



INTERNAL/EXTERNAL JOB FORUM

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

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

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

No late applications will be accepted and no faxed or emailed applications will be accepted. Hard copy applications must be delivered by hand to any of the regional offices noted underneath, or applicants must apply online on the City of Tshwane's e-Recruitment system.

If you do not receive correspondence from our office within 21 days of the application closing date, please consider your application unsuccessful.

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

Information on the latest jobs can be accessed at any of the regional customer care centres or at the following link on the public website under "Services" and then "Job Forum":

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

**APPLY ONLINE BY VISITING THE CITY OF TSHWANE PUBLIC WEBSITE AND
CLICKING THE "SERVICES" LINK AND THEN E-RECRUITMENT
(internal candidates can apply through the intranet ESS-MSS portal or public website)
OR VISIT ONE OF THE FOLLOWING:**

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

CLOSING DATE: EXTENDED TO 13 AUGUST 2019

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

SPECIAL NOTE: Salary scales in this Job Forum do not reflect the July 2019 increase.

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

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

Re-advertisement

Reference number **AUDT070-2019**

Position **DIRECTOR: FRAUD INVESTIGATION**

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 E2

Scale R657 252,00 – R855 240,00 per annum

Estimated remuneration package R978 051,71 – R1 230 053,48 per annum

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

Appointment requirements Bachelor's degree in one of the following: Police Investigation, Law, Forensic Auditing, Forensic Accounting or an equivalent bachelor's degree
Seven years' or more work experience, of which three years should be at management level in a relevant discipline or field
Relevant experience in forensic auditing and investigation
Managerial/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
Membership of one of the following: ACFE, IIA, ICFP
Being a Certified Internal Auditor (CIA), Certified Fraud Examiner (CFE) or FP(SA) will be an added advantage
Valid driver's licence
Computer literacy

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

Primary functions Managing and supervising forensic investigations

Managing the development and implementation of the risk-based forensic plan and programme for the City of Tshwane and its municipal entities
 Providing the City of Tshwane with the capacity to track cyberattacks and transgressions
 Managing the collation of information on all instances of fraud or suspected fraud that arise in the City
 Executing generic management functions after cyber forensic investigations
 Developing policies and procedures relevant to cyber forensic investigations
 Managing and attending to staff training and development
 Managing the section to ensure efficient and effective operations through planning, organisation, leadership and control
 Attending Council and other management meetings as required
 Compiling operational and capital budgets in order to ensure the smooth operation of the department
 Performing strategic management planning in order to ensure effective utilisation of resources
 Training subordinates in order to ensure that they effectively discharge their duties
 Reviewing investigation findings as well as investigation files and evidence
 Liaising with key stakeholders in order to ensure that forensic recommendations are implemented by commissioning follow-up audits and personal interviews with complainants
 Facilitating a fraud risk assessment workshop in order to ensure the identification of risks by arranging and facilitating stakeholders' meetings
 Developing a work skills plan for the division in order to ensure that staff have the appropriate skills
 Setting the required divisional competency level in order to ensure enhancement of skills
 Compiling divisional audit committee reports, as well as reports to the Quarterly Performance Review (QPR), Executive Committee, Mayoral Committee, Municipal Public Accounts Committee and other oversight committees
 Attending disciplinary hearings and other tribunals and providing expert witness services
 Aligning the division with the investigation methodology

SAP S70010050

New/natural attrition Natural attrition

Enquiries F Ngomezulu (012 358 8069) /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 AUDIT AND RISK

Division: Office of the Chief Audit Executive

Section: Information, Communication and Technology (ICT) Auditing

Location: Pretoria Central

Re-advertisement

Reference number **AUDT071-2019**

Position **DIRECTOR: INFORMATION, COMMUNICATION AND TECHNOLOGY (ICT) AUDITING**

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 E2

Scale R657 252,00 – R855 240,00 per annum

Estimated remuneration package R978 051,71 – R1 230 053,48 per annum

Job purpose To manage computer audit reviews and to provide assurance that IT controls have been implemented and are effective, and, where necessary, to provide consulting meetings and to carry out detailed planning and execution of audit projects, and ensuring that audit work conforms to the relevant standards (IIA and ISACA) and other guidelines/procedures of the City of Tshwane.

Appointment requirements Bachelor's degree or equivalent three-year qualification
At least seven years' computer auditing experience, of which three years should be at a management level in a relevant discipline
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
CISA certification will be an added advantage
Knowledge of data analytics (CAATS)
Knowledge of the governance, risk and compliance approach
Knowledge of application reviews
Knowledge of general controls reviews
Valid driver's licence
Computer literacy

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

Primary functions	Managing and planning computer audit reviews Completing audits in accordance with the computer audit plan Supervising computer audit staff Reviewing work performed by computer audit staff Managing and attending to staff training and development Compiling computer audit reports Leading and conducting the planning, coordination and performance of application and general systems control audits, improving control processes improvement, optimising reviews and preparing audit reports associated with the completion of scheduled audits and assigned special projects Assisting in setting the strategic direction for a value-focused internal audit department, including IT audit methodology, automation techniques and IT audit planning
SAP	S70010012
New/natural attrition	Natural attrition
Enquiries	F Ngomezulu (012 358 8069) /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 AUDIT AND RISK

Division: Enterprise Risk Management

Section: Insurance Management

Location: Pretoria Central

Re-advertisement

Reference number	AUDT074-2019				
Position	DEPUTY DIRECTOR: INSURANCE MANAGEMENT				
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	E1				
Scale	R551 508,00 – R730 248,00 per annum				
Estimated remuneration package	R841 059,34 – R1 068 561,99 per annum				
Job purpose	The management of all short-term insurance as well as COID-related claims management and administration in the City				
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 in insurance management, of which at least two years should be at a supervisory level</p> <p>Valid Code B driver's licence</p> <p>Computer literacy</p>				
Personal attributes and/or competencies	Integrity; professionalism; good interpersonal skills; innovative thinking skills; decisiveness; ability to pay attention to detail; emotional intelligence; good communication skills; flexibility; adaptability; customer orientation; people management skills; problem-solving skills				
Primary functions	<p>Administering and managing claims within the prescribed time frames</p> <p>Administering injury-on-duty claims in an effective and efficient manner</p> <p>Reporting on insurance claims statistics on a quarterly basis</p> <p>Managing the implementation of administrative and settlement procedures related to insurance</p> <p>Managing projects for the repair, replacement and/or reinstatement of assets related to insurance claims by completing the project plans and monthly expenditure progress report</p> <p>Compiling reports for the attention of the Executive Committee, Mayoral Committee and management</p> <p>Ensuring that the City has systems and processes in place to handle claims</p>				

Performing strategic management planning in order to ensure effective utilisation of resources
Compiling the operational and capital budget in order to ensure smooth operation of the department
Reporting on the operations of the Insurance Management Operational Unit on a monthly basis

SAP

S70010130

New/natural attrition

Natural attrition

Enquiries

F Ngomezulu (012 358 8069) /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 AUDIT AND RISK
Division: Ethics Management and Forensic Services
Section: Ethics Management and Fraud Prevention
Location: Pretoria Central

Reference number **AUDT082-2019**

Position **SENIOR SPECIALIST: ETHICS MANAGEMENT AND FRAUD PREVENTION**

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 R551 508,00 – R730 248,00 per annum

Estimated remuneration package R841 059,34 – R1 068 561,99 per annum

Job purpose To prevent fraud and corruption in an effective efficient and economic manner through the assessment of the fraud risk controls database

Appointment requirements

An appropriate three-year tertiary career-related qualification (degree or national diploma) in Police Investigations, Law, Forensic Auditing, Forensic Accounting, Commerce or equivalent qualification
Membership of one of the following: ACFE, IIA, ICFP.
Being a Certified Internal Auditor (CIA), Certified Fraud Examiner (CFE) or Fraud Practitioner (SA) will be an added advantage
At least five years' work experience in the field of fraud/corruption prevention, investigations, forensic auditing, fraud prevention and detection and/or investigations
At least one year's experience as an Investigation Project Manager, Supervisor or Lead Investigator
Experience in fraud prevention, ethics management, forensic auditing and investigations
Valid Code B driver's licence
Computer literacy

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

Primary functions Implement the assessment of fraud risk controls database
Implement the City of Tshwane's anti-corruption strategy
Ethics management
Design and implement fraud prevention and detection projects

(Positions for JF10/2019) <http://www.tshwane.gov.za/sites/Departments/Corporate%20and%20Shared%20Services/Pages/Job-Forum.aspx>

Compile articles on fraud prevention
 Conduct data mining exercise to detect areas of potential fraud
 Develop and maintain fraud prevention plans for City of Tshwane departments and entities
 Provide the City of Tshwane with the capacity to track cyberattacks and transgressions.
 Participate in anti-fraud engagements, including internal investigations, alleged violation of applicable laws and regulations, and cover a broad range of financial and operational activities
 Assist in designing and driving anti-corruption key areas in the execution of audit engagements
 Provide expert witness service when required to
 Assist with the collation of information on all instances of fraud or suspected fraud that arise in the City
 Respond through appropriate action in response to fraud in the City, and report significant instances to senior management and the Audit Committee
 Provide advice on appropriate courses of action to take in all instances of fraud or suspected fraud
 Assist in special investigations that may be required, ensuring that the section has the required skills and capacity to effectively respond to requirements for special investigations
 Establish fraud prevention and detection strategies and plans and ensure alignment with functional activities and the risk profile of assigned function areas to ensure the relevance of the forensic audit plan approach

SAP S70073510

New/natural attrition New

Enquiries F Ngomezulu (012 358 8069) /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 AUDIT AND RISK
Division: Ethics Management and Forensic Services
Section: Fraud Investigation
Location: Pretoria Central

Reference number **AUDT083-2019**

Position **SENIOR SPECIALIST: FRAUD INVESTIGATION**

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 E1

Scale R551 508,00 – R730 248,00 per annum

Estimated remuneration package R841 059,34 – R1 068 561,99 per annum

Job purpose To provide a proactive and investigative service to management and Council by applying updated and advanced investigation techniques and procedures in line with acceptable standards in order to enable the City of Tshwane to minimise losses and mitigate the risk of fraud and corruption.

Appointment requirements An appropriate three-year tertiary career-related qualification (degree or national diploma) in Police Investigation, Law, Forensic Auditing, Forensic Accounting or equivalent qualification
Membership of one of the following: ACFE, IIA, ICFP
Being a Certified Internal Auditor (CIA), Certified Fraud Examiner (CFE) or Fraud Practitioner (SA) will be an added advantage
At least five years' work experience in the field of fraud and corruption investigations, forensic auditing and/or investigations
At least one year's experience as an Investigator, Project Manager, Supervisor or Lead Investigator
Valid Code B driver's licence
Computer literacy

Personal attributes and/or competencies Integrity; professionalism; good interpersonal skills; innovative thinking skills; decisiveness; ability to pay attention to detail; emotional intelligence; good communication skills; flexibility; adaptability; customer orientation; people management skills and problem-solving abilities; knowledge of application reviews; knowledge of general controls reviews; good report writing skills and providing testimony

Primary functions Managing and supervising forensic investigation assignments
Providing the City of Tshwane with the capacity to track cyberattacks and transgressions
Executing generic management functions after cyber forensic investigations

(Positions for JF10/2019) <http://www.tshwane.gov.za/sites/Departments/Corporate%20and%20Shared%20Services/Pages/Job-Forum.aspx>

Developing policies and procedures relevant to cyber forensic investigations
 Managing the development and implementation of the risk-based forensic plan and programme for the City of Tshwane and its municipal entities
 Managing the collation of information on all instances of fraud or suspected fraud arising in the City
 Managing and attending to staff training and development
 Leading fraud/corruption detection projects
 Interacting with external law enforcement agencies
 Registering criminal police cases with the police
 Compiling investigation reports and presenting the reports to management and other stakeholders
 Training subordinates in order to ensure that they effectively discharge their duties.
 Reviewing investigation findings as well as investigation files and evidence
 Liaising with key stakeholders in order to ensure that forensic recommendations are implemented by commissioning follow-up audits and personal interviews with complainants
 Facilitating a fraud risk assessment workshop in order to ensure the identification of risks by arranging and facilitating stakeholders' meetings
 Developing a work skills plan for the division in order to ensure that staff have the appropriate skills
 Compiling divisional audit committee reports, as well as reports to the Quarterly Performance Review (QPR), Executive Committee, Mayoral Committee, Municipal Public Accounts Committee and other oversight committees
 Attending disciplinary hearings and other tribunals and providing expert witness services
 Aligning the division with the investigation methodology

SAP

S70010040

New/natural attrition

New

Enquiries

F Ngomezulu (012 358 8069) /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 AUDIT AND RISK
Division: Ethics Management and Forensic Services
Section: Fraud Investigation
Location: Pretoria Central

Reference number	AUDT084-2019				
Position	SENIOR FORENSIC AUDITOR (4 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 provide a proactive and investigative service to management and Council by applying updated and advanced investigation techniques and procedures in line with acceptable standards to enable the Council to minimise losses and mitigate the risk of fraud and corruption.				
Appointment requirements	An appropriate three-year tertiary career-related qualification (degree or national diploma) in Police Investigations, Law, Forensic Auditing, Forensic Accounting, Commerce or equivalent qualification Membership of one of the following: ACFE, IIA, ICFP. Being a Certified Internal Auditor (CIA), Certified Fraud Examiner (CFE) or Fraud Practitioner (SA) will be an added advantage At least three years’ experience Supervisory experience Relevant experience in forensic investigation/auditing and ethics management Valid Code B driver’s licence Computer literacy				
Personal attributes and/or competencies	Integrity; professionalism; good interpersonal skills; innovative thinking skills; decisiveness; ability to pay attention to detail; emotional intelligence; good communication skills; flexibility; adaptability; customer orientation; people management skills and problem-solving abilities; knowledge of application reviews; knowledge of general controls reviews; good report-writing skills and provision of testimony				
Primary functions	Conducting forensic investigations Supervising forensic investigations assignments Compiling investigation reports and presenting the reports to management and other stakeholders				

Giving advice on appropriate courses of action to take in all instances of fraud or suspected fraud
 Providing the City of Tshwane with the capacity to track cyberattacks and transgressions
 Executing generic management functions after cyber forensic investigations
 Managing the collation of information on all instances of fraud or suspected fraud arising in the City
 Attending to staff training and development
 Supervising fraud/corruption detection projects and Ethics Management Assignments
 Interacting with external law enforcement agencies
 Registering criminal police cases with the police
 Training subordinates in order to ensure that they effectively discharge their duties
 Reviewing investigation findings as well as investigation files and evidence
 Liaising with key stakeholders in order to ensure that forensic recommendations are implemented by commissioning follow-up audits and personal interviews with complainants
 Facilitating a fraud risk assessment workshop in order to ensure the identification of risks by arranging and facilitating stakeholders' meetings
 Developing a work skills plan for the division in order to ensure that staff have the appropriate skills
 Attending disciplinary hearings and other tribunals and providing expert witness services
 Aligning the division with the investigation methodology

SAP	S70010085, S70073366, S70073367, S70073368
New/natural attrition	New
Enquiries	F Ngomezulu (012 358 8069) /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 AUDIT AND RISK

Division: Enterprise Risk Management

Section: Business Continuity

Location: Pretoria Central

Reference number	AUDT085-2019														
Position	SENIOR RISK MANAGEMENT OFFICER (2 POSTS)														
To be advertised	<table><tr><th colspan="2">Internal</th><th colspan="3">External</th></tr></table>					Internal		External							
Internal		External													
This position seeks to attract	<table><tr><td>African female</td><td>African male</td><td>Coloured female</td><td>Coloured male</td><td>Indian female</td></tr><tr><td>Indian male</td><td>White female</td><td>White male</td><td>Person with disability</td><td>All categories</td></tr></table>					African female	African male	Coloured female	Coloured male	Indian female	Indian male	White female	White male	Person with disability	All categories
African female	African male	Coloured female	Coloured male	Indian female											
Indian male	White female	White male	Person with disability	All categories											
Job level	D2/3														
Scale	R383 268,00 – R623 568,00 per annum														
Estimated remuneration package	R487 828,62 – R793 685,66 per annum														
Job purpose	To assist in the implementation of the Business Continuity Management Programme.														
Appointment requirements	An appropriate three-year tertiary career-related qualification (degree or national diploma) in Risk Management, Auditing, Accounting, Business Continuity or equivalent qualification At least three years’ experience in business continuity management and risk management Supervisory experience Valid Code B driver’s licence Computer literacy														
Personal attributes and/or competencies	Good understanding and working knowledge of the BCI Good Practice Guidelines; in-depth knowledge and understanding of business continuity legislation, governance concepts, local government legislation, risk management standards and procedures, financial policies and related legislation; ability to work under pressure; excellent communication skills; interpersonal skills; analytical thinking skills; organisational skills; willingness to accept responsibility; objectivity; creativity; ability to learn and understand existing and emerging management practices (management system concepts, ERM, etc)														
Primary functions	Develop the Business Continuity Management Policy Develop the Business Continuity Management Framework Identify threats to the Business Continuity Management Programme Provide support to develop the business impact assessment/analysis, business recovery strategy and business continuity plan Ensure rigorous testing of the business continuity plans and perform post-exercise reviews														

Provide support on the review and maintenance of the City of Tshwane's business continuity plan

Assist other business units with identifying, assessing, analysing and monitoring the critical threats related to the Business Continuity Management Programme

Develop and deliver presentations to raise awareness on business continuity management, as appropriate.

Develop and monitor the Business Continuity Management Programme's strategic and operational implementation plan

Report to the Deputy Director: Business Continuity on day-to-day line management activities

Develop a work skills plan for the section in order to ensure that staff have the appropriate skills

Manage training of subordinates in order to ensure that they effectively discharge their duties

Managing and attending to staff training and development

Execute ad hoc duties as assigned by the supervisor

SAP

S70010103; S70010104

New/natural attrition

New

Enquiries

F Ngomezulu (012 358 8069) /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 AUDIT AND RISK

Division: Enterprise Risk Management

Section: Business Continuity

Location: Pretoria Central

Reference number	AUDT086-2019				
Position	SENIOR SPECIALIST: BUSINESS CONTINUITY (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	E1				
Scale	R551 508,00 – R730 248,00 per annum				
Estimated remuneration package	R841 059,34 – R1 068 561,99 per annum				
Job purpose	To assist in the implementation of the Business Continuity Management Programme				
Appointment requirements	An appropriate three-year tertiary career-related degree or national diploma in Risk Management, Auditing, Accounting, Business Continuity or equivalent qualification At least five years’ relevant experience in business continuity management of which two years must be on supervisory level Valid Code B driver’s licence Computer literacy				
Personal attributes and/or competencies	Good understanding and working knowledge of the BCI Good Practice Guidelines; in-depth knowledge and understanding of business continuity legislation, governance concepts, local government legislation, risk management standards and procedures, financial policies and related legislation; leadership skills; ability to work under pressure; excellent communication skills; interpersonal skills; analytical thinking skills; organisational skills; problem-solving skills; willingness to accept responsibility; objectivity; creativity; ability to learn and understand existing and emerging management practices				
Primary functions	Develop the Business Continuity Management Policy Develop the Business Continuity Management Framework Identify threats to Business Continuity Management Provide support to develop the business impact assessment/analysis, business recovery strategy and business continuity plan Ensure rigorous testing of the business continuity plans and perform post-exercise reviews				

Provide support on the review and maintenance of the City of Tshwane's business continuity plan
 Assist other business units with identifying, assessing, analysing and monitoring critical threats related to business continuity management
 Develop and deliver presentations to raise awareness on business continuity management as appropriate
 Develop and monitor the BCM strategic and operational implementation plan
 Report to the Director: Business Continuity on day-to-day line management activities.
 Develop a work skills plan for the section in order to ensure that staff have the appropriate skills
 Manage training of subordinates in order to ensure that they effectively discharge their duties
 Manage and attend to staff training and development
 Execute ad hoc duties as assigned by the supervisor

SAP

S70010116: S70010084

New/natural attrition

New

Enquiries

F Ngomezulu (012 358 8069) /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 AUDIT AND RISK

Division: Office of the Chief Audit Executive

Section: Quality Assurance

Location: Pretoria Central

Reference number **AUDT087-2019**

Position **DIRECTOR: QUALITY ASSURANCE**

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 E2

Scale R657 252,00 – R855 240,00 per annum

Estimated remuneration package R978 051,71 – R1 230 053,48 per annum

Job purpose To manage a City-wide independent, objective assurance and consulting activity within the technical and quality services auditing remit that adds value to and improves City of Tshwane operations in pursuance of the City's objective by evaluating and improving the effectiveness of governance, stewardship, risk, compliance and control management processes within the area of responsibility

Appointment requirements An appropriate three-year tertiary career-related degree, national diploma or equivalent qualification.
Seven years' or more work experience, of which three years should be at management level in a relevant discipline or field
Relevant experience in quality assurance and auditing of audits
Managerial/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
Being a member of the Institute of Internal Auditors (IIA) will be an added advantage
Being a Certified Internal Auditor (CIA) will be an added advantage
Valid driver's licence
Computer literacy

Personal attributes and/or competencies Excellent communication skills; presentation skills; ability to work under pressure; ability to meet deadlines; good organisation skills; decisiveness; ability to pay attention to detail; accuracy; analytical thinking skills; good interpersonal skills; good writing skills

Primary functions Provide the Chief Audit Executive with quality assurance and technical and quality auditing services
Provide continuous improvement and quality assurance

Provide management and leadership functions
 Implement quality and improvement programmes for Internal Audit
 Provide support in terms of integrated risk assurance
 Assist with the management of audit project management
 Coordinate a clean audit mandate
 Oversee and conduct compliance investigations
 Oversee and conduct security risks reviews.
 Report on the Audit Performance and Risk Management Committees
 Provide support in Ethics Management and Forensic Auditing and Investigations
 Provide support on performance and personnel management
 Provide support on relationship management and communication
 Provide operational financial and asset management
 Provide support on business continuity systems
 Supervise and review work performed by subordinates

SAP

S70073430

**New/natural
attrition**

New

Enquiries

F Ngomezulu (012 358 8069) /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 AUDIT AND RISK
Division: Office of the Chief Audit Executive
Section: Management and Administration Support
Location: Pretoria Central

Reference number **AUDT088-2019**

Position **DEPUTY DIRECTOR: MANAGEMENT AND ADMINISTRATION SUPPORT**

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 E1

Scale R551 508,00 – R730 248,00 per annum

Estimated remuneration package R841 059,34 – R1 068 561,99 per annum

Job purpose To provide the department with generalist Management/Strategic; Financial; HR and Administration Support so that managers have the necessary tools and information to manage staff within their areas of responsibility.

Appointment requirements An appropriate three-year tertiary career-related degree, national diploma or equivalent qualification
At least five years' relevant experience in a management and administration support service, of which at least two years should be at a supervisory level
Valid driver's licence
Computer literacy

Personal attributes and/or competencies Peoples skills; presentation skills; strong personality; ability to work under pressure; ability to understand auditing impact on the department. have management/strategic overview; strong leadership qualities and emotional intelligence

Primary functions Providing a management and strategic support function to the department.
Managing and coordinating inputs and reporting information on the departmental performance management system, IDP and SDBIP
Defining/adjusting the key performance indicators, job profiles of personnel against service delivery requirements
Evaluating the capability of prospective applicants and leading the interviewing and final selection sessions
Executing and organising a supervisory function to ensure that a corporate departmental office administration is rendered in terms of remuneration and benefits administration, recruitment and selection, archive and records services, asset and inventory, auxiliary services, telecommunication and IT services
Managing the preparation, monitoring and control of the annual budget of the units

Ensuring compliance with the EE policy and plans of the department
 Identifying professional/technical skill gaps and completing development plans for existing personnel with clearly defined career paths and job enrichment opportunities
 Managing the staff in the Management and Administrative Support/Share Serviced Model Section in order to ensure maximum efficiency and utilisation of available resources at all times
 Managing and monitoring the departmental procurement service
 Ensuring capital project management support operations
 Assisting in compiling the human resource budget and providing assistance with the following: management of staff; remuneration and benefit administration; recruitment and selection; labour relations; skills development and training; occupational health and safety; individual performance management; personnel cost planning; supervision

SAP

S70073350

**New/natural
attrition**

New

Enquiries

F Ngomezulu (012 358 8069) /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 AUDIT AND RISK

Division: Office of the Chief Audit Executive

Section: Information, Communication and Technology Auditing

Location: Pretoria Central

Reference number **AUDT089-2019**

Position **ICT AUDITOR (3 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 C2/3/D1

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

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

Job purpose To perform ICT audit reviews and to provide assurance that IT controls have been implemented and are effective; to carry out detailed planning and execution of audit projects, and to ensure that audit work conforms to the standards (IIA and ISACA) and other guidelines/procedures of the City of Tshwane.

Appointment requirements An appropriate three-year tertiary career-related degree or national diploma in ICT Audit, Computer Science, Informatics or Internal Audit or an equivalent qualification
One year's relevant experience in the ICT audit environment
Relevant experience in computer auditing, general IT control and IT application control review
Certified Information System Auditor or studying towards this will be an added advantage
Knowledge of IT audit frameworks and best practices (COBIT, COSO, ITIL, and ISO)
Internal Audit Technician (IAT) Learnership certificate or studying towards becoming a Certified Internal Auditor (CIA) will be an added advantage
Being a member of the Institute of Internal Auditors (IIA) or ISACA will be an added advantage
Being a Certified Internal Auditor (CIA) will be an added advantage.
Valid Code B driver's licence
Computer literacy

Personal attributes and/or competencies Excellent communication skills; ability to work under pressure; ability to meet deadlines; good organisation skills; decisiveness; ability to pay attention to detail; accuracy; analytical thinking skills; good interpersonal skills; good writing skills

Primary functions Performing general and application control reviews for simple to complex computer information systems

(Positions for JF10/2019) <http://www.tshwane.gov.za/sites/Departments/Corporate%20and%20Shared%20Services/Pages/Job-Forum.aspx>

Performing various reviews of IT management policies to include system development standards, system operating procedures, system security, programming controls, communication controls, backup and disaster recovery, and system maintenance

Performing reviews of internal control procedures and security for systems under development and/or enhancements to current systems

Maintaining and developing computerised audit software

Preparing audit finding exceptions and working papers in order to ensure that adequate documentation exists to support the completed audit and conclusions

Preparing and presenting written and oral reports and other technical information in a pertinent, concise and accurate manner for distribution to management

Consulting with and advising administrators, faculty and staff on various operational issues related to computerised information systems, and on general business operations as needed

Following up on audit findings to ensure that management has taken corrective action(s)

Coordinating and interacting with external auditors, administrators, faculty, staff and law enforcement officials as appropriate; may be required to testify in court

Assisting and training other audit staff in the use of computerised audit techniques and in developing methods for review and analysis of computerised information systems

Maintaining currency of knowledge with respect to relevant state-of-the-art technology, equipment and/or systems

Conducting operational, compliance, financial and investigative audits, as assigned

Performing miscellaneous job-related duties, as assigned

SAP	S70010017; S70010018; S70010022
New/natural attrition	New
Enquiries	F Ngomezulu (012 358 8069) /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 AUDIT AND RISK

Division: Office of the Chief Audit Executive

Section: Office of the Chief Audit Executive

Location: Pretoria Central

Reference number **AUDT090-2019**

Position **EXECUTIVE SUPPORT SPECIALIST**

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

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

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

Job purpose To render an effective and efficient Executive Support Service to the Chief Audit Executive and to be responsible for organising and coordinating office operations and procedures in order to ensure office effectiveness and efficiency.

Appointment requirements An appropriate three-year tertiary career-related degree, national diploma or equivalent qualification
At least three years' or more working experience in the relevant field
Supervisory experience
Valid Code B driver's licence
Computer literacy

Personal attributes and/or competencies Excellent communication skills, confidentiality; ability to work under pressure, ability to meet deadlines, good organisation skills; ability to make decisions and establish work priorities; emotional intelligence; multilingual ability; inter-personal skills; flexibility; analytical thinking skills; good leadership qualities; presentation and interpersonal skills; assertiveness and creativity

Primary functions Providing an effective and efficient executive support to the Chief Audit Executive (CAE)
Managing, organising and coordinating office operations and procedures in order to ensure office effectiveness and efficiency.
Managing the performance agreement of the Chief Audit Executive (CAE) by –

- developing the scorecard of the CAE
- managing and monitoring the implementation of the CAE's scorecard
- monitoring and evaluating progress with the implementation of catalytic projects
- ensuring that performance indicators are identified, objectives are aligned and appropriate procedures are developed and implemented
- analysing and aligning requirements with operating capacity and capability

- monitoring the implementation of executive commitments
- monitoring progress with the divisional and departmental SDBIP
- populating the coaching rating sheet for the CAE
- compiling evidence files for the CAE
- assisting with the strategic planning process and ensuring the development of key performance indicators and targets for the office
- monitoring progress with specific key performance indicators and measures

Managing the staff in the office of the CAE

Ensuring and rendering management and strategic support services to the office of the CAE

Liaising with and responding to Divisional Heads and other stakeholders

Administering the office of the CAE

Assisting with the management of the quarterly workshop or marathon training of the department

Taking minutes of various meetings

SAP

S70073522

**New/natural
attrition**

New

Enquiries

F Ngomezulu (012 358 8069) /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 AUDIT AND RISK

Division: Office of the Chief Audit Executive

Section: Information, Communication and Technology Auditing

Location: Pretoria Central

Reference number **AUDT091-2019**

Position **SENIOR SPECIALIST: INFORMATION, COMMUNICATION
AND TECHNOLOGY AUDITING**

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 E1

Scale R551 508,00 – R730 248,00 per annum

Estimated remuneration package R841 059,34 – R1 068 561,99 per annum

Job purpose To manage ICT audit reviews (GCR, ACR and e-Commence); to manage and review ICT audit consulting engagements; to provide assurance that ICT controls have been implemented and are effective; to conduct audits, covering the three audit phases: planning, execution and reporting.

Appointment requirements An appropriate three-year tertiary career-related degree, national diploma or equivalent qualification
At least five years' or more experience in computer auditing. of which at least two years must be at supervisory level
Being an Information systems Auditor (CISA) or Certified Internal Auditor (CIA) will be an added advantage
Valid Code B driver's licence
Computer literacy

Personal attributes and/or competencies Knowledge of IT audit framework and best practices (COBIT, COSO, ITIL and ISO). Knowledge of data analytics (CAATS); knowledge of governance, risk and compliance approach; knowledge of application reviews and general controls reviews; integrity; professionalism; good interpersonal skills; innovative thinking skills; decisiveness; ability to pay attention to detail; emotional intelligence; good communication skills; flexibility; adaptability; customer orientation; people management skills; problem-solving capabilities; knowledge of application reviews; knowledge of general controls reviews

Primary functions Managing general IT control, IT application control and e-commerce review
Managing the project audit review
Executing generic planning functions
Performing ICT and ICT audit reviews as per audit plan

(Positions for JF10/2019) <http://www.tshwane.gov.za/sites/Departments/Corporate%20and%20Shared%20Services/Pages/Job-Forum.aspx>

Executing generic management functions and generic administrative functions
 Executing generic financial functions
 Planning ICT audit reviews
 Completing audits as per the ICT Audit Plan
 Supervising ICT audit staff
 Reviewing work performed by computer audit staff
 Compiling ICT audit reports
 Performing administrative functions as delegated
 Managing and attending to staff training and development
 Leading and conducting the planning, coordinating and performance of application and general systems control audits, improving control processes, optimising reviews and preparing audit reports associated with the completion of scheduled audits and assigned special projects
 Assisting in setting the strategy direction for a value-focus internal audit department, including IT audit methodology, automation techniques and IT audit planning
 Keeping abreast of technology trends, theories and practices that underlie the rendering of services
 Assisting in performance risk assessments

SAP S70010019

**New/natural
attrition** New

Enquiries F Ngomezulu (012 358 8069) /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 AUDIT AND RISK

Division: Office of the Chief Audit Executive

Section: Quality Assurance

Location: Pretoria Central

Reference number **AUDT092-2019**

Position **SENIOR QUALITY ASSURANCE SPECIALIST**

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 E1

Scale R551 508,00 – R730 248,00 per annum

Estimated remuneration package R841 059,34 – R1 068 561,99 per annum

Job purpose To manage a City-wide independent, objective assurance and consulting activity within the technical and quality services auditing remit that adds value and improves City of Tshwane operations in pursuance of the City's objectives by evaluating and improving the effectiveness of governance, stewardship, risk, compliance and control management processes within the area of responsibility.

Appointment requirements An appropriate three-year tertiary career-related degree, national diploma or qualification in the relevant field
At least five years' or more working experience in quality assurance and auditing of audits, of which at least two years must be at supervisory level
Being an accredited quality assurer in the relevant field/discipline will be an added advantage.
Being a Certified Internal Auditor (CIA) will be an added advantage
Being a member of the Institute of Internal Auditors (IIA) will be an added advantage
Valid Code B driver's licence
Computer literacy

Personal attributes and/or competencies Excellent communication skills; presentation skills; ability to work under pressure; ability to meet deadlines; good organisation skills; decisiveness; ability to pay attention to detail; accuracy; analytical thinking skills; good interpersonal skills; good writing skills

Primary functions Provide the Chief Audit Executive and the Director: Quality Assurance with quality assurance and technical and quality auditing services
Provide continuous improvement and quality assurance
Implement quality and improvement programmes of Internal Audit
Provide support in terms of integrated risk assurance
Manage audit project management

- Coordinate a clean audit mandate
- Provide assisting when conducting compliance investigations
- Provide assistance with security risks reviews
- Provide strategic direction with regard to the Audit Performance and Risk Management Committees reporting requirements
- Manage departmental reporting requirements
- Provide support in ethics management and forensic auditing and investigations.
- Supervise and review work performed by subordinates
- Identify professional/technical skill gaps and complete development plans for existing personnel with clearly defined career paths and job enrichment opportunities

SAP

S70073450

**New/natural
attrition**

New

Enquiries

F Ngomezulu (012 358 8069) /J Mamabolo (012 358 2152)

To lead and add value to the combined assurance function of the City of Tshwane in relation to risk management, financial services, information technology operations and legislative compliance

To lead and manage human capital in the Group Audit and Risk department, including co-sourced partners, and to conduct budget and administration in an effective, efficient and economical manner

To lead and manage the internal audit quality assurance and improvement programme

SAP

S70073362, S70073363, S70073364, S70073365

**New/natural
attrition**

New

Enquiries

F Ngomezulu (012 358 8069) /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 AUDIT AND RISK

Division: Office of the Chief Audit Executive

Section: Quality Assurance

Location: Pretoria Central

Reference number	AUDT094-2019				
Position	SENIOR QUALITY ASSURANCE OFFICER (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 assist with a City-wide independent, objective assurance and consulting activity within the technical and quality services auditing remit that adds value to and improves City of Tshwane operations in pursuance of the City's objectives by evaluating and improving the effectiveness of governance, stewardship, risk, compliance and control management processes within the area of responsibility.				
Appointment Requirements	<p>An appropriate three-year tertiary career-related degree, national diploma or equivalent qualification</p> <p>At least three years' or more working experience in quality assurance and auditing of audits</p> <p>Being a Certified Internal Auditor CA (SA) or (CIA) will be an added advantage</p> <p>Being a member of the Institute of Internal Auditors (IIA) will be an added advantage</p> <p>Valid Code B driver's licence</p> <p>Computer literacy</p>				
Personal attributes and/or competencies	Excellent communication skills; presentation skills; ability to work under pressure; ability to meet deadlines; good organisation skills; decisiveness; ability to pay attention to detail; accuracy; analytical thinking skills; good interpersonal skills; good writing skills				
Primary functions	<p>Provide the Chief Audit Executive and the Director: Quality Assurance with quality assurance and technical and quality auditing services</p> <p>Provide continuous improvement and quality assurance</p> <p>Assist with the quality and improvement programmes of Internal Audit</p> <p>Provide support in terms of integrated risk assurance</p> <p>Assist with the management of audit project management</p> <p>Coordinate a clean audit mandate</p>				

Provide assistance with regard to the Audit Performance and Risk Management Committees reporting requirements
Provide support in ethics management and forensic auditing and investigations
Supervise and review work performed by subordinates
Identify professional/technical skill gaps and complete development plans for existing personnel with clearly defined career paths and job enrichment opportunities

SAP

S70073451; S70073452

**New/natural
attrition**

New

Enquiries

F Ngomezulu (012 358 8069) /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 AUDIT AND RISK

Division: Office of the Chief Audit Executive

Section: Quality Assurance

Location: Pretoria Central

Reference number **AUDT095-2019**

Position **QUALITY ASSURANCE AUDITOR (2 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 C2/3/D1

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

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

Job purpose To assist with a City-wide independent, objective assurance and consulting activity within the technical and quality services auditing remit that adds value to and improves City of Tshwane operations in pursuance of the City's objectives by evaluating and improving the effectiveness of governance, stewardship, risk, compliance and control management processes within the area of responsibility.

