



## INTERNAL/EXTERNAL JOB FORUM

The City of Tshwane seeks to fill the executive-level positions as listed in this Job Forum **on fixed-term performance-based contracts for a five-year period.**

Appointment in these positions will be subject to signing employment contracts and performance agreements, as well as disclosing financial interests.

The complete Job Forum can be accessed at the following link:

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

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

**Closing date: 22 August 2022**

**Please note that online applications will close at midnight.**

General enquiries: LJ Moleli (012 358 4346)  
Recruitment Centre  
Upper Ground Level, Middestad Building  
252 Thabo Sehume Street  
Pretoria CBD

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.

## CHIEF AUDIT EXECUTIVE (Reference number: AUDT101-2022)

**Annual all-inclusive remuneration package:** R1 592 765 – R1 990 956 – R2 389 147 per annum

To be stationed at Sammy Marks, Pretoria Central, but functioning in the whole municipal area of the City

### Appointment requirements

- A bachelor's degree in internal audit or audit-related field or an equivalent qualification
- Certified Internal Auditor (CIA)
- Registration with a relevant professional body will be an added advantage
- 12 years' experience, of which at least five years must be at senior management level
- Proven experience in successful institutional transformation in the public or private sector
- Advanced knowledge and understanding of relevant policy and legislation
- Advanced understanding of institutional governance systems and performance management
- Advanced understanding of Council operations and delegation of powers
- Good governance skills
- Understanding of the establishment and functionality of audit and risk management
- Budget and financial management skills
- Ability to make high-risk decisions of a long-term and strategic nature
- Compliance with the MFMA unit standards as prescribed by Regulation 493 of 15 June 2007 as published in *Government Gazette* 29967 of 15 June 2007
- No criminal record (excluding previous convictions related to political activities under the previous dispensation) and the applicant must undergo security vetting
- Competency assessment
- Computer literacy

**Leading competencies:** Strategic direction and leadership skills; business management skills; people management skills; programme and project management skills; financial management skills; change management skills; change leadership skills; governance leadership skills

**Core competencies:** Moral competence; planning and organising skills; analytical and innovation skills; knowledge and information management skills; communication skills; ability to focus on results and quality; must be able to work under pressure

**Primary functions:** To provide a strategic advisory and support service to the City of Tshwane and its entities to accomplish its set objectives by implementing a systematic disciplined approach, as well as the evaluation and improvement of the effectiveness of enterprise-wide risk management (EWRM), including governance controls and other requisite controls. The Chief Audit Executive reports to the City Manager and is responsible and accountable for the following key performance areas:

- Manage and oversee the establishment, stabilisation, consolidation and sustainable leadership of Group Audit and Risk in such a manner that a culture of performance, service delivery excellence and sustainability is pursued in terms of the following:
  - Business risk and effective risk management techniques
  - Internal auditing standards, responsibilities, code of ethics and certification
  - Internal auditing role in corporate governance and its key relationships with the audit committee, board and executive operating management
  - Leading edge audit departmental practices
  - New technologies and audit automation tools
  - Business process re-engineering, outsourcing and co-sourcing
  - Operational and transversal compliance and continuous auditing
  - Special audits, corporate entities and financial auditing
  - Ethics management and forensic services
  - Enterprise risk management
  - Information communication and technology auditing
  - Built environment auditing
  - Management and administrative support
  - Quality assurance

**Enquiries: Deon Isaacs (012 358 0680)**

## CHIEF FINANCIAL OFFICER (Reference number: FISE554-2022)

**Annual all-inclusive remuneration package:** R1 876 245 – R2 345 308 – R2 814 370 per annum

To be stationed at Tshwane House, Pretoria Central, but functioning in the whole municipal area of the City

### Appointment requirements

- A bachelor's degree in financial management or finance-related field or an equivalent qualification
- Registered as a Chartered Accountant
- Registration with a relevant professional body will be an added advantage
- 12 years' experience, of which at least five years must be at senior management level
- Proven experience in successful institutional transformation in the public or private sector
- Advanced knowledge and understanding of relevant policy and legislation
- Advanced understanding of institutional governance systems and performance management
- Advanced understanding of Council operations and delegation of powers
- Good governance skills
- Understanding of the establishment and functionality of audit and risk management
- Budget and financial management skills
- Ability to make high-risk decisions of a long-term and strategic nature
- Compliance with the MFMA unit standards as prescribed by Regulation 493 of 15 June 2007 as published in *Government Gazette* 29967 of 15 June 2007
- No criminal record (excluding previous convictions related to political activities under the previous dispensation) and the applicant must undergo security vetting
- Competency assessment
- Computer literacy

**Leading competencies:** Strategic direction and leadership skills; business management skills; people management skills; programme and project management skills; financial management skills; change management skills; change leadership skills; governance leadership skills

**Core competencies:** Moral competence; planning and organising skills; analytical and innovation skills; knowledge and information management skills; communication skills; ability to focus on results and quality; must be able to work under pressure

**Primary functions:** Subject to legislated context responsibilities and national standards, to exercise control over the Group Financial Services function to ensure effective financial management, including sound budgeting and budgetary control practices, as well as the operation of internal controls and timely production of financial reports within the City of Tshwane. The Chief Financial Officer reports to the City Manager and is responsible and accountable for the following key performance areas:

- Manage and oversee the establishment, stabilisation, consolidation and sustainability of budget office processes in terms of the MFMA and National Treasury regulations within the City of Tshwane
- Manage and oversee the establishment, stabilisation, consolidation and sustainability of the following in line with Treasury initiatives within the City of Tshwane:
  - Expenditure management
  - Revenue management
  - Acquisitions and demand management (supply chain)
  - Risk management
  - Logistics and performance management
- Manage and oversee the establishment, stabilisation, consolidation and sustainability of financial reporting and asset initiatives within the City of Tshwane
- Manage and oversee the establishment, stabilisation, consolidation and sustainability of strategic customer relations and contact centre operations initiatives within the City of Tshwane
- Manage and oversee responsibilities in relation to the legislated context

**Enquiries: Beatrice Matseke (012 358 4453)**

## GOVERNANCE AND SUPPORT OFFICER

(Reference number: CSHS370-2022)

**Annual all-inclusive remuneration package:** R2 055 005 – R2 601 272 – R3 147 538 per annum

To be stationed at Tshwane House, Pretoria Central, but functioning in the whole municipal area of the City

### Appointment requirements

- A bachelor's degree in public management, political science, social science, law or any other study field related to the position or an equivalent qualification
- A master's degree in Management Science will be an added advantage
- Registration with a relevant professional body will be an added advantage
- 12 years' experience, of which at least five years must be at senior management level
- Proven experience in successful institutional transformation in the public or private sector
- Advanced knowledge and understanding of relevant policy and legislation
- Advanced understanding of institutional governance systems and performance management
- Advanced understanding of Council operations and delegation of powers
- Good governance skills
- Understanding of the establishment and functionality of audit and risk management
- Budget and financial management skills
- Ability to make high-risk decisions of a long-term and strategic nature
- Compliance with the MFMA unit standards as prescribed by Regulation 493 of 15 June 2007 as published in *Government Gazette* 29967 of 15 June 2007
- No criminal record (excluding previous convictions related to political activities under the previous dispensation) and the applicant must undergo security vetting
- Competency assessment
- Computer literacy

**Leading competencies:** Strategic direction and leadership skills; business management skills; people management skills; programme and project management skills; financial management skills; change management skills; change leadership skills; governance leadership skills

**Core competencies:** Moral competence; planning and organising skills; analytical and innovation skills; knowledge and information management skills; communication skills; ability to focus on results and quality; must be able to work under pressure

**Primary functions:** The purpose of this post is subject to legislated context responsibilities, national standards and the directives of the City Manager to provide strategic leadership and direction for the Governance and Support Service Cluster. The Governance and Support Officer reports to the City Manager and is responsible and accountable for the following key performance areas and departments:

- Group Human Capital Management
- Shared Services Department
- Group Legal and Secretariat Services
- Economic Development and Spatial Planning
- Group Property
- Political offices

**(Please note that this position is subject to a restructuring process and the functions might change in the near future.)**

**Enquiries: Phillip Ratsiane (012 358 4001)**

## CHIEF OPERATIONS OFFICER (Reference number: SDTM1099-2022)

**Annual all-inclusive remuneration package:** R2 055 005 – R2 601 272 – R3 147 538 per annum

To be stationed at Tshwane House, Pretoria Central, but functioning in the whole municipal area of the City

### Appointment requirements

- A bachelor's degree in public management, political science, social science, engineering or any other study field related to the position or an equivalent qualification
- A master's degree in Management Science will be an added advantage
- Registration with a relevant professional body will be an added advantage
- 12 years' experience, of which at least five years must be at senior management level
- Proven experience in successful institutional transformation in the public or private sector
- Advanced knowledge and understanding of relevant policy and legislation
- Advanced understanding of institutional governance systems and performance management
- Advanced understanding of Council operations and delegation of powers
- Good governance skills
- Understanding of the establishment and functionality of audit and risk management
- Budget and financial management skills
- Ability to make high-risk decisions of a long-term and strategic nature
- Compliance with the MFMA unit standards as prescribed by Regulation 493 of 15 June 2007 as published in *Government Gazette* 29967 of 15 June 2007
- No criminal record (excluding previous convictions related to political activities under the previous dispensation) and the applicant must undergo security vetting
- Competency assessment
- Computer literacy

**Leading competencies:** Strategic direction and leadership skills; business management skills; people management skills; programme and project management skills; financial management skills; change management skills; change leadership skills; governance leadership skills

**Core competencies:** Moral competence; planning and organising skills; analytical and innovation skills; knowledge and information management skills; communication skills; ability to focus on results and quality; must be able to work under pressure

**Primary functions:** The purpose of this post is subject to legislated context responsibilities, national standards and the directives of the City Manager to provide strategic leadership and direction for the Office of the Chief Operations Officer and its functions. The Chief Operations Officer reports to the City Manager and is responsible and accountable for the following key performance areas and departments:

- Customer Relations Management Department
- Health Department
- Water and Sanitation Department
- Energy and Electricity Department
- Roads and Transport Department
- Environment and Agriculture Management Department
- Community and Social Development Services Department
- Human Settlements Department
- Regional Operations and Coordination Department (including all regions)

**(Please note that this position is subject to a restructuring process and the functions might change in the near future.)**

**Enquiries: Phillip Ratsiane (012 358 4001)**

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