



INTERNAL/EXTERNAL JOB FORUM

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

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

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

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

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

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

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

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

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

OR VISIT ONE OF THE FOLLOWING:

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 Akasia Municipal Offices, 16 Dale Avenue, Room B1-6, Akasia Enquiries: B Tau (012 358 8857)	Region 2 Temba Municipal Offices, 4244 Molefe Makinta Street Enquiries: A Tsoai (012 358 4113)	Region 4 Centurion Municipal Complex, Block G, Room 10, cnr Basden Avenue and Rabie Street, Lyttelton Enquiries: M Hendricks (012 358 4971)
Region 5 Rayton Offices, cnr Oakley and Montrose Street Enquiries: L Ncube (012 358 7040)	Region 6 Waltloo Electricity Depot, 1 Mundt Street, Room 59, Waltloo Enquiries: L Crofford (012 358 1358)	Region 7 Muniforum Building, cnr Market and Botha Street, Bronkhorstspuit Enquiries: S Machaba (012 358 6192)

CLOSING DATE: 5 MARCH 2019

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

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 Relationship Coordination

Section: Stakeholder and Strategic Relations

Location: Tshwane House, Pretoria CBD

Re-advertisement

Reference number	CSPM040-2019									
Position	DIRECTOR: STAKEHOLDER AND STRATEGIC RELATIONS									
To be advertised	<table><tr><th>Internal</th><th colspan="4">External</th></tr></table>					Internal	External			
Internal	External									
This position seeks to attract	<div></div>	<div>African male</div> <div>White female</div>	<div>Coloured female</div> <div></div>	<div></div> <div>Person with disability</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	<div>To enhance the City’s image through stakeholder and strategic relations activities</div> <div>To facilitate implementation of stakeholder and strategic relations mandates and programmes</div> <div>To identify and manage strategic partners</div> <div>To facilitate and coordinate strategic partnerships</div>									
Appointment requirements	<div>Three-year career-related tertiary (degree or national diploma) or equivalent qualification</div> <div>Post-graduate qualification (master’s degree or equivalent) will be an added advantage.</div> <div>At least eight years’ working experience of which three years should be at management level in a relevant discipline or field</div> <div>Proven experience in stakeholder management</div> <div>Experience in liaison with high-level external individuals and groups</div> <div>Relevant experience in strategic support</div> <div>Computer literacy</div>									
Personal attributes and/or competencies	<div>Excellent supervisory and motivational skills; excellent organisational skills; excellent interpersonal and communication skills with the ability to interact confidently with staff at all levels; analytical and quantitative skills; tenacity to overcome constraints; sound knowledge of the relevant legislation that governs employment practices, ie MSA, 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 be applied in practice; considerable knowledge of modern policies and practices of public personnel administration; knowledge of principles of human resource administration, policies, procedures, ordinances and resolutions that govern City personnel activities,</div>									

conditions of employment, and employee benefits; knowledge and analysis of the impact of labour market conditions and socio-economic issues on recruitment and employment; understanding of and ability to interpret policies and procedures and explain them to others; ability to establish and maintain effective working relationships with employees, City officials, labour unions and the general public; knowledge of 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 these as dictated by policy; knowledge of principles and practices of project management; business acumen

Primary functions

Develop and maintain internal and external stakeholder relations
 Encourage and strengthen relations between external and internal stakeholders
 Provide strategic support to departments' stakeholder and strategic relations activities
 Establish strategic partnership forums
 Provide expert support to different departments on stakeholder and strategic relations activities
 Enhance the City's image through stakeholder and strategic relations activities
 Provide technical support to stakeholder and strategic relations programmes to be implemented in the City of Tshwane
 Assist with the development of a joint programme with other stakeholders and strategic relations
 Play a specific role in promoting the City's strategic objectives
 Establish strategic partnership forums
 Consult with departments on stakeholder and strategic relations activities
 Facilitate implementation of stakeholder and strategic relations mandates and programmes
 Identify and manage strategic partners
 Facilitate and coordinate strategic partnerships
 Execute generic planning functions
 Execute generic management functions
 Execute generic financial functions

SAP

S70073225

New/natural attrition

Natural attrition

Enquiries

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

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

DEPARTMENT: ECONOMIC DEVELOPMENT AND SPATIAL PLANNING

Division: Building Environment and Enforcement

Section: Building Plans Management

Location: Pretoria Central

Re-advertisement

Reference number ECDE094-2019

Position BUILDING CONTROL PROFESSIONAL

To be advertised Internal External

This position seeks to attract

African female
Indian male

African male

Coloured female

Coloured male

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 approve building plan applications in terms of the applicable legislation
To assess applications for approval and appearance in terms of applicable legislation and delegated authority
To participate in a multidisciplinary team to facilitate certain applications on a project basis

Appointment requirements Appropriate four-year career-related tertiary qualification (BTech degree) in Architecture
Registration with the South African Council for Architectural Professionals (SACAP) as an Architect or Senior Architectural Technologist
At least five years' experience as a practitioner or local government experience in a building control office and being responsible for approval of building plan applications
Valid Code B driver's licence
Computer literacy and proficiency in the use of architectural software (Revit, Auto CAD, etc)

Personal attributes and/or competencies Energetic and team oriented; ability to work under pressure; exceptional commitment to the work; innovative thinking skills; good communication skills; initiative; negotiation skills

Primary functions Assisting the Deputy Director to approve building plan applications recommended by the Building Control Officer, provided that they are in compliance in terms of delegated authority
Being responsible for the approval process of applications related to existing town-planning schemes that are in effect in the municipal area of jurisdiction in terms of delegated authority

Being responsible for the approval process for applications for demolition
Providing feedback so as to inform the spatial planning/land use management process
Providing information and advice to architects, developers and the public
Conducting site visits to clarify and determine interpretation

SAP S70001721

New/natural attrition Natural attrition

Enquiries P Machete (012 358 3276)/C Geldenhuys (012 358 8446)

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

DEPARTMENT: ECONOMIC DEVELOPMENT AND SPATIAL PLANNING

Division: Office of the MMC for Economic Development and Spatial Planning

Section: N/A

Location: Pretoria Central

Re-advertisement

Reference number ECDE095-2019

Position **SENIOR EXECUTIVE SUPPORT SPECIALIST (FIXED-TERM CONTRACT: THREE YEARS AND SIX MONTHS)**

To be advertised Internal External

This position seeks to attract African female Indian male White female Coloured female White male Coloured male Indian female

Job level Contract E1

Scale R841 059,34 – R1 068 561,99 per annum

Estimated remuneration package N/A

Job purpose To render a strategic support function to the Office of the MMC

Appointment requirements

- Three-year, career-related tertiary qualification (degree or national diploma) or equivalent qualification
- Relevant experience in providing operational assistance to constituency and political leaders, whether at national, provincial or local government level
- Organisation and execution of public meetings, publicity events and other aspects of advocacy campaigns
- Compilation of budgets and business plans
- Brand promotion and implementation of methods of communication with core constituencies
- Relevant experience in conducting policy research, especially in the fields of public administration and/or local government
- Writing of media statements, liaison with journalists and project management will be an added advantage.
- Proven record of initiative, problem-solving abilities and the ability to recognise and implement improvements to a system
- Valid driver's licence and own vehicle
- Computer literacy in MS Office Suite

Personal attributes and/or competencies Be outcomes-orientated and not merely task-orientated; have the ability to build trust and relationships within a constituency or community; have the ability to identify issues important to a constituency or a community; be proficient in more than one

language; have the ability to work effectively and energetically around a demanding work schedule; have excellent administrative skills; pay attention to detail

Primary function

Manage the performance agreement of the MMC by –

- developing the MMC's scorecard;
- managing and monitoring the implementation of the MMC's scorecard;
- monitoring and evaluating progress with the implementation of catalytic projects;
- ensuring that performance indicators are identified, objectives aligned and appropriate procedures developed and implemented;
- analysing and aligning requirements with operating capacity and capability;
- monitoring implementation of executive commitments;
- monitoring progress with the divisional and departmental SDBIP;
- populating the coaching rating sheet for the MMC;
- compiling evidence files for the MMC;
- assisting with the strategic planning process and ensuring the development of key performance indicators and targets for the office; and
- monitoring progress with specific key performance indicators and measures.

Manage intergovernmental relations by –

- managing the interface for the respective departments; and
- managing communication with various national and provincial departments.

Provide special advice to the MMC by –

- interacting with communities regarding the department's functions;
- conceptualising outreach programmes for communities;
- conducting roadshows on policy reviews and projects;
- initiating outreach programmes for communities regarding the department;
- launching outreach programmes regarding the department;
- undertaking special project outreach programmes; and
- assisting with the development and implementation of projects and programmes for the portfolio.

Ensure facilitation and implementation of special outreach programmes by –

- advising the MMC on the key legislation and policy that regulate the departments;
- conducting research on current affairs that affect the respective fields and advising the MMC accordingly;
- advising on reports for the respective departments, manually and on C9; and
- keeping abreast of trends, theories and practices underlying the rendering of services.

Liaise with key internal stakeholders of the respective departments by –

- liaising between the political office and the respective departments;
- liaising with the oversight committees;
- liaising with and responding to the regional executive directors;
- managing and responding to queries and referrals that are directed to departments; and
- participating in and assisting the MMC with executing regional duties of regional political heads.

Perform generic management functions by –

- ensuring and rendering management and strategic support services to the office of the MMC;
- managing, monitoring and facilitating the provision of effective, efficient and economical administrative support to the MMC and management;
- analysing staff attendance/absenteeism, overtime and lost time, and implementing/monitoring specific remedial measures aimed at improving productivity and reducing personnel-related costs;

- ensuring effective management of new and incumbent staff members' orientation and development, including annual orientation to ensure communication of the current strategies, goals and expectations;
 - ensuring staff members' adherence to financial procedures and regulations;
 - ensuring the proper provision of adequate statistical and management information as required by the portfolio;
 - advising on budgetary requirements and monitoring expenditure;
 - attending meetings as directed and ensuring implementation of matters arising from these meetings; and
 - advising on the department's business and strategic plan and associated short/long-term performance and service delivery plans.
- Supervise the staff in the office of the MMC.