Appointment requirements An appropriate three-year tertiary career-related degree, national diploma or equivalent qualification
At least three years' or more working experience quality assurance and auditing of audits
Being a member of the Institute of Internal Auditors (IIA) will be an added advantage
Valid Code B driver's licence
Computer literacy

Personal attributes and/or competencies Excellent communication skills; presentation skills; ability to work under pressure; ability to meet deadlines; good organisation skills; decisiveness; ability to pay attention to detail; accuracy; analytical thinking skills; good interpersonal skills; good writing skills

Primary functions Provide the Chief Audit Executive and the Director: Quality Assurance with quality assurance and technical and quality auditing services
Provide continuous improvement and quality assurance
Assist with the quality and improvement programmes of internal audit
Provide support in terms of integrated risk assurance
Assist with the management of audit project management
Coordinate a clean audit mandate
Provide assistance with regard to the Audit Performance and Risk Management Committees reporting requirements

Provide support in ethics management and forensic auditing and investigations

SAP

S70073453; S70073454

**New/natural
attrition**

New

Enquiries

F Ngomezulu (012 358 8069) /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 AUDIT AND RISK
Division: Special Audit, Corporate Entities and Financial Auditing
Section: Financial and Transversal Auditing
Location: Pretoria Central

Reference number **AUDT096-2019**

Position **SENIOR INTERNAL AUDITOR (6 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 D2/3

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

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

Job purpose To manage control over the financial and transversal auditing function with the aim of maintaining impartial, accountable, transparent and efficient financial auditing (special audits, corporate entities and financial auditing) services in the City of Tshwane, subject to legislated context responsibilities, national standards and the directives of the management.

Appointment requirements B Compt degree in Internal Audit or equivalent qualification
At least five years' or more working experience in auditing financial statements, conducting finance-related audits and audits of performance information, of which two years must be at a supervisor level
Being a Certified Internal Auditor CA (SA) or (CIA) will be an added advantage
Being a member of the Institute of Internal Auditors (IIA) will be an added advantage
Valid Code B driver's licence
Computer literacy

Personal attributes and/or competencies Excellent communication skills; ability to work under pressure; ability to meet deadlines; good organisational skills; decisiveness; ability to pay attention to detail; accuracy; analytical thinking skills; good interpersonal skills; good writing skills

Primary functions To assist with internal audit assurance and consulting engagement in the Group Audit and Risk department
To provide assistance in the Financial and Transversal Auditing Section
To facilitate the development of the corporate risk register for the City of Tshwane
To provide assistance in the development and implementation of the risk-based internal audit plan for the City of Tshwane
To assist and add value to the combined assurance function of the City of Tshwane in relation to risk management, financial services, information technology operations and legislative compliance

To assist human capital in the Group Audit and Risk department, including co-sourced partners, and to conduct budget and administration in an effective, efficient and economical manner.

To identify professional/technical skill gaps and to complete development plans for the existing personnel, with clearly defined career paths and job enrichment opportunities

To provide assistance with the internal audit quality assurance and improvement programme

SAP S70073355, S70073356, S70073357, S70073358, S70073359, S70073360

**New/natural
attrition** New

Enquiries F Ngomezulu (012 358 8069) /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 AUDIT AND RISK
Division: Special Audit, Corporate Entities and Financial Auditing
Section: Financial and Transversal Auditing
Location: Pretoria Central

Reference number **AUDT097-2019**

Position **INTERNAL AUDITOR (8 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 C2/3/D1

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

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

Job purpose To assist with control over the financial and transversal auditing function with the aim of maintaining an impartial, accountable, transparent and efficient financial auditing (special audits, corporate entities and financial auditing) service within the City of Tshwane, subject to legislated context responsibilities, national standards and the directives of management.

Appointment Requirements An appropriate three-year tertiary career-related degree or national diploma) in Internal Audit or an equivalent qualification
At least three years' or more working experience in internal auditing, specifically in auditing financial statements, conducting finance-related audits and audits of performance information
Internal Audit Technician (IAT) Learnership certificate or studying towards becoming a Certified Internal Auditor (CIA) will be an added advantage
Being a member of the Institute of Internal Auditors (IIA) will be an added advantage
Valid Code B driver's licence
Computer literacy

Personal attributes and/or competencies Excellent communication skills; ability to work under pressure; ability to meet deadlines; good organisational skills; decisiveness; ability to pay attention to detail; accuracy; analytical thinking skills; good interpersonal skills; good writing skills

Primary functions To assist with internal audit assurance and consulting engagement in the Group Audit and Risk department
To provide assistance in the Financial and Transversal Auditing Section
To facilitate the development of the corporate risk register for the City of Tshwane
To provide assistance in the development and implementation the risk-based internal audit plan for the City of Tshwane

To assist and add value to the combined assurance function of the City of Tshwane in relation to risk management, financial services, information technology operations and legislative compliance

To assist human capital in the Group Audit and Risk department, including co-sourced partners, and to conduct budget and administration in an effective, efficient and economical manner

To provide assistance with the internal audit quality assurance and improvement programme

SAP S70010030, S70010035, S70073495, S70073496, S70073497, S70073498, S70073499, S70073500

New/natural attrition New

Enquiries F Ngomezulu (012 358 8069) /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 AUDIT AND RISK
Division: Special Audits, Corporate Entities and Financial Auditing
Section: Special Audit and Corporate Entities
Location: Pretoria Central

Reference number **AUDT098-2019**

Position **DIRECTOR: SPECIAL AUDIT AND CORPORATE ENTITIES**

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 E2

Scale R657 252,00 – R855 240,00 per annum

Estimated remuneration package R978 051,71 – R1 230 053,48 per annum

Job purpose To manage control over the special audits, corporate entities auditing function with the aim of maintaining an impartial, accountable, transparent and efficient financial auditing (special audits, corporate entities and financial auditing) service in the City of Tshwane, subject to legislated context responsibilities, national standards and the directives of the Chief Audit Executive.

Appointment requirements BCompt or BTech degree in Internal Audit or an equivalent qualification
Seven years' or more work experience in internal audit, of which three years should be at management level
Experience in conducting special audits in corporate entities and performance audits
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
Being a member of the Institute of Internal Auditors (IIA) will be an added advantage
Being a Certified Internal Auditor (CIA) will be an added advantage
Valid Code B driver's licence
Computer literacy

Personal attributes and/or competencies Excellent communication skills; ability to work under pressure; ability to meet deadlines; good organisational skills; decisiveness; ability to pay attention to detail; accuracy; analytical thinking skills; good interpersonal skills; good writing skills

Primary functions To lead and manage internal audit assurance and consulting engagement in the Group Audit and Risk department
To lead and facilitate the development of the corporate risk register for the City of Tshwane and its municipal entities
To lead and manage development and implementation the risk-based internal audit plan for the City of Tshwane and its municipal entities

(Positions for JF10/2019) <http://www.tshwane.gov.za/sites/Departments/Corporate%20and%20Shared%20Services/Pages/Job-Forum.aspx>

To lead and add value to the combined assurance function of the City of Tshwane and its municipal entities in relation to risk management, financial services, information technology operations and legislative compliance

To lead and manage human capital in the Group Audit and Risk department, including co-sourced partners, and to conduct budget and administration in an effective, efficient and economical manner

To lead and manage the internal audit quality assurance and improvement programme

SAP

S70073361

**New/natural
attrition**

New

Enquiries

F Ngomezulu (012 358 8069) /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 AUDIT AND RISK

Division: Operational, Transversal, Compliance and Continuous Auditing

Section: Compliance and Continuous Auditing

Location: Pretoria Central

Reference number **AUDT099-2019**

Position **DIRECTOR: COMPLIANCE AND CONTINUOUS AUDITING**

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 E2

Scale R657 252,00 – R855 240,00 per annum

Estimated remuneration package R978 051,71 – R1 230 053,48 per annum

Job purpose To lead, manage and control the compliance and continuous auditing function as well as to support the transversal auditing function by conducting the planning, coordination and performance of the assigned coverage plan with the aim of maintaining an impartial, accountable, transparent and efficient compliance and continuous auditing service in the City of Tshwane, subject to legislated context national standards and the directives of the Chief Audit Executive

Appointment requirements An relevant bachelor's degree or equivalent three-year qualification
At least seven years' experience in compliance and continuous auditing., of which at least three years should be at management level in an internal audit 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
Being a member of the Institute of Internal Auditors (IIA) will be an added advantage
Being a Certified Internal Auditor (CIA) will be an added advantage
Valid Code B driver's licence
Computer literacy

Personal attributes and/or competencies Excellent communication skills; ability to work under pressure; ability to meet deadlines; good organisational skills; decisiveness; ability to pay attention to detail; accuracy; analytical thinking skills; good interpersonal skills; good writing skills

Primary functions To assist in setting the strategic direction for a value-focused internal audit department by ensuring full compliance with the internal audit methodology
To maintain a thorough understanding of organisational goals, strategies, industry trends, products and services and processes
To ensure appropriate audit coverage occurs related to new or changing risks

To lead and manage internal audit assurance and consulting engagement in Group Audit and Risk
To manage the Compliance and Continuous Auditing Section
To support the development and implementation the risk-based internal audit plan for the City of Tshwane by participating fully in the process
To lead and manage human capital, including co-sourced partners

SAP

S70009994

**New/natural
attrition**

New

Enquiries

F Ngomezulu (012 358 8069) /J Mamabolo (012 358 2152)

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 **COSA138-2019**

Position **DIRECTOR: OPERATIONAL**

To be advertised	Internal	External			
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This position seeks to attract	African female Indian male				Indian female
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Job level E2

Scale R657 252,00 – R855 240,00 per annum

Estimated remuneration package R978 051,71 – R1 230 053,48 per annum

Job purpose To manage and oversee (strategising, planning, organising, leadership, monitoring and control, including performance management, coordination and integration) of all activities, operations and interventions related to road policing and by-law enforcement, crime prevention, information management, diverse and support services in order to ensure the delivery of effective and efficient policing services throughout the City of Tshwane, including all related administrative functions as well as ad hoc duties according to needs and functions as required.

Appointment requirements An appropriate career-related tertiary qualification (three-year national diploma or degree) or equivalent qualification
Registration as a Traffic Officer in terms of the National Road Act, 1993 (Act 93 of 1996)
Appointment as a member of a municipal police service in terms of the South African Police Service Act, 1995 (Act 68 of 1995)
No criminal record (excluding previous convictions relating to political activities under the previous dispensation) and all applicants will allow their fingerprints to be taken
Being a permanent resident of Tshwane
At least five years' applicable experience in a senior ranking position of Commander
At least a valid Code B driver's licence
Valid Code A and EC driver's licences will be an add advantage
An advanced driving course will be an added advantage
Even though the advertisement may have a specific location or area of work, applicants must be willing to be placed anywhere in Tshwane from time to time, as required and determined by the departmental management. Thus, by applying for any of these positions, the applicants irrevocably accept this condition.

Personal attributes and/or competencies	Strategic thinking skills; 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 good sound decisions; innovative thinking skills; ability to pay attention to detail; good linguistic proficiency
Primary functions	<p>To strategise, manage and oversee the effective, efficient and economical delivery of municipal police services for the safety of the residents of Tshwane through the triple mandate of road policing, by-law policing and crime prevention as well as protection of municipal infrastructure</p> <p>To coordinate, facilitate and promote internal and external role players and to carry out stakeholder management</p> <p>To oversee and ensure optimal utilisation of resources</p> <p>To ensure and oversee performance management</p> <p>To ensure that other generic management duties are discharged as and when required</p> <p>Effective and sound administration</p>
SAP	S70013731
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 **COSA139-2019**

Position **COMMANDER: OPERATIONS (3 POSTS)**

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

Job level E1

Scale R551 508,00 – R730 248,00 per annum

Estimated remuneration package R841 059,34 – R1 068 561,99 per annum

Job purpose To manage and oversee (strategising, planning, organising, leadership, monitoring and control including performance management, coordination and integration) of all activities, operations and interventions related to road policing and by-law enforcement, crime prevention, information management, diverse and support services in order to ensure the delivery of effective and efficient policing services throughout Tshwane, including all related administrative functions as well as ad hoc duties according to needs and functions as required.

Appointment requirements An appropriate career-related tertiary qualification (three-year national diploma or degree) or equivalent qualification
Registration as a Traffic Officer in terms of the National Road Act, 1993 (Act 93 of 1996)
Appointment as a member of a municipal police service in terms of the South African Police Service Act, 1995 (Act 68 of 1995)
No criminal record (excluding previous convictions relating to political activities under the previous dispensation) and all applicants will allow their fingerprints to be taken
Being a permanent resident of Tshwane
At least five years' applicable experience in a senior ranking position of Senior Superintendent
At least a valid Code B driver's licence
Valid Code A and EC driver's licences will be an add advantage
An advanced driving course will be an added advantage
Even though the advertisement may have a specific location or area of work, applicants must be willing to be placed anywhere in Tshwane from time to time, as required and determined by the departmental management. Thus, by applying for any of these positions, the applicants irrevocably accept this condition.

Personal attributes and/or competencies	Strategic thinking skills; 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 good sound decisions; innovative thinking skills; ability to pay attention to detail; good linguistic proficiency
Primary functions	<p>To strategise, manage and oversee the effective, efficient and economical delivery of municipal police services for the safety of the residents of Tshwane through the triple mandate of road policing, by-law policing and crime prevention as well as protection of municipal infrastructure</p> <p>To coordinate, facilitate and promote internal and external role players and to carry out stakeholder management</p> <p>To oversee and ensure optimal utilisation of resources</p> <p>To ensure and oversee performance management</p> <p>To ensure other generic management duties are discharged as and when required</p> <p>To ensure effective and sound administration</p>
SAP	S70015084; S70011692; S70011795
New/natural attrition	Natural attrition
Enquiries	D Letshela (012 358 5676)/D Phala (012 358 5686)

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 Operations

Section: Virtual Contact Centre (24-hour operations)

Location: Any call centre across the city

Reference number **CRMD017-2019**

Position **DIRECTOR: VIRTUAL CONTACT CENTRE (24-HOUR OPERATIONS)**

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

Job level E2

Scale R657 252,00 – R855 240,00 per annum

Estimated remuneration package R978 051,71 – R1 230 053,48 per annum

Job purpose To manage an inbound contact centre service, to manage and establish a healthy relationship with external and internal customers, including shared values, to maintain collective governance with other departments, and to provide service excellence management through the establishment of points of interaction, customer relationship management and compliance monitoring.

Appointment requirements An appropriate tertiary career-related qualification (three-year diploma or degree) or equivalent qualification
Relevant experience
Relevant experience in managing customer relations in a local government environment
Valid Code B driver's licence
Computer literacy
The candidate must be willing to work at any of the customer care centre call centres depending on the operational requirements and must be willing and able to work shifts at any time of the day and on any day of the year.

Personal attributes and/or competencies Integrity; innovative thinking skills; flexibility; ability to pay attention to detail; intelligence; analytical skills; organisational skills; ability to do presentations; technical skills; good negotiating skills; business acumen; leadership skills; communication skills; budget management skills; advanced linguistic proficiency; willingness to accept responsibility; decisiveness

Primary functions Managing the rendition of an inbound contact centre service
Overseeing the contact centre operations and procedure development operations
Overseeing contact centre infrastructure management operations
Overseeing contact centre staffing operations

Ensuring contact centre performance management operations
 Overseeing contact centre budget operations
 Overseeing change management operations
 Analysing contact centre statistics and acting accordingly (intervening where necessary).
 Attending to HR requirements (management, recruitment, disciplinary matters, training and development, coaching, etc)
 Managing other resources in the contact centre
 Requisitioning resources in the contact centre
 Managing and overseeing liaison with other departments and external stakeholders
 Ensuring the execution of internal services operations
 Ensuring the execution of external stakeholder liaison
 Overseeing contact centre communication management operations
 Implementing change management
 Implementing the City's policies
 Implementing contact centre strategies

SAP

S70073265

**New/natural
attrition**

Natural attrition

Enquiries

M Hendricks (012 358 4971)

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 Operations

Section: Virtual Contact Centre

Location: Any call centre across the city

Reference number	CRMD018-2019				
Position	DEPUTY DIRECTOR: CONTACT CENTRE OPERATION (2 POSTS)				
To be advertised	Internal		External		
This position seeks to attract	<div></div> Indian male	African male White female	Coloured female White Male	Coloured male People with Disability	Indian female <div></div>
Job level	E1				
Scale	R551 508,00 – R730 248,00 per annum				
Estimated remuneration package	R841 059,34 – R1 068 561,99 per annum				
Job purpose	To manage, control and lead an efficient and effective contact centre service through managing operations and resources and the performance thereof.				
Appointment requirements	<p>An appropriate career-related tertiary qualification (three-year national diploma or degree) or equivalent qualification</p> <p>Relevant experience in customer relations management in the local government sector</p> <p>Three years’ relevant managerial experience</p> <p>A valid Code B driver’s licence</p> <p>Computer literacy</p> <p>The candidate must be willing to work at any of the customer care centre call centre depending on the operational requirements and must be willing and able to work shifts any time of the day and any day of the year.</p>				
Personal attributes and/or competencies	Integrity; innovative thinking skills; flexibility; ability to pay attention to detail; intelligence; analytical skills; organisational skills; ability to do presentations; technical skills; good negotiating skills; business acumen; leadership skills; communication skills; budget management skills; advanced linguistic proficiency; willingness to accept responsibility; decisiveness				
Primary functions	<p>Overseeing the call centre’s policy and procedure development operations</p> <p>Managing the activities, operations and resources of the contact centre</p> <p>Managing the staff of the contact centre and switchboard</p> <p>Monitoring, evaluating and managing the performance of the contact centre</p> <p>Liaising with internal and external role players on matters of operations</p> <p>Assisting in the development of customer relations database and monitoring system performance</p>				

(Positions for JF10/2019) <http://www.tshwane.gov.za/sites/Departments/Corporate%20and%20Shared%20Services/Pages/Job-Forum.aspx>

Addressing complaints or enquiries of a complex nature
 Ensuring the implementation of infrastructure requirements
 Coordinating staff training and personal development plans
 Monitoring performance
 Overseeing the quality coaching processes of call centre staff.
 Overseeing call centre infrastructure management operations
 Overseeing call centre staffing operations
 Ensuring call centre performance management operations is adhered to
 Overseeing call centre budget operations.
 Overseeing change management operations

SAP

S70011607; S70011445

**New/natural
attrition**

Natural attrition

Enquiries

M Hendricks (012 358 4971)

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

DEPARTMENT: CITY STRATEGY AND ORGANISATIONAL PERFORMANCE

Division: Programme Management Unit

Section: Programme Implementation, Monitoring and Evaluation

Location: Pretoria Central

Reference number **CSPM044-2019**

Position **DIRECTOR: PROGRAMME IMPLEMENTATION,
MONITORING AND EVALUATION**

To be advertised	Internal	External
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This position seeks to attract	African male White female	Coloured female White male	Person with disability	Indian female
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Job level E2

Scale R657 252,00 – R855 240,00 per annum

Estimated remuneration package R978 051,71 – R1 230 053,48 per annum

Job purpose To coordinate programme implementation, monitoring and evaluation in City of Tshwane in line with the City's strategic intent.

Appointment requirements An appropriate tertiary career-related qualification (three-year diploma or degree) in Civil, Electrical or Mechanical Engineering or equivalent qualification
Registration with ECSA, SACPCMP or PMI
At least ten years' working experience in the Civil, Electrical or Mechanical Engineering field, of which five years should be at a management/supervisory level
Experience in the establishment and implementation of a programme management office will be an advantage
Extensive experience in multi-million-rand project/programme. portfolio management
Computer literacy

Personal attributes and/or competencies Being ethical; leadership skills; business acumen; analytical skills; good budget management skills; excellent written and verbal communication skills; presentation skills; excellent interpersonal skills; good understanding of the municipal planning and budget processes as they relate to capital projects

Primary functions Manage and oversee City of Tshwane programme and project management implementation
Manage and oversee all organisational key projects and programme implementation operations
Manage and oversee the implementation of project management quality standard enhancement
Manage and oversee portfolio management process establishment and maintenance

Ensure that projects are implemented in line with the City's approved stage-gate workflow process

Ensure that monthly site verifications are conducted on capital projects

Prepare periodic project performance reports that verify the work done by different project teams

Advise the organisation of key project risks and mitigation measures on an ongoing basis

Ensure that accurate estimates are prepared in relation to requirements, and approve and control project-related expenditure against the budget allocations

Facilitate the enhancement of procurement processes in line with the relevant legislation for timely and quality delivery of projects

Ensure a climate that is conducive to promoting and sustaining motivational levels, productivity and performance by directing and controlling the outcomes associated with utilisation, productivity and performance of personnel in the section

SAP

S70003746

**New/natural
attrition**

New

Enquiries

C Geldenhuys (012 358 8446)/D Mashaba (012 358 4754)

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

DEPARTMENT: CITY STRATEGY AND ORGANISATIONAL PERFORMANCE

Division: Programme Management Unit


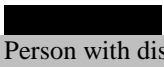

Section: Programme Implementation, Monitoring and Evaluation

Location: Pretoria Central

Reference number **CSPM045-2019**

Position **DIRECTOR: PROGRAMME PLANNING AND COMPLIANCE
MANAGEMENT**

To be advertised	Internal	External
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This position seeks to attract		African male White female	Coloured female White male		Person with disability	Indian female 
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Job level E2

Scale R657 252,00 – R855 240,00 per annum

Estimated remuneration package R978 051,71 – R1 230 053,48 per annum

Job purpose To standardise, coordinate and support programme and project planning in line with the City's strategic intent and budget.

Appointment requirements An appropriate tertiary career-related qualification (three-year diploma or degree) in Civil, Electrical or Mechanical Engineering or equivalent qualification
Registration with ECSA, SACPCMP or PMI
At least ten years' working experience in a Civil, Electrical or Mechanical engineering field, which five years should be at a management/supervisory level
Experience in the establishment and implementation of a programme management office will be an advantage
Extensive experience in a multi-million-rand project/programme portfolio planning for public sector capital projects
Computer literacy

Personal attributes and/or competencies Being ethical; leadership skills; business acumen; analytical skills; good budget management skills; excellent written and verbal communication skills; presentation skills; excellent interpersonal skills; a good understanding of the municipal planning and budget processes as they relate to capital projects

Primary functions Ensure that projects are planned in line with the City's IDP and budget
Institute the adherence to the City's stage-gate model for project preparation and planning
Develop project plans in line with the legislative requirements, eg SDBIP and budget
Manage and oversee the implementation of project management quality standard enhancement in project planning
Coordinate and standardise the work of all project managers in relation to the objectives of this position

Ensure a high standard of project planning in order to achieve the City's developmental goals
 Prepare periodic adjustments to project plans in order to respond to the changing environment and legislative requirements
 In line with the spatial objectives of the City, advise the organisation of suitable project sequencing and financial resources required
 Facilitate the enhancement of procurement processes in line with the relevant legislation for timely and quality delivery of projects
 Ensure a climate that is conducive to promoting and sustaining motivational levels, productivity, performance by directing and controlling outcomes associated with utilisation, productivity and performance of personnel in the section

SAP

S70001881

**New/natural
attrition**

New

Enquiries

C Geldenhuys (012 358 8446)/D Mashaba (012 358 4754)

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

DEPARTMENT: CITY STRATEGY AND ORGANISATIONAL PERFORMANCE

Division: Strategy Development and Implementation

Section: Strategy and Research Development

Location: Pretoria Central

Reference number	CSPM046-2019				
Position	DIRECTOR: STRATEGY AND RESEARCH DEVELOPMENT				
To be advertised	Internal		External		
This position seeks to attract		African male White female	Coloured female White male	Person with disability	Indian female
Job level	E1				
Scale	R657 252,00 – R855 240,00 per annum				
Estimated remuneration package	R978 051,71 – R1 230 053,48 per annum				
Job purpose	To lead, direct and ensure the development of a long-term strategy that is supported by credible research for the City of Tshwane and to lead and direct applicable research activities and appropriate analysis to guide strategic planning in the City.				
Appointment requirements	<p>An appropriate tertiary career-related qualification (three-year diploma or degree) in Social Science, Development Studies or equivalent qualification</p> <p>A postgraduate qualification (honours or master's degree) in social science of development studies will be an added advantage</p> <p>At least eight years' working experience, of which three years should be at management level</p> <p>Computer literacy</p>				
Personal attributes and/or competencies	<p>Sound knowledge of the relevant legislation that govern employment practices, ie MFMA, EEA, SDA, BCEA and LRA, corporate governance; ability to apply principles and practices of municipal budget preparation and administration; ability to plan activities, goals, and objectives of staff members and the department and to monitor compliance with same as dictated by group policy; ability to apply principles and practices of project management; business acumen; integrity, intelligence, patience; innovative thinking skills; energy; imagination; flexibility; willingness to accept responsibility; decisiveness; ability to pay attention to detail; time management skills</p>				
Primary functions	<p>Overseeing the development, integration and driving of a professional long-term planning advisory and capacity-building function in the City</p> <p>Overseeing the development, management, measuring and reporting with regard to the City's long-term strategy and the related implementation programme</p>				

Executing research, identifying, utilising and incorporating scenario planning, modelling and forecasting techniques in the development of the long-term strategy for the City's growth and development objectives

Overseeing the regular updating of the City's socio-economic data for utilisation in the planning process

Driving horizontal and vertical strategic integration across the City

Ensuring clearly defined organisational measures in terms of the core business activity of City Strategy and Performance Management, taking into consideration the following visualised operational business activities:

Strategy and research development:

IDP Strategic Pillar 5: A City that is open, honest and responsive

Developing sound corporate governance with an internal control system that encompasses legislation, policies, procedures and people

Addressing the expectations of all stakeholders by directing and controlling management activities with good systems and processes

Implementing institutional controls that will enable achieving and maintaining a clean audit opinion

Carrying out monitoring and evaluation in order to assess economy, efficiency, effectiveness, compliance with legislation, value for money and development

Ensuring that best practices are implemented

Establishing a new long-term plan for the City in line with the National and Provincial Planning Commission

Implementing organisational performance management at all levels

Reducing the cost of doing business by and in the City

Key outputs include:

Long-term strategy for the City of Tshwane

Research reports that will provide intelligence on development in the city, province and country, which can be utilised to guide the review of the long-term strategy and IDP of the City of Tshwane

Establishment of a research commission (committee)

Policies related to the research function

Clearly defined roles in terms of the City's vision:

Excellence in governance, including the following:

Good corporate governance that reflects international standards and best practices

Institution of high performance

Clearly defined organisational measures in terms of legal and regulatory requirements

Key outcomes determined by departmental strategies

Key outcomes in terms of approved departmental policies

Performance management policies

Monitoring and evaluation policies

Strategic management policies

Key outcomes in terms of the expectations of the political incumbents (Mayoral Committee and Council)

Overseeing the development of a long-term strategic plan for the City:

Overseeing the gathering of information and/or conducting of research so that the appropriate context is provided in which strategic planning can take place

Overseeing the processing and packaging of information so that it is presented in a clear and understandable format that can facilitate appropriate strategic decisions

Overseeing the analysis of past and current information and policy so that the impact of these policies on their effectiveness in developing the City is understood

Overseeing the utilisation of information obtained from data analysis to develop a long-term plan

Recommending a strategic plan for the City so that it is adopted by Council

Recommending policy so that Council can make informed strategic decisions related to future policy

Overseeing the interaction and networking with relevant City departments (eg the Office of the Speaker) in order to ensure that consultation with stakeholders (eg NGOs, wards, communities, labour, business and other spheres of government) occurs so that their views are incorporated into the strategic plan so that both the basic needs and those of economic growth are met; and that the consequences of decisions that are made are understood by all stakeholders

Overseeing the translation of the long-term plan into Integrated Development Plans (IDPs) and ensuring the communication of these so that they are understood and can be put into action

Identifying and defining immediate, short- and long-term objectives through the following:

Keeping abreast of the trends, theories and practices that underlie the rendering of services

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

Monitoring the progress of specific key performance indicators and measures

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

Analysing and aligning requirements with operating capacity and capability

Ensuring a climate that is conducive to promoting and sustaining motivational levels, productivity, performance by directing and controlling outcomes associated with utilisation, productivity and performance of personnel within the section

Defining/adjusting the key performance indicators, job profiles of personnel against service delivery requirements

Evaluating the capability of prospective applicants and leading the interviewing and final selection sessions

Conducting appraisals to measure performance and objectives against agreed targets and setting new objectives

Identifying professional/technical skill gaps and completing developmental plans for existing personnel with clearly defined career paths and job enrichment opportunities.

Monitoring the adequacy of current training interventions and reporting on post-training impact

Implementing human resources policies and procedures to control/regulate workplace conflict and/or instituting corrective measures

Analysing staff attendance/absenteeism, overtime, lost time and implementing/monitoring specific remedial measures aimed at improving productivity and reducing personnel-related costs

Ensuring that accurate estimates are prepared in relation to requirements, preparing capital and operating estimates for the department, and approving and controlling project-related expenditure against the budget allocations

Ensuring that maintenance planning, cash flow projections and budget control measures are implemented and maintained in accordance with policy by exercising overhead control

Controlling expenditure and income of cost centres by means of monthly deviation reports and remedial instructions

Verifying and certifying payments for progress on capital projects and service contracts

Analysing trends, operating requirements and forward plans to establish/determine funding/expenditure for the period and consolidating the department's operating and capital budget

Evaluating the department's performance against the budget and addressing deviations/variances with appropriate personnel

Monitoring and implementing corrective measures to rectify deviations/acts that are contrary to financial regulations, audit requirements and departmental procedures

Communicating with the City's Group Financial Services on audit findings and recommendations and instituting the necessary investigational or corrective measures
Maintaining the department's asset register

SAP

S70001881

**New/natural
attrition**

New

Enquiries

C Geldenhuys (012 358 8446)/D Mashaba (012 358 4754)

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

DEPARTMENT: CITY STRATEGY AND ORGANISATIONAL PERFORMANCE

Division: Organisational Performance Management

Section: Organisational Performance Management and Evaluation

Location: Pretoria Central

Reference number **CSPM047-2019**

Position **DIRECTOR: ORGANISATIONAL PERFORMANCE EVALUATION**

To be advertised	Internal	External
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This position seeks to attract		African male White female	Coloured female White male		Indian female 
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Job level E2

Scale R657 252,00 – R855 240,00 per annum

Estimated remuneration package R978 051,71 – R1 230 053,48 per annum

Job purpose To evaluate the performance of organisation and to lead the implementation of policy and programme or project evaluations and analytics function in order to support planning and service delivery improvement in the City through conducting and coordinating evaluation studies and other related research projects

Appointment requirements A three-year degree/national diploma in any of the following disciplines: public policy, monitoring and evaluation, futures studies, development studies, business or public management, economics, demography, social or economic policy and research
A minimum of three years' proven experience in conducting evaluation studies or evaluations applied in the government environment or NPO sector (focusing on development programmes)
An honours/master's degree in any of the fields identified above will be an added advantage
At least five years' experience at managerial level
Experience of having conducted technical programme evaluations
Practical understanding and application of research or evaluation methodologies
Applied understanding of development programmes in general
Ability to analyse and interpret data or information
Proven experience in analytical and evaluative report-writing
Valid Code B driver's licence
Computer literacy (MS word, Excel (advanced) and PowerPoint as well as working understanding of any or one data analysis package)

Personal attributes and/or competencies Programme evaluation skills; policy research and development skills; strong report-writing skills; people and team management skills; critical thinking and analytical skills; communication skills; leadership skills; organisational skills; negotiating skills; integrity, openness and ethical conduct; intelligence; patience; innovative thinking skills; flexibility; willingness to accept responsibility; decisiveness; ability

to pay attention to detail; ability to meet strict deadlines; ability to make decisions with a high impact on the organisation and that may have grave consequences

Primary functions

Lead the development, implementation and review (maintenance) of evaluation policies or frameworks and strategies

Provide technical and operational support with regard to the institutionalisation of evaluations in the municipality

Lead the development of the City's evaluation programme or agenda and yearly evaluation plans through coordinating all input processes within the City

Take the lead in conducting insourced evaluations and/or coordinating outsourced evaluations conducted on the City's policies, programmes, projects or interventions (formative or summative evaluations)

Lead or coordinate the design of evaluation projects in line with the evaluation plan

Design and develop evaluation instruments or tools, including survey instruments

Take the lead in conducting or coordinating qualitative and quantitative data collection and analysis to support evaluation and research projects as well as develop reports, including recommendations for programme design or redesign

Assist line function departments with programme design (defining causality or causal inferences/theory of change for their interventions or programmes)

Provide technical and operational support for the research projects undertaken in the City

Lead the design and maintenance of indicator and qualitative data platforms, ie Excel, metrics for tracking, survey instruments, etc

Lead the conducting of performance data analysis to generate insights, views and reports on related topics

Establish and maintain cooperative relationships with all key stakeholders, including DPME, relevant research and survey institutions, both private and public, as well as other evaluation institutions

Lead the design and delivery of evaluation training and/or capacity-building for personnel in the City

Provide technical assistance in the City's planning process (indicator protocolling, system descriptions, SMART review of indicators and targets, development of business plans, etc)

Participate in the monthly, quarterly and annual verification or audits of portfolio of evidence that supports the results claimed against service delivery targets in the SDBIP and other plans of the City

Participate and provide support in the service delivery monitoring processes undertaken by the division and the department

Participate in and provide support and assistance in the development of statutory compliance (quarterly SDBIP and business plan) and ad hoc reports that the division and department are responsible for and are requested to develop for the City

Lead the conceptualisation, development and implementation of systems, processes and practices to improve the operations and the functionality of the department and division, and bring about efficiencies

Be responsible for any relevant work requests made by the supervisor or management in the department and in the City at large

Manage work processes and resources

Provide support for the development of annual reports, mid-year reports, mid-term reports and end-of-term reports

Take the lead in the dissemination of evaluation findings to all stakeholders

Be responsible for participating in the annual report public participation processes (developing end of year reports and presentations and making the presentations to communities)

Be responsible for managing the performance of direct or indirect reportees, where necessary

SAP S70001901

New/natural attrition New

Enquiries C Geldenhuys (012 358 8446)/D Mashaba (012 358 4754)

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

DEPARTMENT: CITY STRATEGY AND ORGANISATIONAL PERFORMANCE

Division: Strategy Development and Implementation

Section: Integrated Development Planning (IDP) and Service Delivery and

Budget Implementation Plan (SDBIP)

Location: Pretoria Central

Reference number **CSPM048-2019**

Position **SENIOR SPECIALIST: IDP AND SDBIP**

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

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

Job level E1

Scale R551 508,00 – R730 248,00 per annum

Estimated remuneration package R841 059,34 – R1 068 561,99 per annum

Job purpose To ensure and execute functions pertaining to the development of the Integrated Development Plan (IDP) and the annual Service Delivery and Budget Implementation Plan (SDBIP).

Appointment requirements An appropriate tertiary career-related qualification (three-year diploma or degree) in Development Studies or Town and Regional Planning or equivalent qualification
A postgraduate qualification (master's degree or equivalent) will be an added advantage
At least eight years' working experience in a large municipality, of which three years should be at management level
Experience related to the development of medium-term planning and IDP development
Valid Code B driver's licence
Computer literacy

Personal attributes and/or competencies Strategic thinking and problem-solving skills; analytical skills; analytical skills in identifying and evaluating best practices; exceptional written and verbal communication skills; strong interpersonal skills; presentation and facilitation skills; project management skills; innovative thinking skills; the ability to work under pressure and within group dynamics; strong work ethics; honesty; trustworthiness; responsibility; professionalism; confidence; diplomacy and assertiveness

Primary functions Assisting with and ensuring the development of the City's medium-term plans and their translation into the IDP
Assisting with the establishment of short-term strategic objectives and targets for performance and service delivery in the City of Tshwane

Assisting with the translation of the medium-term plan into Integrated Development Plans (IDPs) and communicating these so that they are understood and can be put into action, ie implemented in the City

Providing guidelines, tools and advice to City departments so that each of them develops a business plan in line with the IDP and in the format required by the City

Monitoring, evaluating and reporting back to the City on the implementation of the IDP and SDBIP by Council so that any deviations and/or unintended consequences can be dealt with as they arise and relevant changes can be made to the following year's IDP

Assisting with the development and implementation of an effective performance management system so that mechanisms are in place to evaluate and monitor the City's performance against targets and plans so that the impact of these plans and targets can be understood.

