annual budget for the unit to ensure value for money and cost-effective service delivery</p> <p>Implement supply chain support operations by assisting with the drafting of service level requirements with external and internal suppliers</p> <p>Provide revenue management support</p> <p>Provide contract management support</p> <p>Provide assistance and support on capital project management</p> <p>Provide financial compliance in the unit</p> <p>Ensure that all financial operations are executed in accordance with the approved budget</p>								

Ensure that operational support personnel are properly trained in the use of relevant financial systems and the application of relevant procedures
Recommend the transfer of funds from one cost centre/general ledger account to the other

SAP S70009562

New/natural attrition Natural attrition

Enquiries K Moja (012 358 6139)/ M Mphahlele (012 358 1018)

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

DEPARTMENT: ROADS AND TRANSPORT

Division: Tshwane Bus Services

Section: Operations

Location: C de Wet Bus Depot (Pretoria West)

Reference number **TRRO477-2019**

Position **TRANSPORT OFFICER**

To be advertised Internal External

This position seeks to attract

African female	African male	Coloured female	Coloured male	Indian female
██████████	White female	██████████	Person with disability	██████████

Job level C1/2

Scale R243 912,00 – R341 820,00 per annum

Estimated remuneration package R310 454,45 – R435 073,05 per annum

Job purpose To render a customer service to the public of Tshwane

Appointment Requirements

Grade 12 or equivalent qualification
Relevant customer care or customer relations experience
Knowledge of social media and public transport query resolutions and operations will be an advantage
A SAP-related customer care course to register complaints will be an added advantage
Valid Code B driver’s licence
Computer literacy
Willingness and ability to work shifts

Personal attributes and/or competencies

Leadership/supervisory skills; good communication skills; interpersonal skills; presentation skills; patience; innovative thinking skills; flexibility; decisiveness; efficiency; ability to be self-motivated; willingness to accept responsibility; ability to pay attention to detail; being proactive; ability to work with people

Primary functions

Handle telephonic, written and direct complaints/enquiries
Implement and maintain a complaints/enquiries system
Interact with external role players and activities
Effect site inspections for more information
Keep statistical data
Provide detailed feedback for the SDBIP report

SAP S70009574

New/natural attrition Natural attrition

Enquiries V Selamolela (012 358 7919)/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: Bulk and Waste Water Services

Location: Pretoria Central

Reference number PWWS341-2019

Position SENIOR SECRETARY

To be advertised Internal External

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

Job level C2

Scale R279 408,00 – R341 820,00 per annum

Estimated remuneration package R355 634,23 – R435 073,05 per annum

Job purpose To provide an effective and efficient secretarial and administrative service to the divisional head

Appointment Requirements Grade 12 or an equivalent qualification plus a secretarial qualification/training
A relevant tertiary qualification will be an added advantage
Relevant secretarial experience
A valid Code B driver's licence will be an added advantage
Computer literacy

Personal attributes and/or competencies Good communication and interpersonal skills; excellent organisational skills; integrity; patience; flexibility; intelligence; willingness to accept responsibility; innovative thinking skills; ability to pay attention to detail

Primary functions Assisting the divisional head with bookings, arrangements, correspondence and communication
Preparing all relevant documentation for meetings with other stakeholders
Ensuring correct communication procedures with City of Tshwane departments and institutions outside the City of Tshwane
Ensuring that meetings are arranged internally and externally with stakeholders and that boardrooms are available for presentations and meetings/functions
Ensuring that all equipment is functional and reporting deficiencies to the relevant section
Managing the divisional head's diary on a daily basis
Communicating with all subordinates in order to ensure an orderly daily schedule of activities in the office of the divisional head
Managing documents and correspondence

SAP S70006368

New/natural attrition Natural attrition

Enquiries T Mahlaela (012 358 4466)

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: Infrastructure Provision

Location: Region 3 Bulk Water Depot

Reference number **PWWS342-2019**

Position **SYSTEM INSPECTOR**

To be advertised Internal External

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

Job level D1

Scale R354 336,00 – R454 464,00 per annum

Estimated remuneration package R451 003,59 – R578 447,84 per annum

Job purpose Responsible for maintaining standards and quality control on projects, organising with depots for connections to existing pipe networks, and the daily inspection of construction sites to ensure that work is done according to project specifications, drawings and accepted standards

Appointment Requirements N3 or equivalent qualification
Appropriate trade test certificate (red seal) as a Plumber from a recognised authority
At least five years' relevant experience in the construction and municipal water network distribution environment after obtaining qualification
A valid Code B (unendorsed) driver's licence
Computer literacy

