



INTERNAL/EXTERNAL JOB FORUM

Our policy is to provide equal employment opportunities to all qualified persons without regard to race, religious belief, age, national origin, marital status, physical disability, HIV status, gender, social origin, culture, political opinion, conscience and sexual orientation. Persons with disabilities are encouraged to apply. The City of Tshwane is committed to employment equity. Preference may be given to appointable applicants from the underrepresented designated groups in terms of the City's Employment Equity Plan. The City retains the right not to make an appointment and to verify all information provided by candidates.

Applicants should note that they will be required to provide proof of their qualifications or any other relevant documents (certified copies or original documents) during the selection process. Appointments will be subject to the positive verification of qualifications (from Grade 12 upwards). Any misrepresentation of qualifications or information on the application of an applicant, failure to present proof of claimed qualifications or fraudulent qualifications will disqualify a candidate for appointment. If it is an internal candidate, he/she may be disciplined for misconduct.

The online system closes at midnight on the closing date and no late applications can be accepted. If you do not receive correspondence from our office within 21 days of the application's closing date, please consider your application unsuccessful.

The City of Tshwane seeks to fill the positions as indicated in this Job Forum.

**APPLY ONLINE BY VISITING THE CITY OF TSHWANE PUBLIC WEBSITE
AND CLICKING THE E-RECRUITMENT LINK (LOCATED UNDER SERVICES)**

<https://www.tshwane.gov.za/sites/Departments/Corporate%20and%20Shared%20Services/e-Recruitment/Pages/default.aspx>

The Job Forum can be accessed at the following link:

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

Closing date: 3 November 2022

Please note that online applications will close at midnight.

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

DEPARTMENT: GROUP HUMAN CAPITAL MANAGEMENT

Division: MMC Support (Corporate and Shared)

Location: Pretoria Central

Reference number EMCM473-2022

Position EXECUTIVE ASSISTANT (FIXED-TERM CONTRACT COUPLED TO A SPECIFIC POLITICAL PRINCIPAL'S TERM, NOT EXCEEDING A PERIOD OF FIVE YEARS)

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 T15

Scale R566 376,00 – R786 636,00 per annum

Estimated remuneration package R780 974,92 – R1 061 324,79 per annum

Job purpose To render personal assistance to the MMC regarding political and administrative issues, research and liaison with departments, other spheres of government and all relevant role players and community leaders

Appointment requirements A three-year, career-related tertiary qualification (degree or national diploma) or equivalent qualification
Relevant work experience
A valid Code B driving licence will be an added advantage
Computer literacy

Personal attributes and/or competencies Good communication and interpersonal skills; multilingual; flexibility; ability to work under pressure

Primary function Liaising with corporate bodies on request and on behalf of the MMC
Liaising with specific municipal departments on related issues by doing the following:

- Dealing with correspondence
- Following up on delegated issues
- Ensuring a proper filing system

Ensuring that all matters pertaining to protocol, both internally and externally, are attended to in cooperation with the International Relations Unit located in the Office of the Executive Mayor
Ensuring quality and effectiveness in the office administration of the MMC by doing the following:

- Liaising with the MMC, executive secretary and officials in departments
 - Liaising with the executive secretary regarding the MMC's programme
- Dealing with Mayoral Committee and Council matters by doing the following:

- Preparing documents for meetings
- Researching relevant topics
- Updating the MMC on relevant issues
- Following up on issues discussed

Developing a strategy for the Office of the MMC in coordination with the strategies of departments and based on prescriptions and guidelines in the City's strategy and Integrated Development Plan

Planning and coordinating programmes and activities to ensure the maximum positive image, publicity and exposure of the office

Monitoring office workflow (such as reports and referrals to and from the Executive Mayor, MMCs and departments)

Conducting research on various issues as requested by the MMC

Developing comments and opinions on all issues of Council, including legislative matters

Managing official meetings and events by doing the following:

- Overseeing internal arrangements and preparing material and other logistics (security, transport, parking, etc)
- Accompanying the MMC to meetings or attending meetings on behalf of the MMC
- Ensuring the availability of speeches and programmes prior to the MMC attending meetings
- Taking notes
- Ensuring that the confidentiality of politically sensitive materials and information is maintained throughout

SAP

S70016034

New/natural attrition

Natural attrition

Enquiries

T Louw (012 358 1226)