Coordinating the IDP process and the compilation of IDPs in the City in order to ensure full involvement of all relevant stakeholders in the IDP process

Identifying and defining immediate, short- and long-term objectives

Keeping abreast of the trends, theories and practices that underlie the rendering of services

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

Monitoring progress of specific key performance indicators and measures

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

Analysing and aligning requirements with operating capacity and capability

In order to ensure accurate estimates are prepared in relation to requirements, preparing capital and operating estimates for the department, and approving and controlling project-related expenditure against the budget allocations

Ensuring that maintenance planning, cash flow projections and budget control measures are implemented and maintained in accordance with policy by exercising overhead control

Controlling expenditure and income of cost centres by means of monthly deviation reports and remedial instructions

Verifying and certifying payments for progress on capital projects and service contracts

Analysing trends, operating requirements and forward plans to establish/determine funding/expenditure for the period and consolidating the department's operating and capital budget

Evaluating the department's performance against budget and addressing deviations/variances with the appropriate personnel

Monitoring and implementing corrective measures to rectify deviations/acts that are contrary to financial regulations, audit requirements and departmental procedures

Communicating with the City's Group Financial Services on audit findings and recommendations and instituting the necessary investigational or corrective measures

Maintaining the department's asset register

SAP

S70001913

**New/natural
attrition**

Natural attrition

Enquiries

C Geldenhuys (012 358 8446)/D Mashaba (012 358 4754)

Proven ability to use analytics to answer applied questions, select appropriate technique, use data visualization and presentation methods appropriate to the audience, and effectively communicate recommendations. Familiarity with common data confidentiality and security protocols. Strong report writing skills. Implementation of ISO 9001. Business process mapping and re-engineering. Business analysis. Data analysis. Negotiating Skills. Business Acumen. Leadership Skills. Project Management Skills. Communication Skills. Analytical Skills. Organizational Skills. Budget Management. Advanced Linguistic Proficiency. Presentation skills. Report writing skills. Technical Skills; Integrity, intelligence, patience, innovative thinking, energy, imagination, flexibility, decisiveness and ability to pay attention to detail

Primary functions

Clearly defined organisational measures in terms of the core business activities of research and innovation, taking into consideration the following visualised operational business activities: innovation capturing, analysis and reporting, innovation publication and archiving, and benchmarking

Clearly defined organisational measures in terms of the IDP and five-year programme

Clearly defined organisational measures in terms of legal and regulatory requirements

City developmental strategy: Strategic focus area to encourage economic growth and development, thereby making the economy of Tshwane globally competitive and more focused

Key outcomes in terms of the expectations of political incumbents (Mayoral Committee and Council)

Optimisation initiatives that are linked to the strategy, business planning and overall processes of the City of Tshwane

Implementing organisational excellence models that are linked to the strategy and business planning process of the City of Tshwane

Establishing a culture of continuous improvement and commitment from decision-making bodies and executive leadership

Implementing a management system that supports continuous improvement and that gives executive and senior management visibility and control over process optimisation

Leading and coordinating all quality improvement and compliance programmes

Ensuring the monitoring of all programmes, services and operations to ensure that desired changes are affected, organisation objectives are achieved, programme changes are maintained and client satisfaction is high

Managing the design of evaluation projects, developing new and maintaining current systems for collecting data, analysing the data collected from the system, writing technical and general reports that summarise results and making recommendations

Making recommendations regarding development of policies and procedures related to compliance standards and best practices

Consulting with, gathering feedback and resolving complaints from internal and external stakeholders regarding quality assurance and programme development

Developing and facilitating quality improvement teams as needed

Ensuring and managing the development of systems for auditing all programme records in order to assure compliance with regulatory requirements, ensuring that all required documentation is in order, and ensuring appropriate client services

Overseeing, managing and evaluating the continuous optimisation of operations and programming for quality improvement programmes and initiatives necessary to ensure maximum performance and efficiencies

Ensuring the development of a quality improvement (QI) work plan that identifies the responsibilities that support programme implementation

Managing the formulation of quarterly and annual reports to relevant stakeholders that report the status of programme implementation

Ensuring the development and implementation of methodologies for proposed QI initiatives and management programmes.

Ensuring the analysis of demographics and related data (delivery systems, demographic data and patterns, etc) to assess the impact on quality improvement metrics and guiding the establishment of quality improvement activities/interventions to address and drive quality improvement

Overseeing benchmark management by ensuring the development of innovation benchmarking processes and systems required for customer needs and expectations, socio-economic forces, research organisations/technical facilities and government policy

Taking control over the continuous improvement process that the best practice tools and techniques are being used appropriately and applied consistently across the organisation

Identifying and defining immediate, short- and long-term objectives

Keeping abreast of the trends, theories and practices that underlie the rendering of service

Compiling the section's business and strategic plans and associated short-/long-term performance and service delivery plans

Monitoring the progress of specific key performance indicators and measures

Ensuring that performance indicators are identified, objectives aligned and appropriate procedures developed and implemented.

Analysing and aligning requirements with operating capacity

Ensuring a climate that is conducive to promoting and sustaining motivational levels, productivity and performance by directing and controlling outcomes associated with utilisation, productivity and performance of personnel in the section

Defining/adjusting the key performance indicators, job profiles of personnel against service delivery requirements

Evaluating the capability of prospective applicants and leading the interviewing and final selection sessions

Conducting appraisals to measure performance and objectives against agreed targets and setting new objectives

Identifying professional/technical skill gaps and completing developmental plans for existing personnel with clearly defined career paths and job enrichment opportunities

Monitoring the adequacy of current training interventions and reporting on post-training impact

Implementing human resources policies and procedures to control/regulate workplace conflict and/or instituting corrective measures

Analysing staff attendance/absenteeism, overtime, lost time and implementing/monitoring specific remedial measures aimed at improving productivity and reducing personnel-related costs

Ensuring that accurate estimates are prepared in relation to requirements, preparing capital and operating estimates for the department, and approving and controlling project-related expenditure against the budget allocations

Ensuring that maintenance planning, cash flow projections and budget control measures are implemented and maintained in accordance with policy by exercising overhead control

Controlling expenditure and income of cost centres by means of monthly deviation reports and remedial instructions

Verifying and certifying payments for progress on capital projects and service contracts

Analysing trends, operating requirements and forward plans to establish/determine funding/expenditure for the period and consolidating the department's operating and capital budget

Evaluating the department's performance against budget and addressing deviations/variances with the appropriate personnel

Monitoring and implementing corrective measures to rectify deviations/acts that are contrary to financial regulations, audit requirements and departmental procedures
Communicating with the City's Group Financial Services on audit findings and recommendations and instituting the necessary investigational or corrective measures
Maintaining the department's asset register

SAP

S70002134

**New/natural
attrition**

New

Enquiries

C Geldenhuys (012 358 8446)/D Mashaba (012 358 4754)

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

DEPARTMENT: CITY STRATEGY AND ORGANISATIONAL PERFORMANCE

Division: Innovation and Knowledge Management


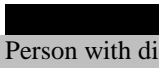

Section: Innovation

Location: Pretoria Central

Reference number **CSPM050-2019**

Position **DIRECTOR: INNOVATION**

To be advertised Internal External

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

Job level E2

Scale R657 252,00 – R855 240,00 per annum

Estimated remuneration package R978 051,71 – R1 230 053,48 per annum

Job purpose To oversee the Innovation Centre management process in order to create a culture of continuous innovation leadership and commitment from the decision-making body and executive leadership.
To create an innovation process and installing an innovation culture that will focus on the progress and performance of both new ideas and the implementation projects.
Ultimately managing a balanced innovation portfolio

Appointment requirements An appropriate tertiary career-related qualification (three-year diploma or degree) in Managing Innovation, Engineering, Management Sciences or equivalent qualification.
A postgraduate qualification (honours or masters) degree in a relevant field will be and added advantage
At least eight years' professional experience, of which three years should be in innovation management experience in the relevant discipline or field.
Professional certification or experience in the management of innovation with understanding of innovation planning and innovation capability tools and strategies
Valid Code B driver's licence
Computer literacy

Personal attributes and/or competencies Ability to draw up business plans; human resource management skills; networking skills; demonstrated expertise with inferential statistical techniques and their application to practical problems; proven ability to use analytics to answer applied questions, select appropriate technique, use data visualisation and presentation methods appropriate to the audience, and to effectively communicate recommendations; ability to consult in advance with users of the research to understand their questions and problems that the research is intended to address; ability to productively contribute to a research team consisting of members with varying levels of expertise and methodological backgrounds; familiarity with

common data confidentiality and security protocols; 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; integrity; intelligence; patience; innovative thinking skills; energy; imagination; flexibility; willingness to accept responsibility; decisiveness; ability to pay attention to detail

Primary functions

Implementing clearly defined organisational measures in terms of the core business activities of research and innovation, taking into consideration the following visualised operational business activities:

- Innovation capturing, analysis and reporting
- Innovation publication and archiving
- Clearly defined organisational measures in terms of the IDP and five-year programme
- Clearly defined roles in terms of the City's vision
- Excellence in governance, including good corporate governance that reflects international standards and best practice and a high-performance institution
- Key outcomes in terms of the expectations of political incumbents (the Mayoral Committee and Council)
- Research initiatives that are linked to the strategy, business planning and innovation processes of the City of Tshwane
- A culture of continuous research leadership and commitment from the decision-making body and executive leadership
- A management system that controls the overall research process, ie from literature review to dissemination of findings and implementation
- A 'Integrated Innovative and Research Hub' where all research objectives, proposals, predicted outcomes and implementation initiatives are coordinated

Establishing confidence that the best-practice tools and techniques are being used appropriately and applied consistently across the organisation

Establishing agents of innovation and research teams across the administration to assist with the implementation and tracking of ideas, innovations and change

Establishing an 'Integrated Innovation and Research Hub' where all ideas and innovations are collated and coordinated

Being responsible for standards and oversight of innovation practice (promoting the uptake of external and internal innovation)

Ensuring the development and promotion of innovation practice in the City's administration in order to ensure sustainable world-class value and improved service delivery

Developing an innovation strategy for the City of Tshwane that is tailored to stakeholder needs

Overseeing and facilitating the implementation of the City of Tshwane's innovation management activities in accordance with the strategy

Developing a comprehensive innovation reporting framework with provisions for rigorous impact assessment

Managing and negotiating projects and processes of innovation in a structured and continuous way

Ensuring overall management of the Innovation Centre that will act as an interactive forum where ideas and innovations are collated and coordinated

Leading and managing the innovation process

Managing the communication and implementation of innovative ideas and ensuring that feedback is captured

Managing and ensuring a network of innovation agents across departments to assist the Innovation Centre with the implementation and tracking of ideas, innovations and changes

Ensuring that the sources of innovation are collated, coordinated and managed as sources of valuable information

Ensuring that top innovation ideas are linked to strategy and the business planning process and that they are approved

Discussing and recognising the ring-fenced top ideas to be analysed

Managing and measuring the innovation process on an ongoing basis

Managing and measuring the innovation culture in the City on an ongoing basis

Monitoring the progress and performance of both new ideas and innovation implementation projects

Ensuring the registration of innovation ideas

Ensuring the documentation of innovation ideas

Ensuring the identification of key stakeholders and agreeing on goals

Ensuring the customisation of applications for innovation ideas

Managing and ensuring the analysis of top ideas

Managing the setting up of reports and dashboards

Ensuring the activation process for approval and implementation

Managing the marketing of innovation ideas after approval

Ensuring the implementation of innovative ideas

Identifying and defining immediate, short- and long-term objectives

Keeping abreast of the trends, theories and practices that underlie the rendering of services

Compiling the section's business and strategic plans and associated short-/long-term performance and service delivery plans

Monitoring the progress of specific key performance indicators and measures

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

Analysing and aligning requirements with operating capacity and capability

Ensuring a climate that is conducive to promoting and sustaining motivational levels, productivity, performance by directing and controlling outcomes associated with utilisation, productivity and performance of personnel in the section

Defining/adjusting the key performance indicators, job profiles of personnel against service delivery requirements

Evaluating the capability of prospective applicants and leading the interviewing and final selection sessions

Conducting appraisals to measure performance and objectives against agreed targets and setting new objectives

Identifying professional/technical skill gaps and completing developmental plans for existing personnel with clearly defined career paths and job enrichment opportunities

Monitoring the adequacy of current training interventions and reporting on post-training impact

Implementing human resources policies and procedures to control/regulate workplace conflict and/or instituting corrective measures

Analysing staff attendance/absenteeism, overtime, lost time and implementing/monitoring specific remedial measures that are aimed at improving productivity and reducing personnel-related costs

In order to ensure accurate estimates are prepared in relation to requirements, preparing capital and operating estimates for the department, and approving and controlling project-related expenditure against the budget allocations

Ensuring that maintenance planning, cash flow projections and budget control measures are implemented and maintained in accordance with policy by exercising overhead control

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Evaluating the department's performance against budget and addressing deviations/variances with appropriate personnel

Monitoring and implementing corrective measures to rectify deviations/acts that are contrary to financial regulations, audit requirements and departmental procedure

Communicating with the City's Group Financial Services on audit findings and recommendations and instituting the necessary investigational or corrective measures

Maintaining the department's asset register

SAP

S70002143

**New/natural
attrition**

New

Enquiries

C Geldenhuys (012 358 8446)/D Mashaba (012 358 4754)

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

DEPARTMENT: CITY STRATEGY AND ORGANISATIONAL PERFORMANCE

Division: Strategic Relations Coordination




Section: Strategic Agreement Implementation

Location: Pretoria Central

Reference number **CSPM051-2019**

Position **DEPUTY DIRECTOR: STRATEGIC AGREEMENT IMPLEMENTATION**

To be advertised Internal External

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

Job level E1

Scale R551 508,00 – R730 248,00 per annum

Estimated remuneration package R841 059,34 – R1 068 561,99 per annum

Job purpose To develop, monitor and maintain the City's strategic partnerships and agreements in order to promote/improve municipal service deliver capacity.

Appointment requirements A three-year degree/national diploma in any of the following disciplines: Public Relations, Marketing, Communications, Business Management or Business Administration
An honours /BTech degree in any of the fields identified above will be an added advantage
At least two years' proven experience in managing and implementing strategic agreements
At least three years' experience at managerial level (Functional Head/Specialist/Assistant Director/or equivalent and upwards)
Proven experience in high-level stakeholder management
Experience in liaison with high-level external individuals and groups
Valid Code B driver's licence
Computer literacy (MS Word, Excel (advanced) and PowerPoint)

Personal attributes and/or competencies Research and data analysis skills; project management skills; business acumen; strategic thinking and problem-solving skills; analytical skills; analytical skills in identifying and evaluating best practices; exceptional written and verbal communication skills; strong interpersonal skills; presentation and facilitation skills; project management skills; innovative thinking skills; ability to work under pressure and within group dynamics; strong work ethics; honesty; trustworthiness; responsibility; professionalism; confidence; diplomacy and assertiveness

Primary functions	<p>Assist in managing the development and maintenance of stakeholder relations:</p> <ul style="list-style-type: none"> - Identify and assess stakeholder interest and expectations relevant to the City of Tshwane's strategic objectives - Manage relations with internal and external stakeholders - Ensure effective and constant internal and external relationships between the City of Tshwane and other stakeholders - Provide advisory services on strategic agreements to internal and external stakeholders - Municipal to municipal relations on matters of common interest - Manage the development and maintenance of stakeholder relations - Develop project partnerships with other government departments through intergovernmental structures <p>Assist in ensuring proper contract management:</p> <ul style="list-style-type: none"> - Draft, negotiate and enter into contracts with service providers to enable effective implementation of the City of Tshwane's strategic objectives - Facilitate establishment of MoUs/MoAs - Facilitate establishment of SLAs - Monitor performance on contracts in order to recommend interventions to ensure uninterrupted service delivery and compliance with standards - Ensure compliance management of grant projects <p>Assist in ensuring proper coordination of all the City's MoUs/MoAs and project agreements (SLAs):</p> <ul style="list-style-type: none"> - Update and maintain a stakeholder data base - Monitor existing MoUs/MoAs and facilitate renewal - Ensure submission of SLA for projects that emanate from strategic agreements - Ensure easy access to all the City's agreements by uploading the agreements on the Tshwane Knowledge Zone portal <p>Assist in monitoring and reporting on stakeholder agreements progress:</p> <ul style="list-style-type: none"> - Ensure that all agreements take the priorities of the City into account and are fully implemented - Ensure proper coordination and implementation of programmes on agreements - Draft and submit progress reports <p>Assist in updating the process plan and standard operating procedures in order to provide the City with a structured and methodical approach to managing its strategic partnerships and agreements</p> <p>Perform the following administrative duties related to the post:</p> <ul style="list-style-type: none"> - Contribute to the preparation of the section's business plans and reports - Compile and submit reports on assigned tasks - Ensure proper record-keeping of section documents - Handle and respond to stakeholder queries - Prepare and submit the operational budget - Manage assets in the section
SAP	S70002105
New/natural attrition	New
Enquiries	C Geldenhuys (012 358 8446)/D Mashaba (012 358 4754)

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

DEPARTMENT: CITY STRATEGY AND ORGANISATIONAL PERFORMANCE

Division: Strategy Relations Coordination

Section: Intergovernmental Relations

Location: Pretoria Central

Reference number **CSPM052-2019**

Position **DIRECTOR: INTERGOVERNMENTAL RELATIONS**

To be advertised Internal External

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

Job level E2

Scale R657 252,00 – R855 240,00 per annum

Estimated remuneration package R978 051,71 – R1 230 053,48 per annum

Job purpose To coordinate, support, facilitate and evaluate IGR activities throughout the municipality.

Appointment requirements A three-year degree/national diploma in any of the following disciplines: International Relations/Communication/Public Relations Management/ Public Administration/ Intergovernmental Relations or Political Science
A postgraduate qualification (BTech/honours/master's degree or equivalent in any of the fields identified above) will be an added advantage.
At least eight years' working experience in any of the above-mentioned disciplines of which at least five years must be proven experience in managing bilateral or intergovernmental relations and at least three years at management level (Deputy Director or equivalent or upwards)
Proven experience in intergovernmental relations
Valid Code B/EB divers licence
Computer literacy (MS Word, Excel and PowerPoint)

Personal attributes and/or competencies Experience in liaison with high-level external individuals and groups; experience in working in a culturally diverse environment; knowledge of local government processes and the political environment; ability to observe and implement protocol and an understanding of diplomacy; good writing and research skills; stakeholder relations skills; intergovernmental relations skills; policy research and development skills; strong report-writing skills; people and team management skills; critical thinking and analytical skills; good verbal communication and interpersonal skills; leadership skills; organisational skills; negotiating skills; liaison skills; integrity, openness and ethical conduct; intelligence; patience; innovative thinking skills; flexibility; willingness to accept responsibility; decisiveness; ability to pay attention to detail; ability to meet strict deadlines; ability to make decisions with a high impact on the organisation and that may have grave consequences

Primary functions	<p>Provide expert comments on all IGR activities</p> <p>Coordinate all IGR activities</p> <p>Develop briefing notes for the Divisional Head on specific issues</p> <p>Execute research in order to brief the Divisional Head on IGR and IR activities</p> <p>Develop city profiles and brief the Divisional Head accordingly</p> <p>Provide technical support to IGR programmes to be implemented in the City of Tshwane</p> <p>Assist with the development of joint programmes with other spheres of government</p> <p>Play a specific role in promoting the City's strategic objectives on all IGR platforms</p> <p>Consult with departments and other spheres of government on IGR activities</p> <p>Provide enabling tools such as IGR policy frameworks and IGR templates for reporting on IGR activities</p> <p>Ensure that protocol is observed during mayoral and other high-profile events and/or visits</p> <p>Provide protocol advice and services during courtesy calls by members of the diplomatic community</p> <p>Provide protocol services during municipal visits, locally and abroad</p> <p>Prepare corporate gifts during municipal courtesy visits and visits abroad</p> <p>Be responsible for managing the performance of direct or indirect reportees, where necessary</p> <p>Be responsible for any relevant work requests made by the supervisor or management in the department and in the City at large</p> <p>Manage work processes and resources</p>
SAP	S70042613
New/natural attrition	New
Enquiries	C Geldenhuys (012 358 8446)/D Mashaba (012 358 4754)

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

DEPARTMENT: CITY STRATEGY AND ORGANISATIONAL PERFORMANCE

Division: Organisational Performance Management

Section: Organisational Performance Evaluation

Location: Pretoria Central

Reference number **CSPM053-2019**

Position **SENIOR SPECIALIST: PERFORMANCE EVALUATION**

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

Job level E1

Scale R551 508,00 – R730 248,00 per annum

Estimated remuneration package R841 059,34 – R1 068 561,99 per annum

Job purpose To provide technical and operational support in the implementation of policy, programme or project evaluations by assisting in the development of policies, frameworks and plans for evaluation and conducting evaluation studies and other related research studies

Appointment requirements An appropriate three-year tertiary career-related qualification (diploma or degree) in any of the following disciplines: Public Policy, Monitoring and Evaluation, Futures Studies, Development Studies, Business or Public Management, Economics, Demography, Social or Economic Policy and Research
An honours/master's degree in any of the fields identified above will be an added advantage
A minimum of two years' proven experience in conducting evaluation studies or evaluations applied in the government environment or NPO sector (focusing on development programmes)
At least four years' experience at managerial level (Assistant Director/Specialist or equivalent and upwards)
Practical experience in designing, coordinating and executing programme evaluations
Applied understanding of development programmes in general
Proven experience in analytical and evaluative report writing
Practical understanding and application of research or evaluation methodologies
A valid Code B/EB driver's licence
Computer literacy (MS Word, Excel (advanced) and PowerPoint as well as working understanding of any or one data analysis package)

Personal attributes and/or competencies Ability to analyse and interpret data or information; evaluation skills; policy research and development; strong report-writing skills; people and team management skills; critical thinking and analytical skills; communication skills; leadership skills; organisational skills; negotiating skills; integrity, openness and ethical conduct;

intelligence; patience; innovative thinking skills; flexibility; willingness to accept responsibility; decisiveness; ability to pay attention to detail; ability to meet strict deadlines; ability to make decisions with a high impact on the organisation and that may have grave consequences

Primary functions

Support the development, implementation and review (maintenance) of evaluation policy or framework and strategies

Provide technical and operational support in the institutionalisation of evaluations in the municipality

Provide technical and operational support in the institutionalisation of evaluations in the municipality

Provide technical and operational support in the development of the City's evaluation programme or agenda and yearly evaluation plans through coordinating all input processes within the City

Provide technical and operational support in conducting insourced evaluations and/or coordinating outsourced evaluations conducted on the City's policies, programmes, projects or interventions (formative or summative evaluations)

Provide support in the coordination of the design of evaluation projects in line with the evaluation plan

Provide support in the design and develop evaluation instruments or tools, including survey instruments

Conduct or coordinate qualitative and quantitative data collection and analysis to support evaluation and research projects as well as develop reports, including recommendations for programme design or redesign

Assist line function departments with programme design (defining causality or causal inferences/theory of change for their interventions or programmes)

Provide technical and operational support in the research projects undertaken in the City

Provide technical and operational support in designing and maintaining indicator and qualitative data platforms ie Excel, metrics for tracking, survey instruments, etc

Conduct performance data analysis to generate insights, views and reports on related topics

Assist in the establishment and maintenance of cooperative relationships with all key stakeholders, including DPME and relevant research and survey institutions, both private and public as well as other evaluation institutions

Be responsible for the design and delivery of evaluation training and/or capacity-building for personnel in the municipality

Participate in the monthly, quarterly and annual verification or audits of portfolio of evidence that support results claimed against service delivery targets in the SDBIP and other plans of the City

Participate and provide support in the service delivery monitoring processes undertaken by the division and the department

Participate and provide support and assist in the development of statutory compliance (quarterly SDBIP and business plan) and ad hoc reports that the division and department is responsible for and is requested to develop for the City

Support the conceptualisation, development and implementation of systems, processes and practices to improve the operations and the functionality of the department and division, and bring about efficiencies

Assist with any relevant work requests made by the supervisor or management in the department and in the City at large

Manage work processes and resources

Be responsible for the development of annual reports, mid-year reports, mid-term reports and end-of-term reports

Be responsible for the dissemination of evaluation findings to all stakeholders

Be responsible for participating in the annual report public participation processes (developing end of year-reports and presentations and making the presentations to communities))

Be responsible for managing the performance of direct or indirect reportees, where necessary

Be responsible for the processing of data or performance information collection, collation, verification and validation for reporting

Be responsible for administering and analysis of performance information

Coordinate and develop timely and accurately production of quarterly business plan reports, SDBIP reports, annual performance reports and annual reports in line with the City's reporting standards and all relevant local government legislation

Be responsible for developing and reviewing performance data or information quality control measures to ensure reliable and useful reporting of organisational performance

Coordinate and participate in the verification of the portfolio of evidence (audit evidence) provided by line function departments in support of their performance results (outputs and milestones)

Monitor and report progress against all performance improvement plans, action plans and work plans of the line function departments and entities, ensuring that this is regularly reported to the relevant structures of the City

Assist in the development and review of all the monitoring and reporting processes, systems and tools (templates, process re-engineering, automation of reporting system, etc)

Provide technical assistance to line function departments and entities on issues related to performance monitoring and reporting

Conduct routine on-site service delivery monitoring visits as part of the early warning system for service delivery issues

Provide technical assistance in the City's planning process (indicator protocolling, systems descriptions, SMART review of indicators and targets, development of business plans, etc)

Participate and assist in the monitoring, evaluation and reporting capacity of development initiatives conducted by the department

Assist in the management of performance monitoring and reporting processes and systems

Assist in the development, implementation and management (maintenance) of the electronic organisational performance management system

Attend to any other task or all relevant work or activities as may be required or delegated by the supervisor and management in the department, as and when required

Assist in the development, design and execution of evaluation projects

SAP

S70001890

**New/natural
attrition**

Natural attrition

Enquiries

C Geldenhuys (012 358 8446)/D Mashaba (012 358 4754)

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

DEPARTMENT: CITY STRATEGY AND ORGANISATIONAL PERFORMANCE

Division: Strategic Relations Coordination

Section: International Relations Implementation

Location: Pretoria Central

Reference number **CSPM054-2019**

Position **DEPUTY DIRECTOR: INTERNATIONAL RELATIONS**

To be advertised Internal External

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

Job level E1

Scale R551 508,00 – R730 248,00 per annum

Estimated remuneration package R841 059,34 – R1 068 561,99 per annum

Job purpose To render IR support services.

Appointment requirements An appropriate tertiary career-related qualification (diploma or degree) in International Relations or Political Science, or an equivalent qualification
A postgraduate qualification (honours or masters) degree will be an added advantage
At least eight years' relevant working experience, of which three years should be at junior management level.
Relevant experience in managing bilateral or international relations and liaison with high-level external individuals and groups
Valid Code B driver's licence
Computer literacy (MS Word, Excel (advanced) and PowerPoint as well as working understanding of any or one data analysis package

Personal attributes and/or competencies Diplomatic conduct skills; ability to write strategic business reports; strategic thinking and problem-solving skills; analytical skills; analytical skills in identifying and evaluating best practices; exceptional written and verbal communication skills; strong interpersonal skills; presentation and facilitation skills; project management skills; innovative thinking skills; ability to work under pressure and within group dynamics; strong work ethics; honesty; trustworthiness; responsibility; professionalism; confidence; diplomacy and assertiveness

Primary functions Render an IR support service
Identify, establish, promote and facilitate international cooperation with strategic international counterparts in line with South African foreign policy
Facilitate and manage the implementation of projects that emanate from memorandums of understanding signed with international counterparts
Conduct research on international developments that can benefit the City of Tshwane

Promote and effectively facilitate the participation of the City of Tshwane in strategic multilateral forums

Provide strategic and diplomatic support to senior management and officials participating in international engagements

Establish and manage joint committees with international counterparts

Enhance the City's image

Facilitate and participate in planning of joint programmes between the City, DIRCO and foreign missions in order to promote social and cultural interaction

Interact with internal, external and international stakeholders on IR-related activities

Ensure proper coordination of IR activities

Develop international relations and programmes

Ensure that national principles are observed on all matters with regard to trips/visits to any country or city

Strengthen country and city relationships by visiting and phoning counterparts

Ensure proper coordination and implementation of programmes and agreements

Ensure that all agreements take the priorities of the City into account and that they are fully implemented

Ensure interdepartmental and external participation of IR in profiling the City

Encourage and strengthen relationships with strategic international stakeholders

Interact with internal, external and international stakeholders

Interact with DIRCO/foreign missions on matters of common interest

Participate in IR-related programmes at all times

Ensure a conducive climate for promoting and sustaining motivational levels, productivity and performance by directing and controlling outcomes associated with utilisation, productivity and performance of personnel in 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 skill 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 post-training impact

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

Monitor and control the section budget so that income and expenditure are in line with the City's requirements

Prepare and submit the operational budget

Manage the operational budget

Manage assets in the section

SAP S70000576

New/natural attrition Natural attrition

Enquiries C Geldenhuys (012 358 8446)/D Mashaba (012 358 4754)

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

DEPARTMENT: ECONOMIC DEVELOPMENT AND SPATIAL PLANNING

Division: Economic Development

Section: Business Compliance and Regulation

Location: Pretoria Central

Reference number	ECDE110-2019				
Position	DIRECTOR: BUSINESS COMPLIANCE AND REGULATION				
To be advertised	<div>Internal</div> <div>External</div>				
This position seeks to attract	<div>African female</div> <div>Indian male</div> <div>African male</div> <div>White female</div> <div>Coloured female</div> <div>White male</div> <div>Coloured male</div> <div>People with disability</div> <div>Indian female</div> <div>All categories</div>				
Job level	E2				
Scale	R657 252,00 – R855 240,00 per annum				
Estimated remuneration package	R978 051,71 – R1 230 053,48 per annum				
Job purpose	To provide strategic leadership and guidance for the management of informal and formal business through the formulation of policies, strategies and support programmes for informal traders and to ensure compliance with regulation related to informal traders.				
Appointment requirements	An appropriate three-year tertiary career-related (degree or national diploma) in Economics or Business Economics or an equivalent qualification At least five years' relevant experience at management level A valid Code B driver's licence Computer literacy				
Personal attributes and/or competencies	Leadership skills; project management skills; communication skills; organisational skills; budget management skills; technical and negotiating skills; integrity; intelligence; patience; innovative thinking skills; flexibility; decisiveness and ability to pay attention				
Primary functions	Ensuring formal and informal business compliance and regulation Providing stakeholder management and support Facilitating non-financial support for informal businesses Identifying, developing and maintaining informal business infrastructure Providing effective office administration services				
SAP	S70001777				
New/natural attrition	Natural attrition				
Enquiries	F Mangwegape (012 358 5350)				

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: Fresh Produce Market

Section: Market Operations

Location: Tshwane Market

Reference number **ECDE111-2019**

Position **DEPUTY DIRECTOR: COMMERCIAL SERVICES**

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 E1

Scale R551 508,00 – R730 248,00 per annum

Estimated remuneration package R841 059,34 – R1 068 561,99 per annum

Job purpose To render a regulatory service to markets in the City of Tshwane's metropolitan area with regard to and consignment control of cold and ripening facilities operations

Appointment requirements An appropriate career-related tertiary qualification (three-year national diploma or degree) or equivalent qualification
At least eight years' working experience in the agricultural industry/fresh produce market environment, of which three years should be at a supervisory level
Computer literacy

Personal attributes and/or competencies Imagination; flexibility; decisiveness; integrity; intelligence; patience; innovative thinking skills; energy and the ability to pay attention to detail; strong commercial acumen and business understanding; ability to manage both internal/external and customer relationships; excellent leadership qualities; team-orientation; strong relationship and interpersonal skills; advanced negotiation skills; influencing and stakeholder management abilities; excellent written and verbal communication skills; excellent numeracy skills

Primary functions Execute generic management functions related the commercial services at the Fresh Produce Market, including the market's legislative compliance
Execute generic financial management of the functional unit
Manage product sales, deliveries and commercial arrangements, including consignment control, management of market agents and market by-law enforcement.
Support the Marketing Section by conducting analysis of commercial opportunities
Prepare models to assess the future profitability of identified opportunities
Take a lead role in solving commercial issues that may arise and build relationships with market role players to establish good governance

Develop strong relationships with different departments in the industry to ensure that everyone is working towards the same targets and goals
 Create plans for business growth and develop tariff structures for complementary services at the market
 Develop risk assessments and pricing structures for products in order to work towards commercial efforts
 Manage financial planning and budgeting as an important aspect of this position
 Be responsible for overseeing staff, suppliers and contractors to ensure that deadlines are met
 Monitor regulations by making sure that stakeholders adhere to and understand contractual obligations, and also determine when processes violate regulations
 Assess risks and make recommendations based on analysis of all factors that affect a business situation
 Execute the role of divisional OHS champion

SAP

S70002520

**New/natural
attrition**

Natural attrition

Enquiries

MM Letsoalo (012 358 2394/55)

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: Built Environment and Enforcement Inspectorate

Location: Region 3

Reference number **ECDE112-2019**

Position **DEPUTY DIRECTOR: BUILT ENVIRONMENT AND ENFORCEMENT INSPECTORATE**

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 E1

Scale R551 508,00 – R730 248,00 per annum

Estimated remuneration package R841 059,34 – R1 068 561,99 per annum

Job purpose To manage land use compliance and outdoor advertising compliance operations.
To manage the law enforcement process operations and cases submitted to municipal courts and the Gauteng North High Court for prosecution.
To ensure clean, safe and sustainable communities.

Appointment requirements An appropriate tertiary career-related qualification (diploma or degree) or equivalent qualification
A postgraduate qualification will be added advantage
Relevant knowledge and experience in land-use legislation compliance and built environment compliance operations
Valid Code B driver's licence
No criminal record
Computer literacy and proficiency in Microsoft Word, Excel, PowerPoint and MS Project

Personal attributes and/or competencies Strategic thinking and problem-solving skills; analytical skills; analytical skills in identifying and evaluating best practices; exceptional written and verbal communication skills; strong interpersonal skills; presentation and facilitation skills; project management skills; innovative thinking skills; ability to work under pressure and within group dynamics; strong work ethics; honesty; trustworthiness; responsibility; professionalism; confidence; diplomacy and assertiveness

Primary functions Managing the execution of all key performance indicators relevant to land use and outdoor advertising compliance operations in the region
Allocating specific assignments with deadlines to subordinates
Monitoring adherence to instructions given to subordinates, and maintaining order and discipline

Providing leadership and giving advice to subordinates with regard to law enforcement processes
 Maintaining a high level of investigation standards through regular case docket inspections
 Authorising case dockets to be submitted to municipal courts and the Gauteng North High Court for further legal action and prosecution
 Monitoring municipal court and High Court rulings to ensure compliance Referring non-compliance land use contraventions to the Credit Control Division in order to activate the non-permitted use on properties
 Planning regular joint operations for the removal of illegal advertising
 Providing regular feedback to complainants
 Attending all relevant meetings

SAP

S70025867

New/natural attrition

Natural attrition

Enquiries

M van Niekerk (012 358 4570)/C Geldenhuys (012 358 8446)

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

DEPARTMENT: ECONOMIC DEVELOPMENT AND SPATIAL PLANNING

Division: Fresh Produce Market

Section: Market Development

Location: Tshwane Market

Reference number ECDE113-2019

Position **DEPUTY DIRECTOR: BUSINESS DEVELOPMENT AND TRANSFORMATION**

To be advertised Internal External

This position seeks to attract African female African male Person with Disability

Job level E1

Scale R551 508,00 – R730 248,00 per annum

Estimated remuneration package R841 059,34 – R1 068 561,99 per annum

Job purpose To promote and develop the Tshwane Market as a primary distribution channel within the fresh produce industry by developing a business partnership between the Fresh Produce Market and industry role-players within the value chain.

Appointment requirements An appropriate career-related tertiary qualification (three-year national diploma or degree) in Marketing or Business Management or equivalent qualification
At least five years' working experience in the fresh produce market environment
A valid Code B driver's licence
Computer literacy
Willingness and ability to work on Saturdays and holidays

Personal attributes and/or competencies Strong analytical and decision-making skills; Ability to facilitate marketing and sales objectives by forecasting requirements; Ability to give recommendations to strategic plans; Ability to plan, implement and monitor action plans, budgets and promotion programmes; Problem-solving skills; Ability to recommend and implement system improvements and corrective actions; Knowledge and sound understanding of marketing principles and practices, local government and its function and branding principles; Ability to lead and improve strategic marketing to promote Tshwane Market; Sound customer relationship management skills; Adherence to Batho Pele principles; Negotiation skills; Business acumen; Leadership skills; Communication skills; Analytical skills; sound financial and budget management skills; Being customer-driven; Ability to do presentations; Ability to work long hours Ability to travel long distances

Primary functions Producing and delivering integrated business development service
Development of clients
Retention of clients

(Positions for JF10/2019) <http://www.tshwane.gov.za/sites/Departments/Corporate%20and%20Shared%20Services/Pages/Job-Forum.aspx>

Marketing of relationship with buyers and producers
Research and development of the market
Implementation of the SDBIP
Analysis of market turnover and market share
Transformation of business on the market floor
Management of stakeholders
Operating the management information system

SAP

S70002716

New/natural attrition

Natural attrition

Enquiries

S Sedutla (012 358 1102) or C Geldenhuys (012 358 8446)

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

DEPARTMENT: ECONOMIC DEVELOPMENT AND SPATIAL PLANNING

Division: Fresh Produce Market

Section: IT Support

Location: Tshwane Market

Reference number	ECDE114-2019				
Position	DEPUTY DIRECTOR: IT SUPPORT				
To be advertised	<div>Internal</div> <div>External</div>				
This position seeks to attract	African female	African male		Person with disability	
Job level	E1				
Scale	R551 508,00 – R730 248,00 per annum				
Estimated remuneration package	R841 059,34 – R1 068 561,99 per annum				
Job purpose	To manage, develop and maintain the computer system services in the interest of all role-players at agricultural markets				
Appointment requirements	<p>An appropriate career-related tertiary qualification (three-year national diploma or degree) or equivalent qualification</p> <p>At least five years' working experience in the agricultural industry and an electronic sales system</p> <p>Knowledge regarding hardware/PC – software/network/electronic sales system, software design, software debugging, software documentation, software testing, software maintenance, software performance tuning, software architecture and coaching</p> <p>Two years' management or supervisory experience</p> <p>A valid Code B driver's licence</p> <p>Computer literacy</p>				
Personal attributes and/or competencies	Communication skills; analytical skills; technical skills; adaptability; budget management skills; leadership skills; business acumen; organisational skills.				
Primary functions	<p>Information management</p> <p>System development</p> <p>Operations solutions development by guiding development of program specifications, overseeing testing efforts, and leading programmers</p> <p>System maintenance</p> <p>Sales system operations</p> <p>Hardware and software provision</p> <p>Budget control</p> <p>Personnel management</p>				

SAP	S70002573
New/natural attrition	Natural attrition
Enquiries	C Geldenhuys (012 358 8446)

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

DEPARTMENT: ECONOMIC DEVELOPMENT AND SPATIAL PLANNING

Division: Building Environment and Enforcement

Section: Building Plans and Inspection Management

Location: All Regions

Reference number **ECDE115-2019**

Position **CHIEF BUILDING SURVEYOR**

To be advertised Internal External

This position seeks to attract

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

Job level D1

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

Estimated remuneration package

R423 465,79 – R543 134,91 per annum

Job purpose To control the building process by supervising and/or doing all inspections in terms of the National Building Regulations and Building Standards Act, 1977 (Act 103 of 1977), as well any other related legislation; to initiate the law enforcement process; and to assist the building public with advice.