Personal attributes and/or competencies Having knowledge of the functioning of the bulk water and water distribution systems as well as of general civil construction, and of the processes and functioning of the relevant division

Primary functions Measure quantities and ensure that changes are shown on as-built drawings
Liaise between contractor, public, engineer and departmental teams
Conduct daily site inspections
Ensure that the completed work complies with specifications
Attend site meetings and submit reports on projects
Plan and arrange new connections and capping of old systems with departmental teams
Open job cards for all water meters that need to be replaced
Determine the exact position of new services in relation to the position of services
Arrange for temporary pipe connections where trenchless technology is used to protect consumer supply
Make on-site determinations and verifications of existing services and compare with way leaves

Check that materials are to specification
Supervise pressure tests
Effect quality control on new network installations
Check that all health and safety aspects are adhered to on-site
Investigate, respond and solve queries from the public
Compile progress reports with reference to inspection of works
Ensure correctness of measurements
Liaise with consulting engineers and contractors

SAP S70006532

**New/natural
attrition** Natural attrition

Enquiries AM Cronje (012 358 7657)/M Nkadimeng (012 358 6043)/D Nkhuna (012 358 3821)

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: Bulk Water Supply

Location: Bulk Water Depot

Reference number	PWWS343-2019										
Position	ENGINEERING TECHNICIAN (ELECTRONIC/ELECTRICAL SERVICES)										
To be advertised	<table border="1"> <tr> <td>Internal</td> <td>External</td> </tr> </table>	Internal	External								
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African female	African male	Coloured female	Coloured male	Indian female							
Indian male	White female		Person with disability								
Job level	C2/3/D1										
Scale	R279 408,00 – R454 464,00 per annum										
Estimated remuneration package	R355 634,23 – R578 447,84 per annum										
Job purpose	Responsible for the maintenance, operation and extension of the bulk water telemetry, electronic control and information systems										
Appointment Requirements	<p>An appropriate three-year tertiary career-related qualification (degree or national diploma) in Electronic or Instrumentation or equivalent qualification</p> <p>At least two years' relevant experience</p> <p>A valid Code B (unendorsed) driver's licence</p> <p>Computer literacy</p> <p>Willingness to work outside of normal hours and/or on weekends and standby</p>										
Personal attributes and/or competencies	Knowledge of telemetry, instrumentation and cathodic protection										
Primary functions	<p>The daily monitoring of reservoir levels with the aid of the telemetry system so that sufficient water is available to all areas of Tshwane at all times</p> <p>The continuous monitoring of booster pump stations pumping water directly into distribution networks with the telemetry system</p> <p>Maintaining a reliable alarming system that would prevent reservoirs emptying and overflowing</p> <p>Carrying out preventative maintenance on instrumentation, RTUs, radios, PLCs and software</p> <p>Making regular visits to the various outstations to observe, advise, etc and ensure that work is carried out as planned, in accordance with procedures, policy and sound practices</p> <p>Capturing reservoir and pump consumption data</p> <p>Liaising with consulting engineers and contractors</p> <p>Preparing contract documents for signing by relevant parties</p> <p>Compiling progress reports with reference to inspection of works</p> <p>Preparing any further plans, drawings and designs necessary to carry out work</p>										

Managing and integrating different contractors' time schedules
Looking after safety on-site with regards to site personnel and the contractor
Making sure the contractor understands safety regulations and laws
Creating requisitions and payments to suppliers of materials required for repair and maintenance work

SAP	S70007179
New/natural attrition	Natural attrition
Enquiries	KGH Molema (012 358 5807)/M Nkadimeng (012 358 6043)/D Nkhuna (012 358 3821)

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: Bulk Water Supply – Mechanical Support
Location: Depot – 11 Johannes Ramokhoase Street

Reference number	PWWS344-2019				
Position	ARTISAN (WELDER/BOILERMAKER)				
To be advertised	Internal		External		
This position seeks to attract	African female Indian male	African male White female	Coloured female [REDACTED]	Coloured male Person with disability	Indian female [REDACTED]
Job level	C1/2				
Scale	R243 912,00 – R341 820,00 per annum				
Estimated remuneration package	R310 454,45 – R435 073,05 per annum				
Job purpose	The repair and maintenance of all steel structures, including the fabrication of new pipe joints, flanges and grating in the Bulk Water Supply Section (Electromechanical Works)				
Appointment Requirements	N3 or equivalent qualification Trade certificate as qualified Welder (red seal) Relevant experience Valid Code C1 driver's licence with a valid PrDP Physical fitness and health Willingness to work shifts and, when required, to work overtime and standby				
Personal attributes and/or competencies	Ability to climb into trenches to repair pipes; ability to work at heights and in confined spaces; ability to work in a demanding environment; ability to handle high work volumes				
Primary functions	Repair and maintain all steel structures Fabricate grating, pipe joints, coupling covers, manhole covers, pump station doors, etc and do general welding work Weld pipes Effect maintenance on existing steel pipelines Fabricate special pieces Conduct general administration				
SAP	S70007295				
New/natural attrition	Natural attrition				
Enquiries	H Segolela (012 358 5801)/M Nkadimeng (012 358 6043)/D Nkhuna (012 358 3821)				