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

**OFFICE OF THE MMC FOR ENVIRONMENT AND AGRICULTURE
MANAGEMENT**

Location: Pretoria Central

Reference number	EMCM472-2022										
Position	EXECUTIVE SECRETARY (FIXED-TERM CONTRACT, NOT EXCEEDING A PERIOD OF FIVE YEARS)										
To be advertised	<table border="1"> <tr> <td>Internal</td> <td>External</td> </tr> </table>	Internal	External								
Internal	External										
This position seeks to attract	<table border="1"> <tr> <td>African female</td> <td>African male</td> <td>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	T11										
Scale	R359 952,00 – R499 920,00 per annum										
Estimated remuneration package	R518 235,70 – R696 388,84 per annum										
Job purpose	To render an executive secretarial and administrative support service to the MMC for Environment and Agriculture Management										
Appointment requirements	Grade 12 or an equivalent certificate plus a secretarial qualification or training Relevant secretarial experience as well as experience in arranging events, meetings, workshops and conferences A valid Code B driving licence will be an added advantage Computer literacy										
Personal attributes and/or competencies	Project management skills; communication skills; flexibility; patience; willingness to accept responsibility; ability to pay attention to detail										
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										
SAP	S70002267										
New/natural attrition	Natural attrition										
Enquiries	T Louw (012 358 1226) / L Mpshane (012 358 5695)										

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

DEPARTMENT: OFFICE OF THE SPEAKER
Section: Private Office of the Speaker
Location: Pretoria Central

Reference number OFSP128-2022

Position **MEDIA RELATIONS SPECIALIST (FIXED-TERM CONTRACT, NOT EXCEEDING A PERIOD OF FIVE YEARS)**

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 T17

Scale R710 460,00 – R986 736,00 per annum

Estimated remuneration package R1 095 059,56 – R1 446 707,34 per annum

Job purpose To deliver a media liaison operational support service to the City of Tshwane

Appointment requirements A three-year, career-related tertiary qualification (degree or national diploma) or equivalent qualification
Relevant work experience
A valid Code B driving licence will be an added advantage
Computer literacy

Personal attributes and/or competencies Integrity; intelligence; ability to pay attention to detail; communication skills; flexible; willingness to accept responsibility

Primary function Compiling a media relations development support plan for the department and the City
Compiling a media campaign development support plan
Monitoring and analysing media services

SAP S70089226

New/natural attrition New

Enquiries M Sigudhla (012 358 4229)

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

DEPARTMENT: OFFICE OF THE SPEAKER

Section: Private Office of the Speaker

Location: Pretoria Central

Reference number **OFSP129-2022**

Position **KITCHEN ATTENDANT**

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 T1

Scale R143 580,00 – R167 808,00 per annum

Estimated remuneration package R242 834,54 – R273 672,26 per annum

Job purpose To render effective auxiliary services in the kitchen of the Private Office of the Speaker

Appointment requirements Ability to perform duties
Basic literacy
Relevant working experience will be an added advantage
Physical fitness and good health with the ability to do physical work

Personal attributes and/or competencies Integrity; intelligence; ability to pay attention to detail; communication skills; flexible; willingness to accept responsibility

Primary function Rendering a client-related serving service
Providing refreshments at meetings and workshops like tea, coffee and water
Collecting and washing dishes, cutlery and other kitchen appliances

SAP S70000762

New/natural attrition New

Enquiries M Sigudhla (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

Location: Pretoria Central

Reference number	OFSP130-2022										
Position	DIRECTOR: LEGAL SERVICES (FIXED-TERM CONTRACT, NOT EXCEEDING A PERIOD OF FIVE YEARS)										
To be advertised	<table style="width: 100%; background-color: #cccccc;"> <tr> <td style="text-align: center;">Internal</td> <td style="text-align: center;">External</td> </tr> </table>	Internal	External								
Internal	External										
This position seeks to attract	<table style="width: 100%; background-color: #cccccc;"> <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	T18										
Scale	R795 720,00 – R1 105 152,00 per annum										
Estimated remuneration package	R 1 203 579,63 – R 1 597 428,80 per annum										
Job purpose	<p>Giving advice to Council or officials on matters referred by researching statutes, case laws and other legal precedents, City of Tshwane by-laws, policies and procedure, etc; drafting legal opinions and briefs; assisting in outsourcing expert or complex legal issues; ensuring that legal provisions are taken into account in all Council affairs and ensuring that constitutional and legislative actions of the administration and Council are adhered to and followed in all matters of the City</p>										
Appointment requirements	<p>LLB or equivalent qualification Must be registered with the Law Society as an Attorney or Advocate At least five years' applicable experience in a legislative environment Extensive knowledge of the government and/or local government sector, with specific emphasis on legislation governing the sector and how these interface with the spheres of government Ability to make high-risk decisions of a long-term and strategic nature within a sound legal framework with an understanding of all relevant legislation and regulations, including the Constitution, the Local Government: Municipal Systems Act, 2000 (Act 32 of 2000) and the Local Government: Municipal Finance Management Act, 2003 (Act 56 of 2003) Computer literacy</p>										
Personal attributes and/or competencies	<p>Proven leadership and strategic abilities; proven administration skills; change management skills; knowledge management skills; problem-solving and analytical skills; people management and development skills; client orientated and customer focused; good communication skills; honesty and integrity; organisational skills; business acumen; advanced linguistic proficiency</p>										