SAP

SAP number to be allocated

**New/natural
attrition**

Natural attrition

Enquiries

C Geldenhuys (012 358 8446)

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

DEPARTMENT: ECONOMIC DEVELOPMENT AND SPATIAL PLANNING

Division: Fresh Produce Market

Section: Ripening and Cold Room Operations

Location: Fresh Produce Market (Pretoria West)

Re-advertisement

Reference number ECDE098-2019

Position COLD ROOM OFFICER (2 POSTS)

To be advertised Internal External

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

Job level B1/2/3

Scale R146 808,00 – R250 500,00 per annum

Estimated remuneration package R186 859,18 – R318 839,74 per annum

Job purpose To provide an effective cooling service to users of the market

Appointment requirements Grade 12 or equivalent qualification
At least two years' experience in the cold chain (fresh produce) industry
Experience and/or knowledge of fruit-ripening operations will be an added advantage.
Valid driver's licence and own vehicle
Computer literacy with proficient use of Microsoft programs
Ability and willingness to work overtime and abnormal hours

Personal attributes and/or competencies Negotiation skills; leadership skills; communication skills; analytical skills; integrity; energy; flexibility; organisational skills; budget management skills; technical skills; patience; innovative thinking skills; willingness to accept responsibility; ability to pay attention to detail

Primary functions Conducting asset and resources control
Issuing produce to and receiving produce from cold rooms
Conducting stock control
Keeping record of cooling apparatus operations
Carrying out basic maintenance of cooling and related operations
Providing a quality control function for fresh produce
Maintaining occupational health and safety
Supervising subordinates

SAP S70002559; S700 02564

New/natural attrition Natural attrition

Enquiries M Tshimange (012 358 3929)/C Geldenhuys (012 358 8446)

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 **CSHS342-2019**

Position **DEPUTY DIRECTOR: OCCUPATIONAL HEALTH AND SAFETY**

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 manage and render a comprehensive occupational health service, including limited medical services, to the City of Tshwane, and on request to certain contractors of the City of Tshwane

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, of which two years should be at a managerial level
Valid Code B driver's licence and own transport
Computer literacy

Personal attributes and/or competencies

Leadership/supervisory skills; good communication, analytical, organisational, interpersonal, presentation, negotiation and technical skills; patience; high level of professionalism; innovative thinking; energetic, flexible, decisive, efficient and self-motivated; willingness to accept responsibility; ability to pay attention to detail; proactive; ability to work with people

Primary functions To implement and render a comprehensive occupational health service, including basic medical services, to the employees of the City of Tshwane

SAP S70016197

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: Human Capital Recruitment and Administration Management
Section: Occupational and Employee Health, Safety and Wellness
Location: Pretoria Central

Reference number	CSHS341-2019				
Position	DEPUTY DIRECTOR: OCCUPATIONAL HEALTH AND SAFETY				
To be advertised	<div>Internal</div> <div>External</div>				
This position seeks to attract	<div></div> <div></div>	<div>White female</div> <div></div>	<div>Coloured female</div> <div>White male</div>	<div></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 Occupational Health and Safety Compliance Management Subsection				
Appointment requirements	<p>Appropriate career-related tertiary qualification (three-year national diploma or degree) in Safety Management or equivalent qualification</p> <p>At least five years' working experience in an occupational health and safety environment</p> <p>Computer literacy</p>				
Personal attributes and/or competencies	<p>Leadership/supervisory skills; good communication, interpersonal, presentation, negotiation and technical skills; patience; high level of professionalism; innovative thinking; energetic, flexible, decisive, efficient and self-motivated; willingness to accept responsibility; ability to pay attention to detail; proactive; ability to work with people</p>				
Primary functions	<p>Manage, oversee and develop training in the Occupational Health and Safety Management Subsection</p> <p>Evaluate compliance with OHS legislation, policies, procedures and standards in the City of Tshwane</p> <p>Manage the development and enhancement of the OHS management system policy</p> <p>Ensure that the City of Tshwane's injury on duty systems are working effectively</p> <p>Provide a consultation service for OHS in the City of Tshwane</p> <p>Liaise with external stakeholders on OHS within the City of Tshwane</p> <p>Ensure the provision of legally required OHS training by OHS Compliance Officers in the City of Tshwane</p> <p>Manage compliance by the City of Tshwane's departments with the services provided by the subsection</p> <p>Monitor and measure the performance of the OHS Compliance Management Subsection</p> <p>Manage both OHS Compliance Officers</p>				

SAP	S70016182
New/natural attrition	Natural attrition
Enquiries	N Dick (012 358 4434)

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

DEPARTMENT: OFFICE OF THE EXECUTIVE MAYOR
Division: Mayoral Stakeholder Management and Community Liaison
Section: Community Liaison
Location: Pretoria Central

Re-advertisement

Reference number **EMCM429-2019**

Position **DIRECTOR: COMMUNITY LIAISON**

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

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 liaison with communities as well as departments regarding civic and mayoral events and other relevant issues
To manage the establishment and maintenance of a database of communities

Appointment requirements Three-year, career-related tertiary qualification (degree or national diploma) or equivalent qualification
At least five years' applicable experience in a political environment in providing operational assistance to constituency and political leaders, whether at national, provincial or local government level
Organisation and execution of public meetings, publicity events and other aspects of advocacy campaigns
Compilation of budgets and business plans
Brand promotion and implementation of methods of communication with core constituencies
Conducting policy research, especially in the fields of public administration and/or local government
Production of media statements and liaison with journalists
Project management will be an added advantage.
Proven record of initiative, problem-solving and the ability to recognise and implement improvements to a system
Valid driver's licence and own vehicle
Computer literacy in MS Office Suite

Personal attributes and/or competencies Be outcomes-orientated and not merely task-orientated; have the ability to build trust and relationships within a constituency or community; have the ability to identify issues important to a constituency or a community; be proficient in more than one language; have the ability to work effectively and energetically around a

demanding work schedule; have excellent administrative skills; give attention to detail

Primary function

Direct and control outcomes associated with 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 skills gaps and complete developmental plans for existing personnel with clearly defined career paths and job enrichment opportunities
- Monitoring the adequacy of current training interventions and report on the impact of training
- Implementing human resource policies and procedures to control/regulate workplace conflict and/or institute corrective measures
- Analysing staff attendance/absenteeism, overtime and lost time, and implementing/monitoring specific remedial measures aimed at improving productivity and reducing personnel-related costs

Prepare accurate estimates in relation to requirements by:

- Preparing capital and operating estimates for the department, and approving and controlling project-related expenditure against 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 to ensure progress with capital projects and service contracts
- Analysing trends, operating requirements and forward plans to establish or 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 Group Financial Services Department on audit findings and recommendations, and instituting the necessary investigations or corrective measures
- Maintaining the section's asset register

Identify and define immediate, short- and long-term objectives by:

- Keeping abreast of trends, theories and practices underlying the rendering of service
- Compiling the section's business and strategic plans and associated short- or long-term performance and service delivery plans
- Monitoring progress with 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

Outreach, collaboration and communication

- Liaising continuously with other departments and communities about services that could be provided
- Managing and participating in relevant aspects of community activities to improve the relationship between the City and communities
- Ensuring open communication lines relevant to divisional issues
- Portraying a positive corporate image of the Municipality as well as the department
- Giving inputs on requested functions regarding civic or mayoral receptions
- Liaising with other role players on the identification of possible events from which the Municipality and Tshwane as a whole could benefit
- Ensuring the even distribution of events so as to involve all communities in quality-of-life issues
- Communicating with communities through Community Liaison Officers and City officials and determining strategies and policy recommendations in support of liveable communities
- Identifying, developing, maintaining and enhancing partnerships between the City of Tshwane and communities to recognise and advance common goals
- Acting as a conduit to help establish and direct positive relationships with communities

Programme development and facilitation

- Facilitating, attending and actively participating in appropriate meetings between the City, other sectors and the public
- Preparing appropriate and timely responses and reports for the City, other sectors and the public upon request
- Providing proactive leadership with updates and information on projects
- Researching and maintaining current knowledge of community-related issues and resources available in the City of Tshwane and sourcing internationally-recognised best practices in building positive relations
- Developing strategies and advice for resolving specific problems and meeting requests
- Coordinating effective communication and education campaigns, and providing exemplary customer service

Media liaison

- Monitoring the daily newspapers on matters relevant to the City with a view to identify effective responses to portray a positive image of the City
- Advising the divisional head on possible actions that should be taken in this regard
- Draft letters of acknowledgement, sympathy, congratulations etc relating to the above

Information

- Managing all noticeboards of the department with a view to control and ensure that only relevant information is displayed
- Updating information boards on a regular basis
- Ensuring that noticeboards are being utilised optimally
- Ensuring that noticeboards are not abused

Administrative service

- Managing a general administrative service including the finalisation of correspondence and the writing of reports

SAP
New/natural
attrition
Enquiries

S70059485

Natural attrition

T Louw (012 358 1226)

(Positions for JF 1/2019) <http://www.tshwane.gov.za/sites/Departments/Corporate-and-Shared-Services/Pages/Job-Forum.aspx>

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: Governance Executive Support

Section: N/A

Location: Pretoria Central

Re-advertisement

Reference number	EMCM440-2019				
Position	COMMITTEE SECRETARY (2 POSTS)				
To be advertised	InternalExternal				
This position seeks to attract	Indian male	African male	White male	Coloured male	Person with disability
Job level	C1/2/3/D1				
Scale	R229 020,00 – R426 720,00 per annum				
Estimated remuneration package	R291 499,71 – R543 134,91 per annum				
Job purpose	Providing effective secretariat services to the Mayoral Committee, Executive Mayor’s strategic meetings and the three Mayoral Committee clusters, and performing related administrative functions and sequences				
Appointment requirements	Three-year, career-related tertiary degree or national diploma or an equivalent qualification Relevant experience in secretarial support to various committee and sub-committee sittings in a management environment Computer literacy				
Personal attributes and/or competencies	Strong analytical ability; excellent writing and research skills; excellent verbal communication; ability to interact with a diverse range of stakeholders; high level of professionalism; ability to work under pressure; self-motivated and proactive individual; requisite levels of dynamism and innovative ability; ability to work independently towards the strategic goals of the organisation; ability to impart skills to colleagues; high level of technical competency in the candidate’s respective fields of work				
Primary functions	Providing effective secretariat services to the Mayoral Committee, Executive Mayor’s strategic meetings and the three Mayoral Committee clusters and performing related administrative functions and sequences Coordinating specific logistical requirements associated with Council meetings Formulating recommendations and resolutions in accordance with legislation, executive committee resolutions, regulations, etc Providing secretarial support to various committee and sub-committee sittings Performing administrative activities associated with the preparation of documents and correspondence Undertaking any other committee-related duties directed by the supervisor				

SAP	S70000649; S70000658
New/natural attrition	Natural attrition
Enquiries	T Louw (012 358 1226)

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

DEPARTMENT: OFFICE OF THE SPEAKER

Division: Private Office of the Speaker

Section: N/A

Location: Pretoria Central

Re-advertisement

Reference number	OFSP110-2019				
Position	KITCHEN ATTENDANT (THREE-YEAR FIXED-TERM CONTRACT)				
To be advertised	InternalExternal				
This position seeks to attract		African male	Coloured female	Coloured male	Indian female
	Indian male	White female	White male		
Job level	Contract A1				
Scale	R153 944,23 – R165 262,08 per annum				
Estimated remuneration package	Not applicable				
Job purpose	Rendering a kitchen support and cleaning service to the Private Office of the Speaker				
Appointment requirements	Basic literacy Relevant experience Physical fitness and health				
Personal attributes and/or competencies	Communication skills; ability to maintain good interpersonal relationships; being a hard worker				
Primary functions	Managing the kitchen of the Speaker Cleaning cutlery and dishes and keeping the kitchen clean Ensuring hospitality is shown to the Speaker and the guests (offering tea, coffee, water etc as and when the need arises) Clearing and tidying the boardrooms of the Office of the Speaker after hospitality services have been rendered				
SAP	S70000763				
New/natural attrition	Natural attrition				
Enquiries	M Sigudhla (012 358 4229)				