Appointment requirements

An appropriate career-related tertiary qualification (three-year national diploma or degree) in civil engineering, structural engineering, architecture; building management; building science; building surveying, or quantity surveying, or equivalent qualification
Relevant experience in a building control environment in a local government
A valid Code B driver's licence with own vehicle.
Computer literacy

Personal attributes and/or competencies Good communication skills; interpersonal abilities; adaptability; stress management ability; ability to work as a team and/or independently.

Primary functions

Supervising all building inspections
Ensuring that all building inspections are done within the prescribed timeframes in compliance with the National Building Regulations and Building Standards Act, 1977 (Act 103 of 1977), Tshwane Town Planning Scheme, 2008 as well as any other related legislation
Assisting architects and other professional persons in the building inspections process
Sorting and distributing all requests for building inspection to all Building Surveyors.
Managing workload allocations
Assisting Building Surveyors in the building inspections process
Checking all information on plans, documents and building files
Supervising the initiating of law enforcement processes

Supervising the investigation of complaints of possible transgressions in terms of the National Building Regulations and Building Standards Act, 1977 (Act 103 of 1977), within reasonable timeframes

Supervising the issuing of Contravention Notices in terms of the National Building Regulations and Building Standards Act, 1977 (Act 103 of 1977), within reasonable timeframes, and following it up by the expiry date

Assisting the public with compliance with the requirements of a Contravention Notice issued in terms of the National Building Regulations and Building Standards Act as well as any other related legislation

Sorting and distributing all complaints to all Building Surveyors

Managing workload allocations

Assisting Building Surveyors with the law-enforcement process

Checking all information on dockets, Contravention Notices, Court Reports and other documentation

Making recommendations regarding the withdrawal of Contravention Notices after compliance to the requirements of a Contravention Notice issued in terms of the National Building Regulations, Building Standards Act, or any other related legislation

SAP

S70001607

**New/natural
attrition**

Natural attrition

Enquiries

P Phala (012 358 7998) or C Geldenhuys (012 358 8446)

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

Reference number **EMSS103-2019**

Position **DEPUTY CHIEF: EMERGENCY PLANNING**

To be advertised Internal External

This position seeks to attract

African female

African male
White female

Coloured female

Job level E2

Scale R657 252,00 – R855 240,00 per annum

Estimated remuneration package R978 051,71 – R1 230 053,48 per annum

Job purpose To coordinate, manage, provide, deliver and maintain an emergency planning service within the boundaries of the city of Tshwane; be responsible within the City, for the rendering of 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; evaluate emergency/operational and critical infrastructure contingency plans, emergency planning strategies etc; 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 other stakeholders.

Appointment requirements Advanced Diploma in Fire Technology (SAESI Associate);
National Diploma in Fire Technology or IFE (Graduate) or equivalent qualification
At least ten years' relevant experience in an emergency planning and management Environment of which five years at management level
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; organising skills; budget management skills; advanced linguistic proficiency; ability to do presentations; technical skills; ability to work effectively on multiple tasks; empowerment; 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

Primary functions Management of cross-functional integration analyses and emergency planning processes

Overseeing of emergency operational planning, control and coordination in concert with the priorities of the department

Management of the emergency planning functions with the aim to maintain an impartial, accountable, transparent and efficient design of built environment response

Doing emergency planning to identify risks, control and events safety and urban development functions within the City of Tshwane, subject to legislated responsibilities, national standards and the directives of the Divisional Chief: Business Operations

SAP

S70018349

**New/natural
attrition**

Natural attrition

Enquiries

A Ndwamato (012 358 8637) or 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: Special Operations and Command

Section: Aviation Operations

Location: Emergency Services Headquarters /Wonderboom National Airport

Reference number **EMSS104-2019**

Position **ASSISTANT CHIEF: AVIATION OPERATIONS**

To be advertised	Internal	External
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This position seeks to attract	African female Indian male	African male White female	Coloured female			Indian female
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Job level E1

Scale R551 508,00 – R730 248,00 per annum

Estimated remuneration package R841 059,34 – R1 068 561,99 per annum

Job purpose Plan, direct and supervise the Emergency Services Aviation Operations Subsection; administer the Emergency Services Special Operations Air Response (SOAR) programme; and exercise full operational command and control authority of aircraft rescue and firefighting (ARFF) services at the municipal airport, subject to chain of command standards and protocols, and directives of the Chief of Emergency Services.

Appointment requirements Diploma in Fire Technology (SAESI) or Graduate Diploma in Fire Engineering Science (IFE) or National Diploma in Fire Technology; or military/civil qualification in aviation (NQF 6), or relevant equivalent qualification
ICAO language proficiency, Level 6 rating
At least eight years' continuous institutional experience in a recognised emergency services or civil aviation or air force environment
Computer literacy

Personal attributes and/or competencies Negotiating skills; advanced linguistic proficiency; business acumen; leadership skills; technical skills; project management skills; command and control skills; analytical skill; organisational skills

Primary functions Managing and co-ordinating Emergency Services Special Operations Air Response (SOAR) Programme
Exercising operational command and control authority over ARFF responsibilities at the Wonderboom National Airport
Serving as the Aviation Operations Liaison Officer

SAP S70009626
New/natural New

attrition
Enquiries A Ndwmato (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: Office of the Chief of Emergency

Section: Special Operations and Command

Location: Emergency Services HQ

Reference number	EMSS105-2019				
Position	ASSISTANT CHIEF: TACTICAL COORDINATION				
To be advertised	InternalExternal				
This position seeks to attract	African female Indian male	African male White female	Coloured female		Indian female
Job level	E1				
Scale	R551 508,00 – R730 248,00 per annum				
Estimated remuneration package	R841 059,34 – R1 068 561,99 per annum				
Job purpose	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 (MS Word, MS outlook/Express PowerPoint and MS Windows, MS Excel, MS 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: Fire and Rescue Operations

Section: Fire and Rescue Operations Cluster

Location: All Regions

Reference number	EMSS106-2019														
Position	ASSISTANT CHIEF: FIRE AND RESCUE OPERATIONS (3 POSTS)														
To be advertised	<table><tr><td colspan="3">Internal</td><td colspan="2">External</td></tr></table>					Internal			External						
Internal			External												
This position seeks to attract	<table><tr><td>African female</td><td>African male</td><td>Coloured female</td><td>Coloured male</td><td>Indian female</td></tr><tr><td>Indian male</td><td>White female</td><td>White male</td><td></td><td></td></tr></table>					African female	African male	Coloured female	Coloured male	Indian female	Indian male	White female	White male		
African female	African male	Coloured female	Coloured male	Indian female											
Indian male	White female	White male													
Job level	E1														
Scale	R551 508,00 – R730 248,00 per annum														
Estimated remuneration package	R841 059,34 – R1 068 561,99 per annum														
Job purpose	Take responsibility for operational management; exercise leadership; take command and control of the critical and key performance areas of the Division: Fire and Rescue Operations in all seven (7) Regions														
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 certificate as Rescue Technician, and certified Hazardous Materials Technician A valid Code EC1/C1 driver’s licence Computer literacy (MS Word, MS outlook/Express PowerPoint and MS Windows, MS Excel, MS Access)														
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 involving 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, Security 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 **HSDE255-2019**

Position **DIRECTOR: PRIMARY HEALTHCARE OPERATIONS**

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 E2

Scale R657 252,00 – R855 240,00 per annum

Estimated remuneration package R978 051,71 – R1 230 053,48 per annum

Job purpose To ensure optimum management of primary healthcare services.

Appointment Requirements

A four-year, career-related tertiary degree or national diploma in Nursing Science or an equivalent three-year qualification
Diploma in Primary Healthcare
Primary healthcare management-related courses
Recognised management qualification
Nursing management course/qualification
At least eight years' working experience in a primary healthcare setting of which at least four years should be on a middle or senior management level
Registration with SANC
Knowledge of governance, legislation and experience in transformational and change management, financial and human resource management
A valid Code B driver's licence
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 the 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; analytical thinking ability; having a track record of successful deliverables in the Health environment; ability to motivate people to follow innovative ideas; Networking skills; ability to draw strategic business plans; project management experience; decisiveness; knowledge of governance legislation and experience in transformational and change management; financial and human resource management skills; ability to draw up strategic operational and business plans; crisis and stress management skills; project management experience; decision-making ability

Primary functions	<p>Managing of primary healthcare services, including:</p> <ul style="list-style-type: none"> • Operational management • Financial management • Personal development • Administration and logistical management • Human resource management • Communications management <p>Overseeing of execution of all generic management functions</p> <p>Ensuring effective, efficient primary healthcare service delivery</p> <p>Overseeing cooperative governance with relevant role players and stakeholders</p>
SAP	S70023152
New/natural attrition	Natural attrition
Enquiries	J Motsamai (012 358 8609) /M Selomane (012 358 8732)

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

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

Reference number **HSDE256-2019**

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

To be advertised	Internal	External
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This position seeks to attract	African female Indian male	African male White female	Coloured female White Male	Coloured male People with Disability	Indian female All Categories
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Job level E1

Scale R551 508,00 – R730 248,00 per annum

Estimated remuneration package R841 059,34 – R1 068 561,99 per annum

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

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

Personal attributes and/or competencies Ability to work under pressure and respond to urgent directives; ability to maintain good interpersonal relationships; ability to produce analytic reports on progress and programmes implemented; innovativeness; willingness to learn and teach others;

(Positions for JF10/2019) <http://www.tshwane.gov.za/sites/Departments/Corporate%20and%20Shared%20Services/Pages/Job-Forum.aspx>

being passionate; willingness to work with diverse teams; ability to deal with conflict; willingness to work beyond structured hours in developing communities in the agenda of HIV and AIDS

Primary functions

Direct the implementation of the prevention, support and care programme on the community response programme in line with the overall strategy of the City of Tshwane, provincial and national strategy to prevent further infections and reduce the impact of the epidemic of HIV, STIs and TB

Direct and support the City's regions in the implementation of the New National Strategic Plan 2012 – 2016 for HIV, STIs and TB

Organise and co-ordinate a multi-sectoral response with all sectors and departments to facilitate an integrated response to the epidemic

Monitor, evaluate and support the implementation of all care activities, adherence to standards, protocols and budgets so that they are in line with the strategic imperatives of the Council to improve the HIV and AIDS health service delivery

Facilitate the communication of existing, new and amended HIV and AIDS policies, procedures and guidelines to management, employees and other stakeholders to ensure compliance

Oversee the regional interventions to ensure that strategic priorities and targets are achieved

Direct and support the regions in the City with data compilation and processing in order to enable standardised recording and reporting that is in line with national and provincial research requirements

Manage, review and compile monthly financial reports so as to adhere to the requirements of the Municipal Finance Management Act

Develop the HIV and AIDS operational plans to meet the national, provincial and local targets in line with the National Strategic Plan and PSP on HIV and AIDS of 2007 – 2014.

Manage and direct the sub-directorate that is responsible for HIV and AIDS and STI and oversee the development of all staff to provide efficient and professional services both internally and externally

Identify and work in partnership with relevant NGOs to achieve maximum benefits in terms of services to communities

Compile and manage the HIV and AIDS budgets, to control cash flow, institute risk management and administer procurement processes in accordance with MFMA principles in order to achieve the set targets and business objectives of the City and department

Regularly report on progress and the outcomes of the implementation of programmes

Support and facilitate collaboration across the different programmes to ensure comprehensive service delivery

Provide technical advice and support both internally and externally to guide activities of all stakeholders

Develop and maintain mandatory communication networks externally (local, provincial, national and international levels) so that all views, actions and programmes are shared and understood to create synergy in the fight against HIV and AIDS and related programmes

Direct integration of the implementation of all aspects of the HIV and AIDS and related programmes both at central and regional levels

Provide management support to the Functional Head on the Multi-sectoral AIDS Response and related programme issues

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

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

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

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

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

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

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

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

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

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

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

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

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

Monitor and evaluate expenditure in the sub-unit

Report on all finance-related issues

Manage the staff in the sub-unit.

SAP

S70003711

**New/natural
attrition**

Natural attrition

Enquiries

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

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

DEPARTMENT: HEALTH
Division: Management and Administration Support
Section: Management and Administration Support Unit
Location: Pretoria Central

Reference number	HSDE257-2019				
Position	DEPUTY DIRECTOR: ADMINISTRATIVE SUPPORT SERVICES				
To be advertised	<div>Internal</div> <div>External</div>				
This position seeks to attract	<div>African female</div> <div>Indian male</div> <div>African male</div> <div>White female</div> <div>Coloured female</div> <div>White Male</div> <div>Coloured male</div> <div>People with Disability</div> <div>Indian female</div> <div>All Categories</div>				
Job level	E1				
Scale	R551 508,00 – R730 248,00 per annum				
Estimated remuneration package	R841 059,34 – R1 068 561,99 per annum				
Job purpose	To manage, oversee, plan, organise, supervise and co-ordinate the rendering of effective and efficient administrative support services for the Health Department.				
Appointment requirements	<p>An appropriate tertiary qualification (three-year national diploma or degree) or equivalent qualification</p> <p>Recognised management qualification</p> <p>At least five years' work experience in the administration support services</p> <p>At least four years' managerial or supervisory experience</p> <p>Managerial experience will be an added advantage</p> <p>A valid Code B driver's licence</p> <p>Computer literacy</p> <p>Willingness and ability to work beyond normal office hours as and when required</p> <p>Even though the advertisement may have a specific location or area of work, applicants must be willing to be placed anywhere in 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</p>				
Personal attributes and/or competencies	Flexibility; adaptability; integrity; professionalism; innovative thinking; decisiveness; people management skills; being a team player; willingness to accept responsibility; organisation skills; ability to meet deadlines				
Primary functions	<p>Providing auxiliary management</p> <p>Monitoring and controlling the section's budget so that expenditure is in line with the City of Tshwane's requirements</p> <p>Managing the maintenance of the department's buildings</p>				

(Positions for JF10/2019) <http://www.tshwane.gov.za/sites/Departments/Corporate%20and%20Shared%20Services/Pages/Job-Forum.aspx>

Managing and planning operations (proactive and reactive maintenance)
Managing resources: funds, workers, material, fleet, etc
Managing and monitoring the department's procurement service below R30 000
Ensuring support operations for project management
Ensuring that the monthly deviation report for CAPEX are completed and submitted to the office in time
Ensuring execution of the department's Asset Management Plan
Ensuring that the department's Asset Management Plan is submitted to Group Financial Services in time
Space management

SAP

S70003020

**New/natural
attrition**

Natural attrition

Enquiries

S Makulubane (012 358 4734)/ M Selomane (012 358 8732)

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

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

Reference number **HSDE258-2019**

Position **DEPUTY DIRECTOR: MUNICIPAL HEALTH SERVICES**

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 People with Disability	Indian female All Categories
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Job level E1

Scale R551 508,00 – R730 248,00 per annum

Estimated remuneration package R841 059,34 – R1 068 561,99 per annum

Job purpose To render supervisory services in Environmental Health Services in local communities and to internal and external clients in order to promote, preserve and improve the health and environment of the community in the region.

Appointment Requirements An appropriate career-related tertiary qualification (3-year diploma or degree) in environmental health, health science or public health, or equivalent qualification
Recognised management qualification
Registration with HPCSA
At least five years' relevant experience in environmental health services
At least four years' managerial or supervisory experience
Supervisory or managerial experience in environmental health will be an added advantage
Relevant experience, eligibility and competency to enter and manage the initiation schools premises in line with the African culture and traditions; integrity
A valid Code B Driver's licence
Computer literacy
Willingness and ability to work beyond normal office hours as and when required.
Even though the advertisement may have a specific location or area of work, applicants must be willing to be placed anywhere in the city from time to time as required and determined by the departmental management. Thus, by applying for any of these positions the applicants irrevocably accept this condition

Personal attributes and/or competencies Decisiveness; intelligence; ability to pay attention to detail; patience; innovative thinking; being energetic; having imagination; flexibility; willingness to accept responsibility; adaptability

Primary functions	Rendering supervisory services in environmental health services in local communities and to internal and external clients in order to promote, preserve and improve the health and environment of the community in the region; Effectively and efficiently managing and promoting the environmental health in the region to ensure that the community lives in a healthy environment
SAP	S70020457
New/natural attrition	New
Enquiries	SJ Motsamai (012 358 8609)/M Selomane (012 358 8732)

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

DEPARTMENT: GROUP LEGAL AND SECRETARIAT SERVICES

Division: Municipal Courts

Section: Court Admin

Location: Pretoria Central

Re-advertisement

Reference number	LESE055-2019				
Position	DEPUTY DIRECTOR: COURT ADMIN (REGION 1, 2 and 5)				
To be advertised	Internal		External		
This position seeks to attract	African female Indian male	African male		Coloured male Person with disability	
Job level	E1				
Scale	R551 508,00 – R730 248,00 per annum				
Estimated remuneration package	R841 059,34 – R1 068 561,99 per annum				
Job purpose	To manage a municipal court administration service to the jurisdiction, prosecution and other court users.				
Appointment requirements	<p>An appropriate career-related three-year tertiary qualification (degree or national diploma) or an equivalent qualification</p> <p>At least five years' relevant management or supervisory experience in a court administration environment</p> <p>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 the 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, being energetic; having imagination; flexibility; willingness to accept responsibility; 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	<p>Manage and oversee all operational administrative functions of the municipal courts and satellite courts</p> <p>Align and oversee effective and efficient specialised court systems for the municipal courts to record and reflect all offences and contraventions to contribute to successful law enforcement in Tshwane</p>				

(Positions for JF10/2019) <http://www.tshwane.gov.za/sites/Departments/Corporate%20and%20Shared%20Services/Pages/Job-Forum.aspx>

Align effective court electronic systems in the courts to contribute to the smooth functioning of the municipal courts within a judicial environment
Liaise with internal and external stakeholders ie Road Traffic Management Corporation, Department of Justice and Constitutional Development, to represent the City at such forums and ensure the effective functioning of case-flow management
Ensure effective administration and processing of delivery of summons
Manage the compilation of court statistics and provide same to the Department of Justice to measure court performance
Ensure the rendition of municipal courts prosecution operational support

SAP S70017297

New/natural attrition Natural attrition

Enquiries Seleka (012 358 3997) or 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: Litigation Management

Section: Delictual, Contractual Litigations And Recovery

Location: Pretoria Central

Reference number	LESE061-2019														
Position	DEPUTY DIRECTOR: DELICTUAL, CONTRACTUAL LITIGATIONS AND RECOVERY														
To be advertised	<table><tr><th colspan="2">Internal</th><th colspan="3">External</th></tr><tr><td>African female Indian male</td><td>African male</td><td></td><td>Coloured male Person with disability</td><td></td></tr></table>					Internal		External			African female Indian male	African male		Coloured male Person with disability	
Internal		External													
African female Indian male	African male		Coloured male Person with disability												
This position seeks to attract															
Job level	E1														
Scale	R551 508,00 – R730 248,00 per annum														
Estimated remuneration package	R841 059,34 – R1 068 561,99 per annum														
Job purpose	To provide corporate litigation support.														
Appointment Requirements	<p>LLB or any other relevant legal degree or equivalent qualification</p> <p>A postgraduate qualification in law will be advantageous</p> <p>Being an admitted attorney or advocate will be an added advantage</p> <p>Relevant experience with a sound knowledge of the principles of administrative, constitution and local Government and Civil Procedure Law</p> <p>A valid Code B driver’s licence</p> <p>Computer literacy (conversant with the following computer packages: MS Word, MS Excel, Project and PowerPoint)</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 the departmental management. Thus, by applying for any of these positions the applicants irrevocably accept this condition</p>														
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														
Primary functions	<p>Ensuring that all court processes are handled, received and administered on behalf of the Municipality</p> <p>Ensuring the rendition of advice on all aspects of litigation</p> <p>Ensuring the provision of legal aid to council officials</p> <p>Ensuring that the Municipality pursues all litigation-related matters in the most advantageous manner</p>														

Managing allocated litigated matters in their offices by advising on the appointment of attorneys, attending consultations and court on behalf of the municipality
Ensuring that the municipality is aware of new court decisions
Ensuring attendance of consultations with attorneys/advocates
Overseeing the attendance of trials
Informing the Municipality of consultations or meetings and hearings
Managing inspections in respect of civil proceedings instituted for/against the City

SAP	S70017179; S70017169
New/natural attrition	Natural attrition
Enquiries	SS Sithole (012 358 7508)/J Mamabolo (012 358 2152)/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: Corporate Compliance, Opinions and Advisory Services

Location: Pretoria Central

Reference number	LESE062-2019				
Position	DEPUTY DIRECTOR: CORPORATE COMPLIANCE, OPINIONS AND ADVISORY SERVICES, ALIENATION AND ACQUISITION				
To be advertised	Internal		External		
This position seeks to attract	African female Indian male	African male		Coloured male Person with disability	
Job level	E1				
Scale	R551 508,00 – R730 248,00 per annum				
Estimated remuneration package	R841 059,34 – R1 068 561,99 per annum				
Job purpose	To render a corporate legal research and advisory service				
Appointment requirements	<p>LLB or any other relevant legal degree or equivalent qualification A postgraduate qualification in law will be advantageous Being an admitted attorney or advocate will be an added advantage Relevant experience with a sound knowledge of the principles of administrative, constitution and local government and civil procedure law. A valid Code B driver's licence Computer literacy (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</p>				
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				
Primary functions	<p>To ensure the rendition of an opinion and contracts service, by:</p> <ul style="list-style-type: none"> - Giving legal opinions to client. - Assisting clients with general legal advice and ensuring legal compliance. - Scrutinizing all reports emanating from the administrations and ensuring legal compliance. - Assisting Departments in the scrutinizing. 				

- Providing legal support to the Portfolio committee, Evaluation committee, specification committee, Bid committee.
- To oversee the provision of comments on reports, by scrutinizing reports and comments written.

To ensure the amendment schemes, consent uses, subdivisions, consolidations, street closure, park closures, premier consents, lifting of restrictive deed conditions, amendments of general township plans, extension of township boundaries and township establishment, by:

- Overseeing legal advice on payment of engineering services.
- Overseeing legal advice on consent use, subdivisions, consolidations and town establishments.
- Overseeing statutory notices for development processes.
- Overseeing to effect extend this, with regard to township establishment processes and at request of applicants.
- To consent to the amendment of an application for township establishment,
- Overseeing the appearance before the different boards and the Premier and Compensation Court.

To represent Council at various forums, administrative and/or quasi-judicial tribunals, high level internal and external meetings, consultations and/or negotiation, where circumstances so requires.

To ensure that the enforcement of compliance with the Town-planning Scheme, National Building Regulations and by-laws is based on the principle of efficiency, equality, sustainability and is based on the principles of efficiency, equality, sustainability and is based on fair and good governance.

To ensure the attendance of meetings and providing of input where legal aspects are dealt with.

To oversee assistance provided to departments with drafting of final contracts.

To oversee the scrutinizing of documents, by

- Taking into account legislation, policies, regulations and by-laws.
- Provision of written comments to the initiator.

To oversee the sales of immovable council owned property, by:

- Overseeing the drafting of sale agreement.
- Overseeing the finalization of transfer of property.
- Overseeing the drafting of lease agreement.
- Updating Council's property register.
- Receiving requests from departments to acquire immovable property.
- Overseeing negotiations with owners.

To oversee the acquiring of immovable property and real rights over immovable Council owned property by way of purchase and expropriation, by:

- Submitting a report to Council to purchase/expropriate Act where applicable.
- Servicing notice of expropriation and/or entering into a Deed of Sale.
- Overseeing the finalization of the legal process to transfer property into the name of Council.

SAP	S70017200
New/natural attrition	Natural attrition
Enquiries	M Mphahlele (012 358 7302)/ J Mamabolo (012 358 2152)/ 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: Contract Management

Section: Contract Advisory Management

Location: Pretoria Central

Reference number **LESE063-2019**

Position **DIRECTOR: CONTRACT ADVISORY MANAGEMENT**

To be advertised	Internal	External
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This position seeks to attract	African female Indian male	African male	[REDACTED]	Coloured male Person with disability	[REDACTED]
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Job level E2

Scale R657 252,00 – R855 240,00 per annum

Estimated remuneration package R978 051,71 – R1 230 053,48 per annum

Job purpose To execute contract performance and financial monitoring

Appointment requirements

LLB or any other relevant legal degree or equivalent qualification
A Postgraduate qualification in law will be advantageous
Being an admitted attorney or advocate will be an added advantage
At least five years' relevant experience with a sound knowledge of the principles of administrative, constitution and local government and civil procedure law.
At least two years management/supervisory experience
A valid Code B driver's licence
Computer literacy and being conversant with the following computer packages: MS Word, MS Excel, Project and PowerPoint

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

Primary functions

Acting as the first point of contact for legal and contractual matters; taking ownership of projects or processes as they are initiated
Providing advice and guidance to Supply Chain, Project Management, Finance and other internal clients on contractual and commercial issues
Providing contractual advisory and support service in terms of the policies, procedures, processes of the City of Tshwane
Assisting with the adherence to the policies and regulations

Providing input to management and obtaining necessary approvals regarding the contractual risk areas identified

Providing input to the development and maintenance of standard contract conditions and model form agreements

Providing general advice and support as requested on areas such as legalisation or verification of documents, approval forms, bank facilities (letters of credit, bank guarantees)

Implementing and application of financial policies and procedures

Supporting the City of Tshwane's departments with the organisation of training sessions in different legal fields such as general terms and conditions, contract negotiation, compliance, anti-corruption, etc.

Keeping abreast of legal, contracts and policy developments and advising on their impact

Supporting the City of Tshwane's departments in all corporate and commercial matters

Supporting the City of Tshwane's departments in strategic projects in various areas

Coordinating the development of an annual risk register for the Section

Coordinating the development of an annual risk statement and statement for the Section

Providing guidance to subsections in the identification of departmental risks and action plans

Receiving sub-sectional inputs and evidence bi-quarterly

Reporting to and submitting evidence to the Divisional Head: Contract Management

SAP S70017151

New/natural attrition Natural attrition

Enquiries MD Motseo (012 358 6273)/ S Mabena (012 358 3656)

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

DEPARTMENT: OFFICE OF THE CHIEF WHIP

Division: Political Liaison/Special Advisory

Section: Statutory Compliance

Location: Pretoria Central

Reference number **OFCW078-2019**

Position **DIRECTOR: STATUTORY COMPLIANCE**

To be advertised	Internal	External
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This position seeks to attract	Indian male	African male	White female	White male	Coloured male	People with disability	Indian female
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Job level E2

Scale R657 252,00 – R855 240,00 per annum

Estimated remuneration package R978 051,71 – R1 230 053,48 per annum

Job purpose Giving advice to Council or officials on matters referred by researching statutes, case laws and other legal precedents, City of Tshwane by-laws, policies and procedure, etc; drafting legal opinions and briefs, assisting in outsourcing expert/complex legal issues; ensuring that legal provisions are taken into account in all Council affairs and ensuring that constitutional and legislative actions of the administration and Council are adhered to and followed in all matters of the Municipality.

Appointment requirements LLB or equivalent qualification
Registration with the Law Society as an attorney or advocate
At least five years' applicable experience in a legislative environment in the government and/or local government sector
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
Computer literacy

Personal attributes and/or competencies Proven leadership and strategic abilities; proven administration skills; change management ability; knowledge management skills; problem-solving and analytical skill; people management and development skills; client orientation and customer focus; good communication skill; honesty and integrity; organisational skill; business acumen; advanced linguistic proficiency; extensive knowledge of the government and/or local government sector, with specific emphasis on legislation governing the sector and how this interfaces with the spheres of government; ability to make high-risk decisions of a long-term and strategic nature within a sound legal framework, with an understanding of all relevant legislation and regulations including the Constitution, Municipal Systems Act and MFMA

Primary function	Providing legal advice, assistance and services to the Office of the Chief Whip and ensuring that the interest of Council and the City of Tshwane are protected Doing research on legislation relevant to the Municipality, to ensure that all briefs and instructions are correctly issued and dealt with Coordinating interaction between the Office of the Chief Whip and external legal practitioners on matters referred Monitoring ongoing litigation by and against the Council and the Office of the Chief Whip on matters referred Managing the caucus bulletin and publications Overseeing the resource centre of the Office
SAP	S70059464
New/natural attrition	Natural attrition
Enquiries	T Louw (012 358 1226)

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

Reference number **PWWS333-2019**

Position **DEPUTY DIRECTOR: METERING INSTALLATION**

To be advertised	Internal	External
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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 E1

Scale R551 508,00 – R730 248,00 per annum

Estimated remuneration package R841 059,34 – R1 068 561,99 per annum

Job purpose To manage the Water Measurement Section, including the control of the various information systems, ensuring the efficient functioning of the municipal water distribution systems, through water meter installation; to ensure accurate measurement of water supplied to consumers; managing the human, material and fleet resources. This will also include the 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 B Tech 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 Negotiation skills; business acumen; leadership skills; project management skills; communication skills; analytical skills; organisational skills; budget management skills; integrity; intelligence; patience; innovative thinking; being energetic; having imagination; flexible; willingness to accept responsibility; decisiveness; ability to pay attention to detail

Primary functions METERING
Managing new water connections
Ensuring the drafting of tender documents, the process of advertisement, adjudication and the 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, stand 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 the 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 the Finance Department by maintaining an accurate database of meters

Overseeing the investigation of any queries received from Finance related to water meters, such as readings, damaged meters, etc.

Ensuring the updating of IBIS and/or SAP and or informing finance of all relevant information obtained during the investigation

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 measured

Overseeing the tabulation of information obtained during abovementioned processes

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

DATA PURIFICATION SERVICES

Assist with the compilation of unaccounted for water by initiate water audit inspections in order to check and rectify discrepancies.

Rendering of a client and support service

Ensure that income is generated in accordance with actual consumption

Facilitate, manage and control the capturing and updating of meter information

Day to day management of the KPA'S of subsection Water Data Management

INSPECTION & COMPLIANCE SERVICES

Planning: Programs to improve the utilizing of water consumption

Responsible to monitor UAW with the aid of the IMQS computer program and other computer programs.

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

Establish and monitor water loss management programs.

Project Management: Responsible for projects involving pressure management.

Night flows are continuously monitored in supply zones to detect areas with high Unaccounted for Water (UAW)

Involved in projects to optimize the management and operation of the water network systems. Liaison with consulting and other firms and authorities involved in this development.

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

Responsible for the introduction and development of systems to reduce and control of Unaccounted for Water.

Responsible for managing the water audit contract.