Primary functions	<p>Providing legal advice to Council, the Speaker and Section 79 oversight committees</p> <p>Providing legal assistance and services to Council and ensuring that the interests of Council and the City of Tshwane are protected</p> <p>Researching legislation relevant to the City to ensure that all briefs and instructions are correctly issued and dealt with</p> <p>Coordinating interactions between Council and external legal practitioners on referred matters</p> <p>Monitoring ongoing litigation by and against the City and the Office of the Speaker on referred matters</p>
SAP	S70000749
New/natural attrition	Natural attrition
Enquiries	M Sigudhla (012 358 4229)

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

DEPARTMENT: OFFICE OF THE SPEAKER

Section: Private Office of the Speaker

Location: Pretoria Central

Reference number OFSP131-2022

Position **PROFESSIONAL ASSISTANT (FIXED-TERM CONTRACT, NOT EXCEEDING A PERIOD OF FIVE YEARS)**

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 T15

Scale R566 376,00 – R786 636,00 per annum

Estimated remuneration package R780 974,92 – R1 061 324,79 per annum

Job purpose To provide personal assistance to the Speaker of Council

Appointment requirements A three-year, career-related tertiary qualification (degree or national diploma) or equivalent qualification
Relevant work experience in a local government environment
A valid Code B driving licence will be an added advantage
Computer literacy

Personal attributes and/or competencies Integrity; intelligence; patience; innovative thinking skills; flexibility; willingness to accept responsibility; communication skills; strong organisational skills; ability to pay attention to detail; ability to work independently (of critical importance)

Primary function Representing the strategic arm on administration matters and serving as a link between the administration and the Private Office of the Speaker
Gathering, assembling and reporting information to the Speaker on diverse policy and budgetary matters
Using various research and reporting techniques to provide quality information for the Speaker's consideration
Using appropriate research strategies (internet, library and structured interviews) to gather information requested by the Speaker
Working with City of Tshwane staff, community groups or constituents in soliciting or clarifying information relevant to policy issues
Preparing written and oral reports and findings, and identifying policy options, as requested
Conducting legal precedent research and summarising findings
Assisting in and/or monitoring the preparation process of ordinances, resolutions and other supporting programme documents

Applying principles of public administration and budget management
Gathering, assembling and reporting narrative and financial information relevant to policy determinations

SAP	S70000758
New/natural attrition	Natural attrition
Enquiries	M Sigudhla (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

Section: Private Office of the Speaker

Location: Pretoria Central

Reference number	OFSP132-2022										
Position	DEPUTY DIRECTOR: ADMINISTRATION AND AUXILIARY SUPPORT (FIXED-TERM CONTRACT, NOT EXCEEDING A PERIOD OF FIVE YEARS)										
To be advertised	<table border="1"> <tr> <td>Internal</td> <td>External</td> </tr> </table>	Internal	External								
Internal	External										
This position seeks to attract	<table border="1"> <tr> <td>African female</td> <td>African male</td> <td>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	T17										
Scale	R710 460,00 – R986 736,00 per annum										
Estimated remuneration package	R1 095 059,56 – R1 446 707,34 per annum										
Job purpose	To ensure and manage effective administration and auxiliary support services to the Private Office of the Speaker										
Appointment requirements	<p>An appropriate three-year career-related tertiary qualification (degree or national diploma)</p> <p>Relevant experience in administration and auxiliary support services, of which at least four years should be at management level</p> <p>A valid Code B driving licence will be an added advantage</p> <p>Computer literacy</p>										
Personal attributes and/or competencies	Integrity; patience; intelligence; innovative thinking skills; ability to pay attention to detail; imagination; being energetic; flexibility; willingness to accept responsibility; decisiveness										
Primary functions	<p>Ensuring administrative support operations</p> <p>Ensuring asset and inventory management support operations</p> <p>Managing report flow management operations</p> <p>Keeping abreast of trends, theories and practices underlying the rendering of services</p>										
SAP	S70000755										
New/natural attrition	Natural attrition										
Enquiries	M Sigudhla (012 358 4229)										

