



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

**CLOSING DATE: 31 MAY 2019**

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

**DIVISIONAL HEAD: TSHWANE BUS RAPID TRANSIT (BRT) PROJECT PLANNING AND IMPLEMENTATION (DEPARTMENT: ROADS AND TRANSPORT) (Ref: TRRO443-2019)**

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

Location: Hatfield

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

**Appointment requirements**

- A relevant post-graduate degree or equivalent qualification
- Registration with a relevant professional body (added advantage)
- Ten years' practical experience in the bus transport planning and development environment, of which at least five years must be at senior management level
- Good knowledge and interpretation of policy and translation of legislation into risk instruments
- Good knowledge of performance management
- Understanding of good governance
- Good knowledge of supply chain management regulations and the Preferential Procurement Policy Framework Act, 2000 (Act 5 of 2000)
- Ability to make high-risk decisions of a long-term and strategic nature
- Compliance with the MFMA unit standards, as prescribed by Regulation 493 of 15 June 2007, as published in Government Gazette 29967 of 15 June 2007, will be an added advantage
- No criminal record (excluding previous conviction(s) related to political activities under the previous dispensation) and candidates will undergo security vetting
- A valid Code B driver's licence
- Computer literacy
- Competency assessment

**Leading competencies**

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

**Core competencies**

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

**Primary function**

To create a dedicated fast lane bus/taxi commuter service between identified designated areas and to manage the Specialised Unit: Tshwane Bus Rapid Transit, including systems planning, infrastructure implementation, and business and financial planning in the City of Tshwane, subject to legislated context responsibilities, national standards and the directives of the Group Head: Roads and Transport. The incumbent will be responsible and accountable for the following key performance areas:

- BRT System Planning
- BRT Implementation
- BRT Legal
- BRT Administration, Promotion and Funding

**Enquiries:** T Kone (012 358 3139)

**DIVISIONAL HEAD: TSHWANE BUS RAPID TRANSIT (BRT) OPERATIONS (DEPARTMENT: ROADS AND TRANSPORT) (Ref: TRRO444-2019)**

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

Location: Hatfield

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

**Appointment requirements**

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

**Leading competencies**

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

**Core competencies**

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

**Primary function**

To provide strategic leadership and management of the Tshwane BRT Operations Business Unit in accordance with the operational and performance criteria determined by Council, and to oversee, manage and account for the Tshwane BRT operations and future scheduled public transportation services, including operations, finance and administration, marketing and communication, human resources, legal and governance in the City of Tshwane, subject to legislated context responsibilities, national standards and the directives of the Group Head: Roads and Transport. The incumbent will be responsible and accountable for the following key performance areas:

- Provide strategic leadership to Tshwane BRT in terms of operations, management, goals and objectives
- Ensure effective human resources procurement, utilisation and management
- Oversee and ensure sound financial practices and risk management
- Oversee Tshwane BRT corporate and governance activities
- Provide the overall management function of Tshwane BRT in compliance with the policies and standards determined by Council

**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: REGIONAL OPERATIONS AND COORDINATION**

### **Division: Regional Operations**

### **Section: Energy And Electricity**

### **Location: All regions**

**Reference number** SDTM930-A-2019

**Position** SUPERINTENDENT TRADES (6 POSTS)

**To be advertised** Internal External

**This position seeks to attract**

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

**Job level** D1

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

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

**Job purpose** To ensure optimal electricity service delivery in the related area by ensuring a safe, reliable and cost-effective electrical distribution network according to individual consumer needs, and to provide operational leadership to ensure the optimal use of resources and a motivated, trained and stable workforce.