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

DEPARTMENT: OFFICE OF THE SPEAKER

Division: Private Office of the Speaker

Section: Private Office of the Speaker

Location: Pretoria Central

Re-advertisement

Reference number	OFSP111-2019														
Position	EXECUTIVE SECRETARY (THREE-YEAR, FIXED-TERM CONTRACT)														
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></td></tr><tr><td>Indian male</td><td>White female</td><td>White male</td><td></td><td></td></tr></table>		African male	Coloured female	Coloured male		Indian male	White female	White male						
	African male	Coloured female	Coloured male												
Indian male	White female	White male													
Job level	Contract C3														
Scale	R378 499,05 – R463 069,86 per annum														
Estimated remuneration package	N/A														
Job purpose	To render an executive secretariat and administration support service to the Office of the Speaker														
Appointment requirements	Grade 12 certificate or an equivalent qualification, plus a secretarial qualification/training Relevant secretarial experience Valid Code B driver’s licence will be an added advantage. Computer literacy														
Personal attributes and/or competencies	Project management skills; communication skills; flexibility, patience and energy; willingness to accept responsibility; ability to pay attention to detail; integrity; innovative thinking														
Primary function	Providing a reception service Providing an office administration service Providing a typing and computer operating service Providing an operational logistics service Executing diverse official secretarial duties Provide administrative support to the Office of the Speaker in relation to its political function														
SAP	S70000759														
New/natural attrition	Natural attrition														
Enquiries	M Mabotja (012 358 4229)														

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

DEPARTMENT: OFFICE OF THE SPEAKER
Division: Ward Administration and Community Mobilisation
Section: Ward Committee, Community Mobilisation and Development
Location: Pretoria Central

Reference number	OFSP114-2019				
Position	LIAISON OFFICER (8 POSTS) (THREE-YEAR FIXED-TERM CONTRACT)				
To be advertised	Internal		External		
This position seeks to attract	Indian male	African male White female	Coloured female White male	Coloured male	Indian female
Job level	Contract C2/3/D1				
Scale	R333 914,94 – R543 134,91 per annum				
Estimated remuneration package	N/A				
Job purpose	To liaise with ward committees, other community stakeholders and NGOs, public and businesses as well as other departments with regard to civil and mayoral events and other relevant issues in order to ensure local protocol and to establish and maintain a database				
Appointment requirements	An appropriate three-year tertiary career-related degree/national diploma or equivalent qualification Relevant experience in community participation A valid Code B driver's licence Computer literacy				
Personal attributes and/or competencies	Integrity, intelligence, patience, innovative thinking, energy, imagination, flexibility, willingness to accept responsibility, good communication skills, ability to work under pressure, ability to meet deadlines, good organisational skills, ability to carry out duties and responsibilities with limited supervision, ability to make appropriate decisions and establish work priorities				
Primary functions	Liaising between the community and the municipality with regard to the IDP and budget processes Providing administrative support to councillors and ward committees Arranging public meetings for the ward councillor's feedback meetings Arranging public/stakeholder meetings for feedback on the IDP and budget processes Ensuring the compilation of a database of local NGOs, CBOs, BFOs, etc Frequently investigating new possibilities to communicate with internal and external target groups Facilitate the participation of ward committees and the larger community in scheduled meetings when their input is required				

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

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

New/natural attrition Natural attrition

Enquiries M Mabotja (012 358 4409)

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

DEPARTMENT: REGIONAL OPERATIONS AND COORDINATION

Division: Regional Operations: Region 2

Section: Transport Services

Location: Temba and Bon Accord

Re-advertisement

Reference number SDTM719-2-2019

Position FOREMAN (2 POSTS)

To be advertised Internal External

This position seeks to attract African female Indian male White female Coloured male Indian female

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 organise, control and utilise personnel, materials, equipment and machinery to perform operational services by departmental teams with regard roads, storm water systems, traffic signs and markings
To supervise contractual work on roads, storm water systems, traffic signs and markings in order to ensure acceptable standard and quality, as well as to maintain the agreement and policy of the contract

Appointment requirements N3 or equivalent qualification
Relevant experience and training in the maintenance of roads and storm water systems
Valid Code B driver's licence
Supervisory experience
Computer literacy
Willingness and ability to work shifts
Willingness and ability to work overtime and standby when required

Personal attributes and/or competencies Integrity; decisiveness; intelligence; ability to do proper planning and effective task coordination; patience; innovative thinking skills; willingness to accept responsibility; adaptability; dynamic personality; flexibility; imagination; project management skills

Primary functions Organising materials for the teams by reserving the required materials from the store
Ensuring that teams have the required equipment
Ensuring that workers wear the needed protective clothing
Inspecting work sites to check on the work being done by the teams
While conducting inspections, recording any faults on the road infrastructure to be fixed in future

Inspecting all the work carried out by contractors by checking the quality of the work done
Verifying the quantities for payment purposes

SAP S70022665; S70022802

New/natural attrition Natural attrition

Enquiries N Masibigiri (012 358 1592); 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: Horticultural Maintenance

Location: Centurion

Re-advertisement

Reference number SDTM916-4-2019

Position GENERAL WORKER

To be advertised Internal External

This position seeks to attract African female Indian male White female Coloured female White male Indian female

Job level A1

Scale R120 948,00 – R129 840,00 per annum

Estimated remuneration package R153 944,23 – R165 262,08 per annum

Job purpose To render support to the emergency tree teams at the Urban Forestry Functional Unit and to attend to debris due to afforestation in the region

Appointment requirements Basic literacy
Relevant experience
Physical fitness and health with no back problems
Willingness and ability to work shifts

Personal attributes and/or competencies Good communication and interpersonal skills; ability to work well in a team; ability to pay attention to detail, ability to work hard; dedication to the task at hand

Primary functions Loading branches and debris at sites where trees have been pruned
Carrying out instructions and tasks associated with afforestation, pruning and/or felling of trees
Carrying out maintenance tasks related to depots, vehicles, equipment and implements as instructed by superiors
Carrying out duties as required by the Safety at Roadworks Ordinance
Pruning trees by means of non-mechanical implements and equipment
Carrying out tasks and duties associated with work pertaining to the chipper, stump grinder and truck-mounted crane as instructed by the supervisor or superior
Ensuring compliance with all health and safety regulations and other relevant policies and procedures

SAP S70027107

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: REGIONAL OPERATIONS AND COORDINATION

Division: Regional Operations: Region 4

Section: Community Services: Horticultural Maintenance

Location: Centurion

Re-advertisement

Reference number SDTM920-4-2019

Position GENERAL WORKER

To be advertised Internal External

This position seeks to attract African female Indian male White female Coloured female White male Indian female

Job level A1

Scale R120 948,00 – R129 840,00 per annum

Estimated remuneration package R153 944,23 – R165 262,08 per annum

Job purpose To do general maintenance work on developed and undeveloped open spaces and facilities in order to improve the quality of the environment in the region

Appointment requirements
Basic literacy
Relevant experience
Physical fitness and health with no back problems
Willingness and ability to work shifts

Personal attributes and/or competencies Good communication and interpersonal skills; ability to work well in a team; ability to pay attention to detail; ability to work hard; dedication to the task at hand

Primary functions
Carrying out general maintenance work on all public open spaces and facilities
Carrying out the general tasks related to the development of new facilities and the upgrading of existing facilities
Using equipment, tools, material and installations optimally and effectively in the execution of general tasks to perform maintenance, development and upgrading of facilities
Adhering to all health and safety regulations and other required policies and procedures
Reporting all shortcomings immediately
Using equipment, tools, material and installations correctly to prevent accidents

SAP S70027011

New/natural attrition Natural attrition

Enquiries M Hendricks (012 358 4971) or R Nemaname (012 358 0928)

(Positions for JF 1/2019) <http://www.tshwane.gov.za/sites/Departments/Corporate-and-Shared-Services/Pages/Job-Forum.aspx>

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: Sport and Recreational Services: Libraries

Location: Erasmia (1), Olievenhoutbosch (1), Eldoraigne (1)

Re-advertisement

Reference number	SDTM921-4-2019				
Position	LIBRARY ASSISTANT (3 POSTS)				
To be advertised	Internal		External		
This position seeks to attract	Indian male	African male	White male	Coloured male	Indian female
Job level	B1/2/3				
Scale	R146 808,00 – R250 500,00 per annum				
Estimated remuneration package	R186 859,18 – R318 839,74 per annum				
Job purpose	To render a community library and information service at community libraries through providing an information service, supporting education and creating and maintaining a reading culture in order to enhance the quality of life of the people of Tshwane				
Appointment requirements	Grade 12 or equivalent qualification A relevant diploma/degree in library and information services will be an advantage Relevant library experience will be an added advantage Proficiency in SirsiDynix Symphony will be an added advantage Computer literacy Willingness and ability to work shifts				
Personal attributes and/or competencies	Integrity; intelligence; patience; energy; imagination; flexibility; willingness to accept responsibility; decisiveness; ability to pay attention to detail; empathy				
Primary functions	Assisting with execution of policy and systems Assisting with technical support and budget administration Assisting with execution of existing and new services Supporting community involvement				
SAP	S70026670; S70026643; S70026646				
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: REGIONAL OPERATIONS AND COORDINATION

Division: Regional Operations: Region 4

Section: Community Services

Location: Irene

Re-advertisement

Reference number	SDTM922-4-2019				
Position	LIBRARIAN				
To be advertised	<div>Internal</div> <div>External</div>				
This position seeks to attract	<div>Indian male</div>	<div>African male</div>	<div></div>	<div>Person with disability</div>	<div></div>
Job level	C1/2/3				
Scale	R229 020,00 – R363 816,00 per annum				
Estimated remuneration package	R291 499,71 – R463 069,86 per annum				
Job purpose	<p>To render a community library and information service at community libraries through providing an information service, supporting education and creating and maintaining a reading culture in order to enhance the quality of life of the people of Tshwane</p>				
Appointment requirements	<p>An appropriate three-year tertiary career-related (degree or national diploma) in library and information services or an equivalent qualification</p> <p>At least two years' relevant library experience of which one year should be at a supervisory level</p> <p>Computer literacy</p> <p>Willingness and ability to work shifts</p>				
Personal attributes and/or competencies	<p>Integrity; intelligence; patience; energy; imagination; flexibility; willingness to accept responsibility; decisiveness; ability to pay attention to detail; empathy</p>				
Primary functions	<p>Drawing up a weekly timetable for personnel and supervise daily</p> <p>Supervising the issuing and receiving of library material</p> <p>Supervising the shelving of library material</p> <p>Supervising all transactions on the computer, eg recording of newspapers and periodicals, reservations of library material, new acquisitions and discarding</p> <p>Supervising the use of the photocopy machine and communicating with the supplier when necessary</p> <p>Supervising the handling of money at the counter</p> <p>Recording all enquiries for statistics on the performance report</p> <p>Liaising with schools and establishing a working relationship with teachers</p> <p>Attending area meetings, general staff meetings and special meetings with regard to Tshwane Library and Information Services</p>				