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

DEPARTMENT: UTILITY SERVICES

Division: Water and Sanitation

Section: Water Conservation and Water Demand Management

Location: Johannes Ramokhoase Street Depot

Re-advertisement

Reference number	PWWS333-2019										
Position	DEPUTY DIRECTOR: METERING INSTALLATION										
To be advertised	<table border="1"> <tr> <th>Internal</th> <th colspan="4">External</th> </tr> <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>	Internal	External				African female Indian male	African male White female	Coloured female White male	Coloured male Person with disability	Indian female All categories
Internal	External										
African female Indian male	African male White female	Coloured female White male	Coloured male Person with disability	Indian female All categories							
This position seeks to attract											
Job level	E1										
Scale	R587 364,00 – R777 720,00 per annum										
Estimated remuneration package	R886 697,33 – R1 128 984,99 per annum										
Job purpose	To manage the Water Measurement Section, including the control of the various information systems, to ensure the efficient functioning of the municipal water distribution systems through water meter installations, to ensure accurate measurement of water supplied to consumers, to manage human, material and fleet resources, and to effect data purification of water accounts, water-related queries, water audits to investigate water queries and credit control of accounts										
Appointment Requirements	BSc Engineering (Civil) or BTech Civil Engineering or equivalent qualification At least five years' working experience with specific reference to water metering installation in the local government sector A valid Code B driver's licence Computer literacy										
Personal attributes and/or competencies	Negotiating skills; business acumen; leadership skills; project management skills; communication skills; analytical skills; organisational skills; budget management skills; integrity; intelligence; patience; innovative thinking skills; imagination; flexibility; willingness to accept responsibility; decisiveness; ability to pay attention to detail										
Primary functions	Metering Managing new water connections Ensuring the drafting of tender documents, processing of advertisements, adjudication and awarding of applicable contracts to ensure that approved meters and fittings can be procured and contractors appointed										

Ensuring the recording of all details in respect of applicants, stands and meter connection information on the infrastructure management system at the time of application

Ensuring the determination of meter size based on fire-flow requirement and domestic peak flow

Ensuring that electronic job cards are issued to the applicable contractor for the installation of the meter

Ensuring that a hard copy of the job card is received after completion of the work

Ensuring that work is supervised to ensure quality and specification compliance

Overseeing the process of data capturing, payments, SAP information and the evaluation of the efficiency of procedures

Managing the database

Assisting Group Financial Services by maintaining an accurate database of meters

Overseeing the investigation of any queries received from Group Financial Services related to water meters, such as readings, damaged meters, etc

Ensuring the updating of IBIS and/or SAP, and/or informing Group Financial Services of all relevant information obtained during investigations

Overseeing the replacement of water meters

Issuing the correct instructions to the contractor or own personnel

Determining that reservoir meters are accurate, resulting in a balanced system, by extracting the information from various meter-reading platforms

Ensuring and overseeing the replacement of damaged water meters

Ensuring the identification of old meters by means of regular water meter audits and taking appropriate action to replace old and worn meters

Overseeing the process to determine the likely volume of water supplied to consumers, but not measuring the volume

Overseeing the tabulation of information obtained during above-mentioned processes

Ensuring the implementation of initiatives of improving meter accuracy through capital works, maintenance works or meter management

Data purification services

Assisting with the compilation of unaccounted water (UAW) data by initiating water audit inspections in order to check and rectify discrepancies

Rendering a client and support service

Ensuring that income is generated in accordance with actual consumption

Facilitating, managing and controlling the capturing and updating of meter information

Effecting the day-to-day management of the Water Data Management Subsection's KPAs

Inspection and compliance services

Planning programmes to improve water consumption

Monitoring UAW with the aid of the IQMS computer program and other computer programs

Establishing the probability of underground leaks by analysing water consumption trends and deviations

Establishing and monitoring water loss management programmes

Managing projects involving pressure management: night flows are continuously monitored in supply zones to detect areas with high UAW

Being involved in projects to optimise the management and operation of water network systems

Liaising with consulting and other firms, and authorities involved

Being involved in projects towards developing an accurate database for bulk water consumers to effectively manage the consumption and billing of these customers