**Appointment requirements**

- N3 certificate or equivalent qualification
- Appropriate trade certificate as Artisan (Electrician) (red seal)
- At least ten years' relevant experience in local authorities electrical networks
- At least five years' supervisory experience
- Valid Code B driver's licence and own transport
- Computer literacy (SAP)

**Personal attributes and/or competencies** Integrity; flexibility; willingness to accept responsibility; high hand-eye coordination skills; high three-dimensional visualisation ability; excellent eyesight; communication skills; technical skills

**Primary functions**

- Managing maintenance operations
- Managing and evaluating the construction of projects
- Coordinating the planning of maintenance, construction, network extensions and resources
- Identifying the specific training needs and ensuring the development of operational personnel
- Managing and administering operational activities
- Identifying and requesting operational logistical needs
- Structuring financial implementation requirements for operational vote numbers to ensure availability of financial resources
- Implementing operational policies and approved strategies to ensure effective and productive operations

Enhancing community involvement to establish economic prosperity and address consumer needs

Managing operational personnel and activities for delegated responsibilities

**SAP**

To be determined

**New/natural  
attrition**

New

**Enquiries**

G Mnguni (012 358 4243)

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

## **DEPARTMENT: REGIONAL OPERATIONS AND COORDINATION**

### **Division: Regional Operations**

### **Section: Water and Sanitation: Waste Distribution**

### **Location: All regions**

**Reference number** **SDTM931-A-2019**

**Position** **FOREMAN (6 POSTS)**

**To be advertised**

|          |          |
|----------|----------|
| Internal | External |
|----------|----------|

**This position seeks to attract**

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

**Job level** C3

**Scale** R297 372,00 – R363 816,00 per annum

**Estimated remuneration package** R378 499,05 – R463 069,86 per annum

**Job purpose**

To control operational teams that are responsible for the installation and maintenance of sewers, connections, extensions, pump stations, siphons and meter houses, and the removal of sewer blockages from municipal and private sewers. To ensure that the resources of this subsection are utilised in such a way that the operation and maintenance of all waste water collection infrastructure are done to a high standard, in a cost-effective way and within a reasonable period, according to the specified standards and safety legislation.

**Appointment requirements**

N3 or equivalent qualification  
 Appropriate trade certificate as artisan (plumber) (red seal)  
 At least five years' relevant experience in operations and maintenance of municipal water networks and related aspects, such as paving, fencing and building work  
 Valid Code B driver's licence  
 Computer literacy  
**Willingness and ability to work shifts**  
**Willingness and ability to work overtime and standby when required**

**Personal attributes and/or competencies**

Ability to manage large and diverse work teams; good communication skills; integrity; decisiveness; intelligence; proper planning and effective task coordination skills; patience; innovative thinking skills; willingness to accept responsibility; adaptability; dynamic; flexibility; imagination

**Primary functions**

Controlling the operation and maintenance of water networks, including coordinating tasks to artisans  
 Planning and delegating tasks received from supervisor/call centre by assigning priorities and ensuring that target dates are met  
 Controlling complaint resolutions and furnishing feedback

Ensuring quality control of all work carried out by artisans/plumbers  
Ensuring administrative control, including checking and signing timesheets, and coordinating and recommending subordinates' leave  
Coordinating material acquisitions and creating reservations on SAP  
Controlling the performance of subordinates  
Liaising with members of the public and resolving all water-related complaints  
Inspecting all the work carried out by contractors by checking the quality of the work done and verifying quantities for payment purposes

**SAP** To be determined

**New/natural attrition** Natural attrition

**Enquiries** G Mnguni (012 358 4243)

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

## **DEPARTMENT: REGIONAL OPERATIONS AND COORDINATION**

### **Division: Regional Operations: Region 2**

### **Section: Community Services: Sport and Recreation**

### **Location: Temba/Sinoville**

**Reference number** SDTM932-2-2019

**Position** FUNCTIONAL HEAD: SPORT AND RECREATION

**To be advertised** Internal External

**This position seeks to attract**

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

**Job level** D2/3

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

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

**Job purpose** To manage, oversee, coordinate, control and plan all sport and recreation services, events and facilities within the allocated geographical area

**Appointment requirements**

An appropriate three-year, career-related tertiary qualification (degree or national diploma) or an equivalent qualification

At least five years' relevant experience in the operations, maintenance and management of sport and recreation facilities