Ensure that the library is properly locked and the alarm system activated at closing time

SAP S70026609

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: REGIONAL OPERATIONS AND COORDINATION

Division: Regional Operations: Region 4

Section: Community Services

Location: Centurion

Re-advertisement

Reference number SDTM925-4-2019

Position GENERAL WORKER

To be advertised Internal External

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

Job level A1

Scale R120 948,00 – R129 840,00 per annum

Estimated remuneration package R153 944,23 – R165 262,08 per annum

Job purpose To provide general cleaning, logistical support, maintenance, supervision and messenger services to sport and recreation facilities in order to improve the quality of the facilities

Appointment requirements Basic literacy
Relevant experience
Physical fitness and health
Willingness and ability to work shifts

Personal attributes and/or competencies Good communication and interpersonal skills; good ability to work in a team

Primary functions Rendering general cleaning services at various facilities
Rendering general logistical support to sport and recreation officers
Performing general maintenance at facilities

SAP S70022066

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: REGIONAL OPERATIONS AND COORDINATION

Division: Regional Operations: Region 6

Section: Community Services: Parks

Location: Silverton (1 post) and Pretorius Park (2 posts)

Re-advertisement

Reference number SDTM786-6-2019

Position TRACTOR DRIVER (3 POSTS)

To be advertised Internal External

This position seeks to attract

African female	African male		Coloured male	
Indian male		White male		

Job level B1/2

Scale R146 808,00 – R218 352,00 per annum

Estimated remuneration package R186 859,18 – R277 921,34 per annum

Job purpose To maintain infrastructure, such as developed and undeveloped open spaces and facilities, with specialised machines in order to improve the quality of the environment

Appointment requirements
Grade 10 or equivalent qualification
Valid Code C1 driver's licence
At least three years' relevant experience as a tractor driver
Physical fitness and health

Personal attributes and/or competencies Good hand-eye coordination; excellent eyesight; willingness to accept responsibility; ability to pay attention to detail

Primary functions

Managing the personnel in the specific section:

- Managing all personnel under supervision
- Handling all admin regarding personnel under supervision
- Conducting in-service training of personnel under supervision

Controlling all vehicles and machines allocated to the section:

- Ensuring that all vehicles and equipment are in a good working condition and are serviced regularly
- Ensuring that personnel use equipment properly and efficiently

Ensuring that all principles and guidelines as prescribed by the Occupational Health and Safety Act are adhered to:

- Carrying out monthly inspections and attending occupational health and safety meetings
- Reporting all shortcomings immediately
- Ensuring that personnel use the right equipment and that their working conditions are safe

Cutting grass, clearing open spaces and removing rubble:

- Cutting grass in open spaces as instructed
- Cleaning up open spaces as instructed
- Helping with the transport of material and equipment in the area

Preparing sites for new developments:

- Ploughing and levelling areas that need to be developed and clearing up where necessary
- Applying fertiliser on new and existing areas as needed

SAP	S70029320; S70029321, S70029483
New/natural attrition	Natural attrition
Enquiries	S Hekman (012 358 0736)/R Stone (012 358 3096)/L Crofford (012 358 1358)

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

DEPARTMENT: REGIONAL OPERATIONS AND COORDINATION

Division: Regional Operations: Region 2

Section: Sport and Recreation: Swimming pools

Location: Rooiwal Swimming pool

Re-advertisement

Reference number	SDTM901-2-2019				
Position	GENERAL WORKER				
To be advertised	Internal		External		
This position seeks to attract	African female Indian male	White female	Coloured female Person with disability	Coloured male	Indian female
Job level	A1				
Scale	R120 948,00 – R129 840,00 per annum				
Estimated remuneration package	R153 944,23 – R165 262,08 per annum				
Job purpose	To render general work at the swimming pool and facility and to perform a garden maintenance service at the Rooiwal swimming pool				
Appointment requirements	Basic literacy Relevant experience in general cleaning and/or garden maintenance Relevant knowledge and experience in pool maintenance will be an added advantage Ability to swim will be an added advantage Physical fitness and health Willingness and ability to work shifts				
Personal attributes and/or competencies	Physical health, fitness and a strong physique; willingness to accept responsibility; ability to implement and uphold routine; ability to pay attention to detail; good communication skills; good interpersonal skills; initiative; flexibility and adaptability; ability to work under pressure; being self-motivated; ability to work hard; punctuality; responsibility; accountability and reliability				
Primary functions	To clean the swimming pool and related structures: <ul style="list-style-type: none"> - Rendering a pool, building and gardening cleaning service - Rendering a shifting or carrier service - Rendering a supportive, safety and security service - Performing general and supportive administrative functions 				
SAP	S70022467				
New/natural attrition	Natural attrition				
Enquiries	T Conway (012 358 0468)				

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: Community Services: Parks, Horticulture and Cemetery Services

Location: All regions

Re-advertisement

Reference number	SDTM855-A-2019				
Position	GENERAL WORKER (12 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	A1				
Scale	R120 948,00 – R129 840,00 per annum				
Estimated remuneration package	R153 944,23 – R165 262,08 per annum				
Job purpose	To do general maintenance at developed and undeveloped open spaces, natural resources and facilities in order to improve the environment.				
Appointment requirements	Basic literacy Relevant working experience in a horticultural environment will be an added advantage Physical fitness and health Willingness and ability to work standby, shifts and overtime when necessary				
Personal attributes and/or competencies	Ability to do physical work related to operational and maintenance activities for continuous periods; ability to work under pressure; ability to work in a group; good communication skills				
Primary functions	Carrying out general maintenance of developed and undeveloped open spaces, natural resources and facilities in order to improve the environment. Ensuring that all principles and guidelines as prescribed by the Occupational Health and Safety Act are adhered to.				
SAP	S70020936; S70021002; S70021021; S70027656; S70027747; S70027748; S70031413; S70022332; S70021000, S70021001, S70021036; S70022332				
New/natural attrition	Natural attrition/new				
Enquiries	A Tsoai (012 358 4113)				

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

DEPARTMENT: REGIONAL OPERATIONS AND COORDINATION

Division: Regional Operations

Section: Energy and Electricity

Location: All regions

Re-advertisement

Reference number **SDTM856-A-2019**

Position **GENERAL WORKER (7 POSTS)**

To be advertised

Internal	External
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This position seeks to attract

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

Job level A1

Scale R120 948,00 – R129 840,00 per annum

Estimated remuneration package R153 944,23 – R165 262,08 per annum

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

Appointment requirements

- Basic literacy
- Relevant working experience in local authority electrical networks will be an added advantage
- Physical fitness and health
- Willingness and ability to work shifts, standby and overtime**

Personal attributes and/or competencies Communication skills; ability to work hard; technical skills; ability to do physical work related to operational and maintenance activities for continuous periods

Primary functions

- Loading all materials and tools necessary for the maintenance to be carried out on-site
- Carrying out work instructions according to the specific standard and specifications
- Reporting any deviations to the immediate supervisor
- Cleaning up the work area after completion of the daily duties
- Checking issued tools and equipment to be used for operations on-site
- Reporting any damaged and/or lost tools and equipment to the immediate supervisor and receiving requisitions for the replacement of tools or equipment
- Cleaning and organising tools and equipment according to the set standards and specifications
- Keeping tools and equipment safe in collaboration with the immediate supervisor
- Digging and closing trenches
- Laying cables
- Cleaning substation yards and electrical servitudes

Handing tools to the supervisor as instructed

SAP S70020604; S70020607; S70020742; S70020794; S70026761; S70020607;
S70020640

New/natural attrition Natural attrition /new

Enquiries 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 7

Section: Community Services

Location: Bronkhorstspuit

Re-advertisement

Reference number SDTM780-7-2019

Position LORRY DRIVER

To be advertised Internal External

This position seeks to attract	African female	African male	Coloured female	Coloured male	Indian female
	Indian male	White female			

Job level B1/2

Scale R146 808,00 – R218 352,00 per annum

Estimated remuneration package R186 859,18 – R277 921,34 per annum

Job purpose To move and remove materials in the section and to manage personnel and equipment in order to improve the quality of the environment

Appointment requirements
 Grade 10 or equivalent qualification
 At least six months' relevant experience
 Valid Code C1 driver's licence with valid PDP
 Physical fitness and health
Willingness to work shifts, overtime and standby

Personal attributes and/or competencies Ability to do physical work related to operational and maintenance activities for continuous periods; ability to work under pressure; ability to work in a group; good communication skills

Primary functions
 Managing personnel
 Moving and removing materials in the area
 Maintaining all tools and equipment in order to ensure continuous and safe operations on-site
 Being responsible for transporting operational personnel to the operational site
 Controlling vehicles
 Adhering to the Occupational Health and Safety Act

SAP S70031187

New/natural attrition New

Enquiries S Maharala (012 358 6922)/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 7

Section: Utility Services: Energy and Electricity

Location: Bronkhorstspuit (Commando Depot)

Re-advertisement

Reference number	SDTM778-7-2019				
Position	ARTISAN ASSISTANT				
To be advertised	<div>Internal</div> <div>External</div>				
This position seeks to attract	<div>African female</div>	<div>African male</div>	<div></div>	<div>Person with disability</div>	<div></div>
Job level	A1/2				
Scale	R120 948,00 – R137 364,00 per annum				
Estimated remuneration package	R153 944,23 – R174 838,73 per annum				
Job purpose	To carry out instructions received from the supervisor to carry out all related tasks/duties with regard to the electrical distribution network in order to ensure safe and reliable service delivery				
Appointment requirements	Basic literacy Relevant experience Physical fitness and health Willingness and ability to work shifts				
Personal attributes and/or competencies	Positive attitude; good health; good communication skills; dependability and trustworthiness; ability to understand and carry out the supervisor’s instructions				
Primary functions	Carrying out instructions received from the supervisor for all related tasks/ duties with regard to the electrical distribution network in order to ensure safe and reliable service delivery Carrying out instructions received from the supervisor for all related tasks/duties with regard to projects for the electrical distribution network in order to ensure that set target dates are reached Maintaining all tools and equipment in order to ensure continuous and safe operations on-site Adhering to the Occupational Health and Safety Act Carrying out tasks or duties on a rotation basis between various operations teams in order to enhance multi-skilling				
SAP	S70030823				
New/natural attrition	New				
Enquiries	KF Diale (012 358 9565)/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 Technical Operational Support

Section: Technical Services: Energy and Electricity

Location: Claremont

Re-advertisement

Reference number	SDTM846-2019														
Position	ARTISAN (ELECTRICIAN)														
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	C1/2														
Scale	R229 020,00 – R320 952,00 per annum														
Estimated remuneration package	R291 499,71 – R408 511,98 per annum														
Job purpose	To execute protection, test and technical audit projects in an effective way by keeping to the set targets of time, cost and resources in order to ensure an efficient technical support service to the section, while continuously adhering to set specifications/standards and the Occupational Health and Safety Act														
Appointment requirements	Trade certificate as an Electrician Valid C1 driver’s licence with valid PDP Relevant experience in local authority electrical networks Physical fitness and health Willingness and ability to work shifts, standby and overtime														
Personal attributes and/or competencies	No colour blindness; no serious physical disabilities; no back problems; interpersonal skills; ability to concentrate for prolonged periods; communication skills (written and verbal); no fear of heights (acrophobia)														
Primary functions	To execute protection, test and technical audit projects in an effective way by keeping to the set targets related to time, cost and resources in order to ensure an efficient technical support service to the section, while continuously adhering to set specifications/standards and the Occupational Health and Safety Act														
SAP	S70006320														
New/natural attrition	Natural attrition														
Enquiries	Z Ntuli (012 358 6666)														

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

DEPARTMENT: UTILITY SERVICES

Division: Energy and Electricity

Section: Bulk Supply Services

Location: Pretoria West Power Station

Re-advertisement

Reference number PWEE579-2019

Position INSTRUMENT TECHNICIAN

To be advertised Internal External

This position seeks to attract

African female	African male	Coloured female	Coloured male	Indian female
Indian male				

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 To maintain power station instrumentation in accordance with stringent, regulatory and statutory requirements, cost-effectively and in a safe way.

