



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: 2 December 2022

Please note that online applications will close at midnight.

individual; ability to display the 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 levels of technical competency in the candidate's respective field must be evident

Primary functions

Drawing up business plans
Preparing data for analysis and using data management techniques, such as cleaning, coding, processing, classifying, storing and documenting
Executing generic management functions
Executing generic financial functions
Ensuring information resource acquisition and assessment
Ensuring research results analysis and reporting
Ensuring research results implementation, monitoring and evaluation
Developing research dashboard management processes
Controlling the research and development process
Researching and documenting all areas as required to assist good quality short- and long-term planning, monitoring and evaluation

SAP

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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: HUMAN SETTLEMENTS

Division: Human Settlements Provision

Location: Pretoria Central

Reference number	HOSD097-2022															
Position	DIRECTOR: HUMAN SETTLEMENTS PROVISION (2 POSTS) (FIXED-TERM CONTRACT, NOT EXCEEDING A PERIOD OF FIVE YEARS)															
To be advertised	<table border="1"> <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>White female</td> <td>White male</td> <td>Person with disability</td> <td>All categories</td> </tr> </table>	Internal		External			African female	African male	Coloured female	Coloured male	Indian female	Indian male	White female	White male	Person with disability	All categories
Internal		External														
African female	African male	Coloured female	Coloured male	Indian female												
Indian male	White female	White male	Person with disability	All categories												
This position seeks to attract																
Job level	T18															
Scale	R795 720,00 – R1 105 152,00 per annum															
Estimated remuneration package	R1 154 296,00 – R1 548 145,00 per annum															
Job purpose	To provide technical and operational expertise in project planning, procurement, contract management and execution for human settlements infrastructure projects for the provision of infrastructure, such as bulk services, reticulation of services (water and sewer), roads and storm water and the construction of houses, and to provide technical support to the Divisional Head: Human Settlements Provision, the Group Head: Human Settlements and assurance for operations															
Appointment requirements	<p>An appropriate three-year career-related tertiary qualification (degree or national diploma) in Civil Engineering, Structural Engineering or Construction Studies Registration with the Engineering Council of South Africa as PrEng, PrTechEng or PrTechniEng in terms of the Engineering Profession Act, 2000 (Act 46 of 2000) or the South African Council for the Project and Construction Management Professions (SACPCMP) will be an added advantage</p> <p>Relevant experience in a civil, structural and construction engineering and project management environment, of which at least five years should be at management level</p> <p>Valid Code B driving licence</p> <p>Computer literacy and good working knowledge of Microsoft Office package</p> <p>Willingness to work after hours and weekends, when required</p>															
Personal attributes and/or competencies	Ethical; good communication skills; good interpersonal relations; good team member; ability to pay attention to detail; professional at all times; ability to work independently at a strategic level; integrity; ability to work under pressure; flexibility; ability to meet given deadlines; exceptional and dynamic creativity 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

Ensuring project auditing

Conducting individual research interviews with project stakeholders, project managers and project team members to identify past, current and future issues, concerns, challenges and opportunities

Conducting individual research interviews with stakeholders, including vendors, suppliers, contractors, other internal and external project resources and selected customers

Assessing the issues, challenges and concerns in more depth to get to the root causes of problems

Reviewing all historical and current documentation related to the project, including team structure, scope statement, business requirements, project plan, milestone report, meeting minutes, action items, risk logs, issue logs and change logs

Reviewing the project plan to determine how the vendor plan has been incorporated into the overall project plan

Interviewing selected stakeholders to identify and determine what their expectations of the project were and to identify to what extent their expectations have been met

Reviewing project quality management and product quality management to identify issues, concerns and challenges in the overall management of the project and to identify the opportunities that can be realised through improvements to the attention paid to project and product quality

Identifying lessons learnt that can improve the performance of other future projects within the organisation

Overseeing risk and issue management by ensuring risk identification, risk quantification, risk response, and risk monitoring and control

Ensuring impact and change management

Ensuring project impact analysis to support the evaluating and tracking of a suggested modification to a project's scope

Measuring and setting standards regarding project change management of time (the deadline of the project), resources available (people and money needed) and output (the form of the deliverables)

Ensuring project communication

Designing and implementing communication plan formats for constant and effective communication among all project stakeholders

Ensuring that the right information gets to the right project stakeholder at the right time

Managing the communication plan

Ensuring the timely and appropriate generation, collection, distribution, storage, retrieval and ultimate disposal of project information

Providing the critical links among people and information that are necessary for successful communication

Guiding the project manager, project team, stakeholders, customers, sponsors and everyone involved in the project to understand how communication affects the project as a whole

Including guidelines for project status meetings, project team meetings, virtual meetings and emails

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

Keeping abreast of trends, theories and practices underlying the rendering of services

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

Monitoring the progress of specific key performance indicators and measures
 Ensuring that performance indicators are identified, objectives are aligned, and appropriate procedures are developed and implemented
 Analysing and aligning requirements with operating capacity and capability
 Ensuring a climate conducive to promoting and sustaining motivational levels, productivity and performance by directing and controlling outcomes associated with the use, productivity and performance of personnel within the section
 Defining and adjusting the key performance indicators and job profiles of personnel against service delivery requirements
 Evaluating the capability of prospective applicants and leading the interview and final selection sessions
 Conducting appraisals to measure performance and objectives against agreed targets and setting new objectives
 Identifying professional and technical skill gaps and completing developmental plans for existing personnel with clearly defined career paths and job-enrichment opportunities
 Monitoring the adequacy of current training interventions and reporting on impacts after training
 Implementing human resources policies and procedures to control and regulate workplace conflict and/or instituting corrective measures
 Analysing staff attendance, absenteeism, overtime and lost time, and implementing and monitoring specific remedial measures aimed at improving productivity and reducing personnel-related costs
 Ensuring compliance with occupational health and safety policies
 Ensuring compliance with the skills development plan for the section
 Ensuring compliance with employment equity policy and plans for the section
 Monitoring and controlling the section's budget so that income and expenditure is in line with Council requirements
 Preparing and submitting the capital and operational budget
 Managing the capital and operational budget
 Managing the assets of the department
 Ensuring 50% affirmable procurement of total procurement within the section

SAP To be determined

New/natural attrition Natural attrition

Enquiries S Shiburi (012 358 8237)

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