Relevant experience in management or supervision will be an added advantage

Valid Code B driver's licence and own transport

Computer literacy

**Willingness and ability to work after hours and over weekends when required**

**Personal attributes and/or competencies**

Strategic leadership skills; organising skills; ability to work as part of a team; ability to motivate a team; negotiating skills; programme and project management skills; analytical and problem-solving skills; knowledge of the procurement system; innovative thinking skills; willingness to accept responsibility; ability to pay attention to detail; decisiveness; flexibility; integrity; good communication and interpersonal skills; honesty; business acumen; ability to apply self-discipline and be a self-starter in the workplace

**Primary functions**

Executing business activities pertaining to regional services

Managing and ensuring sport and recreation services in the region

Ensuring and managing advisory and reporting control services within sport and recreation

Promoting sport and recreation in the region innovatively

Executing generic planning functions

Executing generic management functions

Executing generic financial functions



Executing generic personnel functions

**SAP**

To be determined

**New/natural attrition**

New

**Enquiries**

T Conway (012 358 0468)/A Tsoai (012 358 4113)

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

## **DEPARTMENT: REGIONAL OPERATIONS AND COORDINATION**

### **Division: Regional Operations: Region 4**

### **Section: Community Services: Cemeteries**

### **Location: Centurion**

**Reference number** SDTM933-4-2019

**Position** FUNCTIONAL HEAD: CEMETERIES

**To be advertised**

|          |          |
|----------|----------|
| Internal | External |
|----------|----------|

**This position seeks to attract**

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

**Job level** D2/3

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

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

**Job purpose** To ensure the effective rendition of cemetery services in Region 4.

**Appointment requirements**

- An appropriate three-year, career-related tertiary qualification (degree or national diploma) or an equivalent qualification
- At least five years' relevant experience in the operations, maintenance and management of cemeteries
- Relevant experience in management or supervision will be an added advantage
- Valid Code B driver's licence and own transport
- Computer literacy
- Willingness and ability to work after hours and over weekends when required**

**Personal attributes and/or competencies**

Strategic leadership skills; organising skills; ability to work as part of a team; ability to motivate a team; negotiating skills; programme and project management skills; analytical and problem-solving skills; knowledge of the procurement system; innovative thinking skills; willingness to accept responsibility; ability to pay attention to detail; decisiveness; flexibility; integrity; good communication and interpersonal skills; honesty; business acumen; ability to apply self-discipline and be a self-starter in the workplace

**Primary functions**

- Ensuring effective and efficient management of the section
- Planning, monitoring and evaluating the administrative and practical work of incumbents by initiating planning processes for the area and obtaining information from monthly/quarterly reports
- Monitoring the finances of the appointed area by monitoring all expenditure in terms of the budget and to motivate any expenditure exceeding the approved budget amount
- Ascertaining the needs in the appointed area throughout the year and giving input regarding the managerial budget when compiled

Attending and participating in meetings regarding funeral undertakers, machinery and occupational safety, maintenance contracts, grave excavating contractors, destitute contractors and the Tshwane Metro Police Department  
 Executing physical inspections of cemeteries, compounds, buildings and terrains by doing administrative spot-checks in all registers  
 Ensuring that administrative and terrain procedures are followed  
 Enforcing cemetery and crematorium by-laws, financial by-laws, laws and ordinances where applicable  
 Planning, coordinating and providing regular courses to all incumbents in various areas  
 Delegating similar functions to admin officers of the area to ensure that all personnel in the Cemetery Services Division are well equipped in all aspects of their work

|                              |                            |
|------------------------------|----------------------------|
| <b>SAP</b>                   | To be determined           |
| <b>New/natural attrition</b> | New                        |
| <b>Enquiries</b>             | M Hendricks (012 358 4971) |

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

## **DEPARTMENT: REGIONAL OPERATIONS AND COORDINATION**

### **Division: Regional Operations**

### **Section: Energy and Electricity: Distribution Operations Services**

### **Location: All regions**

**Reference number** SDTM934-A-2019

**Position** FOREMAN (2 POSTS)

**To be advertised**

| Internal | External |
|----------|----------|
|----------|----------|

**This position seeks to attract**

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

**Job level** C3

**Scale** R297 372,00 – R363 816,00 per annum

**Estimated remuneration package** R378 499,05 – R463 069,86 per annum

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

**Appointment requirements**

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

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

**Primary functions**

- Executing instructions received from the supervisor for maintaining all related tasks/duties regarding the electrical distribution network to ensure safe and reliable service delivery
- Executing instructions received from the supervisor for all related tasks/duties regarding electrical distribution network projects to ensure that set target dates are met