Appointment requirements N3 certificate or equivalent qualification plus trade test (red seal) as instrument technician/mechanician.
Plant-specific post-apprenticeship experience or appropriate heavy industry experience will be an added advantage
Willingness and ability to work shifts, overtime and standby
Willingness and ability to work in confined spaces and noisy areas and at heights

Personal attributes and/or competencies The ability to work independently and maintain the required standard of workmanship without supervision; ability to work with team members; good health and physical fitness and ability to tolerate working in a hot, dusty environment

Primary functions Maintain power station instrumentation in accordance with stringent, regulatory and statutory requirements, cost-effectively and in a safe way.
Maintain the demineralisation plant, turbo alternators, boilers, CW pumps, coal plant, ash plant, control room and all other plant auxiliaries.
Execute planned maintenance schedule
Maintain outside plant – main store, compound, security change house, compound and generator transformers.
Perform instrument routine work and attend to defects.

SAP S70004532

New/natural attrition Natural attrition

Enquiries MC Maswanganyi (012 358 5150)/N Mdluli (012 358 2184)

(Positions for JF 1/2019) <http://www.tshwane.gov.za/sites/Departments/Corporate-and-Shared-Services/Pages/Job-Forum.aspx>

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

DEPARTMENT: UTILITY SERVICES
Division: Water and Sanitation
Section: Waste Water Treatment
Location: Daspoort Waste Water Treatment Plant

Re-advertisement

Reference number	PWWS316-2019				
Position	ARTISAN				
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></div>	<div>Coloured female</div> <div></div>	<div>Coloured male</div> <div></div>	<div>Indian female</div> <div></div>
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	Responsible for the repair and maintenance of steel structures, pipes and mechanical equipment.				
Appointment requirements	Grade 10 or equivalent qualification Trade certificate as mechanical fitter (red seal) Valid Code B driver's licence A valid PrDP will be an added advantage At least three years' relevant experience in the maintenance of mechanical equipment Physical fitness and health Willingness and ability to work standby and overtime				
Personal attributes and/or competencies	Good communication skills; ability to work in confined spaces, at high altitudes and below ground level in trenches; ability to work under an extreme workload and deliver work within the required time planned; ability to plan effectively and work with minimum supervision and assistance; ability to do physical work related to operation and maintenance activities, for continuous periods; integrity; innovative thinking; willingness to accept responsibility.				
Primary functions	Maintain, move and transport mechanical and other equipment to and from various waste water treatment works. Conduct fault finding on mechanical equipment. Render support services to Waste Water Treatment Works Operations. Supervise subordinates. Repair, remove, replace and place mechanical equipment at various waste water treatment works.				
SAP	S70007418				

**New/natural
attrition**

Natural attrition

Enquiries

E Masina (012 358 3949)/K Esterhuyse (012 358 0702)/M Nkadameng
(012 358 6043)

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

DEPARTMENT: UTILITY SERVICES
Division: Water and Sanitation
Section: Scientific Services and Pollution Control
Location: TDK Building, Klerksoord

Re-advertisement

Reference number	PWWS323-2019				
Position	DEPUTY DIRECTOR: SCIENTIFIC SERVICES AND POLLUTION CONTROL				
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	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 monitor, control and measure the quantity and quality of waste water (effluent) disposed into municipal sewerage systems and liaise with industries in this regard, and to monitor and control the quality of water resources, storm water ingress into sewerage systems and hazardous spillages.				
Appointment requirements	An appropriate career-related tertiary qualification (three-year national diploma or degree) in natural sciences, or equivalent qualification At least five years’ working experience in the industrial effluent environment, two years of which should be on a supervisory level A valid driver’s licence Computer literacy				
Personal attributes and/or competencies	Integrity; intelligence; innovative thinking; willingness to accept responsibility; ability to pay attention to detail.				
Primary functions	Overhead organisation to ensuring long-, medium- and short-term plans are drawn up in cooperation with management, adjusting plans continually and implementing corrective actions; grouping staff into logical working groups, organising activities and demarcating work areas; ensuring that planned projects (disciplines) are listed in order of priority, objectives set and time frames determined; drawing up a budget and enforcing its control.				

Communicating with staff, the public and industry regarding queries, in writing and orally, related to by-laws, projects, water sampling, inspections and chemical and bacteriological results, to ensure a smooth functioning section;
 Evaluating chemical and bacteriological results to determine whether any pollution has taken place;
 Doing the necessary calculations to convert laboratory results into industrial tariffs for use in the treasury department;
 Evaluating industrial processes to draw up a water balance so as to determine potential leaks in their reticulation systems;
 Investigating industrial processes, waterways and industrial areas for possible pollution, by-law transgression and industrial tariff implementation;
 Seeing to it that good human relations are maintained to ensure pleasant and motivating working conditions, a sound team spirit by motivating staff, promoting labour relations, uniting staff, promoting the execution of new methodologies and recruitment.

SAP

S70006938

**New/natural
attrition**

Natural attrition

Enquiries

J Kutu (012 358 6206)/ M Nkadimeng (012 358 6043)

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

DEPARTMENT: UTILITY SERVICES
Division: Water and Sanitation
Section: Waste Water Treatment
Location: Daspoort Waste Water Treatment Works

Re-advertisement

Reference number	PWWS305-2019														
Position	ARTISAN (ELECTRICIAN)														
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></td><td></td><td></td><td></td></tr></table>	African female	African male	Coloured female	Coloured male	Indian female	Indian male								
African female	African male	Coloured female	Coloured male	Indian female											
Indian male															
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	Responsible for general electrical repairs and maintenance.														
Appointment requirements	Grade 10 and N3 electrical or equivalent qualification Trade certificate as electrician (red seal) Competency certificate to perform 11 kV networks/switchgear At least three years’ relevant experience in the maintenance of electrical equipment A valid Code B driver’s licence Physical fitness and health Willingness and ability to work on standby and overtime														
Personal attributes and/or competencies	Good communication skills; ability to work in confined spaces, at high altitudes and below ground level in trenches; ability to work under extreme workload, and ability to deliver work within the required time; ability to plan effectively and to work with minimum supervision and assistance; ability to do physical work related to operation and maintenance activities, for continuous periods; integrity; innovative thinking; willingness to accept responsibility.														
Primary functions	Maintain, move and transport electrical and other equipment to and from various waste water treatment works Conduct fault-finding on electrical equipment Render support service to other sections in the department Supervise subordinates Repair, remove, replace and place electrical equipment at various waste water treatment works														
SAP	S70007416														

**New/natural
attrition**

Natural attrition

Enquiries

EM Masina (012 358 1069)/K Esterhuyse (012 358 0702)/M Nkadameng (012 358 6043)

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

DEPARTMENT: UTILITY SERVICES
Division: Water and Sanitation
Section: Scientific Services and Pollution Control
Location: Rietvlei Laboratory

Re-advertisement

Reference number	PWWS328-2019				
Position	SCIENTIST TECHNICIAN				
To be advertised	Internal		External		
This position seeks to attract	African female Indian male	African male [REDACTED]	Coloured female [REDACTED]	Coloured male [REDACTED]	Indian female [REDACTED]
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 analysis in the laboratory according to the requirements of SANS 17025 in order to ensure that water treatment plants comply with SANS 241.				
Appointment requirements	An appropriate three-year tertiary career-related qualification (degree or national diploma) in Analytical Chemistry, or equivalent qualification At least five years' relevant experience in an accredited laboratory A valid Code B driver's licence Computer literacy				
Personal attributes and/or competencies	Analytical skills, integrity, technical skills, leadership skills, ability to do presentations, willingness to accept responsibility, ability to pay attention to detail				
Primary function	Perform laboratory analysis using ICP, GC and TOC Compile and interpret laboratory reports using LIM Liaise with external stakeholders Transfer data to IRIS/BDS Oversee quality in the laboratory Attend to complaints and coordinate interlab studies				
SAP	S70006880				
New/natural attrition	Natural attrition				
Enquiries	J Kutu (012 358 6206) or M Nkadimeng (012 358 6043)				

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

DEPARTMENT: UTILITY SERVICES

Division: Water and Sanitation

Section: Waste Water Treatment

Location: Daspoort Maintenance Waste Water Treatment Works

Re-advertisement

Reference number PWWS325-2019

Position SPECIAL WORKMAN (3 POSTS)

To be advertised Internal External

This position seeks to attract

African female		Coloured female	Coloured male	Indian female
Indian male		White male		

Job level B1/2/3

Scale R146 808,00 – R250 500,00 per annum

Estimated remuneration package R186 859,18 – R318 839,74 per annum

Job purpose The effective and efficient operations of the waste water treatment processes to treat waste water received at various waste water treatment works to meet the requirements of the water use licenses issued according to the National Water Act, 1998 (Act 36 of 1998) and the maintenance of the mechanical, electrical and electronic equipment and civil structures of the section

Appointment requirements

N3 or equivalent qualification
At least three years' relevant experience in the maintenance of electrical, mechanical and civil equipment, including general handyman's work
A valid Code B driver's licence
A valid PDP will be an added advantage.
Willingness to work outside of normal working hours and/or weekends

Personal attributes and/or competencies Analytical, rational and creative thinking; ability to work on numerous and vastly different planning issues; ability to concentrate for prolonged periods; negotiating and interpersonal skills; quick decision-making with limited information available; ability to adapt to a changing environment and different views; willingness and ability to work as a team; physical fitness and health

Primary functions

Execution of general handyman's work at the various waste water treatment works
General and basic mechanical work
Keeping working areas clean and hygienic
Construction of civil structures or buildings
Maintaining and moving/transporting mechanical and other equipment to and from waste water treatment works by using a truck-mounted crane

SAP S70007475; S70007476; S70007477

(Positions for JF 1/2019) <http://www.tshwane.gov.za/sites/Departments/Corporate-and-Shared-Services/Pages/Job-Forum.aspx>

New/natural attrition New

Enquiries E Masina (012 358 1069) or M Nkadameng (012 358 6043)

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

DEPARTMENT: Utility Services
Division: Water and Sanitation
Section: Technical Information
Location: Pretoria Central

Re-advertisement

Reference number **PWWS327-2019**

Position **DRAUGHTSPERSON**

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 C1/2/3

Scale R229 020,00 – R363 816,00 per annum

Estimated remuneration package R291 499,71 – R463 069,86 per annum

Job purpose Responsible for drawing and upkeeping of plans of infrastructure related to water and sanitation, on the departmental management information system. This includes the maintenance and provision of information from the Information Office on bulk water and sewer pipelines, water and sewer distribution networks, reservoirs, water pump systems, pressure and flow control valve systems, WWTP and WPP, etc.