Introducing and developing systems to reduce and control UAW

Managing the water audit contract

Analysing the water supply network to establish the positioning and sizing of meters used to log night flows

SAP

S70006794

**New/natural
attrition**

Natural attrition

Enquiries

T Mahlaela (012 385 4466)/M Nkadimeng (012 358 6043)/D Nkhuna (012 358 3821)

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 Community and Welfare Services

Location: Region 1: Soshanguve

Reference number CSDS026-2019

Position SOCIAL WORKER

To be advertised Internal External

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

Job level C2/3/D1

Scale R279 408,00 – R454 464,00 per annum

Estimated remuneration package R355 634,23 – R578 447,84 per annum

Job purpose Rendering development services to the community of Tshwane in a sustainable manner through best practice models, benchmarking and alternative methods by soliciting funding for projects and decreasing the vulnerability of targeted groups at risk through mainstreamed programmes for children, youth, the elderly, people with disabilities, women, families and the community at large

Appointment Requirements A bachelor's degree in Social Work
 Registration with the South African Council for Social Services Profession
 At least two years' relevant experience
 A valid Code B driver's licence
 Computer literacy

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

Primary functions Establish, facilitate and coordinate community development programmes and projects for youth, women, older persons and persons with disabilities
 Establish and monitor Early Childhood Development projects and programmes,
 Conduct case and group work and have follow-up visits with families/households and individuals
 Execute filing, case management and reporting
 Profile poor families/households
 Link poor families with poverty reduction projects and programmes in the community
 Compile reports
 Conduct social research on social development issues
 Engage in training and capacity building
 Conduct counselling

Engage in disaster and/or social emergency relief projects
Establish and manage partnerships

SAP S70003281

New/natural attrition Natural attrition

Enquiries R Hamati (012 358 4941)

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

DEPARTMENT: GROUP AUDIT AND RISK

Division: Office of the Chief Audit Executive

Section: Office of the Chief Audit Executive

Location: Pretoria Central

Reference number	AUDT100-2019				
Position	EXECUTIVE SECRETARY				
To be advertised	<table border="1"> <tr> <td>Internal</td> <td>External</td> </tr> </table>	Internal	External		
Internal	External				
This position seeks to attract	<table border="1"> <tr> <td>Indian male</td> <td>African male</td> <td>Coloured male</td> <td>Person with disability</td> </tr> </table>	Indian male	African male	Coloured male	Person with disability
Indian male	African male	Coloured male	Person with disability		
Job level	C3				
Scale	R316 704,00 – R387 468,00 per annum				
Estimated remuneration package	R403 105,07 – R493 174,44 per annum				
Job purpose	To render an effective and efficient executive secretariat support service to the Chief Audit Executive and be responsible for organising and coordinating office operations and procedures in order to ensure office effectiveness and efficiency				
Appointment Requirements	Grade 12 plus a secretarial qualification At least two years' relevant secretarial experience A valid Code B driver's licence Computer literacy				
Personal attributes and/or competencies	Excellent communication skills; ability to maintain confidentiality; ability to work under pressure; ability to meet deadlines; good organisational skills; ability to make decisions and establish work priorities; emotional intelligence; multilingual; interpersonal skills; flexibility; analytical thinking skills; good leadership qualities; presentation and interpersonal skills; assertiveness; creativeness				
Primary functions	Render an executive secretariat and administration support service to the office of the Chief Audit Executive Organise and coordinate office operations and procedures in order to ensure office effectiveness and efficiency Manage the diary Take/create and distribute minutes and agendas Create and maintain a filing system Rearrange appointments and meetings to changing circumstances Inform other role players about appointments where they are involved and supply the necessary documentation Remind the Chief Audit Executive of the next appointment if he is running late				
SAP	S70009960				
New/natural attrition	Natural attrition				
Enquiries	O Mahlangu (012 358 1191)				

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

DEPARTMENT: OFFICE OF THE CITY MANAGER

Division: Strategy and Management Support

Section: N/A

Location: Pretoria Central

Re-advertisement

Reference number	OFCM001-2019
Position	EXECUTIVE SECRETARY
To be advertised	Internal External
This position seeks to attract	Indian male African male White Male Coloured male Person with disability Indian female
Job level	C3
Scale	R316 704,00 – R387 468,00 per annum
Estimated remuneration package	R403 105,07 – R493 174,44 per annum
Job purpose	Rendering an executive secretarial and administrative support service to the City Manager
Appointment Requirements	Grade 12 or an equivalent qualification plus a secretarial qualification or training Relevant secretarial experience Computer literacy
Personal attributes and/or competencies	Business acumen; communication skills; organisational skills; intelligence; patience; integrity; flexibility; innovative thinking skills; willingness to accept responsibility
Primary functions	Providing a reception service Providing an office administration service Providing a typing and computer operating service Providing an operational logistics service Executing diverse official secretarial duties
SAP	S70000382
New/natural attrition	Natural attrition
Enquiries	K Mogashoa (012 358 1766)