Maintaining all tools and equipment to ensure continuous and safe operations on site  
Adhering to the OHS Act  
Executing tasks or duties on a rotation basis between various operational teams to enhance multi-skilling

**SAP**

S70022192

**New/natural  
attrition**

Natural attrition

**Enquiries**

GS Mnguni (012 358 4243)

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

## **DEPARTMENT: REGIONAL OPERATIONS AND COORDINATION**

### **Division: Regional Operations**

### **Section: Water Distribution**

### **Location: All regions**

|   |   |                              |                               |   |                                 |
|---|---|------------------------------|-------------------------------|---|---------------------------------|
| Reference number                        | SDTM935-A-2019  |                              |                               |   |                                 |
| Position                                | FUNCTIONAL HEAD: WATER DISTRIBUTION (3 POSTS)   |                              |                               |   |                                 |
| To be advertised                        | Internal  |                              | External                      |   |                                 |
| This position seeks to attract          | African female<br>Indian male   | African male<br>White female | Coloured female<br>White male | Coloured male<br>Person with disability | Indian female<br>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 operate and maintain existing municipal water distribution networks in Region 2 of the City of Tshwane.  |                              |                               |   |                                 |
| Appointment requirements                | An appropriate three-year, career-related tertiary qualification (degree or national diploma) in Civil Engineering or an equivalent qualification<br>Relevant experience in the operation and maintenance of municipal water networks and related aspects, such as paving, fencing and building work<br>Relevant experience in management or supervision will be an added advantage<br>Valid Code B driver’s licence and own transport<br>Computer literacy<br><b>Willingness and ability to work after hours and over weekends when required</b>   |                              |                               |   |                                 |
| Personal attributes and/or competencies | Ability to manage large and diverse work teams; good communication skills; integrity; decisiveness; intelligence; proper planning and effective task coordination skills; patience; innovative thinking skills; willingness to accept responsibility; adaptability; dynamic; flexibility  |                              |                               |   |                                 |
| Primary functions                       | Ensuring the operation and maintenance of water networks, including supervising and coordinating tasks to the foreman<br>Planning and delegating tasks received from supervisor/call centre by assigning priorities and ensuring that target dates are met<br>Controlling complaint resolutions and furnishing feedback<br>Creating requisitions for service providers and reservations for internal teams<br>Ensuring quality control of all work carried out by artisans/plumbers<br>Ensuring administrative control, and coordinating and recommending subordinates’ leave<br>Coordinating material acquisitions and creating reservations on SAP<br>Controlling the performance of subordinates |                              |                               |   |                                 |

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

|                              |                          |
|------------------------------|--------------------------|
| <b>SAP</b>                   | To be determined         |
| <b>New/natural attrition</b> | New                      |
| <b>Enquiries</b>             | GS Mnguni (012 358 4243) |





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

**SAP**

To be determined

**New/natural  
attrition**

New

**Enquiries**

GS Mnguni (012 358 4243)

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

## **DEPARTMENT: REGIONAL OPERATIONS AND COORDINATION**

### **Division: Regional Operations**

### **Section: Energy and Electricity**

### **Location: All regions**

**Reference number** **SDTM937-A-2019**

**Position** **SYSTEM OPERATOR (10 POSTS)**

**To be advertised**

|          |          |
|----------|----------|
| Internal | External |
|----------|----------|

**This position seeks to attract**

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

**Job level** C1/2

**Scale** R229 020,00 – R320 952,00 per annum

**Estimated remuneration package** R291 499,71 – R408 511,98 per annum

**Job purpose** Operating the 11 kV network, isolating 11 kV components for other departments to perform tasks on the network, commissioning new 11 kV faulty components during power failures, and restoring power in the shortest time possible.  
Restoring low-tension (230 V to 400 V) power failures and preparing minor faults on 400 V network.