Analyse water supply network to establish 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, Security and EMS
Secretarial		Semi-skilled labour	Support services	Technical	Unskilled labour

DEPARTMENT: UTILITY SERVICES
Division: Water and Sanitation
Section: Bulk and Waste Water Services: Bulk Water Supply
Location: Pretoria Central

Reference number	PWWS334-2019				
Position	DEPUTY DIRECTOR: RESERVOIRS AND BULK PIPELINE				
To be advertised	InternalExternal				
This position seeks to attract	African female Indian male	White female	Coloured female Person with disability	Coloured male	Indian female
Job level	E1				
Scale	R551 508,00 – R730 248,00 per annum				
Estimated remuneration package	R841 059,34 – R1 068 561,99 per annum				
Job purpose	To manage the acquisition of sufficient bulk water for the City of Tshwane with an acceptable quality on a continuous basis, so that all areas have adequate water at all times; and the operation and maintenance of reservoirs, pipes and all associated equipment and structures				
Appointment requirements	BSc Engineering (Civil) or B Tech Civil Engineering or equivalent qualification Registration with ECSA as professional or candidate engineer or technologist for drawing approvals At least five years’ working experience with specific reference to water reservoirs, high pressure steel pipes and pump stations A valid Code B driver’s licence Computer literacy.				
Personal attributes and/or competencies	Ability to make high-risk decisions of short- and long-term and strategic nature, to make decisions with a high impact on the organisation and which may have grave consequences; ability to meet strict deadlines				
Primary functions	Operating and maintaining reservoirs and bulk pipelines Assisting in the planning and approval of new bulk systems, reservoirs and bulk pipelines Monitoring and controlling the City of Tshwane’s daily water demand Managing and administrating the subsection				
SAP	S70007266				
New/natural attrition	Natural attrition				
Enquiries	L Tema (012 358 1691)/ 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: Waste Water Treatment

Location: Pretoria Central

Reference number	PWWS335-2019				
Position	DEPUTY DIRECTOR: WASTE WATER TREATMENT OPERATIONS MANAGEMENT				
To be advertised	Internal		External		
This position seeks to attract	African female Indian male	<div></div> White female	Coloured female <div></div>	Coloured male Person with disability	Indian female <div></div>
Job level	E1				
Scale	R551 508,00 – R730 248,00 per annum				
Estimated remuneration package	R841 059,34 – R1 068 561,99 per annum				
Job purpose	To manage the operation of the wastewater treatment works to meet the requirements of the Water Act, 1956 (Act 54 of 1956) and the National Water Act, 1998 (Act 36 of 1998)				
Appointment Requirements	BSc (Biochemistry, Microbiology) or BTech (Water Care) Registration or eligibility to register as a Class VI Process Controller with the Department of Water and Sanitation Registration as a Professional Scientist according to Act 55 of 1982 would be an added advantage A postgraduate qualification in wastewater treatment will be an added advantage At least eight years’ working experience in biological nutrient removal technologies and sewage sludge management A valid Code B driver’s licence Computer literacy. Willingness to work outside of normal working hours and/or weekends and standby				
Personal attributes and/or competencies	Ability to make high-risk decisions of short- and long-term and strategic nature, to make decisions with a high impact on the organisation and which may have grave consequences; ability to meet strict deadlines.				
Primary functions	Managing the operation of the wastewater treatment works to meet the requirements of the Water Act, 1956 (Act 54 of 1956) and the National Water Act, 1998 (Act 36 of 1998) Managing the stabilisation and disposal of sludge generated in the water treatment process				

Managing the monitoring of the influent, treatment units and effluent characterisation required to operate the wastewater treatment works

SAP

S70008090

**New/natural
attrition**

Natural attrition

Enquiries

K Esterhuyse (012 358 0702)/M Nkadimeng(012 358 6043)/ T Mahlaela(012 385 4466)

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: Bulk Water Supply

Location: Roodeplaat Water Treatment Plant

Reference number	PWWS336-2019				
Position	DEPUTY DIRECTOR: ROODEPLAAT WATER TREATMENT PLANT				
To be advertised	Internal		External		
This position seeks to attract	African female Indian male	<div></div> White female	Coloured female <div></div>	Coloured male People with Disability	Indian female <div></div>
Job level	E1				
Scale	R551 508,00 – R730 248,00 per annum				
Estimated remuneration package	R841 059,34 – R1 068 561,99 per annum				
Job purpose	To manage the operations and maintenance of Roodeplaat Water Treatment Plant as well as associated boreholes to ensure continuous water supply with acceptable water quality.				
Appointment requirements	National Diploma or B-Tech in (Water Care or Chemical Engineering). At least five years’ working experience in a water treatment environment, of which at least two years should be on a supervisory level A valid Code B driver’s licence Computer literacy				
Personal attributes and/or competencies	Integrity; intelligence; innovative thinking ability; willingness to accept responsibility; ability to pay attention to detail				
Primary functions	Executing generic management functions Executing generic financial functions Managing the operation and maintaining the water purification plant and boreholes on a continuous basis in order to meet the water demand and the required water quality standard as per SANS 241:2015 Managing the optimisation of water usage from own sources to reduce the demands for external water services providers Ensuring and managing the execution of operational and maintenance contracts Managing all logistical, personnel and administrative duties of the plant Managing and maintain the Blue Drop status of the Roodeplaat Water Supply System.				
SAP	S70007076				
New/natural attrition	Natural attrition				
Enquiries	L Tema (012 358 1691)/ M Nkadameng (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: Infrastructure Provision

Location: Pretoria Central

Reference number	PWWS337-2019				
Position	DEPUTY DIRECTOR: INFRASTRUCTURE PROVISION				
To be advertised	InternalExternal				
This position seeks to attract	African female Indian male	White female	Coloured female	Coloured male Person with disability	Indian female
Job level	E1				
Scale	R551 508,00 – R730 248,00 per annum				
Estimated remuneration package	R841 059,34 – R1 068 561,99 per annum				
Job purpose	To manage the provision of new water infrastructure installation, and manage contracts and project management				
Appointment Requirements	BEng. or BTech degree in Civil Engineering, preferably in water A project management qualification will be an added advantage Registration as a professional engineer or professional technologist will be an added advantage At least five years’ relevant experience in the water services sector, in particular experience with project management and contract administration for the provision of new water and sanitation infrastructure is required At least three years’ experience at a supervisory level A valid Code B driver’s licence. Computer literacy				
Personal attributes and/or competencies	Ability to make high-risk decisions of a long-term nature; ability to make decisions with high impact on the organisation, with possible grave consequences; ability to ensure that deadlines are met; stakeholder management skills				
Primary functions	Execute generic management functions Execute generic financial functions Ensure the programming of projects to ensure timeous implementation and execution of projects Oversee the budget process – applying for City of Tshwane internal and external funding Ensure the implementation of the preconstruction/planning or design phase Manage the implementation and execution of the construction phase of projects Ensure the reduction of water infrastructure backlogs				

Ensure the implementation and execution of projects based on labour-intensive construction methods in terms of the Expanded Public Works Programme
Ensure sectional support services with reference to the rendering of financial, corporate and management support

SAP

S70006491

**New/natural
attrition**

Natural attrition

Enquiries

T Mahlaela (012 358 4466) or M Nkadimeng (012 358 6043) or
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: Infrastructure Provision

Location: Pretoria Central

Reference number	PWWS338-2019				
Position	DEPUTY DIRECTOR: INFRASTRUCTURE PROVISION				
To be advertised	<div>Internal</div> <div>External</div>				
This position seeks to attract	<div>African female</div> <div>Indian male</div>	<div></div> <div>White female</div>	<div>Coloured female</div> <div></div>	<div>Coloured male</div> <div>Person with disability</div>	<div>Indian female</div> <div></div>
Job level	E1				
Scale	R551 508,00 – R730 248,00 per annum				
Estimated remuneration package	R841 059,34 – R1 068 561,99 per annum				
Job purpose	To manage the execution of water and sanitation infrastructure upgrading and refurbishment				
Appointment Requirements	BEng or BTech degree in Civil Engineering, preferably in water A project management qualification will be an added advantage Registration as professional engineer or professional technologist will be an added advantage At least five years’ relevant experience in the water services sector, in the municipal environment At least three years’ experience on a managerial or supervisory level A valid Code B driver’s licence Computer literacy				
Personal attributes and/or competencies	Ability to make high-risk decisions of a long-term nature; ability to make decisions with high impact on the organisation with possible grave consequences; ability to ensure that deadlines are met; stakeholder management skills				
Primary functions	Execute generic management functions Execute generic financial functions Ensure programming of projects to ensure their timeous implementation and execution Oversee the budget process Ensure the implementation of preconstruction/planning/design phase Manage the implementation and execution of the construction phase of projects Ensure eradication/reduction of water and sanitation infrastructure backlogs Oversee the implementation and execution of projects based on labour-intensive construction methods in terms of the Expanded Public Works Programme				

Ensure sectional support services with reference to the rendering of financial, corporate and management support

SAP

S70006523

**New/natural
attrition**

Natural attrition

Enquiries

T Mahlaela (012 358 4466) or M Nkadimeng (012 358 6043) or
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: Infrastructure Planning and System Development

Location: Pretoria Central and Region 4 to 7

Reference number **PWWS339-2019**

Position **ENGINEERING CONSULTANT**

To be advertised	Internal	External
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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 D2/3

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

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

Job purpose Facilitate, manage and control, in regional context, the practical expansion of the city's water and sewer infrastructure by Council, province and private developers and outside parties, including all agreements and requirements of the total process from the point of application to the final take-over, on behalf of Council, of water and sewerage installations in new townships as well as scheme amendments such as consent-uses, rezoning, subdivisions and consolidations, building and site development plans approval, second dwelling, applications for the relaxation of building lines and servitude encroachments in existing townships which require infrastructure extensions or amendments; and facilitate the final inspections prior to issue of occupation certificates for buildings and developments.

Appointment requirements BEng or BTech Degree in Civil Engineering (Water)
A project management qualification will be an added advantage
Registration as professional engineer or professional technologist will be an added advantage
At least five years' relevant experience in the design and construction of water and sewer infrastructure
At least two years' experience at supervisory level
Compliance with the MFMA unit standards as prescribed by Regulation 493 of 15 June 2007, as published in Government Gazette 29967 of 15 June 2007 will be an added advantage
A valid driver's licence
Computer literacy

Personal attributes and/or competencies Ability to make high-risk decisions of a long-term and strategic nature; ability to make decisions with high impact on the organisation with possible grave consequences; ability to ensure that deadlines are met; stakeholder management

skills; ability to meet strict deadlines; ability to handle exposure to situations which are physically threatening; experience in township development and land-use amendment (private and housing development); exposure to engineering principles and knowledge regarding planning, design and construction of water and sewerage infrastructure that have to be applied; exposure to the application of applicable norms, standards, procedures and policies of Council; and ability to adhere to national and provincial acts and policies

Primary functions

Facilitate, manage and control town-planning scheme amendments
 Facilitate, manage and control new township developments
 Perform general administration
 Render client services
 Evaluate township applications with regard to water and sanitation services
 Evaluate township applications regarding conditions of establishment
 Draft recommendations regarding conditions to be adhered to by the developer
 Liaise with developers, town planners, consulting engineers, and all other concerned parties regarding water and sanitation systems for new developments
 Assess the capacity/availability/required augmentation of infrastructure to support the application
 Evaluate advice on amendments and ultimately approve engineering designs and drawings for water and sewer infrastructure for township developments, as well as private infrastructure for sectional title developments and Section 21 companies
 Compile the service agreements
 Attend site meetings during the construction phase of township development to ensure that new infrastructure is constructed according to municipal standards
 Undertake inspections before services are taken over
 Exercise control over the calculation, provision and cancellation of financial guarantees for new infrastructure by developers
 Implement policies regarding water and sanitation contributions by developers as well as policies on incentives for development
 Control appropriate legal aspects of township establishment as far as water and sanitation services are concerned
 Ensure that as-built drawings are provided for record purposes
 Evaluate and approve building plans concerning water and sanitation issues
 Undertake inspections of water and sanitation connections for new buildings (not houses) before the final occupation certificates are issued
 Provide technical input into the IDP and liaise with Ward Committees, community organisations and officials from other divisions

SAP

S70006442

New/natural attrition

Natural attrition

Enquiries

M Myanga (012 358 7991)/ M Nkadameng (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: Scientific Services and Pollution Control
Location: Daspoort Laboratory

Reference number **PWWS340-2019**

Position **SCIENTIST TECHNICIAN (2 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 [REDACTED]	Coloured male Person with disability	Indian female [REDACTED]
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Job level C2/3/D1

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

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

Job purpose To provide a laboratory service to City of Tshwane and external clients, to prevent water pollution and to preserve the environment by conducting water analysis to determine the quality of water at all wastewater treatment works, rivers, underground water resources, swimming pools, Industrial effluents, etc.

Appointment requirements A relevant three-year tertiary qualification (degree or national diploma) in analytical chemistry or equivalent qualification
SANAS Accreditation Certificate and/or ISO 17025 Certificate will be an added advantage
At least two years' relevant working experience in a laboratory environment
A valid Code B driver's licence
Computer literacy

Personal attributes and/or competencies Thorough understanding of principles and practices of analytical chemistry; decisiveness; a sense of customer care; a sense of appropriate public/private interaction management; change management skills; a sense of participatory management; leadership skills; innovative thinking; independence regarding the execution of assigned duties; a positive attitude; good communication skills (written and verbal); ability to be creative; ability to work under pressure; ability to network; not being afraid of heights

Primary functions Provide a laboratory service to the City of Tshwane and external clients
Prevent water pollution by taking samples at water sources, performing several analyses and providing data to whoever needs them for whatever purpose
Preserve the environment by conducting water analysis to determine the quality of water at all wastewater treatment works, rivers, underground water resources and swimming pools

SAP	S70006910, S70006931
New/natural attrition	Natural attrition
Enquiries	P Modikoe (012 358 0708)/ 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: OFFICE OF THE CHIEF OPERATIONS OFFICER

Division: Programme and Process Coordination and Compliance

Section: Programme Coordination and Compliance

Location: Pretoria Central

Reference number **SDTM954-C-2019**

Position **SENIOR STRATEGIC SUPPORT SPECIALIST**

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 E1

Scale R551 508,00 – R730 248,00 per annum

Estimated remuneration package R841 059,34 – R1 068 561,99 per annum

Job purpose To improve projects and programme management.

Appointment requirements An appropriate career-related tertiary qualification (three-year national diploma or degree) or equivalent qualification
At least five years' working experience of which two years should be at a junior management level in project /programme management
A valid Code B driver's licence, with own vehicle
Computer literacy

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

Primary functions Ensuring compliance to project management requirements
Ensuring adherence to project/programme management standards
Ensuring adherence to regulatory requirements for procurement, implementation and management of projects
Putting in place measures within the cluster to ensure job creation and contracts management
Assisting in monitoring and assessing progress of implementation of projects
Identifying deviations from original plans and assisting with mitigation measures
Reporting on projects for the cluster and assisting with the preparation of cluster project files for audit

SAP S70073421

New/natural attrition New

Enquiries A Dharumrajh (012 358 1673)

(Positions for JF10/2019) <http://www.tshwane.gov.za/sites/Departments/Corporate%20and%20Shared%20Services/Pages/Job-Forum.aspx>

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

DEPARTMENT: OFFICE OF THE CHIEF OPERATIONS OFFICER

Division: Programme and Process Coordination and Compliance

Section: Programme Coordination and Compliance

Location: Pretoria Central

Reference number	SDTM955-C-2019				
Position	SENIOR STRATEGIC SUPPORT SPECIALIST				
To be advertised	<div>Internal</div> <div>External</div>				
This position seeks to attract	<div>African female</div> <div>African male</div> <div>Coloured female</div> <div>Coloured male</div> <div>Indian female</div> <div>Indian male</div> <div>White female</div> <div>White male</div> <div>Person with disability</div> <div>All categories</div>				
Job level	E1				
Scale	R551 508,00 – R730 248,00 per annum				
Estimated remuneration package	R841 059,34 – R1 068 561,99 per annum				
Job purpose	To provide business process improvements at service delivery operations and project implementation level.				
Appointment requirements	<p>An appropriate career-related tertiary qualification (three-year national diploma or degree) or equivalent qualification</p> <p>At least five years' working experience of which two years should be at a junior management level in business process management</p> <p>A valid Code B driver's licence with own vehicle</p> <p>Computer literacy.</p>				
Personal attributes and/or competencies	Integrity; patience; intelligence; innovative thinking; ability to pay attention to details; flexibility; decisiveness; willingness to accept responsibility				
Primary functions	<p>Developing and implementing business processes and policies that pertain to the implementation of projects within the COO cluster</p> <p>Assisting in the compilation of continuous improvements plans</p> <p>Assisting in developing, maintaining and evaluating annual continuous improvements plans</p> <p>Assisting in engaging stakeholders effectively at the project level</p> <p>Assisting in developing and maintenance of repository and change control of business processes, and change control processes relating to implementation of projects</p> <p>Conducting workshops to map, re-engineer and implement business processes at project implementation and operations improvement levels</p> <p>Providing training on BPR procedures and standards as they relate to the COO cluster departments at projects and in service-delivery operations</p>				
SAP	S70073422				

New/natural attrition	New
Enquiries	A Dharumrajh (012 358 1673)

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

DEPARTMENT: OFFICE OF THE CHIEF OPERATIONS OFFICER

Division: Cluster Operations Support

Section: N/A

Location: Pretoria Central

Reference number **SDTM956-C-2019**

Position **SENIOR STRATEGIC SUPPORT SPECIALIST**

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 E1

Scale R551 508,00 – R730 248,00 per annum

Estimated remuneration package R841 059,34 – R1 068 561,99 per annum

Job purpose To perform performance planning, monitoring and evaluation.

Appointment requirements An appropriate career-related tertiary qualification (three-year national diploma or degree) or equivalent qualification
At least five years' working experience of which two years should be at a junior management level in the fields of performance management and audit in local government
A valid Code B driver's licence with own vehicle
Computer literacy

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

Primary functions Assisting with performance reporting and monitoring for the cluster
Assisting with developing and rolling out performance procedures, controls and protocols within the cluster
Conducting performance reviews and audits
Verifying of performance reported by cluster departments on projects and plans
Assisting with cluster risk management and risk oversight
Assisting in conducting the individual performance function for the cluster
Assisting the cluster in addressing audit findings and putting in place mechanisms to prevent future audit findings

SAP S70003747

New/natural attrition New

Enquiries A Dharumrajh (012 358 1673)

(Positions for JF10/2019) <http://www.tshwane.gov.za/sites/Departments/Corporate%20and%20Shared%20Services/Pages/Job-Forum.aspx>

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

DEPARTMENT: OFFICE OF THE CHIEF OPERATIONS OFFICER

Division: N/A

Section: N/A

Location: Pretoria Central

Reference number **SDTM957-C-2019**

Position **DIRECTOR: PERSONAL ASSISTANCE TO THE CHIEF OPERATING OFFICER**

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 E2

Scale R657 252,00 – R855 240,00 per annum

Estimated remuneration package R978 051,71 – R1 230 053,48 per annum

Job purpose To render personal assistance to the Office of the Chief Operations Officer regarding political and administrative issues, research, and liaison with the respective departments in the cluster, other spheres of government and all relevant role-players or community leaders.

Appointment requirements An appropriate career-related tertiary qualification (three-year national diploma or degree) or equivalent qualification
At least eight years' working experience of which five years should be as a personal assistant
Computer literacy

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

Primary functions Managing the diary of the Chief Operations Officer
Responding and providing information to the Chief Operations Officer and all other clients according to the directives
Ensuring confidentiality of documents
Providing administration and secretariat support
Providing logistical support
Scheduling and planning the personal and executive diary of the chief operations officer and related events
Rendering administrative and secretarial support
Keeping record of information

SAP S70073109

New/natural attrition New

Enquiries A Dharumrajh (012 358 1673)

(Positions for JF10/2019) <http://www.tshwane.gov.za/sites/Departments/Corporate%20and%20Shared%20Services/Pages/Job-Forum.aspx>

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

DEPARTMENT: OFFICE OF THE CHIEF OPERATIONS OFFICER

Division: Strategic Cluster Operational Support

Section: Integrated Performance Management

Location: Pretoria Central

Reference number	SDTM958-C-2019														
Position	DIRECTOR: INTEGRATED PERFORMANCE MANAGEMENT														
To be advertised	<table><tr><td colspan="2">Internal</td><td colspan="3">External</td></tr></table>					Internal		External							
Internal		External													
This position seeks to attract	<table><tr><td>African female</td><td>African male</td><td>Coloured female</td><td>Coloured male</td><td>Indian female</td></tr><tr><td>Indian male</td><td>White female</td><td>White male</td><td>Person with disability</td><td>All categories</td></tr></table>					African female	African male	Coloured female	Coloured male	Indian female	Indian male	White female	White male	Person with disability	All categories
African female	African male	Coloured female	Coloured male	Indian female											
Indian male	White female	White male	Person with disability	All categories											
Job level	E2														
Scale	R657 252,00 – R855 240,00 per annum														
Estimated remuneration package	R978 051,71 – R1 230 053,48 per annum														
Job purpose	To establish effective integrated performance management practices within the Chief Operations Officer’s cluster.														
Appointment requirements	An appropriate career-related tertiary qualification (three-year national diploma or degree) in internal auditing or equivalent qualification At least eight years’ working experience of which five years should be at a junior management level in the fields of performance management and auditing in local government Computer literacy														
Personal attributes and/or competencies	Integrity; patience; intelligence; innovative thinking; ability to pay attention to detail; flexibility; decisiveness; willingness to accept responsibility														
Primary functions	Conducting performance reporting for the cluster Developing and rolling out performance procedures, controls and protocols Conducting performance reviews and audits for cluster departments Coordinating cluster risk management and oversight Assisting with individual performance functions for the cluster Coordinating audit findings and assisting cluster to resolve them														
SAP	S70073102														
New/natural attrition	New														
Enquiries	A Dharumrajh (012 358 1673)														

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

DEPARTMENT: OFFICE OF THE CHIEF OPERATIONS OFFICER

Division: Strategic Cluster Operational Support

Section: Legislative and Governance Coordination

Location: Pretoria Central

Reference number **SDTM959-C-2019**

Position **DIRECTOR: LEGISLATIVE AND GOVERNANCE
COORDINATION**

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 E2

Scale R657 252,00 – R855 240,00 per annum

Estimated remuneration package R978 051,71 – R1 230 053,48 per annum

Job purpose To assist the Divisional Head in establishing and implementing a governance and compliance oversight function over departments in the COO cluster

Appointment requirements An appropriate career-related tertiary qualification (three-year national diploma or degree) in law, chartered governance, auditing or accounting or equivalent qualification
At least seven years' working experience of which five years should be at a junior management or specialist level in the fields of governance, legal or audit in local government or the public service
Court experience as a practitioner, legal compliance work or experience as a candidate attorney will be an added advantage
A valid Code B driver's licence with own vehicle
Computer literacy

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

Primary functions Proactive management of cluster regulatory compliance
Proactive management of cluster matters pertaining to the Public Protector, PAIA and PAJA
Proactive management of cluster litigation matters
Embedding of good governance and anti-corruption
Proactive management of cluster-related forensic audit matters

SAP S70073416

New/natural attrition New

Enquiries A Dharumrajh (012 358 1673)

(Positions for JF10/2019) <http://www.tshwane.gov.za/sites/Departments/Corporate%20and%20Shared%20Services/Pages/Job-Forum.aspx>

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

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

Re-advertisement

Reference number **SDTM898-2019**

Position **FUNCTIONAL HEAD: GRAVEL ROAD AND QUARRY
MANAGEMENT OPERATIONS**

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			Person with disability	

Job level D2/3

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

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

Job purpose To manage the construction of roads and stormwater projects in all the regions of Tshwane; do cost and project monitoring and planning to ensure that projects are functional and an asset to the City of Tshwane, and that they alleviate historical backlogs.

Appointment Requirements An appropriate career-related tertiary qualification (three-year national diploma or degree) in civil engineering, or equivalent qualification
Registration with a professional body will be an added advantage
Relevant experience in road and stormwater construction and maintenance as well as environmental and quarry management
A valid Code EB driver's licence
Computer literacy

Personal attributes and/or competencies Good communication and interpersonal skills; ability to liaise with councillors and other parties involved in construction operations; leadership qualities; creativeness; ability to solve problems and to be creative in problem solving; ability to work under pressure; assertiveness and decisiveness; good team-working skills

Primary functions Managing road and storm water construction operations
Compiling cost estimations for departmental construction projects
Compiling project plans for construction projects
Measuring cost, productivity and quality of construction projects
Ensuring that materials are ordered and delivered to site
Providing practical guidance to construction teams
Monitoring project expenditure and the determining and managing the unit rate

(Positions for JF10/2019) <http://www.tshwane.gov.za/sites/Departments/Corporate%20and%20Shared%20Services/Pages/Job-Forum.aspx>

Creating purchase requisitions for materials and services required
 Compiling monthly project and cost management reports
 Evaluating the performance of personnel
 Carrying out regular site inspections
 Exercising quality control on materials and services delivered to site
 Exercising environmental and quarry management
 Practically training personnel in contraction methods
 Insuring adherence to Occupational Health and Safety Standards and construction regulations
 Using computer programs for reports and cost management

SAP S70020193

New/natural attrition Natural attrition

Enquiries A Komote (012 358 0612)

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

DEPARTMENT: REGIONAL OPERATIONS AND COORDINATION

Division: Regional Operations: Region 5

Section: Community Service

Location: All libraries in Region 5

Reference number	SDTM961-5-2019				
Position	FUNCTIONAL HEAD: LIBRARY SERVICES				
To be advertised	<div>Internal</div> <div>External</div>				
This position seeks to attract	<div>African female</div> <div>Indian male</div>	<div></div> <div>White female</div>	<div>Coloured female</div> <div></div>	<div>Coloured male</div> <div>Person with disability</div>	<div>Indian female</div> <div></div>
Job level	D2/3				
Scale	R383 268,00 – R623 568,00 per annum				
Estimated remuneration package	R487 828,62 – R793 685,66 per annum				
Job purpose	To manage and supervise facilities and staff.				
Appointment Requirements	<p>An appropriate career-related tertiary qualification (three-year national diploma or degree) in library and information science or equivalent qualification</p> <p>Registration as a member of LIASA will be an added advantage</p> <p>At least five years' experience as a librarian</p> <p>A valid Code B driver's licence with own transport</p> <p>Computer literacy</p>				
Personal attributes and/or competencies	Ability to work under pressure; willingness to accept responsibilities; Being flexible and energetic; decisiveness; honesty and having a sense of urgency; ability to take initiative; being innovative				
Primary functions	<p>Implementing policy and systems</p> <p>Monitoring the execution of policy and systems at libraries in the designated area</p> <p>Monitoring the execution of all other City of Tshwane policies and procedures</p> <p>Supervising technical support and budget administration</p> <p>Managing the purchase of new stock, filling of gaps and weeding of outdated materials to maintain core information collections</p> <p>Identifying ICT needs to maintain electronic services</p> <p>Requisitioning the repair or replacement of equipment to ensure continuous service rendering</p> <p>Updating asset registers to manage organisational assets</p> <p>Managing and supervising facilities and staff</p> <p>Requesting daily and annual maintenance of existing facilities</p> <p>Monitoring compliance with Occupational Health and Safety requirements to ensure a safe working environment</p> <p>Implementing existing and new services</p>				

Analysing existing services and procedures to ensure relevancy and effectiveness
Assisting with presentation of programmes and events
Assisting in presenting of identified development programmes for communities
Maintaining community involvement
Maintaining communication with stakeholders to establish positive relations and determine community needs

SAP S70027838

New/natural attrition Natural attrition

Enquiries K Kgopyane (012 358 6986) or 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 5

Section: Management and Administration Support

Location: Rayton

Reference number SDTM962-5-2019

Position MANAGEMENT SUPPORT OFFICER

To be advertised Internal External

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

Job level D2/3

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

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

Job purpose To execute on an operational matrix basis a departmental managerial support service, finance managerial support services and strategic managerial support services.

Appointment Requirements An appropriate career-related tertiary qualification (three-year national diploma or degree) or equivalent qualification
At least two years' relevant experience
A valid Code B driver's licence
Computer literacy

Personal attributes and/or competencies Good people skills; appropriate experience in conflict resolutions of subordinates; willingness to accept responsibility; ability to pay attention to detail; ability to do presentations.

Primary functions Assisting in the execution of a departmental managerial support service:
Facilitating the development and review or updating of the legislated five-year departmental IDP
Facilitating and coordinating the development of business plans
Facilitating the development and review or updating of the legislated five-year departmental IDP
Taking joint responsibility for business plans information and coordination operations
Assisting with SDBIP technical evaluation operations
Assisting with risk register and Gap analyses facilitation in the department
Assisting with the departmental performance review and monitoring
Assisting with the submission of the annual report
Executing a departmental/divisional strategic managerial support service

SAP S70019752

New/natural attrition New

Enquiries 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 Technical Operations Coordination

Section: Regional Technical Services: Distribution

Location: Capital Park

Reference number **SDTM963-2019**

Position **SUPERINTENDENT**

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		Person with disability	

Job level D1

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

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

Job purpose To manage the control room functions related to the 11 kV-400 V and 400 V electrical network activities, to exercise control over personnel in the control room to ensure safety and reliability of the network; and to assist with fault-finding during system power failures and interruptions.

Appointment requirements An appropriate three-year tertiary qualification (degree or national diploma) or equivalent qualification
Trade certificate as electrician (red seal)
At least ten years' relevant experience in local authority electrical networks, of which at least five years should be at a supervisory level
A valid Code B driver's licence and own transport
Computer literacy (SAP)
Willingness and ability to work shifts
Willingness and ability to work overtime and standby when required

Personal attributes and/or competencies Integrity, flexibility, willingness to accept responsibility, high level of hand-eye coordination, high level of three-dimensional ability, excellent eyesight, good communication skills, technical skills

Primary functions Managing the control room functions related to the 11 KV-400 V and 400 V electrical network activities
Exercising control over personnel in the control room to ensure safety, reliability of the network
Assisting with fault-finding during system power failures and interruptions

SAP S70006100

New/natural attrition Natural attrition

Enquiries L Mojapelo (012 358 4470)

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

DEPARTMENT: REGIONAL OPERATIONS AND COORDINATION

Division: Regional Operations: Region 3

Section: Management and Administration Support

Location: Pretoria Central

Reference number SDTM964-3-2019

Position SUPPORT SERVICES OFFICER

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 C2/3/D1

Scale R245 172,00 – R398 796,00 per annum

Estimated remuneration package R312 058,19 – R507 592,87 per annum

Job purpose To render on an operational matrix basis, departmental managerial support services, finance managerial support services and strategic managerial support services.

Appointment Requirements An appropriate career-related tertiary qualification (three-year national diploma or degree) or equivalent qualification
At least two years' relevant experience
A valid Code B driver's licence
Computer literacy

Personal attributes and/or competencies Good people skills; appropriate experience in resolution of conflict among subordinates; willingness to accept responsibility; ability to pay attention to detail.; ability to do presentations

Primary functions Daily assisting in the execution of a departmental managerial support service
Facilitating the development and review or updating of the legislated five-year departmental IDP and facilitating and coordinating the development of business plans
Assisting with the responsibility for business plans, information and coordination operations
Assisting with carrying out SDBIP technical evaluation operations:
Assisting with facilitation of the risk register and Gap analyses in the department
Assisting with the departmental performance review and monitoring
Assisting with the submission of annual reports
Executing a departmental/divisional strategic managerial support service

SAP S70023011
New/natural attrition New
Enquiries 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

Section: Energy and Electricity Service

Location: Region 3

Re-advertisement

Reference number SDTM836-A-2019

Position **DIRECTOR: ENERGY AND ELECTRICITY SERVICE**

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 E2

Scale R657 252,00 – R855 240,00 per annum

Estimated remuneration package R978 051,71 – R1 230 053,48 per annum

Job purpose To manage the application of resources and expertise used in the distribution of electricity to all the consumers in the Tshwane municipal area to achieve the strategic goals; to take overall responsibility for the strategic planning and managing of the operations as well as the managing of strategic projects of the division; to build strong contacts with clients, and ensure that the Deputy Directors meet their agreed targets on the performance of the networks under their control.

Appointment requirements B Eng (Electrical) or BSc (Electrical engineering) or BTech (Electrical) or an equivalent of a three year electrical qualification
A Government Certificate of Competence will be an added advantage
Registration or eligibility for registration with ECSA will be an added advantage
A management qualification will be an added advantage
Relevant experience
A valid Code B driver's licence and own transport
Computer literacy

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

Primary functions Managing distribution and doing strategic planning
Developing policies and ensuring adherence to statutory regulations
Liaising and communicating with clients
Managing strategic personnel processes and activities
Managing strategic risks
Managing operational processes for continuous improvement

SAP	S70023332
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: OFFICE OF THE SPEAKER

Division: Ward Administration and Communication Mobilisation

Section: Public Information and Education Services

Location: Pretoria Central

Reference number	OFSP115-2019				
Position	CONSULTANT: INFORMATION AND CONTENT MANAGEMENT				
To be advertised	<div>Internal</div> <div>External</div>				
This position seeks to attract	Indian male	White female	Coloured female White male	Coloured male Person with disability	Indian female
Job level	D2/3				
Scale	R383 268,00 – R623 568,00 per annum				
Estimated remuneration package	R487 828,62 – R793 685,66 per annum				
Job purpose	To lead and drive the strategic plan, and using specific content to increase the advocacy of the City.				
Appointment requirements	<p>An appropriate three-year tertiary qualification (degree or national diploma) or equivalent qualification</p> <p>A postgraduate qualification will be an added advantage</p> <p>At least five years relevant experience of which at least two years should be at a management level</p> <p>Computer literacy</p>				
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	<p>Developing and delivering a content strategy as part of a content lifecycle process</p> <p>Driving and coordinating the content strategy and publication</p> <p>Ensuring that all content is on-brand, consistent in terms of style, quality and tone of voice</p> <p>Optimising search and user experience for all channels of content including online, social media, email, point of purchase, mobile, video, print and in person</p>				
SAP	S70001011				
New/natural attrition	Natural attrition				
Enquiries	M Sigudhla (012 358 4229)				

(Positions for JF10/2019) <http://www.tshwane.gov.za/sites/Departments/Corporate%20and%20Shared%20Services/Pages/Job-Forum.aspx>

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

DEPARTMENT: OFFICE OF THE SPEAKER

Division: Ward Committee Administration and Community Mobilisation

Section: Ward Committee, Community Mobilisation and Development

Location: Pretoria Central

Reference number **OFSP116-2019**

Position **DIRECTOR: WARD COMMITTEE, COMMUNITY
MOBILISATION AND DEVELOPMENT**

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

Job level E2

Scale R657 252,00 – R855 240,00 per annum

Estimated remuneration package R978 051,71 – R1 230 053,48 per annum

Job purpose To manage public participation through the ward committee system, stakeholder forums and mobilisation of the entire community; and to promote and enhance the public participation role of the Office of the Speaker.

Appointment requirements A three-year, career-related tertiary qualification (degree or national diploma) or equivalent qualification
At least five years' experience of which three years should be at a management level in a political environment
A valid Code B driver's licence
Computer literacy

Personal attributes and/or competencies Integrity; patience; intelligence; innovative thinking; imaginativeness; being energetic; flexibility; willingness to accept responsibility; decisiveness

Primary function Managing ward committees and stakeholder outreach programmes
Providing administrative support to ward committees and ward councillors
Managing ward committees and stakeholder outreach
Managing and coordinating regional ward committee and stakeholder outreach operations
Facilitating and coordinating community mobilisation and public consultation
Assisting ward councillors regarding ward issues such as public meetings, ward profiles and service delivery matters
Preparing for and strengthening the public participation role, especially support to ward committees, to ensure efficiency subject to legislated context responsibilities, national standards and the mandate of the office
Liaising to ensure effective communication with all stakeholders
Facilitating public participation to enhance the involvement of communities

Ensuring effective decision-making and execution as well as adherence to national legislation
 Rendering an HR management and performance management function to enhance the utilisation of personnel
 Managing and providing strategic support functions to all councillors in their respective wards
 Managing and updating the City's database of stakeholders
 Supporting and assisting the Office of the Speaker in all matters relating to City of Tshwane service delivery
 Liaising with ward committee and stakeholder role players and the community
 Assisting ward committees to identify key development priorities relating to issues such as maintenance backlogs, poorly serviced areas and problems experienced with service delivery
 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

SAP

S70000964

New/natural attrition

Natural attrition

Enquiries

Manoko 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: Ward Committee Administration and Community Mobilisation

Section: Ward Committee, Community Mobilisation and Development

Location: Pretoria Central

Reference number **OFSP117-2019**

Position **DEPUTY DIRECTOR: COMMUNITY MOBILISATION**

To be advertised	Internal	External
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This position seeks to attract	Indian male	White female	Coloured female	Coloured male	Indian female
			White Male	People with Disability	

Job level E1

Scale R551 508,00 – R730 248,00 per annum

Estimated remuneration package R841 059,34 – R1 068 561,99 per annum

Job purpose To manage and coordinate all projects and activities of community mobilisation and development and create an enabling environment for public participation in relation to services delivered in activities of the City; to ensure that community members are involved in the process of service delivery and the budget implementation plan, performance monitoring and integrated development without any hindrance.

Appointment requirements A three-year, career-related, tertiary qualification (degree or national diploma) or equivalent qualification
At least five years' experience of which two years should be at a management level in a political environment
A valid Code B driver's licence
Computer literacy

Personal attributes and/or competencies Integrity; patience; intelligence; innovative thinking; imagination; being energetic; flexibility; willingness to accept responsibility; decisiveness

Primary functions Managing and coordinating all projects and activities of community mobilisation and development
Creating an enabling environment for public participation in relation to services delivered in activities of the City and to ensure that community members are involved in the process of service delivery and the budget implementation plan, performance monitoring and integrated development without any hindrance
Overseeing governance support
Managing and coordinating the community mobilisation implementation process plan
Assisting in the development, review and implementation of policies, strategies and reports of the Office of the Speaker

Leading the public participation policy and strategy development and review processes and activities applicable to the Office of the Speaker
Assisting the Office of the Speaker with preparation of reports to Council

SAP

S70000999

**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 Committee Secretariat Services
Section: Council and Section 79 Committees Secretariat Services
Location: Pretoria Central

Reference number **OFSP118-2019**

Position **DEPUTY DIRECTOR: STANDING COMMITTEES**

To be advertised	Internal	External
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This position seeks to attract	Indian male	White female	Coloured female	Coloured male	Indian female
			White Male	People with Disability	

Job level E1

Scale R551 508,00 – R730 248,00 per annum

Estimated remuneration package R841 059,34 – R1 068 561,99 per annum

Job purpose To manage the secretariat services to all Section 79 Standing Committees.

Appointment Requirements A three-year, career-related, tertiary qualification (degree or national diploma) or equivalent qualification
At least five years' experience of which two years should be at a management level in a political environment
A valid Code B driver's licence
Computer literacy

Personal attributes and/or competencies Integrity; patience; intelligence; innovative thinking; imagination; energy; flexibility; willingness to accept responsibility; decisiveness

Primary functions Managing and rendering a secretariat services to the standing committees
Ensuring the scheduling of meetings
Overseeing the determining, scheduling and confirming of dates
Overseeing the organising of venues, arranging of supervising layout of venues, refreshments and parking facilities
Monitoring the compilation, receiving and screening of reports for placement on agendas of meetings
Monitoring the preparation of notices and agendas and the reproduction and dispatching of agendas
Facilitating the attendance of meetings and discussions and the taking of minutes, as well as the recording of the minutes
Rendering a support service to the chairperson at meetings regarding the procedures in terms of the rules and orders
Advising the Chairperson during the meeting of meeting procedures, previous resolutions and any other aspects regarding the general order of the meeting

Compiling a list of administrative notices, apologies, late arrivals and other arrangements
 Preparing resolutions immediately after the meeting for distribution
 Ensuring that agendas, minutes and other documentation are prepared on time
 Ensuring the compilation and sending of correspondence and official circulars to key role players regarding important arrangements, policies and any other updates that need special attention
 Ensuring that resolutions are implemented and followed up
 Distributing an action list for urgent attention to report under “Matters arising” during meetings
 Preparing official copies of approved minutes, including the approval

SAP

S70000836

New/natural attrition

Natural attrition

Enquiries

M Mabotja (012 358 4409)

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

DEPARTMENT: OFFICE OF THE SPEAKER

Division: Office of the Group Head

Section: N/A

Location: Pretoria Central

Reference number **OFSP119-2019**

Position **DEPUTY DIRECTOR: PROTECTION SERVICES**

To be advertised	Internal	External
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This position seeks to attract	Indian male	White female	Coloured female	Coloured male	Indian female
			White Male	People with Disability	

Job level E1

Scale R551 508,00 – R730 248,00 per annum

Estimated remuneration package R841 059,34 – R1 068 561,99 per annum

Job purpose To assist the Director in managing all security-related functions within the Council precinct; ensure control and safety of councillors and property of Council during Council meetings and proceedings; handle all security-related duties within the Council precinct; monitor entry and access of members of Council, officials and guests within the council chamber; identify and issue appropriate identification or accreditation.