Appointment requirements Gr 12 with Draughtsmanship and Drawing Office Practice or equivalent qualification
An AutoCad Certificate
At least five years' relevant experience in civil engineering drawings
A valid Code B driver's licence
Computer literacy

Personal attributes and/or competencies Ability to communicate with engineers; accuracy in his/her work; technical insight; ability to interpret plans and drawings. Applicants will be subjected to a competency test.

Primary function Draw the bulk water and sewer system and water and sewer distribution network on AutoCad/Caddie/ArcView/Wadiso/Sewsan or similar computer programs. Design and draw brochures/posters for water and sanitation education and information on Coreldraw and Photoshop.
Keep the plan index/register database up to date.
Assist with technical information to the public, consulting engineers, town planners, colleagues and other departments as necessary.
Compile, request, provide and collect applications for wayleaves.

Assist with reproduction, and print the updates of the plan book.
Assist with registering and filing of drawings.
Check that as-built or construction data have been updated on IMQS.
Visit sites to compile construction and as-built drawing measurements.
Keep record of statistics of work done during the month for the GIS Coordinator and Deputy Directors.

SAP S70006384

**New/natural
attrition** Natural attrition

Enquiries R Rall (012 358 7686)/ M Nkadimeng (012 358 6043)

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

DEPARTMENT: OFFICE OF THE CHIEF WHIP

Division: Strategic Support Services

Section: Research Support Services

Location: Pretoria Central

Re-advertisement

Reference number **OFCW065-2019**

Position **SENIOR RESEARCH SPECIALIST (THREE-YEAR FIXED-TERM CONTRACT)**

To be advertised **Internally** **Externally**

This position seeks to attract African females [REDACTED] [REDACTED] Coloured males Indian females
Indian males White females White males [REDACTED] [REDACTED]

Job level Contract E1

Scale R841 059,34 – R1 068 561,99 per annum

Estimated remuneration package N/A

Job purpose To ensure strategic planning and councillor performance management

Appointment requirements A three-year career-related tertiary qualification (Degree or National Diploma)
At least four years' experience in the research environment with a minimum of two years' management/supervisory experience.
Experience in media and publication will be an added advantage.
Computer literacy

Personal attributes and/or competencies Financial and budget management skills; service delivery innovation skills; people management and empowerment skills; Governance leadership skills.

Primary functions Render a councillor strategic support by doing the following:
Participating in the development and formulation of the corporate policy and strategy of the City of Tshwane
Ensuring the development of any policy or legislation in respect of the functions of the Chief Whip's office
Participating in the compilation of the operating budget for the Office of the Chief Whip
Facilitating the strategic planning process and ensuring the development of key performance indicators and targets for the Office of the Chief Whip
Ensuring the development and implementation of projects and programmes for the Office of the Chief Whip
Monitoring and evaluating the performance of the relevant structures
Making recommendations to delegated authority of any projects in respect of the functions of the Office of the Chief Whip

Supervising and managing staff
Developing Human Resources

SAP S70059454

New/natural attrition Natural attrition

Enquiries T Louw (012 358 1226)

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

DEPARTMENT: SHARED SERVICES

Division: Fleet Management

Section: Fleet Performance, Monitoring and Compliance

Location: Pretoria Central

Re-advertisement

Reference number	SSDD004-2019										
Position	DEPUTY DIRECTOR: MONITORING, COMPLIANCE AND RISK MANAGEMENT										
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>African female</td><td></td><td>Coloured female</td><td>Coloured male</td><td>Indian female</td></tr><tr><td></td><td>White female</td><td>White male</td><td></td><td></td></tr></table>	African female		Coloured female	Coloured male	Indian female		White female	White male		
African female		Coloured female	Coloured male	Indian female							
	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	To implement and provide monitoring and evaluation for the Shared Services Department; to monitor and evaluate all reports and processes for the entire department; to assist with the procurement of the tenders; to implement the tender specifications; to execute contract payments.										
Appointment requirements	<p>An appropriate career-related tertiary qualification (three-year national diploma or degree) or equivalent qualification</p> <p>LLB or a Diploma in Contract Management and/or Financial Management will be an added advantage.</p> <p>At least five years’ experience at middle-management level</p> <p>Relevant experience in service performance management, contract management, management of project task teams, budget needs analysis; project management processes and procedures; execution of generic planning and management functions</p> <p>Computer literacy</p>										
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	<p>Execute generic management functions</p> <p>Oversee efficient and effective performance management process and system monitoring</p> <p>Oversee financial and monitoring information for the annual report in terms of the Municipal Systems Act</p> <p>Oversee an efficient and effective performance management process and system monitoring</p>										

Ensure a climate that is conducive to promoting and sustaining motivational levels, productivity and performance by directing and controlling outcomes associated with utilisation, productivity and the performance of personnel in the section
Monitor and control the section's budget so that income and expenditure are in line with the Council's requirements

SAP	S70017030
New/natural attrition	New
Enquiries	A Kganyago (012-358 1224)

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

DEPARTMENT: SHARED SERVICES
Division: Corporate Fleet Management
Section: Fleet Operations Management
Location: Bosman Street Workshop (Region 3)

Re-advertisement

Reference number SSDD006-2019

Position ARTISAN (MOTOR MECHANIC)

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 To be responsible for the repair and maintenance of the City of Tshwane's vehicles, equipment and machinery

Appointment requirements

- N2 Motor Mechanic or equivalent qualification
- Trade certificate as a motor mechanic (petrol and diesel)
- Relevant experience as an artisan in vehicle maintenance
- Valid Code C1 unendorsed driver's licence with a valid PDP
- Ability to perform standby duties and work overtime when required**
- Willingness and ability to work shifts**

Personal attributes and/or competencies Physical fitness and health; excellent communication skills; being responsible and reliable; ability to understand instructions.

Primary functions

- Performing general maintenance of vehicles, equipment and machinery
- Dismantling and mounting components
- Diagnose faults
- Keeping to safety standards as indicated in the Occupational Health and Safety Act
- Carrying out certain administrative tasks (completing timesheets)
- Ensuring that all equipment used is according to safety standards and regulations

SAP S70016820

New/natural attrition Natural attrition

Enquiries J Mogosetsi (012 358 0856)/S Tabane (012 358 0852)

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

DEPARTMENT: SHARED SERVICES
Division: Corporate Fleet Management
Section: Fleet Operations Management
Location: Bosman Street Workshop (Region 3)

Re-advertisement

Reference number SSDD008-2019

Position ARTISAN (AUTO ELECTRICIAN)

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 To be responsible for the repair and maintenance of vehicles, equipment and machinery of the City of Tshwane

Appointment requirements

- N2 Auto Electrician or equivalent qualification
- Trade certificate as auto electrician
- Relevant experience as an artisan in vehicle maintenance
- A valid Code C1 unendorsed driver's licence with a valid PDP
- Ability to perform standby duties and work overtime when required**
- Willingness and ability to work shifts**

Personal attributes and/or competencies Physical fitness and health; excellent communication skills; being responsible and reliable; ability to understand instructions

Primary functions

- Perform auto-electrical repair work as needed, such as on the brake lights, hooter and fuses, according to specifications.
- Test and repair digital control systems.
- Dismantle and mount components.
- Diagnose faults.
- Keep to safety standards as indicated in the Occupational Health and Safety Act.
- Carry out certain administrative tasks (completing timesheets).
- Assure that all equipment used is in accordance with safety standards and regulations.

SAP S70016901

New/natural attrition Natural attrition
Enquiries J Mogosetsi (012 358 0856) or S Tabane (012 358 0852)

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

DEPARTMENT: SHARED SERVICES

Section: Corporate Administration and Information Management (GIS) – Cartographic Management

Location: Pretoria Central

Reference number	SSDD011-2019					
Position	GISc OPERATOR					
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	C1/2/3					
Scale	R229 020,00 – R363 816,00 per annum					
Estimated remuneration package	R291 499,71 – R463 069,86 per annum					
Job purpose	To provide essential support and assistance to all cartographic operations and functions within Cartographic Management					
Appointment requirements	Grade 12 with a passing grade in mathematics (excluding mathematics literacy) or equivalent qualification A passing grade in Grade 12 in Geography will be an added advantage. Relevant experience in Geospatial Information Sciences (GIS) Completed short courses and experience in the ESRI suite of products (mainly ArcGIS) Experience in geo-data capturing (using ArcGIS Desktop) A valid Code B driver’s licence Computer literacy					
Personal attributes and/or competencies	Good technical and analytical skills with the added ability to pay attention to detail; ability to hear and see (must not suffer from colour blindness) and to communicate effectively; good hand-eye coordination; spatial discernment; and creative skills.					
Primary functions	Maintain geospatial databases Assist with map design operations Assist with support, training and maintenance of applications related to cartography (eg Web GIS, etc) Perform general GIS and cartographic supporting functions					
SAP	S70001213					
New/natural attrition	Natural attrition					
Enquiries	C Labuschagne (012 358 7815) or C Geldenhuys (012 358 1713)					

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 (Commando Depot)

Re-advertisement

Reference number SDTM872-7-2019

Position STOREKEEPER

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 B1/2/3

Scale R146 808,00 – R250 500,00 per annum

Estimated remuneration package R186 859,18 – R318 839,74 per annum

Job purpose To receive, safely store and issue material when needed in the store in order to render an efficient and effective provisioning service to all the components of the Municipality to enable it to fulfil its commitments.

Appointment requirements

- Grade 12 or equivalent qualification
- Relevant experience in storekeeping
- A valid Code B driver's licence
- Computer literacy
- Willingness and ability to work shifts**

Personal attributes and/or competencies Communication skills; analytical skills; organisational skills; ability to pay attention to detail; integrity; intelligence; patience; innovative thinking; energy; imagination; flexibility

Primary functions

- Receive and safely store stock.
- Issue store items correctly and effectively.
- Record store transactions effectively.
- Advise the Senior Storekeeper on issues regarding surpluses, shortages and quality of stock items.