**Appointment requirements** Trade certificate as Electrician  
An LV, MV or 11 kV switching course will be an added advantage  
Valid Code B/C1 driver's licence  
Relevant experience on electrical network (ranging from 400 V to 11 000 V) in low- and medium-voltage switching  
**Willingness and ability to work shifts**  
**Willingness and ability to work overtime and standby when required**

**Personal attributes and/or competencies** Positive attitude; good health; good communication skills; dependability and trustworthiness; ability to work with high tension; ability to work in a dangerous environment; must not be colour blind

**Primary functions** Operating the 11 kV network, isolating 11 kV components for other departments to perform tasks on the network, commissioning new 11 kV faulty components during power failures, and restoring power in the shortest time possible  
Restoring low tension (230 V to 400V) power failures and repairing minor faults on the 400 V network  
Isolating 11 000 V network components  
Restoring 11 000 V power supply after failure  
Repairing 400 V cable faults  
Locating 400 V cable points

|                              |                          |
|------------------------------|--------------------------|
| <b>SAP</b>                   | To be determined         |
| <b>New/natural attrition</b> | New                      |
| <b>Enquiries</b>             | GS Mnguni (012 358 4243) |

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

**DEPARTMENT: REGIONAL OPERATIONS AND COORDINATION**

**Division: Regional Operations**

**Section: Energy and Electricity**

**Location: All regions**

|   |  |                              |                               |   |                                 |
|---|--|------------------------------|-------------------------------|---|---------------------------------|
| Reference number                        | SDTM938-A-2019   |                              |                               |   |                                 |
| Position                                | FUNCTIONAL HEAD: ELECTRICITY SYSTEMS OPERATIONS<br>(2 POSTS)   |                              |                               |   |                                 |
| To be advertised                        | Internal   |                              | External                      |   |                                 |
| This position seeks to attract          | African female<br>Indian male  | African male<br>White female | Coloured female<br>White male | Coloured male<br>Person with disability | Indian female<br>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                             | Planning, monitoring and supervising the safe operation and issuing of permits on the 11 KV to 400 V network and providing training to maintain the integrity of the high-voltage network to ensure a high-quality continuous supply and service delivery to the internal and external clients with a focus on the quickest response and shortest outage time  |                              |                               |   |                                 |
| Appointment requirements                | An appropriate three-year, career-related tertiary qualification (degree or diploma) in Electrical Engineering or equivalent qualification<br>A management qualification will be an added advantage<br>At least eight years’ working experience in electricity systems operations with MV- LV<br>At least five years’ supervisory experience<br>Valid Code B driver’s licence<br>Computer literacy<br><b>Willingness and ability to work beyond normal office hours as and when required</b> |                              |                               |   |                                 |
| Personal attributes and/or competencies | Integrity; intelligence; patience; innovative thinking skills; energetic; imagination; flexibility; willingness to accept responsibility; decisiveness; ability to pay attention to detail   |                              |                               |   |                                 |
| Primary functions                       | Overseeing general health and safety in the workplace<br>Managing personnel, procedures and admin-related tasks<br>Ensuring the relevant training of personnel on the job<br>Managing the allocated budget<br>Managing system operations and optimising processes  |                              |                               |   |                                 |
| SAP                                     | To be determined   |                              |                               |   |                                 |
| New/natural attrition                   | New  |                              |                               |   |                                 |
| Enquiries                               | GS Mnguni (012 358 4243)   |                              |                               |   |                                 |