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

DEPARTMENT: OFFICE OF THE CITY MANAGER

Division: Private Office of the City Manager

Section: N/A

Location: Pretoria Central

Re-advertisement

Reference number	OFCM002-2019
Position	EXECUTIVE SECRETARY
To be advertised	Internal External
This position seeks to attract	Indian male African male White Male Coloured male Person with disability Indian female
Job level	C3
Scale	R316 704,00 – R387 468,00 per annum
Estimated remuneration package	R403 105,07 – R493 174,44 per annum
Job purpose	Rendering an executive secretarial and administrative support service to the City Manager
Appointment Requirements	Grade 12 or an equivalent qualification plus a secretarial qualification or training Relevant secretarial experience Computer literacy
Personal attributes and/or competencies	Business acumen; communication skills; organisational skills; intelligence; patience; integrity; flexibility; innovative thinking skills; willingness to accept responsibility
Primary functions	Providing a reception service Providing an office administration service Providing a typing and computer operating service Providing an operational logistics service Executing diverse official secretarial duties
SAP	S70000377
New/natural attrition	Natural attrition
Enquiries	K Mogashoa (012 358 1766)

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

DEPARTMENT: OFFICE OF THE CITY MANAGER

Division: Governance and Administration

Section: Office Management and Financial Support

Location: Pretoria Central

Re-advertisement

Reference number	OFCM003-2019
Position	SENIOR ADMINISTRATIVE OFFICER
To be advertised	Internal External
This position seeks to attract	Indian male African male White Male Coloured male Person with disability Indian female
Job level	C1/2/3
Scale	R243 912,00 – R387 468,00 per annum
Estimated remuneration package	R310 454,45 – R493 174,44 per annum
Job purpose	Rendering departmental financial services in an effective and efficient manner
Appointment Requirements	Grade 12 or equivalent qualification A finance-related tertiary qualification will be an added advantage Relevant experience in budget management SAP experience Computer literacy
Personal attributes and/or competencies	Willingness to accept responsibility; communication skills; negotiating skills; analytical skills
Primary functions	Coordinating finance services for the division with regards to: Budget and expenditure management Creditors service Financial reporting Asset management Procurement of goods and services
SAP	S70000408
New/natural attrition	New
Enquiries	K Mogashoa (012 358 1766)

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

DEPARTMENT: OFFICE OF THE CITY MANAGER

Division: Executive Performance Management

Section: Performance Management and Evaluation

Location: Pretoria Central

Re-advertisement

Reference number OFCM004-2019

Position SENIOR ADMINISTRATIVE OFFICER

To be advertised Internal External

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

Job level C1/2/3

Scale R243 912,00 – R387 468,00 per annum

Estimated remuneration package R310 454,45 – R493 174,44 per annum

Job purpose Rendering an administrative support service to the Executive Performance Management Unit (EPMU)

Appointment requirements Grade 12 or equivalent qualification
At least two years' experience in a performance management environment
Computer literacy

Personal attributes and/or competencies Willingness to accept responsibility; communication skills; integrity; innovative thinking skills; ability to pay attention to detail; ability to maintain confidentiality

Primary functions Rendering administrative support regarding personnel management
Executing archiving services
Executing procurement, asset and payment services
Rendering assistance in the development of scorecards for City of Tshwane executives
Rendering assistance to all dashboard management functions
Assisting in addressing AGs for dashboard management
Assisting in the development and maintenance of the dashboard management system
Rendering support and assistance to all financial assessment and impact management-related functions
Rendering support and assistance to all strategic planning, monitoring and evaluation-related functions

SAP S70000450

New/natural attrition Natural attrition

Enquiries K Mogashoa (012 358 1766)

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

DEPARTMENT: OFFICE OF THE CITY MANAGER

Division: Tshwane Tourism

Section: N/A

Location: Pretoria Central

Re-advertisement

Reference number OFCM007-2019

Position SENIOR SECRETARY

To be advertised Internal External

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

Job level C2

Scale R279 408,00 – R341 820,00 per annum

Estimated remuneration package R355 634,23 – R435 073,05 per annum

Job purpose Rendering effective and efficient secretarial support services

Appointment Requirements Grade 12 certificate or an equivalent qualification, plus a secretarial qualification/training
Relevant secretarial experience
Computer literacy

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 Providing a reception service
Providing an office administration service
Providing a typing and computer operating service
Providing an operational logistics service
Executing diverse official secretarial duties