Appointment requirements An appropriate career-related tertiary qualification (three-year national diploma or degree) or equivalent qualification
Relevant experience in policing and crowd control
A valid Code B driver's licence
Computer literacy

Personal attributes and/or competencies Good communication skills; intelligence; innovative thinking; imaginativeness; being energetic; flexibility; willingness to accept responsibility; ability to carry out instructions

Primary functions Ensuring control and safety of councillors and property of Council during Council meetings/proceedings
Handling all security-related duties within the Council precinct.
Monitoring entry and access of members of Council, officials and guests in the council chamber
Identifying and issuing appropriate identification or accreditation
Responding to security situations and incidents

SAP S70073576

New/natural attrition New

Enquiries T Babane (012 358 8065)

(Positions for JF10/2019) <http://www.tshwane.gov.za/sites/Departments/Corporate%20and%20Shared%20Services/Pages/Job-Forum.aspx>

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

DEPARTMENT: OFFICE OF THE SPEAKER

Division: Office of the Group Head

Section: N/A

Location: Pretoria Central

Reference number **OFSP120-2019**

Position **DIRECTOR: PROTECTION SERVICES**

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

Job level E2

Scale R657 252,00 – R855 240,00 per annum

Estimated remuneration package R978 051,71 – R1 230 053,48 per annum

Job purpose To assist the Speaker of Council in managing all security-related functions within the Council precinct; ensure control and safety of Councillors and property of Council during council meetings and proceedings; handle all security-related duties within the Council precinct; monitor entry and access of members of Council, officials and guests within the council chamber; identify and issue appropriate identification or accreditation

Appointment requirements An appropriate career-related tertiary qualification (three-year national diploma or degree) or equivalent qualification
Relevant experience in policing and crowd control
A valid Code B driver's licence
Computer literacy

Personal attributes and/or competencies Effective oral and written communication skills; ability to follow up on outstanding issues; intelligence; innovative thinking; imagination; being energetic; flexibility; willingness to accept responsibility; decisiveness

Primary functions Ensuring control and safety of councillors and property of Council during Council meetings and proceedings
Handling all security-related duties within the Council precinct
Monitoring entry and access of members of Council, officials and guests within the council chamber
Identifying and issuing appropriate identification or accreditation requirement
Responding to security situations and incidents

SAP S70073575

New/natural New

attrition

Enquiries T Babane (012 358 8065)

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

DEPARTMENT: ROADS AND TRANSPORT
Division: Transportation Planning Infrastructure
Section: Intelligent Transport Systems, Traffic Engineering and Operations
Location: Pretoria Central

Reference number	TRRO452-2019
Position	ENGINEERING CONSULTANT
To be advertised	Internal External
This position seeks to attract	<div> <div>African female</div> <div></div> <div>Coloured female</div> <div>Coloured male</div> <div>Indian female</div> </div> <div> <div></div> <div>White female</div> <div></div> <div>People with Disability</div> <div></div> </div>
Job level	D2/3
Scale	R383 268,00 – R623 568,00 per annum
Estimated remuneration package	R487 828,62 – R793 685,66 per annum
Job purpose	To oversee the execution of road-safety improvements and related operations, the improvement of road safety and the implementation of road improvements.
Appointment requirements	BEng or BTech degree in Civil Engineering Registration as professional engineer or professional technologist will be an added advantage At least five years' relevant experience At least two years' experience at a supervisory level A valid driver's licence with own vehicle Computer literacy
Personal attributes and/or competencies	Knowledge of relevant legislation and applicable standards and policies (with specific reference to the Road Traffic Signs Manual, Road Traffic Act and Traffic Calming Policies); ability to take professional responsibility for work executed
Primary functions	Ensuring the improvement of road safety Overseeing the administration of requests and complaints from the public, ward councillors and departments Identifying hazardous locations Conducting road safety audits Ensuring the executing of road safety audits Investigating traffic and pedestrian safety around schools Investigating requests for traffic calming Investigating pedestrian safety aspects of walkways and cycle tracks Overseeing the development of road safety master plans, including the appointment of consultants and community participation Overseeing the compilation of tender documentation

Ensuring that procurements processes are carried out
 Budgeting for warranted measures to be implemented
 Designing and instructing measures to be implemented
 Liaising with other public spheres on issues involving them
 Initiating, investigating and administering permanent road closures from a traffic safety point of view
 Evaluating and commenting on security village applications
 Ensuring the implementation of road improvements
 Developing, designing and implementing road safety projects on corridors
 Identifying upgrades of intersections and other small road upgrades to improve capacity and safety
 Managing urgent and unforeseen road improvements
 Budgeting and appointing consultants, where necessary
 Providing inputs and comments on larger road planning projects
 Evaluating and approving applications from a traffic engineering point of view, including traffic and pedestrian safety geometric designs

SAP

S70008720

New/natural attrition

Natural attrition

Enquiries

B Ramekane (012 358 7822) or J Masilela (012 358 0225)

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

DEPARTMENT: ROADS AND TRANSPORT
Division: Integrated Rapid Public Transport Network
Section: TRT Project Planning and Implementation
Location: Hatfield

Reference number	TRRO453-2019
Position	DIRECTOR: PLANNING AND IMPLEMENTATION
To be advertised	Internal External
This position seeks to attract	<div> <div>African female</div> <div></div> <div>Coloured female</div> <div>Coloured male</div> <div></div> </div> <div> <div></div> <div>White female</div> <div></div> <div>People with Disability</div> <div></div> </div>
Job level	E2
Scale	R657 252,00 – R855 240,00 per annum
Estimated remuneration package	R978 051,71 – R1 230 053,48 per annum
Job purpose	To create a dedicated fast lane bus/taxi commuter service between identified designated areas
Appointment requirements	<p>A three-year career-related tertiary qualification (degree or national diploma) in Town and Regional Planning, Civil Engineering or Transport Planning or equivalent qualification</p> <p>Registration as a professional engineer or professional town planner will be an advantage)</p> <p>At least eight years' relevant experience</p> <p>At least three years' experience at a management or supervisory level</p> <p>A valid Code B driver's licence</p> <p>Computer literacy</p>
Personal attributes and/or competencies	<p>Sound knowledge of the relevant legislation that govern employment practices, ie MFMA, EEA, SDA, BCEA and LRA, Corporate Governance; in-depth understanding of Government strategic thinking and policies in relation to human capital management and how they can practically be applied; sound knowledge of principles and practices of municipal budget preparation and administration; sound knowledge of principles and practices of project management; business acumen; integrity; intelligence; patience; innovative thinking; being energetic; imaginativeness; flexibility; willingness to accept responsibility; decisiveness; ability to pay attention to detail; negotiating skills; leadership skills; project management skills; communication skills; analytical skills; organisational skills; budget management skills; advanced linguistic proficiency; ability to do presentations</p>
Primary functions	<p>Executing generic management functions</p> <p>Executing generic financial functions</p>

Doing planning of transport systems, including BRT routes, feeder routes, stations, depots and terminals
 Forecasting of demand for BRT systems
 Doing ITS planning, including call centres
 Doing urban design of infrastructure elements
 Designing systems to ensure that all BRT operations and infrastructure components are integrated and well planned at conceptual level
 Doing land use planning to ensure that BRT serves approved land use and facilitates land development

SAP

S70009910

**New/natural
attrition**

New

Enquiries

T Kone (012 358 3139)

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

DEPARTMENT: ROADS AND TRANSPORT
Division: Integrated Rapid Public Transport Network
Section: IRPTN Infrastructure Services
Location: Hatfield

Reference number	TRRO454-2019
Position	DIRECTOR: INFRASTRUCTURE
To be advertised	Internal External
This position seeks to attract	<div> <div>African female</div> <div></div> <div>Coloured female</div> <div>Coloured male</div> <div></div> </div> <div> <div></div> <div>White female</div> <div></div> <div>People with Disability</div> <div></div> </div>
Job level	E2
Scale	R657 252,00 – R855 240,00 per annum
Estimated remuneration package	R978 051,71 – R1 230 053,48 per annum
Job purpose	To deliver BRT'S infrastructure design and implementation function to the City of Tshwane
Appointment Requirements*	A three-year, career-related, tertiary qualification (degree or national diploma) in Civil Engineering or Transport Planning or equivalent qualification At least eight years' relevant experience At least three years' experience at management or supervisory level A valid Code B driver's licence Computer literacy
Personal attributes and/or competencies	Sound knowledge of the relevant legislation that governs employment practices, ie MFMA, EEA, SDA, BCEA and LRA; knowledge of corporate governance; in-depth understanding of Government strategic thinking and policies in relation to human capital management and how they can practically be applied; sound knowledge of principles and practices of municipal budget preparation and administration, and of project management; business acumen. integrity; intelligence; patience; innovative thinking; being energetic; being imaginative; flexibility; willingness to accept responsibility; decisiveness; ability to pay attention to detail; negotiating skills; leadership skills; project management skills; communication skills; analytical skills; organisational skills; budget management skills; advanced linguistic proficiency; ability to do presentations
Primary functions	Executing management and financial functions Designing infrastructure (road infrastructure, traffic signal stations, termini/depots, control centre), E/a applications, utilities/services/ITS tender, urban design, land acquisition, liaison province, tenders and construction

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

Ensuring that accurate capital and operating estimates for the department are prepared in relation to requirements

Approving and controlling project-related expenditure against the budget allocations

Ensuring that maintenance planning, cash flow projections and budget control measures are implemented and maintained in accordance with policy by exercising overhead control;

Supporting the IRPTN/BRT Project Leader

Producing regular reports to the IRPTN/BRT Project Leader

Managing the infrastructure planning and design

Overseeing the procurement of contractors and engineering services

Managing the service providers and the stakeholders

Monitoring the construction processes

Managing the implementation of the infrastructure components of the IRPTN/BRT system

Monitoring the routes integration with other modules

Monitoring the Environmental Impact Assessment (EIA) Application

Managing the recordings of completion drawings of existing infrastructure

Managing the financial characteristics of the work stream

SAP

S70009917

**New/natural
attrition**

New

Enquiries

T Kone (012 358 3139)

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

DEPARTMENT: ROADS AND TRANSPORT
Division: Integrated Rapid Public Transport Network
Section: IRPTN Customer Information Services
Location: Hatfield

Reference number **TRRO455-2019**

Position **DIRECTOR: CUSTOMER INFORMATION SERVICES**

To be advertised Internal External

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

Job level E2

Scale R657 252,00 – R855 240,00 per annum

Estimated remuneration package R978 051,71 – R1 230 053,48 per annum

Job purpose To design, manage and oversee a professional customer information service through effective marketing and promotion, efficient communication channels for service information, and an easily accessible customer relations and customer complaints system for the TRT Operations Business Unit.

Appointment requirements A three-year, career-related, tertiary qualification (degree or national diploma) in marketing or communications, or equivalent qualification
 At least eight years' relevant experience in marketing and/or communications including the management of such action plans, and preferably relating to the transport sector and similar programmes that include intensive interaction with the general public
 At least three years' experience at management or supervisory level
 A valid Code B driver's licence
 Computer literacy

Personal attributes and/or competencies Sound knowledge and understanding of local government legislation, policies and processes, especially marketing and communications; outstanding leadership and interpersonal skills; integrity; intelligence; patience; innovative thinking; being energetic; imaginativeness; flexibility; willingness to accept responsibility; decisiveness; ability to pay attention to detail; advanced linguistic proficiency; ability to do presentations; technical skills in marketing and communication; leadership skills; project management skills; communication skills; analytical skills; organisational skills; budget management skills

Primary functions Providing strategic leadership to the promotion and marketing activities of TRT
 Developing implementing, managing and monitoring a customer and stakeholder communication and information service
 Managing finances and reporting

	Managing staff
SAP	S70009835
New/natural attrition	New
Enquiries	T Kone (012 358 3139)

Administration	IT	Managerial	Political	Professional	Safety, Security 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 **TRRO456-2019**

Position **QUALITY CONTROL SUPERVISOR (3 POSTS)**

To be advertised Internal External

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

Job level D1

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

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

Job purpose To implement, monitor, manage and maintain the quality management systems in line with the City's ISO 9001:2015 Quality Management System; co-ordinate and schedule quality audits for various contracted service providers within the value chain; compile weekly quality control measurements and continuous improvement reports to be tabled at weekly contracts meetings.

Appointment requirements A three-year, career-related, tertiary qualification (degree or national diploma) in industrial engineering or equivalent qualification
ISO 9001:2015 QMS Implementation and Auditing certificate will be an added advantage
Relevant experience in quality monitoring
Experience of inspection or quality control in a bus operations environment will be an advantage
A valid Code B driver's licence
Computer literacy
Willingness and ability to work shifts and after hours as requested

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

Primary functions Planning and scheduling ongoing quality assessments by quality controllers in the form of audits and inspections for buses, depots, stations, ICC, and other areas which might have direct impact on the quality of service
Consolidating all quality audits and service monitoring reports with all findings and observations, and submitting to the Deputy Director: Quality Management

Compiling weekly defects and penalty registers
 Communicating and working seamlessly with Quality Management staff and contractors to ensure smooth and integrated monitoring across the unit
 Generating and presenting defects and penalty register quality audits and service monitoring reports in the weekly contractual meetings
 Championing the implementation of the continuous improvement strategy
 Co-ordinating and facilitating improvement workshops and seminars
 Continuously mapping, modelling and reviewing of business processes and standard operating procedures (SOPs)

SAP

S70009857; S70009859; S70073578

New/natural attrition

New

Enquiries

A Rambani (012 358 7939) or T Kone (012 358 3139)

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

DEPARTMENT: ROADS AND TRANSPORT
Division: Integrated Rapid Public Transport Network
Section: IRPTN Intelligent Transport Systems (ITS)
Location: Hatfield

Reference number **TRRO457-2019**

Position **DIRECTOR: INTELLIGENT TRANSPORT SYSTEMS (ITS)**

To be advertised	Internal	External
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This position seeks to attract	African female		Coloured female	Coloured male	
		White female		People with Disability	

Job level E2

Scale R657 252,00 – R855 240,00 per annum

Estimated remuneration package R978 051,71 – R1 230 053,48 per annum

Job purpose *** To manage the BRT Intelligent Transport Systems Project Stream, including (the ITS AFC Compliancy, APTMS Implementation, UTC Implementation, Control Centre), IT systems and AFC Operations.

Appointment requirements A three-year, career-related, tertiary qualification (degree or national diploma) in Civil Engineering or Transport Planning, or equivalent qualification
At least eight years' relevant experience in intelligent transport systems
At least three years' experience at management or supervisory level
A valid Code B driver's licence
Computer literacy

Personal attributes and/or competencies Sound knowledge of the relevant legislation that govern employment practices, ie MFMA, EEA, SDA, BCEA and LRA, and of corporate governance; in-depth understanding of Government strategic thinking and policies in relation to human capital management and how they can practically be applied; integrity, intelligence; patience; innovative thinking ability; being energetic; being imaginative; flexibility; willingness to accept responsibility

Primary functions Guiding, managing and co-ordinating all ITS aspects for the BRT System
Ensuring communication between agencies for the sharing of data and strategy co-ordinations
Managing CAPEX AND OPEX budgets and expenditure for the ITS Stream
Giving support the Divisional Head
Managing and overseeing technical aspects of ITS
Liaising and communicating with stakeholders
Managing personnel in the Section
Evaluating and approving policies and standards

Providing strategic inputs
 Preparing management reports for the Divisional Head
 Preparing and evaluating Mayoral Committee and Council reports
 Representing or supporting the Divisional Head at meetings/committees and Portfolio Committee meetings
 Advising the Divisional Head on policy issues
 Standing in for Divisional Head (acting as Divisional Head)
 Arranging and making presentations to interested parties and ward committees
 Managing the administration of the Section including financial administration, personnel administration, and communication
 Doing capacity building with various interest groups and the media
 Representing the Section on national working groups
 Liaising with ward committees and councillors
 Marketing the goals and objectives of the section
 Facilitating conflict resolution
 Liaising with other metropolitan municipalities regarding policies, procedures, and technological developments

SAP	To be determined
New/natural attrition	New
Enquiries	T Kone (012 358 3139)

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

DEPARTMENT: ROADS AND TRANSPORT

Division: Transport Infrastructure Design Construction

Section: Transport Infrastructure Construction (Project) Management

Location: Pretoria Central

Reference number	TRRO458-2019
Position	CHIEF ENGINEER: SPECIAL CIVIL ENGINEERING AND CONSTRUCTION
To be advertised	Internal External
This position seeks to attract	<div>African female</div> <div>White female</div> <div>Coloured female</div> <div>Coloured male</div> <div>Indian female</div> <div>People with Disability</div>
Job level	D2/3/E1
Scale	R383 268,00 – R730 248,00 per annum
Estimated remuneration package	R487 828,62 – R1 060 161,00 per annum
Job purpose	To implement, upgrade and maintain roads and stormwater projects within the City of Tshwane.
Appointment requirements	A three-year, career-related, tertiary qualification (degree or national diploma) in Civil Engineering Registration as a professional engineer/technologist in terms of the Engineering Professions Act, 2000 (Act 46 of 2000) and/or the South African Council for Project and Construction Management Professions Act, 2002 (Act 48 of 2000) Relevant experience in transport infrastructure construction management A valid Code B driver's licence Computer literacy
Personal attributes and/or competencies	Leadership skills; project management skills; communication skills; budget management skills; organisational skills; analytical skills; willingness to accept responsibility; ability to pay attention to details; innovative thinking ability; integrity, being energetic; flexibility
Primary functions	Implementing, upgrading and maintaining roads and stormwater projects within Tshwane Providing infrastructure for other Sections Providing advice, co-ordination and integration of project implementation Providing advice to other sections and departments on the design and implementation of projects Attending relevant meetings Ensuring that projects meet all political, legislative, and procurement requirements Managing construction projects for roads and stormwater

Identifying all possible external funding sources for capital projects, obtaining these funds, managing the application and expenditure of the funds and the reporting on the progress and expenditure, concerning each funded project
 Executing generic management functions
 Executing generic financial functions
 Representing the Division as IDP Coordinator and member of the IDP Functional Team
 Ensuring that the prioritised IDP-list of roads and stormwater projects as agreed on with the IDP Office and councillors is used as basis of the new financial year capital budget
 Managing the funding for the capital budget of the Division: Roads and Stormwater
 Determining possible external sources of funding for capital projects
 Determining suitable projects for external funding

SAP

S70008920

New/natural attrition

Natural attrition

Enquiries

T Lebepe (012 358 7628) or J 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: Integrated Rapid Public Transport Network
Section: Planning and Implementation
Location: Hatfield

Reference number	TRRO459-2019
Position	PROJECT MANAGER (2 POSTS)
To be advertised	Internal External
This position seeks to attract	<div> <div>African female</div> <div></div> <div>Coloured female</div> <div>Coloured male</div> <div>Indian female</div> </div> <div> <div></div> <div>White female</div> <div></div> <div>People with Disability</div> <div></div> </div>
Job level	D2/3
Scale	R383 268,00 – R623 568,00 per annum
Estimated remuneration package	R487 828,62 – R793 685,66 per annum
Job purpose	To perform project management services to ensure that projects are delivered on time and within the planned budget, and are of an acceptable quality.
Appointment Requirements	<p>A three-year career-related tertiary qualification (degree or national diploma) in Civil Engineering or equivalent qualification</p> <p>At least five years' relevant experience in the construction built environment</p> <p>At least one year's managerial/supervisory experience</p> <p>Valid Code B driver's licence</p> <p>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 Tshwane from time to time as required and determined by departmental management. Thus, by applying for any of these positions, applicants irrevocably accept this condition</p>
Personal attributes and/or competencies	Integrity; intelligence; patience; innovative thinking skills; imagination; flexibility; willingness to accept responsibility; decisiveness; ability to pay attention to detail
Primary functions	<p>Execute generic personnel management functions</p> <p>Coordinate and facilitate projects</p> <p>Assist with the creation and composition of the project team</p> <p>Develop project plans in conjunction with the project team</p> <p>Document project risks and constraints</p> <p>Coordinate the allocation of project activities</p> <p>Monitor and report on project progress</p> <p>Liaise with external companies, suppliers and contractors</p> <p>Manage project budgets and maintain project files</p>

SAP	S70009933; S70009934
New/natural attrition	New
Enquiries	N Setai (012 358 7288)/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: Pretoria Central

Reference number **TRRO460-2019**

Position **ENGINEERING CONSULTANT**

To be advertised Internal External

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

Job level D2/3

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

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

Job purpose To provide support to the Deputy Director: Traffic Impact Assessment Management with land development applications for all regions.

Appointment Requirements Bachelor's degree in Civil Engineering or equivalent qualification
Professional registration with ECSA or eligible to register as Professional Engineer/Technologist in terms of the Engineering Profession Act, 2000 (Act 46 of 2000)
At least two years' relevant experience in transportation and traffic engineering (traffic impact studies/modelling/transport planning/major townships, way leaves or land development applications, and geometric design)
Valid Code B driver's licence
Computer literacy with proficiency in the application of traffic analysis software

Personal attributes and/or competencies Good communication skills; ability to work with deadlines; ability to make decisions; willingness to accept responsibility; ability to pay attention to detail; integrity; intelligence; patience; innovative thinking skills

Primary functions Provide support to the Deputy Director: Traffic Impact Assessment Management System for a specific development area
Ensure traffic corridor assessment strategies
Provide inputs for integrated development frameworks
Assess and comment on the expected traffic operations for certain land use changes
Draft conceptual geometric designs of road improvements emanating from land use changes
Design, implement and execute capital and operations projections
Oversee the evaluation of land use applications and building plan services
Liaise and communicate with stakeholders

SAP	S70008805
New/natural attrition	Natural attrition
Enquiries	H Msiza (012 358 7996)/J 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: Transportation Planning

Section: Intelligent Transport Systems and Traffic Engineering

Location: Pretoria Central

Reference number	TRRO461-2019
Position	CHIEF ENGINEER
To be advertised	InternalExternal
This position seeks to attract	African female White femaleColoured female Coloured male People with DisabilityIndian female
Job level	D2/3/E1
Scale	R383 268,00 – R730 248,00 per annum
Estimated remuneration package	R487 828,62 – R1 060 161,00 per annum
Job purpose	To assist the Deputy Director: Traffic Impact Assessment Management with land development applications for all regions.
Appointment Requirements	BTech degree in Civil Engineering Registration as a Professional Engineer/Technologist in terms of the Engineering Professions Act, 2000 (Act 46 of 2000), and/or eligible to register as Professional Engineer/Technologist at the South African Council in terms of the Project and Construction Management Professions Act, 2002 (Act 48 of 2000) At least three years’ relevant experience in transportation and traffic engineering (traffic impact studies/modelling/transport planning/major townships, way leaves or land development applications, and geometric design) Valid Code B driver’s licence Computer literacy Proficiency in the application of traffic analysis software will be an added advantage
Personal attributes and/or competencies	Good communication skills; ability to work with deadlines; ability make decisions; willingness to accept responsibility; ability to pay attention to detail; integrity; intelligence; patience; innovative thinking skills
Primary functions	Provide support to the Deputy Director: Traffic Impact Assessment Management System for a specific development area Ensure traffic corridor assessment strategies Provide inputs for integrated development frameworks Assess and comment on the expected traffic operations for certain land use changes Draft conceptual geometric designs of road improvements emanating from land use changes Design, implement and execute capital and operations projections

Liaise and communicate with stakeholders
Oversee the evaluation of land use applications and building plan services

SAP

S70008698

**New/natural
attrition**

Natural attrition

Enquiries

J Masilela (012 358 0255)

Provide strategic operational leadership to the A Re Yeng Operations Section
 Manage the human resources of the A Re Yeng Operations Section
 Manage the finances of the A Re Yeng Operations Section
 Manage the A Re Yeng Operations Section
 Manage and oversee the promotion and marketing activities of IRPTN
 Manage and monitor a customer communication, information and complaints service

SAP

S70009835

**New/natural
attrition**

New

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: HUMAN SETTLEMENT
Division: Human Settlements Planning
Section: Human Settlements Policy and Planning
Location: Pretoria Central

Reference number	HOSD089-2019				
Position	DEPUTY DIRECTOR: HUMAN SETTLEMENTS POLICY AND PLANNING				
To be advertised	<div>Internal</div> <div>External</div>				
This position seeks to attract	<div>African female</div> <div>Indian male</div>	<div></div> <div></div>	<div>Coloured female</div> <div>White Male</div>	<div>Coloured male</div> <div>People with Disability</div>	<div>Indian female</div> <div></div>
Job level	E1				
Scale	R551 508,00 – R730 248,00 per annum				
Estimated remuneration package	R841 059,34 – R1 068 561,99 per annum				
Job purpose	To deliver human settlements planning service operations in the City of Tshwane.				
Appointment requirements	<p>A three-year career-related tertiary qualification (degree or national diploma) in Town and Regional Planning, Urban Planning, Development Planning or Development Studies or equivalent qualification</p> <p>A master's degree in Town and Regional Planning or equivalent qualification will be an added advantage</p> <p>Registration with the appropriate professional council will be an added advantage</p> <p>At least five years' experience in the human settlement and town planning fields, and in the implementation of the human settlements policy, and project management, contract management and procurement processes in the public sector</p> <p>At least two years' management/supervisory experience</p> <p>Valid Code B driver's licence</p> <p>Computer literacy</p>				
Personal attributes and/or competencies	<p>Being ethical; good communication skills; good interpersonal relations skills; ability to work as part of a team; ability to pay attention to detail; ability to be professional at all times; ability to work independently at a strategic level; integrity; ability to work under pressure; flexibility; ability to meet given deadlines; exceptional and dynamic creativity skills to improve the functioning of the section; administrative skills; organisational and coordination skills; financial management skills; project management skills; analytical skills; presentation skills</p>				
Primary functions	Responsible for the formulation and review of the human settlement policy, and strategies and plans relating to housing and human settlement development in the City				

Ensure that the human settlement strategy is unified with the Integrated Development Plan and other applicable strategic plans of the City
 Exercise control when planning the development of housing and human settlements in relation to principles emanating from Breaking New Ground and applicable national, provincial and municipal strategic plans, strategies and policies
 Facilitate public-private partnerships and advise on the acquisition/expropriation of land for housing and human settlement development
 Manage intergovernmental relations matters related to the Human Settlement Department
 Responsible for planning the development of old hostels to habitable sustainable human settlements

SAP

S70009726

New/natural attrition

Natural attrition

Enquiries

M Mabeba (012 358 4366)/S Shiburi (012 358 8237)

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

DEPARTMENT: GROUP HUMAN CAPITAL MANAGEMENT
Division: Human Capital Recruitment and Administration Management
Section: Occupational and Employee Health, Safety and Wellness
Location: Belle Ombre Clinic

Reference number **CSHS344-2019**

Position **DIRECTOR: OCCUPATIONAL AND EMPLOYEE HEALTH, SAFETY AND WELLNESS**

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 R657 252,00 – R855 240,00 per annum

Estimated remuneration package

R978 051,71 – R1 230 053,48 per annum

Job purpose To empower the City of Tshwane and affiliated service delivery agencies to ensure health and safety in the workplace, thereby complying with legislation and preventing loss of productivity and undue financial expenditure

Appointment requirements

MBChB degree
Registration with HPCSA as a medical practitioner
Post-graduate diploma or degree in Occupational Health that is registered with the HPCSA
At least five years' working experience, in the management of occupational and employee health, safety and wellness in a large and diverse institution
Valid Code B driver's licence and own transport
Computer literacy

Personal attributes and/or competencies

Good managerial skills; good leadership qualities; objectivity; ability to be self-driven; committed and motivated; negotiating skills; business acumen; good communication skills; analytical skills; decisiveness; ability to pay attention to detail; being ethical; ability to compile and deliver presentations

Primary functions

To ensure compliance to occupational health and safety legislation, systems, policies, procedures and standards
To manage the development, implementation and maintenance of an occupational and employee health, safety and wellness management system for the City of Tshwane
To manage corporate reporting on occupational and employee health, safety and wellness performance throughout the City of Tshwane
To manage the occupational health and safety compliance certification for the City of Tshwane
To ensure the rendering of occupational hygiene services in the City of Tshwane

(Positions for JF10/2019) <http://www.tshwane.gov.za/sites/Departments/Corporate%20and%20Shared%20Services/Pages/Job-Forum.aspx>

To provide for the management of employee wellness in the City of Tshwane
To provide an HIV/AIDS workplace forum for the City of Tshwane
To provide general managerial and administrative functions related to the service
above

SAP S70016179

New/natural attrition Natural attrition

Enquiries N Dick (012 358 4434)

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

DEPARTMENT: GROUP HUMAN CAPITAL MANAGEMENT
Division: Learning and Development
Section: Competency Development and Training: Technical Training
Location: Pretoria West

Reference number	CSHS345-2019				
Position	COMPETENCY DEVELOPMENT TRAINING OFFICER				
To be advertised	<div>Internal</div> <div>External</div>				
This position seeks to attract	<div>Indian male</div>	<div>African male</div>	<div>White male</div>	<div>Coloured male</div> <div>Person with disability</div>	<div>Indian female</div>
Job level	C2/3/D1				
Scale	R245 172,00 – R398 796,00 per annum				
Estimated remuneration package	R312 058,19 – R507 592,87 per annum				
Job purpose	To deliver technical education, training and development services.				
Appointment Requirements	An appropriate career-related qualification (N5/N6) or equivalent qualification Qualified ETDP practitioner Qualified Artisan (Fitter and Turner) Three to five years' relevant experience in technical education, training and development Valid Code B/EB driver's licence Computer literacy				
Personal attributes and/or competencies	Integrity; intelligence; patience; innovative thinking skills; imagination; flexibility; willingness to accept responsibility; good interpersonal relationship skills; effective project coordination and implementation skills; leadership skills; decision-making skills; problem-solving skills; organisational skills				
Primary functions	To present technical training To do financial planning To promote self-development To do research on an ongoing basis To do placements for in-service training To deliver consultation services				
SAP	S70016319				
New/natural attrition	Natural attrition				
Enquiries	O Kuhn (012 358 0054)				

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

Reference number PWEE605-2019

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

To be advertised Internal External

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

Job level E2

Scale R657 252,00 – R855 240,00 per annum

Estimated remuneration package R978 051,71 – R1 230 053,48 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 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

(Positions for JF10/2019) <http://www.tshwane.gov.za/sites/Departments/Corporate%20and%20Shared%20Services/Pages/Job-Forum.aspx>

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: GROUP FINANCIAL SERVICES

Division: Treasury Office

Section: Expenditure Management

Location: Pretoria Central

Reference number	FISE526-2019				
Position	DEPUTY DIRECTOR: PROCUREMENT VENDOR PAYMENT MANAGEMENT				
To be advertised	InternalExternal				
This position seeks to attract	Indian male	African male	Coloured female	Coloured male People with Disability	Indian female
Job level	E1				
Scale	R551 508,00 – R730 248,00 per annum				
Estimated remuneration package	R841 059,34 – R1 068 561,99 per annum				
Job purpose	To effectively and efficiently supervise and ensure the timeous processing of invoices for vendor payments, reconcile vendor statements, follow up on reconciling items on behalf of the City of Tshwane, and ensure prompt and accurate payment while adhering to legislation, policies and procedures.				
Appointment Requirements	An appropriate career-related tertiary qualification (three-year national diploma or degree) in Accounting or Municipal Finance or equivalent qualification At least five years’ relevant working experience Two years’ management/supervisory experience 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; advanced linguistic proficiency; ability to do presentations; technical skills				
Primary functions	Ensure the effective and prompt release of invoices relating to purchase order payments Ensure that all vendors are reconciled and approve the reconciliations of vendor statements Ensure effective assistance to subordinates to resolve vendors’ queries and attend to enquiries Supervise the clearing of Goods Receipt/Invoice Receipt (GRIR) timeously Ensure accuracy and the timely release of payment run proposals Ensure accurate and comprehensive year-end accrual preparation Supervise staff				
SAP	S70011301				

(Positions for JF10/2019) <http://www.tshwane.gov.za/sites/Departments/Corporate%20and%20Shared%20Services/Pages/Job-Forum.aspx>

**New/natural
attrition**

Natural attrition

Enquiries

B Matseke (012 358 4453)/T Ngwenya (012 358 8290)

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

DEPARTMENT: GROUP FINANCIAL SERVICES

Division: Treasury Office

Section: Funding and Investment Relations

Location: Pretoria Central

Reference number **FISE527-2019**

Position **DEPUTY DIRECTOR: EXTERNAL LOANS AND INVESTMENT MANAGEMENT**

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

Job level E1

Scale R551 508,00 – R730 248,00 per annum

Estimated remuneration package R841 059,34 – R1 068 561,99 per annum

Job purpose To manage short- and long-term investments and short- and long-term borrowings, and assist the Director with the sourcing of borrowings and investment counterparties.

Appointment Requirements Grade 12 or equivalent qualification with Accounting as subject
An appropriate career-related tertiary qualification (three-year national diploma or degree) in Accounting or Municipal Finance
A postgraduate degree in Accounting Financial Management or Investment Management will be an added advantage
Relevant experience in the management and administration of short- and long-term investment and borrowing processes
Valid Code B driver's licence
Computer literacy (PowerPoint, Word and Excel)
Knowledge of SAP will be an added advantage

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; decision-making skills; ability to lead and manage people

Primary functions Ensure funding via bank loans, bond issues, project and structured finance, and off-balance sheet funding
Provide liquidity management
Compile a comprehensive funding plan
Minimise the cost of borrowing
Procure bank guarantees
Manage the redemption of short-term liabilities

Liaise with appointed fund manager(s) to ensure that the fund manager(s) execute their fund management mandate properly and successfully
 Maximise the return on short-term investment in line with the MFMA and the City of Tshwane's Investment Policy
 Ensure that both the Investment and Borrowing Policies are current
 Receive and reply to external and internal audit enquiries in relation to investment and borrowing matters
 Manage and control monthly reconciliations of all borrowing and investment accounts
 Attend internal and external treasury-related meetings, as and when required
 Manage and control daily, monthly and annual cash flow according to the approved policy and in accordance with any statutory requirement
 Manage and control financial year-end closing processes regarding borrowings and investments

SAP

S70010282

New/natural attrition

Natural attrition

Enquiries

B Matseke (012 538 4453)/D Masimini (012 358 6045)

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: Metering and Invoicing Services

Location: Pretoria Central

Reference number	FISE528-2019														
Position	DEPUTY DIRECTOR: METER READING AND BILLING OPERATIONS														
To be advertised	<table><tr><td>Internal</td><td colspan="4">External</td></tr></table>					Internal	External								
Internal	External														
This position seeks to attract	<table><tr><td></td><td>African male</td><td>Coloured female</td><td>Coloured male</td><td>Indian female</td></tr><tr><td>Indian male</td><td></td><td></td><td>People with Disability</td><td></td></tr></table>		African male	Coloured female	Coloured male	Indian female	Indian male			People with Disability					
	African male	Coloured female	Coloured male	Indian female											
Indian male			People with Disability												
Job level	E1														
Scale	R551 508,00 – R730 248,00 per annum														
Estimated remuneration package	R841 059,34 – R1 068 561,99 per annum														
Job purpose	To manage all activities in the Metered Reading and Billing Operations Section to ensure the accurate and timely billing of consumer accounts.														
Appointment requirements	An appropriate career-related tertiary qualification (three-year national diploma or degree) in Accounting or Municipal Finance or equivalent qualification At least five years’ relevant experience At least two years’ management/supervisory experience Computer literacy														
Personal attributes and/or competencies	Integrity; intelligence; patience; innovative thinking skills; imagination; flexibility; willingness to accept responsibility; decisiveness; ability to pay attention to detail														
Primary functions	Ensure a workplace climate conducive to promoting and sustaining motivational levels, productivity and performance by directing and controlling outcomes associated with the utilisation, productivity and performance of personnel within the section Monitor and control the section’s budget so that the income and continuous expenditure are in line with Council requirements Import meter reader information from SAP Manage the allocation of specific routes to handheld terminals Ensure that meter readings are obtained timeously for billing after reading Generate exception reports Follow up on exception reports Export updates data to mainframe Manage the fleet of vehicles Manage the phones for readings Report damaged meters														

Report meters that are onsite but not on the system
Manage personnel
Provide client services
Ensure budgeted revenue realisation management

SAP

S70010292

**New/natural
attrition**

Natural attrition

Enquiries

B Matseke (012 538 4453)/G Koopedi (012 538 4982)

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: Metering and Invoicing Services

Location: Pretoria Central

Reference number	FISE529-2019														
Position	DEPUTY DIRECTOR: NOTIFICATION AND RETURNED MAIL														
To be advertised	<table><tr><td>Internal</td><td colspan="4">External</td></tr></table>					Internal	External								
Internal	External														
This position seeks to attract	<table><tr><td></td><td>African male</td><td>Coloured female</td><td>Coloured male</td><td>Indian female</td></tr><tr><td>Indian male</td><td></td><td></td><td>People with Disability</td><td></td></tr></table>		African male	Coloured female	Coloured male	Indian female	Indian male			People with Disability					
	African male	Coloured female	Coloured male	Indian female											
Indian male			People with Disability												
Job level	E1														
Scale	R551 508,00 – R730 248,00 per annum														
Estimated remuneration package	R841 059,34 – R1 068 561,99 per annum														
Job purpose	To manage and oversee the notification and returned mail function.														
Appointment requirements	An appropriate career-related tertiary qualification (three-year national diploma or degree) in Accounting or Municipal Finance or equivalent qualification At least five years’ relevant experience At least two years’ management/supervisory experience Computer literacy														
Personal attributes and/or competencies	Integrity; intelligence; patience; innovative thinking skills; imagination; flexibility; willingness to accept responsibility; decisiveness; ability to pay attention to detail														
Primary functions	Ensure a workplace climate conducive to promoting and sustaining motivational levels, productivity and performance by directing and controlling 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 skill gaps and complete developmental plans for existing personnel with clearly defined career paths and job enrichment opportunities Monitor the adequacy of current training innervations and report on the impact after training														

Implement human resources policies and procedures to control/regulate workplace conflicts 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
 Monitor and control the section's budget so that income and expenditure are in line with Council requirements
 Prepare and submit the operational budget
 Manage the operational budget
 Manage assets within the section
 Ensure 50% affirmable procurement of total procurement within the section
 Manage the results of notifications on a weekly basis
 Manage the implementation of customer management processes aimed at improving customer satisfaction by improving response time to customer enquiries
 Ensure that all returned mail is attended to and addresses are rectified
 Manage adjustments on accounts
 Manage statistical reports
 Manage the implementation of water and electricity tariffs and basic charges

SAP

S70010478

**New/natural
attrition**

Natural attrition

Enquiries

B Matseke (012 538 4453)/G Koopedi (012 538 4982)

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

DEPARTMENT: GROUP FINANCIAL SERVICES

Division: Budget Office

Section: Financial Strategy and Fiscal Analysis

Location: Pretoria Central

Reference number	FISE530-2019				
Position	FUNCTIONAL HEAD: FINANCIAL STRATEGY, COSTING AND DEVELOPMENT				
To be advertised	<div>Internal</div> <div>External</div>				
This position seeks to attract	<div>Indian male</div>	<div>African male</div>	<div>Coloured female</div>	<div>Coloured male</div> <div>People with Disability</div>	<div>Indian female</div>
Job level	D2/3				
Scale	R383 268,00 – R623 568,00 per annum				
Estimated remuneration package	R487 828,62 – R793 685,66 per annum				
Job purpose	<p>To assist in developing and maintaining the long-term financial strategy of the organisation that can be used in compiling an annual adjustments budget and the MTREF, maintaining the long-term financial strategy model to provide top management with strategic decision-making indicators, developing and maintaining the budget and other related policies in alignment with best practices to guide the MTREF, and ensuring the financial management of the corporate organisation.</p>				
Appointment Requirements	<p>An appropriate career-related tertiary qualification (three-year national diploma or degree) with Accounting and Auditing as major subjects or equivalent qualification Compliance with the MFMA unit standards as prescribed by Regulation 493 of 15 June 2007 or progress towards compliance will be an added advantage Relevant experience in operational and capital budgeting, interpretation of financial statements, financial strategy, financial analysis, policy development, report writing, municipal budgeting and reporting regulations (MBRR) applicable to local government Computer literacy (proficiency in MS Office programs)</p>				
Personal attributes and/or competencies	<p>Ability to perform in accordance with the vision, mission and goals of Council in general and Group Financial Services in particular; strategic thinking and management skills; ability to give guidance and make decisions; project management skills; negotiating skills; business acumen; leadership skills; communication skills; analytical skills; organisational skills; budget management skills; advanced linguistic proficiency; ability to do presentations; technical skills; integrity; intelligence; patience; innovative thinking skills; imagination; flexibility; willingness to accept responsibility; decisiveness</p>				
Primary functions	Sourcing and maintaining economic indicators for financial modelling purposes.				