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

## **DEPARTMENT: REGIONAL OPERATIONS AND COORDINATION**

### **Division: Regional Operations: Region 7**

### **Section: Roads and Transport Services**

### **Location: Bronkhorstspuit**

|  |  |                              |                               |   |                                 |
|--|--|------------------------------|-------------------------------|---|---------------------------------|
| <b>Reference number</b>                        | <b>SDTM939-7-2019</b>  |                              |                               |   |                                 |
| <b>Position</b>                                | <b>FUNCTIONAL HEAD: ROADS AND STORM WATER OPERATIONS MAINTENANCE</b>   |                              |                               |   |                                 |
| <b>To be advertised</b>                        | Internal   |                              | External                      |   |                                 |
| <b>This position seeks to attract</b>          | African female<br>Indian male  | African male<br>White female | Coloured female<br>White male | Coloured male<br>Person with disability | Indian female<br>All categories |
| <b>Job level</b>                               | D2/3   |                              |                               |   |                                 |
| <b>Scale</b>                                   | R383 268,00 – R623 568,00 per annum  |                              |                               |   |                                 |
| <b>Estimated remuneration package</b>          | R487 828,62 – R793 685,66 per annum  |                              |                               |   |                                 |
| <b>Job purpose</b>                             | To provide roads and storm water maintenance operations and traffic sign operational support.  |                              |                               |   |                                 |
| <b>Appointment requirements</b>                | An appropriate career-related tertiary qualification (three-year national diploma or degree) in Civil Engineering or equivalent qualification<br>At least five years' experience in an operations management environment<br>At least two years' management/supervisory experience<br>Valid Code B driver's licence<br>Computer literacy  |                              |                               |   |                                 |
| <b>Personal attributes and/or competencies</b> | Good communication and interpersonal skills; ability to liaise with councillors and other parties involved in construction operations; leadership skills; creative problem-solving skills; ability to work under pressure; assertiveness and decisiveness; ability to work as part of a team   |                              |                               |   |                                 |
| <b>Primary functions</b>                       | Providing roads and storm water maintenance operations and traffic sign operational support<br>Overseeing stores operations<br>Overseeing fleet operations<br>Overseeing the provision of regional administrative support<br>Identifying and defining immediate, short- and long-term objectives<br>Keeping abreast with trends, theories and practices underlying service rendering<br>Compiling the department's business and strategic plans and associated short-/long-term performance and service delivery plans<br>Monitoring progress of specific key performance indicators and measures<br>Ensuring performance indicators are identified, objectives aligned and appropriate procedures developed and implemented |                              |                               |   |                                 |

Analysing and aligning requirements with operating capacity and capability  
 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 allocation  
 Ensuring 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 forwarding 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 procedures  
 Communicating with Council's financial section on audit findings and recommendations, and instituting the necessary investigational or corrective measures  
 Maintaining the department's asset register

**SAP**

S70031334

**New/natural  
attrition**

New

**Enquiries**

A Maimela (012 358 6898)/S Machaba (012 358 6192)

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

## **DEPARTMENT: REGIONAL OPERATIONS AND COORDINATION**

### **Division: Regional Operations: Region 6**

### **Section: Water and Sanitation**

### **Location: Petroleum Depot**

**Reference number** SDTM940-6-2019

**Position** TECHNICAL SUPPORT OFFICER

**To be advertised**

|          |          |
|----------|----------|
| Internal | External |
|----------|----------|

**This position seeks to attract**

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

**Job level** C2/3/D1

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

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

**Job purpose** To manage technical support related to the operation and maintenance of water and sanitation infrastructure to ensure effective and efficient service delivery at regional level.

**Appointment requirements**

Appropriate three-year, career-related tertiary qualification (degree or national diploma) or equivalent qualification  
A tertiary qualification in logistics will be an added advantage  
At least three years' relevant experience of which at least one year should be at supervisory level  
Valid Code B driver's licence  
Computer literacy

**Personal attributes and/or competencies** Analytical thinking skills; ability to work under pressure; technical thinking skills; good communication skills; leadership skills; integrity; decisiveness; ability to pay attention to detail

**Primary functions**

Managing the rendition of administrative maintenance operations  
Ensuring the evaluation and approval of new materials for use in water distribution and waste water collections networks  
Ensuring responses to resolve customer complaints  
Controlling and managing all vehicles and equipment allocated to the function

**SAP** To be determined

**New/natural attrition** New

**Enquiries** T Hlungwani (012 358 7318)/L Crofford (012 358 1358)  
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