SAP S70031225

New/natural attrition Natural attrition

Enquiries A Maimela (012 358 0820) or S Machaba (012 358 6192)

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

DEPARTMENT: HEALTH
Division: Primary Healthcare
Section: PHC Clinic Operations
Location: All regions

Re-advertisement

Reference number	HSDE237-2019														
Position	COMMUNITY HEALTH NURSE (13 POSTS)														
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	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	Rendering a primary healthcare service at PHC facilities and in local communities outside of institutional settings in order to promote, preserve and improve the health of the community														
Appointment requirements	Diploma in General Nursing and Midwifery Diploma in Community Health Nursing Registration as a nurse with the South African Nursing Council, and possession of the current South African Nursing Council receipt A diploma in primary healthcare or completion of short courses related to primary healthcare will be an advantage Relevant experience in primary healthcare Computer literacy Willingness and ability to work shifts Even though the advertisement may have a specific location or area of work, applicants must be willing to be placed anywhere in the city from time to time as required and determined by departmental management. Thus, by applying for any of these positions the applicants irrevocably accept this condition.														
Personal attributes and/or competencies	Leadership skills; analytical skills; innovative thinking skills; willingness to accept responsibility; ability to pay attention to detail; interpersonal skills; excellent communication skills; results-driven attitude; problem-solving skills; ability to work under pressure; ability to work independently														
Primary functions	Rendering a primary healthcare service at PHC facilities and in local communities outside of institutional settings in order to promote, preserve and improve the health of the community														

SAP	S70028601; S70023019; S70028603; S70028575; S70020440; S70023019; S70023083; S70028453; S70020438; S70028521; S70025457; S70023018; S70023080
New/natural attrition	Natural attrition
Enquiries	NC Roberts (012 358 6444)/M Langeveldt (012 358 8698)

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

DEPARTMENT: HEALTH
Division: Primary Healthcare
Section: PHC Clinic Operations
Location: All regions

Re-advertisement

Reference number **HSDE238-2019**

Position **STAFF NURSE (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 B3

Scale R191 784,00 – R250 500,00 per annum

Estimated remuneration package R244 105,23 – R318 839,74 per annum

Job purpose To render primary healthcare services at primary healthcare facilities and in local communities outside of institutional settings in order to promote, preserve and improve the health of the community

Appointment requirements Staff Nursing Certificate
Registration with the South African Nursing Council
Two years' relevant experience
Computer literacy
Willingness and ability to work shifts
Even though the advertisement may have a specific location or area of work, applicants must be willing to be placed anywhere in the city from time to time as required and determined by departmental management. Thus, by applying for any of these positions the applicants irrevocably accept this condition.

Personal attributes and/or competencies Effective communication skills; good interpersonal skills; analytical thinking; self-discipline; ability to work under pressure

Primary function The rendering of functional primary healthcare services within the statutory scope of practice parameters
The rendering of operational logistical services to ensure effective service delivery
The rendering of a client record service
The rendering of a health-related information service

SAP S70028529; S70026523

New/natural attrition Natural attrition
Enquiries NC Roberts (012 358 8644)/M Langeveldt (012 358 8698)

(Positions for JF 1/2019) <http://www.tshwane.gov.za/sites/Departments/Corporate-and-Shared-Services/Pages/Job-Forum.aspx>

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

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

Re-advertisement

Reference number HSDE229-2019

Position HANDYMAN (3 POSTS)

To be advertised	Internal	External
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This position seeks to attract	Indian male	African male	White male	Coloured male	Person with disability	Indian female
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Job level B1/2/3

Scale R146 808,00 – R250 500,00 per annum

Estimated remuneration package R186 859,18 – R318 839,74 per annum

Job purpose To repair and maintain all the Health Department buildings

Appointment requirements

Grade 12 or equivalent qualification
A valid Code C1 driver's licence with a valid PDP
At least three years' relevant experience in building maintenance
Physical fitness and health

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

Personal attributes and/or competencies Leadership skills; technical knowledge; communication skills; integrity; intelligence; patience; innovative thinking; energy; imagination; flexibility; willingness to accept responsibility; decisiveness; ability to pay attention to detail; positive attitude

Primary functions Assist in the repair and maintenance of air conditioning, appliances, carpentry, drywalls, electrical, flooring, heating and cooling, painting, plumbing, roofing and doors

SAP S70073219; S70073220; S70073221

New/natural attrition New

Enquiries P Selomane (012 358 8732)

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

DEPARTMENT: UTILITY SERVICES
Division: Water and Sanitation
Section: Waste Water Treatment
Location: Baviaanspoort Waste Water Treatment Works

Re-advertisement

Reference number PWWS317-2019

Position **PROCESS CONTROLLER WATER CARE (CLASS 1 – 4)
(4 POSTS)**

To be advertised

Internal	External
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This position seeks to attract

African female Indian male	African male	Coloured female	Coloured male	Indian female
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Job level B3/C1/2

Scale R191 784,00 – R320 952,00 per annum

Estimated remuneration package R244 105,23 – R408 511,98 per annum

Job purpose Effective and efficient operation of the waste water treatment process to treat waste water that is discharged to the various waste water treatment plants to meet the requirements of the authorisations issued according to the Water Act, 1956 (Act 54 of 1956), and the operation of mechanical, electrical and electronic equipment and civil structures at the relevant section of the treatment works

Appointment requirements Certificate in Waste Water Process Control (NQF2) with eight years' experience **OR** certificate in Waste Water Process Control (NQF4) with five years' experience **OR** Grade 12 plus N3 in Waste Water Treatment Practise with three years' experience **OR** national diploma in Waste Water Treatment or equivalent qualification with two years' experience **OR** BTech or national higher diploma in Waste Water Treatment or equivalent qualification
Registration or ability to register as a Class IV process controller with the Department of Water and Sanitation
Valid Code B driver's licence
Willingness to work shifts and standby

Personal attributes and/or competencies Analytical, rational and creative thinking; ability to work on numerous and vastly different planning issues; ability to concentrate for prolonged periods; negotiation and interpersonal skills; quick decision-making with limited information available; ability to adapt to a changing environment and different views; willingness and ability to work as part of a team; physical fitness and health

Primary functions Control and supervision of the operation of the following:
• Mechanical and manual screens

- Grit channels and degritters
- Primary settling tanks
- Bio-filters
- Secondary settling tanks
- Chlorination unit
- Digesters
- Activated sludge plant
- Channels, tanks and handrails

Control, operation and supervision of operational duties

Control and supervision of relevant staff

Ensuring that the activities of the relevant subsection of the waste water treatment works are carried out in the most effective way

SAP

S70007523; S70007526; S70007527; S70007528

New/natural attrition

New

Enquiries

E Masina (012 358 1069/K Esterhuyse (012 358 0702)/M Nkadimeng (012 358 6043)

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

DEPARTMENT: UTILITY SERVICES

Division: Water and Sanitation

Section: Waste Water Treatment

Location: Zeekoegat (1 post) and Rooiwal (1 post) Waste Water Treatment Works

Re-advertisement

Reference number **PWWS318-2019**

Position **TRACTOR DRIVER (2 POSTS)**

To be advertised	Internal	External
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This position seeks to attract	African female Indian male		Coloured female White male		Coloured male		Indian female	
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Job level B1/2

Scale R146 808,00 – R218 352,00 per annum

Estimated remuneration package R186 859,18 – R277 921,34 per annum

Job purpose Utilise and maintain the tractor, prepare lands for sludge disposal, and load, offload and transport tools, equipment, screenings and rubbish. Operate equipment, valves, pumps, digesters and boiler, and control sludge to sludge lands. Receive and issue equipment and consumables, and maintain and clean store room. Maintain a hygienic workplace by removing rags, detritus, stones and grit, burning waste, and scrubbing the tank, canals, railings, equipment, filters and work areas.

Appointment requirements Grade 10 or equivalent qualification
At least one year's relevant experience as a tractor driver
Valid Code C driver's licence
A valid first aid certificate will be an added advantage
Physical fitness and health
Willingness to work shifts and standby

Personal attributes and/or competencies Must be able to do physical work for continuous periods related to operation and maintenance activities; ability to work under pressure; must be able to work in a group; good communications skills; excellent eyesight; technical skills

Primary functions Using the tractor to transport waste and plough sludge lands
Ensuring the disposal of sludge
Maintaining control of the tool store
Ensuring that the mechanical equipment functions properly
Maintaining a clean and hygienic workplace
Loading and unloading stores and equipment
Digging and filling trenches and maintaining the site

SAP SAP numbers to be allocated

**New/natural
attrition**

New

Enquiries

E Masina (012 358 1069)/K Esterhuyse (012 358 0702)/M Nkadameng (012 358 6043)

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

DEPARTMENT: UTILITY SERVICES

Division: Water and Sanitation

Section: Waste Water Treatment

Location: Daspoort Maintenance Waste Water Treatment Works

Re-advertisement

Reference number PWWS320-2019

Position DEPUTY DIRECTOR: OPERATIONS

To be advertised Internal External

This position seeks to attract African female Indian male Coloured female White male People with disabilities 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 operation and maintenance of different waste water treatment infrastructure to ensure an effective and efficient service

Appointment requirements A four-year BTech degree or higher national diploma in Waste Water Treatment with 15 years' experience **OR** a three-year BSc degree relevant to Waste Water Treatment with 15 years' experience **OR** NQF 6 in Waste Water Treatment with 15 years' experience **OR** Professional Engineer or Professional Engineer Technologist registered according to Act 81 of 1968 with ten years' experience **OR** Professional Scientist according to Act 55 of 1982 in Waste Water Treatment with ten years' experience
Registration or ability to register as a Class VI Process Controller with the Department of Water and Sanitation
Valid Code B driver's licence
Computer literacy
Willingness and ability to work outside of normal working hours and/or weekends and standby

Personal attributes and/or competencies Analytical, rational and creative thinking; ability to work on numerous and vastly different planning issues; ability to concentrate for prolonged periods; negotiating and interpersonal skills; quick decision-making with limited information available; ability to adapt to a changing environment and different views; willingness and ability to work as part of a team; physical fitness and health

Primary functions Maintenance of mechanical, electrical and electronic equipment and civil structures of waste water treatment works in the Tshwane area

SAP	S70007400
New/natural attrition	New
Enquiries	E Masina (012 358 1069)/K Esterhuyse (012 358 0702)/M Nkadimeng (012 358 6043)

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

DEPARTMENT: UTILITY SERVICES

Division: Water and Sanitation

Section: Waste Water Treatment

Location: Daspoort Maintenance Waste Water Treatment Works

Re-advertisement

Reference number PWWS321-2019

Position ENGINEERING CONSULTANT

To be advertised Internal External

This position seeks to attract African female African male Coloured male Indian female
Indian male

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 Maintaining the electrical equipment of the various waste water treatment works

Appointment requirements BEng/BSc Engineering (Electrical) **OR** BTech (Electrical) **OR** National higher diploma (Electrical) **OR** National diploma (Electrical) **OR** N6 electrical diploma coupled with a completed Government Certificate of Competency (GCC) (Electrical)
At least five years' experience in the field of electrical engineering
Government Certificate of Competency (Electrical) will be an added advantage
Valid Code B driver's licence
Computer literacy
Willingness to work outside of normal working hours and/or weekends

Personal attributes and/or competencies Physical fitness and health; ability to understand and follow given instructions; willingness to accept responsibility; must be able to work as a team member or independently; good communication and listening skills; ability to be creative and work under pressure

