



## INTERNAL/EXTERNAL JOB FORUM

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

If applying by hard copy, please ensure that you have submitted a complete CV with updated information related to your employment, qualification(s) and contact details; and have attached certified copies of all the relevant qualifications and documents (Gr 12 certificate, ID, tertiary diploma or degree, driver's licence, trade diploma, etc).

If a candidate does not comply with the appointment requirement(s) of a specific post, the application will not be considered.

No late applications will be accepted; and no faxed or emailed applications will be accepted. Hard-copy applications must be hand-delivered at 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 closing date for application, please consider your application unsuccessful.

Applicants should take note that they can be required to provide proof of original qualification documents during the selection process.

Information on the latest jobs can be accessed at any of the regional customer care centres or under the Corporate and Shared Services Department's link: <http://www.tshwane.gov.za/sites/Departments/Corporate-and-Shared-Services/Pages/Job-Forum.aspx>.

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

(internal candidates can apply through the intranet ESS-MSS portal or public website)

#### **OR VISIT ONE OF THE FOLLOWING:**

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

### **CLOSING DATE: 12 APRIL 2019**

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

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: Employee Relations Management Operations**

### **Location: Pretoria Central**

**Reference number** LESE057-2019

**Position** LEGAL ADVISOR (2 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** D2/3

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

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

**Job purpose** Contribute to the delivery of an effective and efficient disciplinary service by doing investigation of disciplinary matters, recommend suspensions and prosecute, where necessary, as per the superior's directive and the implementation of the organisational policies, collective agreement and strategies.

**Appointment requirements**

LLB or any other relevant legal degree or equivalent qualification  
A post-graduate qualification in law will be an advantage.  
Being an admitted attorney or advocate, and possessing sound knowledge of the legislation that governs employment practices, ie MFMA, EEA, SDA, BCEA, LRA, collective agreements and corporate governance, will be an added advantage.  
Relevant experience in dealing with disciplinary matters  
A valid Code B driver's licence with own transport  
Computer literacy and being conversant with the following computer packages: MS Word, MS Excel, Project and PowerPoint

**Even though the advertisement may have a specific location or area of work, applicants must be willing to be placed anywhere in the city from time to time as required and determined by the departmental management. Thus, by applying for any of these positions the applicants irrevocably accept this condition.**

**Personal attributes and/or competencies**

Negotiation 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 under stressful conditions; in-depth understanding of government strategic thinking and policies in relation to human capital management and how they can practically be applied; considerable knowledge of modern policies on public personnel administration; thorough knowledge of employee classification, compensation and benefits,

recruitment, selection and training; knowledge of principles of human resources administration.

**Primary functions**

Investigation of misconduct  
Recommendation of suspension of employees  
Prosecution of disciplinary matters as per the superior's directive  
Administrative planning and organisation  
Rendering labour law advisory services

**SAP**

S70016302; S70016297

**New/natural attrition**

Natural attrition

**Enquiries**

S Segolela (012 358 7387)/J Mamabolo (012 358 2152)

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

## **DEPARTMENT: GROUP LEGAL AND SECRETARIAT SERVICES**

### **Division: Legal Counsel**

### **Section: Labour Law Prosecutions**

### **Location: Pretoria Central**

Reference number	LESE058-2019				
Position	LEGAL ADVISOR (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	D2/3				
Scale	R383 268,00 – R623 568,00 per annum				
Estimated remuneration package	R487 828,62 – R793 685,66 per annum				
Job purpose	To handle arbitrations and conciliations at the CCMA and Bargaining Council and to render correct and proper labour law advice				
Appointment requirements	LLB or any other relevant legal degree or equivalent qualification A post-graduate qualification in law will be an advantage. Being an admitted attorney or advocate and possessing sound knowledge of the principles of administrative, constitutional and local government and Civil Procedure Law will be an added advantage. Relevant experience in providing legal advice and appearance at the CCMA and Bargaining Council A valid Code B driver’s licence with own transport Computer literacy and being conversant with the following computer packages: MS Word, MS Excel, Project and PowerPoint <b>Even though the advertisement may have a specific location or area of work, applicants must be willing to be placed anywhere in the city from time to time as required and determined by the departmental management. Thus, by applying for any of these positions the applicants irrevocably accept this condition.</b>				
Personal attributes and/or competencies	Negotiation skills; excellent communication skills (verbal and written); leadership skills; excellent problem-solving skills; sound financial management skills; ability to work within prescribed timeliness; good self-management skills; ability to function under pressure and in stressful conditions				
Primary functions	Acknowledge receipt of all cases from the immediate supervisor Ensure that each case allocated is registered in the case register book Attend all cases referred for advice, conciliation and arbitration				

Comply with the time frame for interaction with the Bargaining Council and other parties including the CCMA in all cases referred for conciliation and arbitration  
Appear on behalf of the employer and represent the interests of the employer in all cases  
Do constant reporting and giving feedback to client departments/divisions about all cases handled  
Conduct research on the latest legal developments in labour law

**SAP** S70016301

**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: GROUP LEGAL AND SECRETARIAT SERVICES**

### **Division: Legal Counsel**

### **Section: Litigation Management**

### **Location: Pretoria Central**

**Reference number**                    **LESE059-2019**

**Position**                                **LEGAL ADMINISTRATIVE OFFICER (2 POSTS)**

<b>To be advertised</b>	<b>Internal</b>	<b>External</b>
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<b>This position seeks to attract</b>	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**                                B3/C1/2/3/D1

**Scale**                                      R191 784,00 – R426 720,00 per annum

**Estimated remuneration package**    R244 105,23 – R543 134,91 per annum

**Job purpose**                            To provide corporate administrative litigation support

**Appointment requirements**

Paralegal diploma, LLB or an equivalent qualification  
Up to two years' relevant experience in a supporting role with sound knowledge of the principles of public law and civil litigation and administrative legal support  
Conducting legal research and providing legal advice will be an added advantage.  
Computer literacy, notably MS Word, PowerPoint, Excel and Outlook  
**Even though the advertisement may have a specific location or area of work, applicants must be willing to be placed anywhere in the city from time to time as required and determined by the departmental management. Thus, by applying for any of these positions the applicants irrevocably accept this condition.**

**Personal attributes and/or competencies**

Negotiating skills; excellent communication skills; leadership skills; problem-solving skills; ability to work within prescribed time lines; good self-management skills; ability to function under stressful conditions; sound knowledge of the principles of administrative legal support, local government, commercial law, company law; ability to attend and note court decisions and their implementation.

**Primary functions**

Provide holistic legal administrative litigation support to the Municipality  
Administer allocated litigated matters in their office by monitoring and reporting on the appointment of attorneys, attending consultations and court proceedings on behalf of the Municipality  
Administer and report on the execution of court orders and following up on payment of all fees and costs incurred  
Attending to the administration and collection of cost orders in favour of the Municipality  
Ensuring that all monthly reports are consolidated to inform departments of all cases against them and advising on proactive measures to limit avoidable litigation

Attending to all legal administrative matters as and when allocated by the Deputy Director and responsible Legal Advisers

**SAP  
New/natural  
attrition**

S70017176; S70017175

Natural attrition

**Enquiries**

M Motseo (012 358 6273)/S Mabena (012 358 3656)

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