(Positions for JF10/2019) <http://www.tshwane.gov.za/sites/Departments/Corporate%20and%20Shared%20Services/Pages/Job-Forum.aspx>

Analysis of financial data.
 Calculating an affordability level for the future budget periods aligned to best practice.
 Aligning the financial model in terms of affordability.
 Monitoring and recordkeeping of financial related legislation that impact on financial planning and strategy.
 Assist in determining Budget Principles to be applied in respect of the forthcoming MTREF compilation.
 Benchmarking against best practices in local government finance.

SAP S70010230

New/natural attrition Natural attrition

Enquiries B Matseke (012 358 4453)/J Patrick (012 358 6054)

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: Service Recovery Management

Location: Pretoria Central

Re-advertisement

Reference number **FISE495-2019**

Position **ACCOUNTANT**

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

This position seeks to attract **Indian Male** **African Male** **Coloured Female** **White Male** **Person with disability** **Indian Female**

Job level **C1/2/3/D1**

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

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

Job purpose Supervising, doing reconciliations, transferring payments, flagging indigents, sending back office notifications, writing adjustment journals, and doing administration of missing payments, agreement forms and security deposits.

Appointment requirements Grade 12 or equivalent qualification with Mathematics and/or Accountancy
An appropriate career-related tertiary qualification (three-year national diploma or degree) in Public Financial Management, Accounting, Finance or Economics, or National Diploma: Public Finance Management and Administration (SAQA Qualification ID No 49554) or equivalent qualification
At least three years' relevant experience in consumer debtors' reconciliation and revenue-related back office functions
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
Computer literacy
Proficiency in SAP will be an added advantage

Personal attributes and/or competencies Excellent communication skills; ability to work under pressure; ability to work as part of a team; reporting skills; ability to meet deadlines; ability to pay attention to customer complaints; ability to analyse and evaluate customer queries; good interpersonal skills

Primary functions Doing reconciliations of consumer debtors' accounts
Managing indigent flagging processes

Administering payment transfers and missing payments
Monitoring reconciliations of agreement forms
Approving move in and move out adjustments
Monitoring back office notifications
Reviewing security deposits
Supervising personnel

SAP S70010621

New/natural attrition Natural attrition

Enquiries B Matseke (012 358 4453)/S Chepape (012 358 8219)

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: Debt Collection and Credit Control

Location: Pretoria Central

Reference number **FISE531-2019**

Position **DIRECTOR: DEBT COLLECTION AND CREDIT CONTROL**

To be advertised Internal External

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

Job level E2

Scale R657 252,00 – R855 240,00 per annum

Estimated remuneration package R978 051,71 – R1 230 053,48 per annum

Job purpose Managing the Council policy on credit control through the development and constant adaption of the procedures that affect the Finance, Electricity, Water, Social Development and Metro Police Divisions, as well as the contractors involved in the execution of some of these actions, and managing the debt collection of the City of Tshwane.

Appointment requirements A three-year career-related tertiary qualification (degree or national diploma) in Financial Management or related field
At least ten years' experience in the environment with a minimum of five 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
SAP knowledge will be an added advantage

Personal attributes and/or competencies Good understanding of generally accepted revenue management principles as well as company accounting policies, procedures and standards; ability to analyse and solve problems using learned techniques and tools; analytical and statistical examination skills; ability to understand and apply learned concepts; ability to pay attention to detail; demonstrated ability to plan and accomplish work to ensure critical deadlines are met; ability to establish and maintain effective working relationships with employees, clients and the public; ability to analyse the relevant legal requirement that will impact on the function to be executed; integrity; intelligence; innovative thinking skills; flexibility; decisiveness; imagination; willingness to accept responsibility; negotiating skills; business acumen; leadership skills; project management skills; communication skills; analytical skills;

organisational skills; budget management skills; ability to do presentations; technical skills; advanced linguistic proficiency

Primary functions

Managing the Council policy on credit control through the development and constant adaption of the procedures that affect the Finance, Electricity, Water, Social Development and Metro Police Divisions, as well as the contractors involved in the execution of some of these actions

Setting up and managing extensive client contact emanating from credit control actions for debt collection and revenue protection

Managing the administration of debit orders, returned cheques, arrears payment incentives and debt suspensions/arrangements

Managing the debt collection of the City of Tshwane in respect of the following:

- Implementation capacity of the Credit Control Policy by means of arrangements
- Collection of outstanding debt on debtors' accounts
- Management of policy changes in connection with debt
- Control and management for the maintenance of the Municipality's policies by outsourced collectors
- Management of the debtors' IT systems
- To ensure effective and efficient administration of the Debt Collection Section
- To ensure that relevant legislation, policies and processes are implemented
- To ensure an effective client service (telephonic, personal and correspondence) on debtors' accounts in arrears
- To provide leadership and management to subordinates to achieve the section's goals

Ensuring a workplace climate conducive to promoting and sustaining motivational levels, productivity and performance by directing and controlling outcomes associated with the utilisation, productivity and performance of personnel within the section by:

- Defining/adjusting the key performance indicators, and job profiles of personnel against service delivery requirements
- Evaluating the capability of prospective applicants and leading the interviewing and final selection sessions
- Conducting appraisals to measure performance and objectives against agreed targets, and setting new objectives
- Identifying professional/technical skill gaps and completing developmental plans for existing personnel with clearly defined career paths and job enrichment opportunities
- Monitoring the adequacy of current training interventions and reporting on the impacts after training
- Implementing human resources policies and procedures to control/regulate workplace conflicts and/or instituting corrective measures
- Analysing staff attendance/absenteeism, overtime, lost time and implementing/monitoring specific remedial measures aimed at improving productivity and reducing personnel-related costs

Ensuring accurate estimates are prepared in relation to requirements, preparing capital and operating estimates for the department, and approving and controlling project-related expenditure against the budget allocations by:

- Ensuring that maintenance planning, cash flow projections and budget control measures are implemented and maintained in accordance with policy by exercising overhead control
- Controlling expenditure and income of cost centres by means of monthly deviation reports and remedial instructions
- Verifying and certifying payments for progress on capital projects and service contracts

- Analysing trends, operating requirements and forward plans to establish/determine funding/expenditure for the period and consolidating the department's operating and capital budget
 - Evaluating the department's performance against the budget and addressing deviations/variances with appropriate personnel
 - Monitoring and implementing corrective measures to rectify deviations/acts contrary to financial regulations, audit requirements and departmental procedure
 - Communicating with the Council's Financial Section on audit findings and recommendations and instituting the necessary investigational or corrective measures
 - Maintaining the section's asset register
- Identifying and defining immediate, short- and long-term objectives by:
- Keeping abreast with trends, theories and practices underlying the rendering of service
 - Compiling the section's business and strategic plans and associated short/long-term performance and service delivery plans
 - Monitoring progress of specific key performance indicators and measures
 - Ensuring performance indicators are identified, objectives aligned and appropriate procedures developed and implemented
 - Analysing and aligning requirements with operating capacity and capability

SAP

S70010519

**New/natural
attrition**

Natural attrition

Enquiries

R Shilenge (012 358 2556)/B Matseke (012 358 4453)

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: Service Recovery Management

Location: Pretoria Central

Reference number **FISE532-2019**

Position **DEPUTY DIRECTOR: SERVICE RECOVERY
MANAGEMENT**

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

Job level E1

Scale R551 508,00 – R730 248,00 per annum

Estimated remuneration package R841 059,34 – R1 068 561,99 per annum

Job purpose To ensure a workplace climate conducive to promoting and sustaining motivational levels, productivity and performance by directing and controlling outcomes associated with the utilisation, productivity and performance of personnel within the section.

Appointment Requirements An appropriate career-related tertiary qualification (three-year national diploma or degree) in Accounting or Municipal Finance or equivalent qualification
At least five years' relevant experience
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 Good understanding of generally accepted revenue management principles as well as company accounting policies, procedures and standards; ability to analyse and solve problems using learned techniques and tools; analytical and statistical examination skills; ability to understand and apply learned concepts; ability to pay attention to detail; demonstrated ability to plan and accomplish work to ensure critical deadlines are met; ability to establish and maintain effective working relationships with employees, clients and the public; ability to analyse the relevant legal requirement that will impact on the function to be executed; integrity; intelligence; innovative thinking skills; flexibility; decisiveness; imagination; willingness to accept responsibility; negotiating skills; business acumen; leadership skills; project management skills; communication skills; analytical skills;

organisational skills; budget management skills; ability to do presentations; technical skills; advanced linguistic proficiency

Primary functions

Ensure a workplace climate conducive to promoting and sustaining motivational levels, productivity and performance by directing and controlling outcomes associated with the utilisation, productivity and performance of personnel within the section, by:

- Defining/adjusting the key performance indicators, and job profiles of personnel against service delivery requirements,

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

- Preparing and submitting the operational budget
- Managing the operational budget
- Managing assets within the section
- Ensuring 50% affirmable procurement of total procurement within the section

Reconcile consumer debtors by:

- Ensuring that reconciliation keys are closed on daily
- Planning monthly and year-end reconciliation procedures
- Ensuring that consumer debtors' daily cash is reconciled
- Ensuring that reconciling item differences are followed up and corrected
- Verifying completeness of reconciliations and signing them off
- Monitoring the consumer debtors' reconciliation process
- Reviewing reconciliation processes

Reconcile security deposits by:

- Ensuring that security deposit receipts are correctly posited to the General Ledger
- Managing the reconciliation of security deposits
- Ensuring that reconciling item differences are followed up and corrected
- Verifying completeness of reconciliations
- Reviewing the reconciliation process
- Planning monthly and year-end reconciliation procedures
- Managing move in and move out corrections

Monitor the scanning and binding process of service contracts by:

- Ensuring that move in and move out corrections are effected to consumer debtors' accounts timeously
- Coordinating service recovery functions
- Monitoring debtors' transfer balances and tracing missing payments

Ensure that debtors' balances are effected to accounts as per request by:

- Coordinating the tracing of missing payments related to consumer debtors
- Managing notifications

Ensure that logged notifications are followed up and completed by:

- Reviewing monthly notification reports
- Administering correspondence

Compile reports to top management, portfolio committees, the Mayoral Committee and Council and ensure implementation of resolutions thereof by:

- Compiling reports on monthly debtors' revenue billed
- Compiling reports on monthly debtors' cash
- Compiling reports on the monthly performance of the section
- Compiling reports on monthly analytical debtors' revenue
- Compiling any reports on request by seniors or executing any instruction from seniors
- Ensuring compliance with provisions of the MFMA
- Managing human resources

Give feedback on audit queries in writing by:

- Having consultation meetings with auditors
- Writing audit reports

- Implementing recommendations of internal and external audit findings
- Reviewing processes to mitigate risks
- Monitoring the risks identified by auditors and establishing means to contain the risks

Facilitate the administration of bank guarantees by:

- Monitoring annual reviews of bank guarantees
- Managing bank guarantee reconciliation
- Monitoring the bank guarantee register

SAP

S70010620

**New/natural
attrition**

Natural attrition

Enquiries

R Shilenge (012 358 2556)/B Matseke (012 358 4453)

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: Debt Collection and Credit Control Management
Location: Pretoria Central

Reference number **FISE533-2019**

Position **DEPUTY DIRECTOR: DEBT COLLECTION AND CREDIT CONTROL MANAGEMENT**

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

Job level E1

Scale R551 508,00 – R730 248,00 per annum

Estimated remuneration package R841 059,34 – R1 068 561,99 per annum

Job purpose Managing a process that will ensure that Council's main revenue source is realised as budgeted for, which will ensure uninterrupted service delivery to consumers. Managing Council's credit control and debt collection policy. Supervising Group Financial Services' client services centres at external locations regarding the interpretation and application of the credit control policy and processes.

Appointment Requirements An appropriate career-related tertiary qualification (three-year national diploma or degree) in Accounting or Municipal Finance or equivalent qualification
At least five years' relevant experience
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 Good understanding of generally accepted revenue management principles as well as company accounting policies, procedures and standards; ability to analyse and solve problems using learned techniques and tools; analytical and statistical examination skills; ability to understand and apply learned concepts; ability to pay attention to detail; demonstrated ability to plan and accomplish work to ensure critical deadlines are met; ability to establish and maintain effective working relationships with employees, clients and the public; ability to analyse the relevant legal requirement that will impact on the function to be executed; integrity; intelligence; innovative thinking skills; flexibility; decisiveness; imagination; willingness to accept responsibility; negotiating skills; business acumen; leadership

skills; project management skills; communication skills; analytical skills; organisational skills; budget management skills; ability to do presentations; technical skills; advanced linguistic proficiency

Primary functions

Termination or restriction of services by managing the disconnection of the electricity supply and the restriction of the water supply by:

- Maintaining a computer program for daily identification of electricity and water accounts in arrears
- Printing a daily disconnection list and reviewing of the list for correctness
- Disseminating the list to credit control assistance operations in charge of disconnection actions
- Maintaining a communication process with the credit control assistance operations manager concerning the disconnection and reconnection of services

Ensure credit control by:

- Managing the credit control policy
- Controlling the computer program that identifies accounts in arrears that have to be actioned for credit control actions (final demand, disconnection and illegal consumption actions)
- Making and controlling arrangements made by accountants with consumers for repayment of accounts in arrears
- Controlling levies on accounts for final demand, disconnection and illegal consumption charges
- Controlling credit control-related functions, ie debit orders, RD cheque accounts, prepaid blocking and unblocking, and unallocated payments received
- Controlling and measuring disconnection statistic against management information regarding accounts in arrears

Manage client care by:

- Supervising and measuring the following against standards set:
 - Delivery of an effective counter service (also after hours)
 - Delivery of an effective telephone service
 - Delivery of an effective correspondence services
- Making recommendations to the Legal Section regarding claims for wrongful disconnection of services
- Personally dealing with high profile and difficult customers to settle disputes regarding accounts or actions
- Supplying the Strategic Marketing and Strategic Communication Divisions with information that should be communicated to consumers

Manage the incentives scheme by:

- Approving the suspension or de-suspension of arrears
- Correcting incentives due to corrections on accounts

Administration of indigent household accounts by:

- Applying credit control in terms of Council's policy regarding indigent households by:
 - Monitoring the outstanding debt
 - Controlling arrangements made to pay off debt
 - Giving inputs to the interdepartmental working group that determines the Council policy on indigents

Prepare reports by:

- Supplying management information to various committees and to Council to enable them to make informed decisions regarding credit control

React to auditors reports by:

- Accepting responsibility for actions and processes
- Assessing problems and shortcomings in policy as reported in internal and external audit reports and acting thereon
- Implementing improvements in controls and processes as suggested by auditors

- Supplying information to auditors to enable them to compile audit trails
- Manage personnel by:
- Creating an effective and happy workforce in an ideal environment through motivation by determining achievable goals set at a high standard and granting them the necessary authority and discretionary powers to achieve such goals
 - Determining the training staff structure to effectively deliver the service needed
 - Determining the training requirements and arranging attendance of courses and on-the-job training to satisfy the needs
 - Making available equipment and adequate office space organised according to needs by prioritising and motivating budget requests
 - Having an active two-way communication channel in place to supply all necessary information through regular staff meetings and personal contact with individuals, as well as attending to information requests, personal matters, etc received from subordinates
 - Managing attendance (leave, attending of courses, etc) of subordinates to ensure an effective client service at all times
 - Setting standards for performance management and determining outcomes by applying corrective steps to rectify any deviation
- Supervise credit control at branch offices by:
- Controlling statistics of activities performed and taking corrective steps in case of deviation
 - Communicating to office managers all relevant information in terms of changes to procedures, policy, personnel matters, etc
 - Arranging and attending meetings with office managers and ward councillors in order to communicate information to consumers
 - Visiting offices on a regular basis for training purposes and to keep in contact with personnel
- Ensure general office management by:
- Determining, prioritising and motivating budget needs
 - Discussing program changes and enhancements with IT staff and approving implementation
 - Handling correspondence of high-level clients
 - Authorising requisitions for stationery, equipment, etc
 - Signing cheques
 - Completing performance appraisals for personnel
 - Chairing weekly personnel meetings
 - Liaising with section departments (electricity, water, legal services)
 - Approving special instructions for disconnections of high tension electricity or bulk water consumers (government departments, big businesses, embassies)
- Do presentations for high-level councillors and officials

SAP

S70010572

**New/natural
attrition**

Natural attrition

Enquiries

R Shilenge (012 358 2556)/B Matseke (012 358 4453)

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: Property Data Administration

Location: Pretoria Central

Reference number	FISE534-2019				
Position	DEPUTY DIRECTOR: PROPERTY DATA ADMINISTRATION				
To be advertised	InternalExternal				
This position seeks to attract	Indian male	African male	Coloured female	Coloured male	Indian female
				People with Disability	
Job level	E1				
Scale	R551 508,00 – R730 248,00 per annum				
Estimated remuneration package	R841 059,34 – R1 068 561,99 per annum				
Job purpose	To manage the effective and efficient rendering of property data administration in the City of Tshwane.				
Appointment Requirements	An appropriate career-related tertiary qualification (three-year national diploma or degree) in Accounting or Municipal Finance or equivalent qualification At least five years’ relevant experience 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	Good understanding of generally accepted revenue management principles as well as company accounting policies, procedures and standards; ability to analyse and solve problems using learned techniques and tools; analytical and statistical examination skills; ability to understand and apply learned concepts; ability to pay attention to detail; demonstrated ability to plan and accomplish work to ensure critical deadlines are met; ability to establish and maintain effective working relationships with employees, clients and the public; ability to analyse the relevant legal requirement that will impact on the function to be executed; integrity; intelligence; innovative thinking skills; flexibility; decisiveness; imagination; willingness to accept responsibility; negotiating skills; business acumen; leadership skills; project management skills; communication skills; analytical skills; organisational skills; budget management skills; ability to do presentations; technical skills; advanced linguistic proficiency				

Primary functions

Ensure a workplace climate conducive to promoting and sustaining motivational levels, productivity and performance by directing and controlling outcomes associated with the utilisation, productivity and performance of personnel within the section by:

- Defining/adjusting the key performance indicators, and job profiles of personnel against service delivery requirements
- Evaluating the capability of prospective applicants and leading the interviewing and final selection sessions
- Conducting appraisals to measure performance and objectives against agreed targets, and setting new objectives
- Identifying professional/technical skill gaps and completing developmental plans for existing personnel with clearly defined career paths and job enrichment opportunities
- Monitoring the adequacy of current training interventions and reporting on the impact after training
- Implementing human resource policies and procedures to control/regulate workplace conflict and/or instituting corrective measures
- Analysing staff attendance/absenteeism, overtime, lost time and implementing/monitoring specific remedial measures aimed at improving productivity and reducing personnel-related costs

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

- Preparing and submitting the operational budget
- Managing the operational budget
- Managing assets within the section
- Ensuring 50% affirmable procurement of total procurement within the section

Manage a property data operations service by:

- Managing the match process between pro-V and SAP
- Managing the match process between GIS and SAP
- Managing the reconciliation and follow ups of discrepancies between the matched systems

Manage a property data reconciliation service by:

- Managing technical master data maintenance
- Managing the allocation of MRUs
- Providing management information on property data
- Managing the interface between GIS and SAP
- Monitoring the handling of success and error logs

Manage a rebate administration service by:

- Managing the pensioners' rebate process
- Monitoring the approval or rejection of applications
- Managing the grants in aid process
- Monitoring the validity of the grants in aid allocations

Manage a software process and system operations service by:

- Managing the updating of supplementary valuations
- Managing the updating of consolidations and subdivisions of properties
- Managing the property valuation interface between pro-V and SAP
- Managing the reconciliation of township owner transports
- Monitoring the updating of township reminders
- Managing rebates and discounts
- Managing the exemption of properties

SAP

S70010703

New/natural attrition

Natural attrition

Enquiries

R Shilenge (012 358 2556)/B Matseke (012 358 4453)

(Positions for JF10/2019) <http://www.tshwane.gov.za/sites/Departments/Corporate%20and%20Shared%20Services/Pages/Job-Forum.aspx>

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

DEPARTMENT: GROUP FINANCIAL SERVICES

Division: Treasury

Section: Funding and Investment Relations

Location: Pretoria Central

Reference number **FISE535-2019**

Position **DEPUTY DIRECTOR: INVESTMENT RELATIONS**

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

Job level E1

Scale R551 508,00 – R730 248,00 per annum

Estimated remuneration package R841 059,34 – R1 068 561,99 per annum

Job purpose The complete operational management of funding for the City of Tshwane, including managing short- and long-term investments and short- and long-term borrowings, and assisting the Director with the sourcing of borrowings and investment counter-parties.

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; decision-making skills; ability to lead and manage people

Primary functions: Ensure funding via bank loans, bond issues, project and structured finance, and off-balance sheet funding
Provide liquidity management
Compile a comprehensive funding plan

Minimise the cost of borrowing
 Procure bank guarantees
 Manage the redemption of short-term liabilities
 Liaise with appointed fund manager(s) to ensure that the fund manager(s) execute their fund management mandate properly and successfully
 Maximise the return on short-term investment in line with the MFMA and the City of Tshwane's Investment Policy
 Ensure that both the Investment and Borrowing Policies are current
 Receive and reply to external and internal audit enquiries in relation to investment and borrowing matters
 Manage and control monthly reconciliations of all borrowing and investment accounts
 Attend internal and external treasury-related meetings, as and when required
 Manage and control daily, monthly and annual cash flow according to the approved policy and in accordance with any statutory requirement
 Manage and control financial year-end closing processes regarding borrowings and investments

SAP

S70073580

**New/natural
attrition**

Natural attrition

Enquiries

B Matseke (012 358 4453)

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

DEPARTMENT: GROUP FINANCIAL SERVICES

Division: Budget Office

Section: Budget Planning

Location: Tshwane House

Re-advertisement

Reference number **FISE502-2019**

Position **FINANCIAL ANALYST**

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

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

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

Job purpose To compile useful management information as required by the National Treasury's budget reform reports through SAP reporting, as well as budget system maintenance.

Appointment Requirements

An appropriate career-related tertiary qualification (three-year national diploma or degree) in Public Financial Management, Accounting, Finance or Economics, or National Diploma: Public Finance Management and Administration (SAQA Qualification ID No 49554) or equivalent qualification

At least three years' relevant experience in financial systems (SAP ECC and Business Planning and Consolidation).

CIGFARO (IMFO) membership, mSCOA knowledge and a middle management course will be an added advantage.

Compliance with MFMA unit standards as prescribed by Regulation 493 of 15 June 2007, as published in Government Gazette 29967 of 15 June 2007 will be an added advantage.

Valid driver's licence

Computer literacy in Microsoft Office (Advanced proficiency in Excel)

Personal attributes and/or competencies Excellent communication skills; ability to work under pressure and in a team; ability to meet deadlines; good organisational skills; ability to pay attention to detail; ability to think accurately and analytically; good interpersonal skills; good writing skills

Primary functions Assist during the budget compilation process with tables and information for project-driven planning linking the operational and capital budget in terms of the seven mSCOA segments to the IDP

Assist during the budget training sessions and capture data on the business planning and consolidation tool

Assist during the budget hearing sessions

Assist in compiling mSCOA-aligned budget schedules and graphs for the MTREF document and assist in preparing any other part of the document

Compile National Treasury budget reform reports (OSA, OSB, OSR, OSAA, CA CAA, CAAA, CAR, CFB, CFR, BS, BSR, AM, AMR, AMA and SP)

Assist with the compilation and submission of mSCOA-required data strings to the National Treasury

Ensure that the information submitted to the National Treasury meets the technical requirements of the National Treasury validation test

Ensure alignment between the City of Tshwane's submitted A, B and C schedules, budget returns and mSCOA data strings

Assist with the alignment of budget submissions and mSCOA data strings with the annual update of mSCOA by the National Treasury

Attend to and assist with the preparation of documents for community consultation

Assist with ad hoc reporting to management

Export information to Excel/ECC or HTML

SAP S70010237

New/natural attrition Natural attrition

Enquiries J Patrick (012 358 6054)/B Matseke (012 358 4453)

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: Supply Chain Performance Management

Location: C de Wet Building

Reference number	FISE536-2019				
Position	SPECIALIST: SUPPLY CHAIN PERFORMANCE MANAGEMENT				
To be advertised	Internal		External		
This position seeks to attract	Indian male	African male	Coloured female	Coloured male Person with disability	Indian female
Job level	D2/3				
Scale	R383 268,00 – R623 568,00 per annum				
Estimated remuneration package	R487 828,62 – R793 685,66 per annum				
Job purpose	To manage and coordinate the tender/SMME functions in order to ensure the effective, efficient and economical provisioning of goods and services by issuing and calling tenders, inviting quotations to initiate contracts, and overseeing/managing a system to uplift/educate emerging contractors.				
Appointment Requirements	<p>An appropriate career-related tertiary qualification (three-year national diploma or degree) in Supply Chain Management or equivalent qualification</p> <p>At least ten years' relevant experience in supply chain management</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>Computer literacy</p> <p>Proficiency in SAP will be an added advantage</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>Attending meetings, eg those of the Bid Specification Committee</p> <p>Managing the Tender Section on a day-to-day basis</p> <p>Handling audit queries</p> <p>Drawing up a budget and managing the subsection</p> <p>Managing and coordinating the tender document flow and quotation specification committee system</p>				
SAP	S70011065				
New/natural attrition	Natural attrition				
Enquiries	B Matseke (012 358 4453)/T Mphefu (012 358 6070)				

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

DEPARTMENT: GROUP FINANCIAL SERVICES

Division: Supply Chain Management

Section: Acquisition Management

Location: C De Wet Building

Reference number FISE537-2019

Position DIRECTOR: ACQUISITION MANAGEMENT

To be advertised Internal External

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

Job level E2

Scale R657 252,00 – R855 240,00 per annum

Estimated remuneration package R978 051,71 – R1 230 053,48 per annum

Job purpose To manage, review and implement the supply chain acquisition management framework and policies through the execution of the bidding process and to ensure that goods and services required by the Municipality to support operational commitments and its strategic goals as outlined in the IDP are timeously quantified and budgeted for, and effectively delivered at the right locations.

Appointment Requirements An appropriate career-related tertiary qualification (three-year national diploma or degree) in Supply Chain Management or equivalent qualification
CIPS membership will be an added advantage
At least eight years' relevant experience in local government of similar environment with in-depth knowledge of the supply chain management regulations and the Preferential Procurement Policy Framework Act, 2000 (Act 5 of 2000), and experience in preferred interpretation, process and system design, and compliance with legislation prescriptions and guidelines
At least five years' experience at management level
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
Proficiency in SAP and an inventory management system will be an added advantage

Personal attributes and/or competencies Good knowledge of performance management; integrity; intelligence; innovative thinking skills; flexibility; ability to pay attention to detail; decisiveness; imagination; willingness to accept responsibility; negotiating skills; business acumen; leadership skills; project management skills; communication skills; analytical skills; organisational skills; budget management skills; ability to do presentations; technical skills; advanced linguistic proficiency; people management skills

Primary functions	Execute generic management functions
	Execute generic financial functions
	Recommend revisions to policies regarding the procurement of supplies and services
	Develop, implement and disseminate guides, manuals and other documents regarding procurement policies and procedures
	Ensure compliance with legislative mandates and procurement policies and procedures
	Ensure that goods and services are procured in accordance with the authorised process
	Receive and evaluate proposals and bids
	Establish staff priorities and allocate personnel to achieve programme initiatives
	Maintain the integrity of the public procurement process
	Provide technical guidance and direction
	Produce and maintain reports
SAP	S70010823
New/natural attrition	Natural attrition
Enquiries	B Matseke (012 358 4453)/T Mphefu (012 358 6070)

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: Property Valuation Management

Location: Tshwane House

Re-advertisement

Reference number FISE503-2019

Position **DIRECTOR: PROPERTY VALUATION MANAGEMENT**

To be advertised	Internal	External
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This position seeks to attract	African female Indian male	African male	White male	Coloured male Person with disability	Indian female
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Job level E2

Scale R657 252,00 – R855 240,00 per annum

Estimated remuneration package R978 051,71 – R1 230 053,48 per annum

Job purpose The provision of a cost-effective, equitable and sustainable valuation service to the City of Tshwane to afford it a much-needed and reliable source of revenue from assessment rates, which in turn will ensure the prompt delivery of basic services to the city's communities and improve their quality of life, as well as the compilation and maintenance of the City of Tshwane's Valuation Roll.

Appointment Requirements

- An appropriate career-related tertiary qualification (three-year national diploma or degree) in Real Estate (Property Valuation) or equivalent qualification
- Registration as a Professional Valuer or Professional Associated Valuer with the SA Council for Property Valuers (SACPVP)
- At least ten years' relevant experience in property valuation
- Compliance with MFMA unit standards as prescribed by Regulation 493 of 15 June 2007, as published in Government Gazette 29967 of 15 June 2007
- An advanced management qualification or attendance of a management programme will be an added advantage
- Valid driver's licence
- Computer literacy

Personal attributes and/or competencies Good written and verbal communication skills; ability to work under pressure; basic background knowledge of property law and principles; ability to be self-motivated and teamwork orientated

Primary functions Manage, control and coordinate all personnel activities, including performance assessment and disciplinary matters to ensure successful accomplishment of the section's high discipline levels and acceptable performance standards

Control, liaise and render support to the Chief Valuers in compiling a comprehensive, fair and uniform Valuation Roll that forms the basis for the levying of assessment rates

Manage and control all processes that lead to the maintenance of the Valuation Roll subsequent to its finalisation and certification

Perform the functions of a municipal valuer as prescribed in Section 34 of the Local Government: Municipal Property Rates Act, 2004 (Act 6 of 2004), as amended

Manage and finally decide on valuations determined on immovable property for other municipal purposes

Advise other departments and contribute to special projects

SAP	S70010768
New/natural attrition	Natural attrition
Enquiries	R Shilenge (012 358 1987)/B Matseke (012 358 4453)

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

DEPARTMENT: GROUP FINANCIAL SERVICES

Division: Budget Office

Section: Financial Management and Performance

Location: Pretoria Central

Reference number	FISE538-2019				
Position	ACCOUNTANT (2 POSTS)				
To be advertised	Internal		External		
This position seeks to attract	<div>Indian Male</div>	<div>African Male</div>	<div>Coloured Female</div> <div>White Male</div>	<div>Person with disability</div>	<div>Indian Female</div>
Job level	C1/2/3/D1				
Scale	A: Grade 12		R229 020,00 – R363 816,00 per annum		
	B: Degree/Diploma		R262 344,00 – R426 720,00 per annum		
Estimated remuneration package	A: Grade 12		R291 499,71 – R463 069,86 per annum		
	B: Degree/Diploma		R333 914,94 – R543 134,91 per annum		
Job purpose	Manage the corporate financial control of intergovernmental grants and subsidies to support informative decision-making and the application of budget control measures in line with approved policy and legislative requirements.				
Appointment requirements	Grade 12 or equivalent qualification with Mathematics and/or Accountancy An appropriate career-related tertiary qualification (three-year national diploma or degree) in Public Financial Management, Accounting, Finance or Economics, or National Diploma: Public Finance Management and Administration (SAQA Qualification ID No 49554) or equivalent qualification At least three years’ relevant experience in financial performance management, financial accounting, municipal budgeting and reporting regulations applicable to local government 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 Experience in mSCOA will be an added advantage Computer literacy Proficiency in SAP will be an added advantage				
Personal attributes and/or competencies	Excellent communication skills; ability to work under pressure; financial management skills; ability to work as part of a team; reporting skills; ability to meet deadlines; good organisational skills; ability to pay attention to detail; ability to think accurately and analytically; good interpersonal skills; good writing skills				
Primary functions	Assist in providing a corporate financial advisory service, internal control and performance reporting service on all intergovernmental grants and subsidies (national and provincial), including managing and budgeting grant allocations, and				

coordinating, monitoring, reconciling, evaluating and reporting on grants and subsidies in order to comply with the Generally Recognised Accounting Practices (GRAP) standards and relevant legislative requirements

Manage grants and subsidies

Coordinate all grants and subsidies

Monitor all grants and subsidies

Ensure the control of all grants and subsidies

Reconcile all grants and subsidies

Report on all grants and subsidies

Attend to the various grant management committees

SAP S70010225; S70010227

New/natural attrition Natural attrition

Enquiries B Matseke (012 358 4453)/S Madonsela (012 358 6384)

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

DEPARTMENT: GROUP FINANCIAL SERVICES

Division: Budget Office

Section: Grants and Subsidies Management

Location: Pretoria Central

Reference number FISE539-2019

Position **DEPUTY DIRECTOR: GRANTS AND SUBSIDIES
MANAGEMENT**

To be advertised Internal External

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

Job level E1

Scale R551 508,00 – R730 248,00 per annum

Estimated remuneration package R841 059,34 – R1 068 561,99 per annum

Job purpose Manage the corporate financial control of intergovernmental grants and subsidies to support informative decision-making and the application of budget control measures in line with approved policy and legislative requirements.