Primary functions Responsible for maintenance, repair, replacement and calibration of flow meters and electronic and control equipment to ensure correct data and control at waste water treatment works

SAP S70007456

New/natural attrition New

Enquiries E Masina (012 358 1069)/K Esterhuyse (012 358 0702)/M Nkadameng (012 358 6043)

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

DEPARTMENT: UTILITY SERVICES

Division: Water and Sanitation

Section: Waste Water Treatment

Location: Daspoort Maintenance Waste Water Treatment Works

Re-advertisement

Reference number	PWWS329-2019				
Position	ENGINEERING CONSULTANT				
To be advertised	<div style="display: flex; justify-content: space-between; width: 100%;"> Internal External </div>				
This position seeks to attract	<div style="display: flex; flex-direction: column; align-items: center;"> <div>African female</div> <div>Indian male</div> </div>	<div style="display: flex; flex-direction: column; align-items: center;"> <div>African male</div> <div>White female</div> </div>	<div style="display: flex; flex-direction: column; align-items: center;"> <div>Coloured female</div> <div>White male</div> </div>	<div style="display: flex; flex-direction: column; align-items: center;"> <div>Coloured male</div> <div style="background-color: black; width: 50px; height: 15px;"></div> </div>	<div style="display: flex; flex-direction: column; align-items: center;"> <div>Indian female</div> <div style="background-color: black; width: 50px; height: 15px;"></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	Maintaining the civil structures of the various waste water treatment works				
Appointment requirements	<p>B Eng/BSc Engineering (Civil) OR BTech (Civil) OR National higher diploma (Civil) OR National diploma (Civil) OR N6 electrical diploma coupled with a completed Government Certificate of Competency (GCC) (Civil)</p> <p>At least five years' experience in the field of civil engineering</p> <p>Government Certificate of Competency (Civil) will be an added advantage</p> <p>Valid Code B driver's licence</p> <p>Computer literacy</p> <p>Willingness to work outside of normal working hours and/or weekends</p>				
Personal attributes and/or competencies	Physical fitness and health; ability to understand and follow given instructions; willingness to accept responsibility; must be able to work as a team member or independently; good communication and listening skills; ability to be creative and work under pressure				
Primary functions	Responsible for maintenance, repair, replacement and calibration of flow meters and electronic and control equipment to ensure correct data and control at waste water treatment works				
SAP	S70007509				
New/natural attrition	New				
Enquiries	E Masina (012 358 1069)/K Esterhuyse (012 358 0702)/M Nkadameng (012 358 6043)				

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

DEPARTMENT: UTILITY SERVICES
Division: Water and Sanitation
Section: Waste Water Treatment
Location: Sandspruit Waste Water Treatment Works

Re-advertisement

Reference number PWWS322-2019

Position FUNCTIONAL HEAD: SANDSPRUIT OPERATIONS

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

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 Effective and efficient operations of the waste water treatment process to treat waste water that is discharged to the various waste water treatment works to meet the requirements of the permits issued according to the Water Act, 1956 (Act 54 of 1956), and to operate the mechanical, electrical and electronic equipment and civil structures of the relevant waste water treatment works.

Appointment requirements A four-year BTech degree or higher national diploma in Waste Water Treatment with ten years' experience **OR** a three-year BSc degree relevant to Waste Water Treatment with ten years' experience **OR** NQF 6 in Waste Water Treatment with 15 years' experience **OR** Professional Engineer or Professional Engineer Technologist registered according to Act 81 of 1968 with eight years' experience **OR** Professional Scientist according to Act 55 of 1982 in Waste Water Treatment with eight years' experience
Registration or ability to register as a Class VI Process Controller with the Department of Water and Sanitation
A valid Code B driver's licence
Computer literacy
Willingness and ability to work outside of normal working hours and/or weekends and standby

Personal attributes and/or competencies Analytical, rational and creative thinking; ability to work on numerous and vastly different planning issues; ability to concentrate for prolonged periods; negotiating and interpersonal skills; quick decision-making with limited information available; ability to adapt to a changing environment and different views; willingness and ability to work as part of a team; physical fitness and health

Primary functions	Effective and efficient operation of the waste water treatment process to treat waste water that is discharged to the various waste water treatment plants to meet the requirements of the permits issued according to the Water Act, 1956 (Act 54 of 1956), and to operate the mechanical, electrical and electronic equipment and civil structures of the relevant waste water treatment works
SAP	S70007918
New/natural attrition	New
Enquiries	E Masina (012 358 1069)/K Esterhuyse (012 358 0702)/M Nkadameng (012 358 6043)

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

DEPARTMENT: UTILITY SERVICES

Division: Water and Sanitation

Section: Waste Water Treatment

Location: Baviaanspoort (2 posts) and Sunderland Ridge (1 post) Waste Water Treatment Plant

Re-advertisement

Reference number	PWWS324-2019																			
Position	SENIOR PROCESS CONTROLLER: WATER CARE (CLASS 5) (3 POSTS)																			
To be advertised	<table><tr><th colspan="2">Internal</th><th colspan="3">External</th></tr><tr><td>African female</td><td>African male</td><td>Coloured female</td><td>Coloured male</td><td>Indian female</td></tr><tr><td>Indian male</td><td></td><td></td><td></td><td></td></tr></table>					Internal		External			African female	African male	Coloured female	Coloured male	Indian female	Indian male				
Internal		External																		
African female	African male	Coloured female	Coloured male	Indian female																
Indian male																				
This position seeks to attract																				
Job level	C3/D1																			
Scale	R297 372,00 – R426 720,00 per annum																			
Estimated remuneration package	R378 499,05 – R543 134,91 per annum																			
Job purpose	The effective and efficient operation of the waste water treatment process to treat waste water that is discharged to the various waste water treatment plants to meet the requirements of the autorisations issued according to the Water Act, 1956 (Act 54 of 1956), and to operate the mechanical, electrical and electronic equipment and civil structures at the relevant section of the waste water treatment works.																			
Appointment requirements	BTech in Waste Water Treatment with four years’ experience OR national diploma in Waste Water Treatment with five years’ experience OR certificate in Waste Water Process Control (NQF 4) with ten years’ experience Registration or ability to register as a Class V process controller with the National Department of Water and Sanitation Knowledge and relevant experience of at least five years in the waste water treatment field A valid Code B driver’s licence Willingness and ability to work shifts and standby																			
Personal attributes and/or competencies	Analytical, rational and creative thinking; ability to work on numerous and vastly different planning issues; ability to concentrate for prolonged periods; negotiating and interpersonal skills; quick decision-making with limited information available; ability to adapt to a changing environment and different views; willingness and ability to work as a team; physical fitness and health																			
Primary functions	The effective and efficient operation of the waste water treatment process to treat waste water that is discharged to the various waste water treatment plants to meet																			

the requirements of the permits issued according to the Water Act, 1956 (Act 54 of 1956), and to operate the mechanical, electrical and electronic equipment and civil structures at the relevant section of the waste water treatment works.

SAP	S70007760; S70007520; S70007521
New/natural attrition	Natural attrition
Enquiries	E Masina (012 358 1069)/K Esterhuyse (012 358 0702)/M Nkadameng (012 358 6043)

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

DEPARTMENT: REGIONAL OPERATIONS AND COORDINATION

Division: Regional Operations: Region 3

Section: Community Services: Parks, Horticulture and Cemetery Services

Location: Urban Forestry: Prince's Park

Re-advertisement

Reference number SDTM889-3-2019

Position SUPERVISOR: TREE TEAM

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
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Job level A2

Scale R122 460,00 – R137 364,00 per annum

Estimated remuneration package R155 868,72 – R174 838,73 per annum

Job purpose To assist the Principal Urban Forester to manage a sustainable Urban Forestry Functional Unit to ensure the environmental well-being of Tshwane

Appointment requirements Grade 10 or equivalent qualification
Relevant experience in pruning trees
Valid Code C1 driver's licence with valid PrDP
Chainsaw Operator Training and Certificate
Aerial Platform Training and Certificate
Willingness and ability to work shifts and, when required, to work overtime and standby

Personal attributes and/or competencies Ability to do physical work; integrity; intelligence; innovative thinking; energy; flexibility; willingness to accept responsibility; decisiveness; physical fitness and health; ability to work in all weather conditions; excellent public relations

Primary functions Ensure the correct utilisation of specialised equipment in the rendering of the required urban forestry service
Manage natural resources and facilities in order to improve the quality of the urban environment
Ensure the delivery of a professional horticultural service specialising in urban forestry, management of environmental resources and facilities in order to improve the quality of the environment
Maintain trees at the applicable Urban Forestry Functional Unit proactively and reactively to ensure the environmental well-being of Tshwane by minimising damage to private property at all times while executing the duties assigned to the post
Apply arboriculture expertise and knowledge correctly
Execute disaster management services relating to trees

Manage a team
Manage and maintain a fleet
Operate an aerial platform, crane truck, stump grinder and chipper
Carry out post-related administrative functions

SAP S70024609

New/natural attrition Natural attrition

Enquiries CB Diale (012 358 8323)/D Jacobs (012 358 5969)

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

DEPARTMENT: REGIONAL OPERATIONS AND COORDINATION
Division: Regional Technical Operations Coordination
Section: Roads and Storm Water Infrastructure Maintenance Management
Location: Bon Accord Asphalt Plant and Stone Quarry

Re-advertisement

Reference number	SDTM897-2019				
Position	FOREMAN				
To be advertised	<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></div>	<div>Indian female</div> <div></div>
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 a support service to the Functional Head: Asphalt Plant and Stone Quarry, and for the mining and production of road building construction materials, deliver a technical and technologic support service, and provide resources to execute maintenance				
Appointment requirements	N3 or equivalent qualification Trade certificate as an Artisan (Millwright, Diesel or Electrical) Valid blasting certificate or completed training as a Blasting Assistant will be an added advantage Relevant experience in the maintaining of crusher, asphalt or equivalent plants Physical fitness and health Computer literate Valid Code EB driver's licence Must be willing to work shifts Must be willing to work overtime and standby when required				
Personal attributes and/or competencies	Assertiveness in dealing and liaising with the public; good communication skills (written and verbal); good interpersonal skills; ability to work under pressure; willingness and ability to work as part of a team; reliability; good human relations skills; independence regarding the execution of assigned duties; positive attitude; trainability				
Primary functions	Plan the maintenance of the operational plants Manage the maintenance of operational plants (crusher screening and asphalt) to ensure that asphalt is manufactured for the repair of potholes in all regions of Tshwane Allocate daily tasks to the supervisors and workers to ensure effective operations				

Ensure that Mine Health and Safety is implemented at the mine

SAP

S70020239

**New/natural
attrition**

Natural attrition

Enquiries

T Botha (012 358 9576)/A Komote (012 358 0612)

Overseeing of day-to-day operational planning, control and coordination in concert with the priorities of the Department
Coordination and tracking of work processes and multiple projects across functions

SAP

S70017665

**New/natural
attrition**

Natural attrition

Enquiries

A Ndwamato (012 358 8637) or E Malomane (012 358 4603)

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