SAP S70000417

New/natural attrition Natural attrition

Enquiries K Mogashoa (012 358 1766)

Disposing of records according to the disposal authority and completing disposal certificates for the attention of the National Archivist
Arranging the preparation of documents and making arrangements for microfilming
Doing maintenance of files (by replacing worn-out files and safely/neatly storing all records) according to the legal requirements
Following up to ensure that all files that are given out are received back in good time
Implementing and maintaining working procedures (eg computerised registration service, control system for mail)
Receiving and distributing all incoming and outgoing mail of the section in an efficient and timeous manner
Receiving and distributing all agendas and minutes from other departments
Making arrangements for shredding documents according to prescriptions
Ensuring that mail is sent to the correct officials and that the control forms for mail are used correctly
Noting diary items on the correct dates and giving out files accordingly
Distributing circulars and notices correctly and timeously, eg questionnaires
Distributing and filing newspaper cuttings in connection with election matters
Distributing and receiving/sending incoming and outgoing mail in good time

SAP

S70000445

**New/natural
attrition**

Natural attrition

Enquiries

K Mogashoa (012 358 1766)

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

DEPARTMENT: HEALTH

Division: Primary Health

Section: Medical matrix

Location: All regions

Reference number **HSDE259-2019**

Position **SESSION MEDICAL OFFICER**

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 R408 192,00 – R664 104,00 per annum

Estimated remuneration package R519 552,22 – R845 280,43 per annum

Job purpose Rendering functional clinical primary healthcare services as per the comprehensive core package of the primary healthcare and approved service profile of the Health Division

Appointment Requirements MBChB degree
Registration with HPCSA as a medical practitioner
At least two years' working experience in primary healthcare
Valid Code B driver's licence and own transport
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 the city from time to time as required and determined by departmental management; thus by applying for any of these positions the applicants irrevocably accept this condition

Personal attributes and/or competencies Effective communication skills; good interpersonal skills; ability to be self-disciplined; analytical thinking skills; innovative thinking skills; adaptability; flexibility; report writing skills; ability to work independently; ability to perform work under pressure

Primary functions Executing medical functions within the statutory scope of practice requirements, which entail the under mentioned actions with regards to all categories of primary healthcare patients/clients
Prescribing and/or issuing medication within framework of statutory requirements, protocols and procedures

Managing medical emergency situations emerging from the daily execution of clinic functions and walk-in emergencies, eg cardiac respiratory cases and fractures, with appropriate case management

Liaising with and referring patients to appropriate and relevant healthcare professionals, outside agencies, institutional groups, resources and/or higher levels of care, ie hospitals

Acting as mediator in the interaction between patients/clients and others through consultative exchanges on behalf of patients/clients

Contributing to theory and improved practices in primary healthcare through the initiation, support of and/or participation in research programmes approved by the Health Division, which includes the utilisation of research findings in practice

SAP

S70003233

**New/natural
attrition**

Natural attrition

Enquiries

M 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: Management and Administration Support
Section: Operations Unit
Location: Pretoria Central