Appointment Requirements An appropriate career-related tertiary qualification (three-year national diploma or degree) in Public Financial Management, Accounting, Finance or Economics, or National Diploma: Public Finance Management and Administration (SAQA Qualification ID No 49554) or equivalent qualification
IMFO membership, mSCOA knowledge and a senior management course will be an added advantage
At least three years' relevant experience in financial performance management, financial accounting, municipal budgeting and applicable reporting regulations
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
Computer literacy
Proficiency in SAP will be an added advantage

Personal attributes and/or competencies Excellent communication skills; ability to work under pressure and in a team; ability to meet deadlines; good organisational skills; ability to pay attention to detail; ability to think accurately and analytically; good interpersonal skills; good writing skills

Primary functions Provide a corporate financial advisory service, internal control and performance reporting service on all intergovernmental grants and subsidies (national and provincial), including managing and budgeting grant allocations, and coordinating, monitoring, reconciling, evaluating and reporting on grants and subsidies in order to

comply with the Generally Recognised Accounting Practices (GRAP) standards and relevant legislative requirements
Manage grants and subsidies
Coordinate all grants and subsidies
Monitor all grants and subsidies
Ensure the control of all grants and subsidies
Reconcile all grants and subsidies
Report on all grants and subsidies
Attend to the various grant management committees

SAP

S70010223

**New/natural
attrition**

Natural attrition

Enquiries

B Matseke (012 358 4453)/S Madonsela (012 358 6384)

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

DEPARTMENT: GROUP FINANCIAL SERVICES

Division: Treasury Office

Section: Payroll Management

Location: Pretoria Central

Reference number	FISE540-2019														
Position	FUNCTIONAL HEAD: PAYROLL POSTING AND SUSPENSE ACCOUNTS														
To be advertised	<table><tr><td>Internal</td><td colspan="4">External</td></tr></table>					Internal	External								
Internal	External														
This position seeks to attract	<table><tr><td></td><td>African male</td><td>Coloured female</td><td>Coloured male</td><td>Indian female</td></tr><tr><td>Indian male</td><td></td><td></td><td>Person with disability</td><td></td></tr></table>		African male	Coloured female	Coloured male	Indian female	Indian male			Person with disability					
	African male	Coloured female	Coloured male	Indian female											
Indian male			Person with disability												
Job level	D2/3														
Scale	R383 268,00 – R623 568,00 per annum														
Estimated remuneration package	R487 828,62 – R793 685,66 per annum														
Job purpose	To effectively manage and control the accurate and timely recording of monthly payroll-related data in the financial records and the timely reconciliation of remuneration-related suspense accounts, and to effectively prepare and plan for financial year-end closure.														
Appointment Requirements	<p>An appropriate career-related tertiary qualification (three-year national diploma or degree) in Public Financial Management, Accounting, Finance or Economics, or National Diploma: Public Finance Management and Administration (SAQA Qualification ID No 49554) or equivalent qualification</p> <p>An appropriate three-year tertiary qualification in Finance with Accounting and/or Municipal Finance as major subjects will be an added advantage</p> <p>Relevant experience in payroll posting and general ledger account reconciliation administration</p> <p>Compliance with the MFMA unit standards, as prescribed by Regulation 493 of 15 June 2007, as published in Government Gazette 29967 of 15 June 2007, will be an added advantage</p> <p>Valid Code B driver’s licence</p> <p>Computer literacy (advanced proficiency in Excel)</p> <p>Knowledge of SAP will be an added advantage</p>														
Personal attributes and/or competencies	Excellent communication skills; ability to work under pressure and in a team; ability to meet deadlines; good organisational skills; ability to pay attention to detail; ability to think accurately and analytically; good interpersonal skills; good writing skills; ability to be goal orientated; problem-solving skills														
Primary functions	Administration of posting schedules and the balancing of posting transactions to payroll transactions														

Review of payroll reconciliation statements of payroll-related creditors and expenditure accounts
Ensure that outstanding transactions are identified and cleared
Review of manual journal processes
Preparation of payroll reports for disclosure in financial statements on a monthly and quarterly basis
Report on development needs and changes to the system and assist in testing of configuration changes on the payroll system

SAP

S70011105

New/natural attrition

Natural attrition

Enquiries

B Matseke (012 358 4453)

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

DEPARTMENT: GROUP FINANCIAL SERVICES

Division: Budget Office

Section: Financial Management and Performance Budget Planning

Location: Pretoria Central

Reference number	FISE541-2019														
Position	FUNCTIONAL HEAD: BUDGET PLANNING														
To be advertised	<table><tr><td>Internal</td><td colspan="4">External</td></tr></table>					Internal	External								
Internal	External														
This position seeks to attract	<table><tr><td></td><td>African male</td><td>Coloured female</td><td>Coloured male</td><td>Indian female</td></tr><tr><td>Indian male</td><td></td><td></td><td>Person with disability</td><td></td></tr></table>		African male	Coloured female	Coloured male	Indian female	Indian male			Person with disability					
	African male	Coloured female	Coloured male	Indian female											
Indian male			Person with disability												
Job level	D2/3														
Scale	R383 268,00 – R623 568,00 per annum														
Estimated remuneration package	R487 828,62 – R793 685,66 per annum														
Job purpose	To assist with the compilation of an affordable and financially viable Medium-term Revenue and Expenditure Framework (MTREF) for the Municipality that is compliant to generally recognised accounting standards and relevant legislation.														
Appointment Requirements	<p>An appropriate career-related tertiary qualification (three-year national diploma or degree) in Public Financial Management, Accounting, Finance or Economics, or National Diploma: Public Finance Management and Administration (SAQA Qualification ID No 49554) or equivalent qualification</p> <p>At least five years’ relevant experience in financial management, financial accounting and municipal budgeting</p> <p>Compliance with the MFMA unit standards as prescribed by Regulation 493 of 15 June 2007, as published in Government Gazette 29967 of 15 June 2007, will be an added advantage</p> <p>Computer literacy (advanced proficiency in Excel)</p> <p>Knowledge of mSCOA, will be an added advantage</p>														
Personal attributes and/or competencies	Excellent communication skills; ability to work under pressure; financial management skills; ability to work as part of a team; reporting skills; ability to meet deadlines; good organisational skills; ability to pay attention to detail; ability to think accurately and analytically; good interpersonal skills; good writing skills														
Primary functions	<p>Assist with compiling an annual MTREF (capital budget) in line with the MFMA and applicable legislation and regulations</p> <p>Assist with compiling an annual capital adjustments budget and revision of expenditure projections</p> <p>Assist departments with financial advice and render financial comments on reports regarding capital projects and the capital budget</p>														

Assist during community consultation and other stakeholder engagements (preparation of presentation and presenting at various consultation meetings)
Assist with capital projects system maintenance, ie creation of capital projects on SAP, maintenance of project managers, etc

SAP S70010209

New/natural attrition Natural attrition

Enquiries N Qomoyi (012 358 8236)

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: Credit Control Management

Location: Pretoria Central

Reference number FISE542-2019

Position **DEPUTY DIRECTOR: CREDIT CONTROL MANAGEMENT (3 POSTS)**

To be advertised Internal External

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

Job level E1

Scale R551 508,00 – R730 248,00 per annum

Estimated remuneration package R841 059,34 – R1 068 561,99 per annum

Job purpose To manage the credit control function through the application of the four main pillars of good corporate governance (accountability, fairness, transparency and responsibility) as well as the application of relevant legislation and Council-approved policies.

Appointment Requirements An appropriate career-related tertiary qualification (three-year national diploma or degree) in Public Financial Management, Accounting, Finance or Economics, or National Diploma: Public Finance Management and Administration (SAQA Qualification ID No 49554) or equivalent qualification
At least five years' relevant experience in the municipal revenue value chain 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
Computer literacy
Proficiency in SAP will be an added advantage

Personal attributes and/or competencies Analytical thinking skills; management skills; well-structured report writing skills; ability to be customer focused (good knowledge of the Batho Pele principles); good communication skills; financial management skills; ability to adhere to audit methodology and scope; risk management skills; performance management skills; knowledge of applicable legislation and policies

Primary functions Disconnections and reconnections
Alternative payment operations
Arrear payment operations

Risk management
Audit file
Performance reporting
Customer centricity through the application of the Batho Pele principles and adherence to the approved norms and standards
Management and supervision of team members
Stakeholder engagements

SAP S70010572; S70073581; S70073582

New/natural attrition New

Enquiries B Matseke (012 358 4453)/R Shilenge (012 358 2556)

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: Sport Stadium and Facilities Development

Section: N/A

Location: Pretoria Central

Reference number	CSDS024 - 2019										
Position	DIRECTOR: SPORT STADIUM AND FACILITIES DEVELOPMENT										
To be advertised	<table><tr><th colspan="2">Internal</th><th colspan="3">External</th></tr><tr><td>Indian male</td><td>White female</td><td>Coloured female</td><td>People with Disability</td><td>Indian female</td></tr></table>	Internal		External			Indian male	White female	Coloured female	People with Disability	Indian female
Internal		External									
Indian male	White female	Coloured female	People with Disability	Indian female							
This position seeks to attract											
Job level	E2										
Scale	R657 252,00 – R855 240,00 per annum										
Estimated remuneration package	R978 051,71 – R1 230 053,48 per annum										
Job purpose	To provide a project and specialised facility operations service to the Community and Social Development Services Department that is necessary to create new infrastructure and developments.										
Appointment Requirements	A three-year career-related tertiary qualification (degree or national diploma) in Sport Management or equivalent qualification Relevant experience in sport and project management 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; flexibility; willingness to accept responsibility; leadership skills; project management skills; excellent communication skills; analytical and organisational skills; budget management skills; knowledge and understanding of supply chain management; ability to adhere to Council’s procurement policy; knowledge and understanding of local government legislation; ability to adhere to departmental management processes										
Primary functions	Provide project management services Oversee planning and establishment of new facilities for the division Manage the IDP processes and procedures Manage the audit of services rendered at facilities Manage external stakeholder involvement in project management processes Provide financial management services Manage and execute budget control Authorise the transfer of funds Compile tenders										

Provide human resources management services
Oversee and guide staff within the directorate
Write reports

SAP

S70002188

**New/natural
attrition**

Natural attrition

Enquiries

T Mekhoe (012 358 4715)

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 Communication

Section: Language Services

Location: Pretoria Central

Reference number	CMED051- 2019				
Position	FUNCTIONAL HEAD: LANGUAGE SERVICES (ENGLISH/AFRIKAANS)				
To be advertised	<div>Internal</div> <div>External</div>				
This position seeks to attract	<div></div>	<div>African male</div> <div>White female</div>	<div>Coloured female</div> <div></div>	<div>Coloured male</div> <div>Person with disability</div>	<div>Indian female</div> <div></div>
Job level	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 fulfil a supervisory role in terms of the functional language service provided to all City of Tshwane departments (internal clients) and Tshwane residents (external clients) to ensure full and equal access to information and municipal services irrespective of the proficiency in a particular language.				
Appointment Requirements	<p>An appropriate career-related tertiary qualification (three-year national diploma or degree) in Languages with English/Afrikaans as major subjects or equivalent qualification</p> <p>At least three years' experience as a translator and/or in translating and editing</p> <p>Computer literacy (proficiency in MS Office programmes)</p>				
Personal attributes and/or competencies	<p>Knowledge of the language clauses of the Constitution of the Republic of South Africa, 1996, the Language Policy of the City of Tshwane, the Pan South African Language Board Act, 1995 (Act 59 of 1995), the Promotion of Access to Information Act, 2000 (Act 2 of 2000), the draft South African Languages Bill, 2000, the draft South African Language Practitioners' Council Bill, 2000 and the National Language Policy Framework, 2002; negotiating skills; business acumen; leadership skills; communication skills; analytical skills; organisational skills; budget management skills; advanced linguistic proficiency; ability to do presentations; technical skills; integrity; intelligence; patience; innovative thinking skills; imagination; flexibility; willingness to accept responsibility; decisiveness; time management skills</p>				
Primary functions	Fulfilling a supervisory role in terms of the functional language service provided to all City of Tshwane departments (internal clients) and Tshwane residents (external clients) to ensure full and equal access to information and municipal services irrespective of the proficiency in a particular language				

- Organising the functional work of language practitioners according to their speciality fields
- Providing guidance and in-service training in terms of the functional language service
- Coordinating special language projects to provide guidelines on standardised written communication
- Prioritising urgent incoming work and distributing it among language practitioners
- Negotiating target dates with senior clients and ensuring language practitioners keep to deadlines
- Attending to language practitioners' queries
- Monitoring document registration in the language register and the filing of documents on a shared drive by subordinates
- Recommending and approving leave and time off for subordinates
- Reporting on the performance of subordinates in sectional management meetings
- Overseeing and coordinating the development of terminology
- Overseeing the process of excerpting and verifying terms to ensure the correct use of words and consistency of municipal terms throughout the Municipality
- Overseeing regular updates of the in-house terminology list in the official languages of Tshwane
- Providing in-service training for the development of language practitioners
- Personally explaining changes to language practitioners' work or entering clarifying comments in the margin of documents, and answering their language queries
- Evaluating the quality of editing/translating work in terms of the changes that need to be made, and in terms of own language knowledge and guidelines
- Ensuring the standardised use of municipal terminology and consistency in language use
- Updating the in-house style guide/s
- Coordinating special language training projects
- Providing guidelines on standardised written communication
- Facilitating working methods for the smooth flow of information
- Communicating effectively with all City officials

SAP S70001974

New/natural attrition Natural attrition

Enquiries M Matloa (012 358 6065)/FM Gamede (012 358 6583)

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

DEPARTMENT: GROUP PROPERTY

Division: Facility Maintenance

Section: Building Maintenance

Location: Sammy Marks

Reference number	GPDD011-2019				
Position	ENGINEERING TECHNICIAN: FACILITIES MAINTENANCE				
To be advertised	Internal		External		
This position seeks to attract	African female Indian male	African male White female	Coloured female White male	Coloured male Person with disability	Indian female All categories
Job level	C2/3/D1				
Scale	R262 344,00 – R426 720,00 per annum				
Estimated remuneration package	R333 914,94 – R543 134,91 per annum				
Job purpose	To render effective, efficient and economic facility maintenance services within the City of Tshwane.				
Appointment Requirements	<p>An appropriate career-related tertiary qualification (three-year national diploma or degree) or equivalent qualification</p> <p>A tertiary qualification in Civil, Mechanical and or Electrical Engineering will be an added advantage</p> <p>At least five years' experience in a facility maintenance environment</p> <p>Computer literacy</p>				
Personal attributes and/or competencies	Integrity; decisiveness; patience; innovative thinking skills; flexibility; willingness to accept responsibility; ability to pay attention to detail				
Primary functions	<p>Render effective, efficient and economic facility maintenance services</p> <p>Manage routine facility maintenance operations, facility maintenance projects, new facility projects and facilities administration</p>				
SAP	To be determined				
New/natural attrition	New				
Enquiries	K Makama (012 358 0830)				

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

DEPARTMENT: GROUP PROPERTY

Division: Facilities Management

Section: Building Maintenance

Location: Pretoria Central

Reference number **GPDD012-2019**

Position **FUNCTIONAL HEAD: ENGINEERING PROJECTS AND PREVENTATIVE MAINTENANCE**

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

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

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

Job purpose Manage projects and the maintenance of buildings, equipment and systems, and ensure the effective operation of building, electrical/mechanical and all statutory equipment, i.e. lifts, escalators, fire equipment, roller doors, air-conditioning systems and swimming pools according to occupational health and safety requirements.

Appointment Requirements An appropriate career-related tertiary qualification (three-year national diploma or degree) or equivalent qualification
A tertiary qualification in Civil, Mechanical and/or Electrical Engineering will be an added advantage
At least five years' experience as a project manager in a building maintenance environment
Valid Code EB/EC1 driver's licence
Computer literacy

Personal attributes and/or competencies Analytical thinking skills; adaptability; communication skills; interpersonal skills; leadership skills; ability to handle stress well; reliability; trustworthiness; technical skills

Primary functions Undertaking project management: Mechanical, electrical, fire prevention, air conditioning, roller doors, swimming pools
Executing concept planning
Budgeting
Compiling tender specifications
Performing site meetings/inspections and quality control
Evaluating tenders
Recommending equipment and contractors
Ensuring warranty/guarantee control

SAP	S70016744
New/natural attrition	New
Enquiries	K Makama (012 358 0830)

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

DEPARTMENT: GROUP PROPERTY

Division: Facilities Management

Section: Building Maintenance

Location: Centurion (Region 4 and 6) (1 post) Sammy Marks (1 post)

Reference number	GPDD013-2019				
Position	FUNCTIONAL HEAD: PROPERTY FACILITY MAINTENANCE (PREVENTATIVE MAINTENANCE) (2 POSTS)				
To be advertised	<div>Internal</div> <div>External</div>				
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 render effective, efficient and economic facility maintenance services within the City of Tshwane.				
Appointment Requirements	<p>An appropriate career-related tertiary qualification (three-year national diploma or degree) or equivalent qualification</p> <p>A tertiary qualification in Civil, Mechanical and/or Electrical Engineering will be an added advantage</p> <p>At least five years' experience as a project manager in a building maintenance environment</p> <p>Valid Code EB/EC1 driver's licence</p> <p>Computer literacy</p>				
Personal attributes and/or competencies	Analytical thinking skills; adaptability; communication skills; interpersonal skills; leadership skills; ability to handle stress well; reliability; trustworthiness; technical skills				
Primary functions	<p>Render effective, efficient and economic facility maintenance services</p> <p>Manage the following critical performance areas:</p> <ul style="list-style-type: none"> - Routine facility maintenance operations - Facility maintenance projects - New facility projects - Facilities administration 				
SAP	S70041903; S61019579				
New/natural attrition	New				
Enquiries	K Makama (012 358 0830)				

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

DEPARTMENT: GROUP PROPERTY

Division: Property Management

Section: Investment Property

Location: Pretoria Central

Reference number **GPDD014-2019**

Position **DEPUTY DIRECTOR: INVESTMENT PROPERTY**

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 E1

Scale R551 508,00 – R730 248,00 per annum

Estimated remuneration package R841 059,34 – R1 068 561,99 per annum

Job purpose Provide strategic management of the investment property portfolio of the City of Tshwane.

Appointment requirements An appropriate career-related tertiary qualification (three-year national diploma or degree) or equivalent qualification
A tertiary qualification in Property Studies, Law, Town and Regional Planning, Finance and/or Commerce will be an added advantage
A postgraduate qualification in Real Estate will be advantageous
At least eight years' work experience, with at least five years in a senior role within the property development or property management sectors
Relevant experience in identifying property investment opportunities through the analysis of market demands and trends, and project packaging and property development
Experience in local government will be advantageous
No criminal record (excluding previous conviction(s) relating to political activities in the previous dispensation), and such a person shall undergo security vetting
Computer literacy

Personal attributes and/or competencies Sound understanding of local government legislation; knowledge and experience in land value capture; ability to communicate on all levels; ability to be responsible, accountable and dedicated; ability to compile accurate reports and capture data accurately; proven organisational and administration skills; ability to work unsupervised; ability to perform under pressure and be customer service orientated

Primary functions Identifying and unlocking property investment opportunities
Undertaking investment property development and project packaging
Conducting feasibility studies
Determining the highest and best use of investment property

(Positions for JF10/2019) <http://www.tshwane.gov.za/sites/Departments/Corporate%20and%20Shared%20Services/Pages/Job-Forum.aspx>

Appointing and managing service providers for property development initiatives
Considering and processing unsolicited bids
Overseeing the proactive release of investment property assets

SAP

S70073159

**New/natural
attrition**

New

Enquiries

M Julies (012 358 8151)

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

DEPARTMENT: GROUP PROPERTY
Division: Property Management Services
Section: Property Revenue and Contract Management
Location: Pretoria Central

Reference number **GPDD015-2019**

Position **DEPUTY DIRECTOR: PROPERTY REVENUE AND CONTRACT MANAGEMENT**

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 E1

Scale R551 508,00 – R730 248,00 per annum

Estimated remuneration package R841 059,34 – R1 068 561,99 per annum

Job purpose To oversee operations in property revenue and contract management for the City of Tshwane leased properties portfolio.

Appointment Requirements An appropriate career-related tertiary qualification (three-year national diploma or degree) or equivalent qualification
A tertiary qualification in Law will be an added advantage
A postgraduate qualification in Contract Law will be advantageous
At least eight years' work experience, with at least five years in a senior role within the contract management environment
Relevant experience in evictions and litigation processes
Experience in local government will be advantageous
No criminal record (excluding previous conviction(s) relating to political activities in the previous dispensation), and such a person shall undergo security vetting
Computer literacy

Personal attributes and/or competencies Sound understanding of local government legislation; knowledge and experience in land value capture; ability to communicate on all levels; ability to be responsible, accountable and dedicated; ability to compile accurate reports and capture data accurately; proven organisational and administration skills; ability to work unsupervised; ability to perform under pressure and be customer service orientated

Primary functions Oversee contract signings and renewals
Oversee contract terminations
Establish arrangements for effective contract management and revenue collection
Ensure effective records management
Oversee litigation and evictions
Coordinate short-term use for property permissions

(Positions for JF10/2019) <http://www.tshwane.gov.za/sites/Departments/Corporate%20and%20Shared%20Services/Pages/Job-Forum.aspx>

Issue permission to occupy and power of attorney

SAP

S70073154

**New/natural
attrition**

New

Enquiries

M Julies (012 358 8151)

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

DEPARTMENT: GROUP PROPERTY
Division: Property Asset Management and Advisory Services
Section: Advisory Services
Location: Pretoria Central

Reference number **GPDD016-2019**

Position **DIRECTOR: ADVISORY SERVICES**

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 E2

Scale R657 252,00 – R855 240,00 per annum

Estimated remuneration package R978 051,71 – R1 230 053,48 per annum

Job purpose To provide strategic property management advisory services and conduct market analysis.

Appointment Requirements An appropriate career-related tertiary qualification (three-year national diploma or degree) or equivalent qualification
A tertiary qualification in Economics and/or Accounting will be an added advantage
A postgraduate qualification will be advantageous
At least ten years' work experience, with at least seven years in a senior role within the property market research/analysis environment
Experience in using economic and market trends to influence key business decisions in the property industry as well as experience in real estate policy and strategy formulation
Experience in local government will be advantageous
No criminal record (excluding previous conviction(s) relating to political activities in the previous dispensation), and such a person shall undergo security vetting
Computer literacy

Personal attributes and/or competencies Sound understanding of local government legislation; knowledge and experience in land value capture; ability to communicate on all levels; ability to be responsible, accountable and dedicated; ability to compile accurate reports and capture data accurately; proven organisational and administration skills; ability to work unsupervised; ability to perform under pressure and be customer service orientated

Primary functions Undertaking property market analysis and reporting
Undertaking research and benchmarking
Forecasting, analysing and delivering commercial insights
Formulating and reviewing property-related policies and strategies

(Positions for JF10/2019) <http://www.tshwane.gov.za/sites/Departments/Corporate%20and%20Shared%20Services/Pages/Job-Forum.aspx>

Ensuring strategic partnership management
Tracking a range of property data including vacancy, construction and sales, and
leasing transactions
Identifying investment themes and trends

SAP

S70073162

**New/natural
attrition**

New

Enquiries

M Julies (012 358 8151)

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

DEPARTMENT: GROUP PROPERTY
Division: Property Management Services
Section: Investment Property
Location: Pretoria Central

Reference number **GPDD017-2019**

Position **DIRECTOR: INVESTMENT PROPERTY**

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 E2

Scale R657 252,00 – R855 240,00 per annum

Estimated remuneration package R978 051,71 – R1 230 053,48 per annum

Job purpose To oversee and provide strategic management of the investment property portfolio of the City of Tshwane.

Appointment Requirements An appropriate career-related tertiary qualification (three-year national diploma or degree) or equivalent qualification
A tertiary qualification in Property Studies, Law, Town and Regional Planning, Finance and/or Commerce will be an added advantage
A postgraduate qualification in Real Estate will be advantageous
At least ten years' work experience, with at least seven years in a senior role within the property development or property management sectors
Experience in identifying property investment opportunities through the analysis of market demands and trends, and in project packaging and property development
Experience in local government will be advantageous
No criminal record (excluding previous conviction(s) relating to political activities in the previous dispensation), and such a person shall undergo security vetting
Computer literacy

Personal attributes and/or competencies Sound understanding of local government legislation; knowledge and experience in land value capture; ability to communicate on all levels; ability to be responsible, accountable and dedicated; ability to compile accurate reports and capture data accurately; proven organisational and administration skills; ability to work unsupervised; ability to perform under pressure and be customer service orientated

Primary functions Managing the City's investment property portfolio
Identifying and unlocking property investment opportunities
Undertaking investment property development and project packaging
Conducting feasibility studies
Unlocking opportunities for land value capture

(Positions for JF10/2019) <http://www.tshwane.gov.za/sites/Departments/Corporate%20and%20Shared%20Services/Pages/Job-Forum.aspx>

Establishing and maintaining strategic partnerships
Determining the highest and best use of investment property
Appointing and managing service providers for property development initiatives
Considering and processing unsolicited bids
Overseeing the proactive release of investment property assets

SAP

S70073157

**New/natural
attrition**

New

Enquiries

M Julies (012 358 8151)

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

DEPARTMENT: GROUP PROPERTY
Division: Property Asset Management and Advisory Services
Section: Property Asset Management
Location: Pretoria Central

Reference number **GPDD018-2019**

Position **DIRECTOR: PROPERTY ASSET MANAGEMENT**

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 E2

Scale R657 252,00 – R855 240,00 per annum

Estimated remuneration package R978 051,71 – R1 230 053,48 per annum

Job purpose To exercise oversight of and manage property assets for the City of Tshwane's properties portfolio.

Appointment Requirements An appropriate career-related tertiary qualification (three-year national diploma or degree) or equivalent qualification
A tertiary qualification in Property Studies, Law, Town and Regional Planning, Finance and/or Commerce will be an added advantage
A postgraduate qualification in Real Estate will be advantageous
At least ten years' work experience, with at least seven years in a senior role within the property management or built environment
Proven track record in handling a successful portfolio of immovable assets, and expertise in the registration of servitudes and in public sector property asset disposition and acquisitions
Experience in local government will be advantageous
No criminal record (excluding previous conviction(s) relating to political activities in the previous dispensation), and such a person shall undergo security vetting
Computer literacy

Personal attributes and/or competencies Sound understanding of local government legislation; knowledge and experience in land value capture; ability to communicate on all levels; ability to be responsible, accountable and dedicated; ability to compile accurate reports and capture data accurately; proven organisational and administration skills; ability to work unsupervised; ability to perform under pressure and be customer service orientated

Primary functions Overseeing property acquisitions
Overseeing the registration of servitudes in favour of the City
Developing and executing property disposition strategies for non-strategic assets

Conceptualising and overseeing institutional arrangements for property acquisition and disposition
Undertaking property lifecycle management
Ensuring oversight and management of the corporate land asset register

SAP

S70016568

**New/natural
attrition**

New

Enquiries

M Julies (012 358 8151)

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

DEPARTMENT: GROUP PROPERTY
Division: Property Management Services
Section: Property Revenue and Contract Management
Location: Pretoria Central

Reference number **GPDD019-2019**

Position **DIRECTOR: PROPERTY REVENUE AND CONTRACT MANAGEMENT**

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 E2

Scale R657 252,00 – R855 240,00 per annum

Estimated remuneration package R978 051,71 – R1 230 053,48 per annum

Job purpose To oversee and provide strategic direction in property revenue and contract management for the City of Tshwane's leased properties.

Appointment Requirements An appropriate career-related tertiary qualification (three-year national diploma or degree) or equivalent qualification
A postgraduate qualification will be advantageous
At least ten years' work experience, with at least seven years in a senior role within a revenue and/contract management environment
Experience in stakeholder and strategic relationships management
Experience in local government will be advantageous
No criminal record (excluding previous conviction(s) relating to political activities in the previous dispensation), and such a person shall undergo security vetting
Computer literacy (Excel/Word/PowerPoint)

Personal attributes and/or competencies Sound understanding of local government legislation; project management skills; ability to oversee and manage small project teams to meet project deliverables; ability to delegate work, set clear goals and manage customer expectations; advanced problem-solving skills; ability to design, develop and implement process improvements for the revenue cycle; demonstrated ability to work well in a team and matrix environment; strong written and verbal communication skills; ability to clearly articulate ideas to both technical and non-technical audiences; ability to communicate on all levels; ability to be responsible, accountable and dedicated; ability to compile accurate reports and capture data accurately; proven organisational and administration skills; ability to work unsupervised; ability to perform under pressure and be customer service orientated

Primary functions	<p>Overseeing and giving strategic direction on the following property revenue functions:</p> <ul style="list-style-type: none"> ▪ Develop and manage a centralised corporate contract management system ▪ Ensure revenue reporting and analysis ▪ Oversee contract activations and renewals ▪ Manage and oversee contract terminations ▪ Establish and manage institutional arrangements for effective contract management and revenue collection ▪ Ensure effective records management ▪ Coordinate short-term use property permissions ▪ Develop, review and implement revenue enhancement strategies ▪ Review revenue contracts to ensure compliance with legislation
SAP	S70016499
New/natural attrition	New
Enquiries	M Julies (012 358 8151)

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

DEPARTMENT: GROUP PROPERTY
Division: N/A
Section: Management and Administration Support
Location: Pretoria Central

Reference number **GPDD020-2019**

Position **FUNCTIONAL HEAD: FINANCIAL SUPPORT**

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

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

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

Job purpose To provide a comprehensive and extensive financial administrative and financial management support service to Group Property, and to manage, coordinate and control financial and logistical operations of the department on a daily basis.

Appointment Requirements An appropriate career-related tertiary qualification (three-year national diploma or degree) or equivalent
A tertiary qualification in Financial Management, Local Government Finance and/or Public Management will be an added advantage
At least three years' experience in a related financial support and administration environment
Previous experience working in a municipal environment will be an added advantage
Compliance with MFMA unit standards as prescribed by Regulation 493 of 15 June 2007, as published in Government Gazette 29967 of 15 June 2007, will be an added advantage
Valid Code B driver's licence
Computer literacy
SAP proficiency will be an added advantage

Personal attributes and/or competencies Integrity; decisiveness; intelligence; ability to pay attention to detail; patience; innovative thinking skills; imagination; flexibility; willingness to accept responsibility; reliability; negotiating skills; advanced linguistic proficiency; business acumen; ability to do presentations; leadership skills; technical skills; project management skills; communication skills; analytical skills; organisational skills; budget management skills; financial skills

Primary functions Financial administration, and functional and operational implementation and compliance

(Positions for JF10/2019) <http://www.tshwane.gov.za/sites/Departments/Corporate%20and%20Shared%20Services/Pages/Job-Forum.aspx>

Financial management, information management and guidance, and performance reporting
Budget compilation, implementation and administration
Supply chain, procurement and contract management
Project management and administration
Creditor administration and compliance
Management advice, support and coaching

SAP

S70001745

**New/natural
attrition**

Natural attrition

Enquiries

C de Villiers (012 358 4345)

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

DEPARTMENT: GROUP PROPERTY

Division: Office of the Group Head

Section: N/A

Location: Pretoria Central

Reference number	GPDD021-2019				
Position	TRANSACTION ADVISORY SPECIALIST				
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	E1				
Scale	R551 508,00 – R730 248,00 per annum				
Estimated remuneration package	R841 059,34 – R1 068 561,99 per annum				
Job purpose	To provide exceptional support and critical thinking to the Office of the Group Head.				
Appointment Requirements	<p>An appropriate career-related tertiary qualification (three-year national diploma or degree) or equivalent qualification</p> <p>A postgraduate qualification in Real Estate will be advantageous</p> <p>At least five years’ proven experience as a transaction advisor or other relevant administrative support experience</p> <p>Previous experience in the real estate industry will be an added advantage</p> <p>Previous experience working in a municipal environment will be an added advantage</p> <p>Computer literacy</p> <p>Working knowledge of Adobe Creative Suite 5, specifically InDesign, Illustrator and Photoshop, and knowledge of or ability to quickly learn technology platforms to support various forms will be an added advantage</p>				
Personal attributes and/or competencies	<p>Excellent verbal and written communication skills; ability to understand and commit to client satisfaction; ability to be resourceful; ability to be highly dependable, efficient and detail-oriented; ability to be strategic and self-motivated; ability to be hard working, trustworthy and well organised; strong ability to multi-task; ability to learn quickly; ability to adapt to a demanding and changing work environment; ability to demonstrate teamwork and responsibility in the engagement of team members; ability to stay abreast of current business and economic developments relevant to business; ability to use current technology and tools to enhance the effectiveness of services provided; ability to maintain positive, productive and professional relationships with clients, personnel and colleagues; strong analytical and structured thinking skills; ability to work as part of a team in client-facing projects; good commercial thinking skills and business acumen;</p>				

ability to work effectively under pressure and to meet established goals and objectives within specified deadlines, while maintaining quality at all times; excellent communication, presentation and interpersonal skills; ability to professionally deal with people at all levels

Primary functions

Assisting, facilitating, tracking, managing and responding to enquiries and requests using judgment, experience, knowledge and independent thinking abilities
Providing exemplary support to the Group Head, which may include project implementation monitoring
Meeting deadlines in a fast-paced environment and developing effective and constructive solutions to challenges and obstacles within required timelines
Actively contributing to the generation, vetting and quality assurance of reports and documents
Creating documents such as letters, memoranda, presentations and other business-related correspondence
Frequently interfacing with clients – stakeholder management and engagements
Identifying issues and proposing solutions related to the procedures executed
Conferring with other team members to perform management planning and reporting
Creating and maintaining a document management system in order to monitor projects, proposals, leases, sales and reporting requirements

SAP

S70073153

**New/natural
attrition**

New

Enquiries

C de Villiers (012 358 4345)

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 Strategic Support

Location: Pretoria Central

Reference number	AEMA195-2019				
Position	MANAGEMENT SUPPORT OFFICER				
To be advertised	Internal		External		
This position seeks to attract	<input type="checkbox"/>	<input type="checkbox"/> African male	<input type="checkbox"/> Coloured female	<input type="checkbox"/> Coloured male Person with disability	<input type="checkbox"/> Indian female
Job level	D2/3				
Scale	R383 268,00 – R623 568,00 per annum				
Estimated remuneration package	R487 828,62 – R793 685,66 per annum				
Job purpose	To execute a departmental managerial support service and strategic managerial support service function on an operational matrix basis.				
Appointment Requirements	An appropriate career-related tertiary qualification (three-year national diploma or degree) or equivalent qualification Relevant experience in strategic support and performance management Experience in liaising with high-level stakeholders Valid driver's licence Computer literacy				
Personal attributes and/or competencies	Ability to work effectively and energetically around a demanding work schedule; excellent administrative skills; ability to pay attention to detail; analytical skills; good communication skills; report writing skills; ability to do presentations				
Primary functions	Assist daily in the execution of a departmental managerial support service Facilitate the development and review/update of the legislated five-year departmental IDP, and facilitate and coordinate the development of business plans Responsible for business plans information and coordination operations Responsible for SDBIP technical guidance operations Responsible for risk register and gap analyses of the department Responsible for departmental performance review and monitoring management Responsible for annual departmental performance reporting management Provide quality assurance and monitoring of the department's SDBIP and capital projects Assist with the coaching file of the Group Head Assist with audit queries of the department Monitor and measure the performance of occupational health and safety compliance management in the department				

SAP	S70044665
New/natural attrition	Natural attrition
Enquiries	DC Malatsi (012 358 5148)

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

DEPARTMENT: OFFICE OF THE EXECUTIVE MAYOR

Division: N/A

Section: Management and Administrative Services

Location: Pretoria Central

Reference number	EMCM449-2019				
Position	SENIOR STRATEGIC EXECUTIVE SUPPORT SPECIALIST				
To be advertised	<div>Internal</div> <div>External</div>				
This position seeks to attract	<div>African female</div> <div>African male</div> <div>Coloured female</div> <div>Coloured male</div> <div>Indian female</div> <div>Indian male</div> <div>White female</div> <div>White male</div> <div>Person with disability</div> <div>All categories</div>				
Job level	E1				
Scale	R551 508,00 – R730 248,00 per annum				
Estimated remuneration package	R841 059,34 – R1 068 561,99 per annum				
Job purpose	To manage the departmental budget and financial service within the legislative and statutory framework and to provide a general financial support service to the Office of the Executive Mayor.				
Appointment requirements	<p>A three-year career-related tertiary qualification (degree or national diploma) in a Financial or Accounting field or equivalent qualification</p> <p>At least five years' experience in a related financial support environment of which a minimum of three years should be in a managerial/middle management position</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>Valid driver's licence with own vehicle</p> <p>Computer literacy in MS Office Suite</p>				
Personal attributes and/or competencies	<p>Strong analytical skills; excellent writing and research skills; excellent verbal communication skills; ability to interact with a diverse range of stakeholders; ability to maintain high levels of professionalism; ability to work under pressure; ability to be self-motivated and proactive; ability to be dynamic and innovative; ability to work independently towards the strategic goals of the organisation; ability to impart skills to fellow colleagues; high levels of technical competency skills in the candidate's respective field must be evident</p>				
Primary functions	<p>Managing the department's budget in accordance with the municipality's financial by-laws</p> <p>Managing, advising, controlling and coordinating SAP financial transactions, creditor payment administration, departmental insurance administration, subsistence and travel arrangements, IT, general logistics and record-keeping</p>				

Undertaking supply chain and procurement management, project management, and CAPEX compilation and administration
 Managing, coordinating and ensuring the administration of departmental audits (contact person for audit queries)
 Managing and supervising the Financial Support Operational Unit to ensure optimal performance
 Attending the following meetings:

- Financial Advisory Committee meetings
- Departmental top management meetings
- All relevant meetings during the budget process
- All ad hoc meetings with a financial implication
- Support services management meetings

Acting as departmental top management advisor on financial, budgetary and related matters (Deputy Director and upwards), as well as all employee enquiries

SAP

S70000525

New/natural attrition

Natural attrition

Enquiries

T Louw (012 358 1226)

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