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

DEPARTMENT: HUMAN SETTLEMENTS

Division: Human Settlements Planning

Section: Human Settlements Formalisation

Location: Pretoria Central

Reference number	HOSD096-2022										
Position	HUMAN SETTLEMENTS PLANNER (FOUR-YEAR FIXED-TERM CONTRACT)										
To be advertised	<table border="1"> <tr> <td>Internal</td> <td>External</td> </tr> </table>	Internal	External								
Internal	External										
This position seeks to attract	<table border="1"> <tr> <td>African female</td> <td>African male</td> <td>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	T15										
Scale	R566 376,00 – R786 636,00 per annum										
Estimated remuneration package	R780 974,92 – R1 061 324,79 per annum										
Job purpose	To plan, facilitate, coordinate and implement all land use applications, including township establishment, subdivision, rezoning, consolidation, land surveying and proclamation of human settlement townships (greenfield and brownfield projects)										
Appointment requirements	<p>An appropriate three-year tertiary qualification (degree or national diploma) in Town and Regional Planning or Urban Planning</p> <p>Registration with the appropriate professional council will be an added advantage</p> <p>At least four years' relevant experience in a human settlements and town planning field in the implementation of all land use applications, including township establishment, subdivision, rezoning, consolidation, land surveying and proclamation of townships, of which at least three years should be on a supervisory level.</p> <p>A valid Code B driving licence</p> <p>Computer literacy with a good working knowledge of Microsoft Office</p>										
Personal attributes and/or competencies	Being ethical; good communication skills; good interpersonal relations; ability to work as part of a team; ability to pay attention to detail; ability to be professional at all times; ability to work independently at strategic level; integrity; ability to work under pressure; flexibility; ability to meet given deadlines; exceptional and dynamic creativity to improve the functioning of the section; administrative skills; organising and coordination skills; financial management skills; project management skills; analytical skills; presentation skills										
Primary functions	Preparing the specifications and facilitating the appointment of external service providers for, among others, professional services for the implementation of all										

land use applications, including township establishment, subdivision, rezoning, consolidation, land surveying and proclamation of townships

Preparing specifications and presenting such to the Bid Specification Committee for the appointment of an external service provider for land use applications

Facilitating the conclusion of service-level agreements

Identifying the need for prospective consultant appointments, evaluating prospective consultant appointments and compiling the relevant documents to appoint consultants

Facilitating and managing the interdepartmental technical committee to expedite projects for township establishment

Mobilising internal departments to comment on the township establishment process relating to projects of the Human Settlements Planning Division

Preparing reports to the Mayoral Committee and to Council to request power of attorney

Evaluating township establishment and land use applications of metropolitan extent within the City of Tshwane jurisdictional area by evaluating township and land use applications, and formulating comments and recommendations of the division as part of the advertisement process

Advising the Human Settlements Administration Division on post-township establishment processes, including the proclamation of townships

Managing consultants and town planners in order to compile detailed draft layout plans, compile township establishment applications and conditions of establishment, open township registers and proclaim newly planned townships

Taking responsibility for the formal handover of projects that are ready for implementation to the Human Settlements Provision Division

Responding and attending to specific project enquiries from Council committees, the Office of the Public Protector, the South African Human Rights Commission, the Auditor-General and any other Chapter 9 institution, organ of state and other legal matters, which includes enquiries from Section 79 committees as per the Local Government: Municipal Structures Act, 1998 (Act 117 of 1998)

Managing contracts and projects relating to the township establishment process

Assisting the Deputy Director: Human Settlements Planning to coordinate, facilitate and promote orderly spatially affordable human settlement developments within the City of Tshwane jurisdictional area

SAP S70009784

New/natural attrition Natural attrition

Enquiries S Shiburi (012 358 8237)

oooOOOOooo