Reference number	HSDE260-2019																		
Position	ARTISAN																		
To be advertised	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; background-color: #cccccc;">Internal</td> <td style="width: 50%; background-color: #cccccc;">External</td> </tr> </table>	Internal	External																
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Indian male	African male	White female	White male	Coloured male	Indian female														
Indian male	African male	White female	White male	Coloured male	Indian female														
Indian male	African male	White female	White male	Person with disability	All categories														
Job level	C1/2																		
Scale	R243 912,00 – R341 820,00 per annum																		
Estimated remuneration package	R310 454,45 – R435 073,05 per annum																		
Job purpose	The repair and maintenance of all Health Department buildings																		
Appointment requirements	<p>N2 or equivalent qualification Trade certificate as Plumber (red seal) At least three years' relevant experience in and knowledge of all plumbing maintenance, repairs and installations regulations of the SABS, and pipes, drains, systems, system components and valves Valid Code C1 driver's licence with a Valid PrDP Physical fitness and health</p> <p>Even though the advertisement may have a specific location or area of work, applicants must be willing to be placed anywhere in the city from time to time as required and determined by departmental management; thus by applying for any of these positions the applicants irrevocably accept this condition</p>																		
Personal attributes and/or competencies	Leadership skills; having technical knowledge; communication skills; integrity; intelligence; patience; innovative thinking skills; imagination; flexibility; willingness to accept responsibility; decisiveness; ability to pay attention to detail; having a positive attitude																		
Primary functions	<p>Repair and maintain plumbing, replace defective washers, replace or mend broken pipes, and open clogged drains Repair and install water supply lines</p>																		
SAP	S70073218																		
New/natural attrition	New																		
Enquiries	M 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	HSDE261-2019										
Position	COMMUNITY HEALTH NURSE: COMMUNICABLE DISEASE PROGRAMME										
To be advertised	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	R279 408,00 – R454 464,00 per annum										
Estimated remuneration package	R355 634,23 – R578 447,84 per annum										
Job purpose	To assist in the development and maintenance of an appropriate Communicable Disease Programme throughout the City of Tshwane to ensure effective and efficient healthcare services, and to assist in the rendering of a disease surveillance and outbreak response programme in the City of Tshwane										
Appointment Requirements	<p>Appropriate career-related tertiary qualification (degree or national diploma) in Nursing Science or equivalent qualification</p> <p>A diploma in Community Health Nursing</p> <p>Registered with the SA Nursing Council and in possession of a current SA Nursing Council receipt</p> <p>Relevant experience in the National Communicable Disease Control programmes, inclusive of Disease Surveillance and Outbreak Response, the National Expanded Programme on Immunisation and Infection Prevention, and control programmes within the South African primary healthcare policy environment</p> <p>At least four years' working experience with at least one year in managing communicable diseases in a primary healthcare setting</p> <p>Valid Code B driver's licence and own vehicle</p> <p>Computer literacy</p> <p>Willingness and ability to work shifts and after-hour standby services for disease surveillance and outbreak response</p> <p>Even though the advertisement may have a specific location or area of work, applicants must be willing to be placed anywhere in the city from time to time as required and determined by departmental management; thus by applying for any of these positions the applicants irrevocably accept this condition</p>										
Personal attributes and/or competencies	Negotiating skills; leadership skills; project management skills; communication skills; analytical skills; technical skills; statistical skills; presentation skills; innovative thinking skills; 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

Assist in coordinating immunisation services and campaigns
Assist in coordinating an infection and prevention control programme
Assist in coordinating epidemic preparedness and response in the City
Manage the Communicable Diseases Programme data, information and reporting systems
Collaborate with different government levels and other stakeholders

SAP

S70003123

New/natural attrition

Natural attrition

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: Operations Support
Section: Multisectoral AIDS Response Management
Location: Citywide

Reference number	HSDE262-2019				
Position	FUNCTIONAL HEAD: MULTISECTORAL AIDS RESPONSE MANAGEMENT				
To be advertised	Internal		External		
This position seeks to attract	Indian male	African male	[REDACTED]	Coloured male Person with disability	Indian female
Job level	D2/3				
Scale	R408 192,00 – R664 104,00 per annum				
Estimated remuneration package	R519 552,22 – R845 280,43 per annum				
Job purpose	Supervise, facilitate and support the implementation of the National Strategic Plan and Provincial Implementation Plan, 2017–2022, and the City’s Strategic Implementation Plan, 2018–2020				
Appointment Requirements	<p>Appropriate career-related tertiary qualification (degree or national diploma) in Health, Humanities or equivalent qualification At least three years’ relevant experience in community support HIV response programmes as well as the successful implementation of community HIV/AIDS programmes Valid Code B driver’s licence and own vehicle Computer literacy</p> <p>Even though the advertisement may have a specific location or area of work, applicants must be willing to be placed anywhere in the city from time to time as required and determined by departmental management; thus by applying for any of these positions the applicants irrevocably accept this condition</p>				
Personal attributes and/or competencies	Project and programme management skills; effective change management skills; honesty, loyalty and integrity; self-management skills; conflict management skills; effective communication skills; organisational skills; people management skills; report writing skills; negotiating skills				
Primary functions	Lead, drive and supervise the coordination of community support programmes Coordinate community support programmes Ensure effective information management flow Coordinate internal and external networking with relevant stakeholders Enhance capacity building and support the implementation of a multisectoral AIDS response management strategy				
SAP	S70003712				
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: HUMAN SETTLEMENT

Division: Human Settlements Provision

Section: N/A

Location: Pretoria Central

Reference number	HOSD090-2019				
Position	DIRECTOR: HUMAN SETTLEMENTS PROVISION (2 POSTS) (FIVE-YEAR, FIXED-TERM CONTRACT)				
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	E2				
Scale	R1 032 441,57 – R1 300 816,81 per annum				
Estimated remuneration package	N/A				
Job purpose	<p>To provide technical and operational expertise in project planning, procurement, contract management and execution for human settlements infrastructure projects. The Programme Manager to provide technical support to the Divisional Head: Human Settlements Provision and assurance to operations. The role is an expert in the development of options for the provision of infrastructure such as bulk services, reticulation of services (water and sewer), roads and storm water, and the construction of houses. To act as a leader in an area of technical expertise or provide technical advice to the divisional head and group head relating to projects for bulk services and civil works (referring to water, sewer reticulation, roads and storm water, and the construction of houses).</p>				
Appointment Requirements	<p>An appropriate three-year tertiary career-related qualification (BEng, BTech or BSc degree) in Civil/Structural Engineering/Construction Studies Registration with the Engineering Council of South Africa as Pr Eng, Pr Tech Eng or Pr Techni Eng in terms of the Engineering Profession of South Africa Act or South African Council for the Project and Construction Management Professions (SACPCMP) will be an added advantage At least five years' relevant experience in a civil, structural or construction and project management environment At least three years' relevant management experience Valid Code B driver's licence Computer literacy and proficient in Microsoft Office packages Availability to work after hours and weekends, if required</p>				
Personal attributes and/or competencies	<p>Being ethical; good communication skills; good interpersonal skills; ability to work as part of a team; ability to pay attention to detail; being professional at all times; ability to work independently at a strategic level; integrity; ability to work under pressure;</p>				

flexibility; ability to meet given deadlines; exceptional and dynamic creativity skills; administrative skills; organisational and coordination skills; financial management skills; project management skills; analytical skills; presentation skills

Primary functions

Ensure project auditing

Conduct individual research interviews with project stakeholders, project managers and project team members in order to identify the past, current and future issues, concerns, challenges and opportunities

Conduct individual research interviews with stakeholders, including vendors, suppliers, contractors, other internal and external project resources and selected customers

Assess the issues, challenges and concerns in more detail to get to the root causes of the problems

Review all historical and current documentation related to a project, including team structure, scope statement, business requirements, project plan, milestone report, meeting minutes, action items, risk logs, issue logs and change logs

Review the project plan to determine how the vendor plan has been incorporated into the overall project plan

Interview selected stakeholders to identify and determine what their expectations of the project had been and to identify to what extent their expectations have been met

Review the project's quality management to identify issues, concerns and challenges in the overall management of the project and to identify the opportunities that can be realised through improvements to the project and product quality

Identify the lessons learned that can improve the performance of other future projects within the organisation

Oversee risk and issue management

Ensure risk identification

Ensure risk quantification

Ensure risk response

Ensure risk monitoring and control

Ensure impact and change management

Ensure project impact analysis to support the evaluating and tracking of suggested modifications to a project's scope

Measure and set standards regarding project change management, time (deadline of the project), changes regarding the resources available (people and money needed), and changes regarding the output (the form of the deliverables)

Ensure project communication

Design and implement communication plan formats for constant, effective communication among all project stakeholders

Ensure that the right information gets to the right project stakeholders at the right time

Management of the communications plan

Ensure timely and appropriate generation, collection, distribution, storage, retrieval, and ultimate disposal of project information

Provide the critical links among people and information that are necessary for successful communication

Guide the project manager, project team, stakeholders, customer, sponsor, and everyone involved in the project in understanding how communication affects the project as a whole

Include guidelines for project status meetings, project team meetings, e-meetings and email

Identify and define immediate, short and long-term objectives

Keep abreast with trends, theories and practices underlying the rendering of services

Implement the department's business and strategic plans, and associated short/long-term performance and service delivery plans

Monitor the progress of specific key performance indicators and measures

Ensure performance indicators are identified, objectives aligned and appropriate procedures developed and implemented

Analyse and align requirements with operating capacity and capability

Ensure a climate conducive to promoting and sustaining motivational levels, productivity and performance

Direct and control outcomes associated with the utilisation, productivity and performance of personnel within the section

Define/adjust the key performance indicators and job profiles of personnel against service delivery requirements

Evaluate the capability of prospective applicants and lead the interviewing and final selection sessions

Conduct appraisals to measure performance and objectives against agreed targets and set new objectives

Identify professional/technical skills gaps and complete developmental plans for existing personnel with clearly defined career paths and job enrichment opportunities

Monitor the adequacy of current training interventions and report on impact post training

Implement human resources policies and procedures to control/regulate workplace conflict and/or institute corrective measures

Analyse staff attendance/absenteeism, overtime, lost time and implement/monitor specific remedial measures aimed at improving productivity and reducing personnel-related costs

Ensure compliance with OHS policies

Ensure compliance with the skills development plan for the section

Ensure compliance with the EE policy and plans for the section

Monitor and control the section budget so that income and expenditure are in line with Council requirements

Prepare and submit the capital and operational budget

Manage the capital and operational budget

Manage the assets of the department

SAP To be determined

New/natural attrition New

Enquiries S Chipu (012 358 4780)/S Shiburi (012 358 8237)

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