



INTERNAL/EXTERNAL JOB FORUM

The City of Tshwane seeks to fill the executive-level positions in this job forum. Appointment in these positions will be subject to signing an employment contract and performance agreement, as well as disclosing financial interests.

The complete job forum can be accessed by visiting the City of Tshwane public website and clicking on “Documents” and then “Job Forums”.

PLEASE APPLY ONLINE BY VISITING THE CITY OF TSHWANE PUBLIC WEBSITE AND CLICKING THE E-RECRUITMENT LINK (LOCATED UNDER BOTH “E-SERVICES” AND “CAREERS” LINKS)

Closing date: 2 January 2023
(Online applications will close at midnight.)

**City of Tshwane offices will be closed during the festive season
(23 December 2022 – 1 January 2023)**

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 OF POLICE
(Reference number: COSA146-2022)

Location: To be stationed at the Tshwane Metro Police Department headquarters but functioning in the whole municipal area of the City of Tshwane

Annual all-inclusive remuneration package: R1 784 387 – R2 068 870 – R2 404 136

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

Appointment requirements

- A bachelor's degree or BTech in Policing or any other study field related to the position, or equivalent qualification
- Registration with a relevant professional body will be an added advantage
- A minimum of eight years' managerial experience in a policing environment
- Basic police training qualification
- Code B driving licence
- Firearm proficiency
- 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
- Undergo a 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

Level 4 proficiency in the following competencies (in accordance with the Local Government: Municipal Staff Regulations):

Core professional competencies: Community and customer focus; problem solving; negotiation and influencing; resilience, communication; ethics and professionalism

Functional competencies: Patrol; enforcement; emergency response

Public service orientation competencies: Interpersonal relationships; communication; service delivery orientation; client orientation and customer focus

Personal competencies: Action and outcome orientation; resilience; change readiness; cognitive ability; learning orientation

Management or leadership competencies: Team orientation; direction setting; coaching and mentoring; impact and influence

Primary functions: To ensure the overall optimisation of the metro police management value chain through effective strategic planning, direction and alignment with functional management frameworks and operational service delivery. The Chief of Police reports to the City Manager, and is responsible and accountable for the following key performance areas:

- Maintain an impartial, accountable, transparent and efficient municipal police service
- Maintain discipline in the municipal police service
- Ensure representation of the municipal police service on all local policing coordinating committees within

the municipality's area of jurisdiction

- Develop a plan which sets out the priorities and objectives of the municipal police service for the following financial year
- Plan, direct, monitor and control the budget of the municipal police service
- Implement policies and procedures, and ensure that by-laws, regulations and crime prevention are enforced
- Manage a number of operational areas
- Ensure the optimal use and maintenance of resources and equipment, and adhere to performance management criteria

Enquiries: Nadia Cilliers (012 358 8878)

**CHIEF OF EMERGENCY SERVICES
(Reference number: EMSS122-2022)**

Location: To be stationed at the Emergency Services Department headquarters, but functioning in the whole municipal area of the City of Tshwane

Annual all-inclusive remuneration package: R1 784 387 – R2 068 870 – R2 404 136

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

Appointment requirements

- A bachelor's degree in Fire Technology or an equivalent qualification
- Registration with a relevant professional body will be an added advantage
- 12 years' experience in the emergency services and/or fire brigade services environment, 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
- Undergo a 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

Level 4 proficiency in the following competencies (in accordance with the Local Government: Municipal Staff Regulations):

Core professional competencies: Community and customer focus; problem solving; negotiation and influencing; resilience, communication; ethics and professionalism

Functional competencies: Firefighting; rescue operations; special operations (hazmat, urban search and rescue); fire safety and prevention; safety and welfare; call taking and dispatching

Public service orientation competencies: Interpersonal relationships; service delivery orientation

Personal competencies: Action and outcome orientation; resilience; change readiness; cognitive ability; learning orientation; problem solving

Management or leadership competencies: Impact and influence; team orientation; direction setting; coaching and mentoring

Primary functions: To ensure the overall optimisation of the emergency services value chain through effective strategic planning, direction and alignment of functional management frameworks and operational service delivery. The Chief of Emergency Services 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 the Emergency Services Department in such a manner that a culture of performance, service delivery excellence and sustainability is pursued in terms of the following:
 - Fire brigade services
 - Emergency medical treatment
 - Business operations and disaster management centre
 - Management and administrative support
 - Special operations

- Emergency communication centre
- Logistical support
- Financial management

(Please note that the position is subject to a restructuring process that may have an impact on the scope of duties and title of the post.)

Enquiries: Agnes Ndwamato (012 358 8637)

CHIEF FINANCIAL OFFICER
Re-advertisement (candidates who applied previously need to re-apply)
(Reference number: FISE555-2022)

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

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

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

Appointment requirements

- A bachelor's degree in Financial Management 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
- Undergo a 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

Level 4 proficiency in the following competencies (in accordance with the Local Government: Municipal Staff Regulations):

Core professional competencies: Written and oral communication; attention to detail; influencing; ethics and professionalism; organisational awareness; problem solving; planning and organising

Functional competencies: Business processes; use of technology; data processing and analysis

Public service orientation competencies: Interpersonal relationships; communication; service delivery orientation; client orientation and customer focus

Personal competencies: Action and outcome orientation; resilience; change readiness; cognitive ability; learning orientation

Management or leadership competencies: Impact and influence; team orientation; direction setting; coaching and mentoring; impact and influence

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 National 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)

**GROUP HEAD: STRATEGY AND MANAGEMENT SUPPORT
(OFFICE OF THE CITY MANAGER)
(Reference number: OFCM017-2022)**

Location: To be stationed at Tshwane House, Pretoria Central

Annual all-inclusive remuneration package: R1 784 387 – R2 068 870 – R2 404 136

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

Appointment requirements

- A relevant bachelor's degree or equivalent qualification
- 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
- Good knowledge and interpretation of policy and legislation
- Good knowledge of performance management
- Good knowledge of governance
- Good knowledge of supply chain management regulations and the Preferential Procurement Policy Framework Act, 2000 (Act 5 of 2000)
- Ability to make high-risk decisions of a long-term and strategic nature
- Compliance with the MFMA unit standards as prescribed by Regulation 493 of 15 June 2007, as published in *Government Gazette 29967* of 15 June 2007, will be an added advantage
- No criminal record (excluding previous convictions related to political activities under the previous dispensation), and candidates will undergo security vetting
- Undergo a 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

Level 4 proficiency in the following competencies (in accordance with the Local Government: Municipal Staff Regulations):

Core professional competencies: Written and oral communication; attention to detail; influencing; ethics and professionalism; organisational awareness; problem solving; planning and organising

Functional competencies: Business processes; use of technology; data processing and analysis

Public service orientation competencies: Interpersonal relationships; communication; service delivery orientation; client orientation and customer focus

Personal competencies: Action and outcome orientation; resilience; change readiness; cognitive ability; learning orientation

Management or leadership competencies: Impact and influence: team orientation; direction setting; coaching and mentoring; impact and influence

Primary functions: To ensure the overall optimisation of the Office of the City Manager management value chain through effective strategic planning as well as direction and alignment of functional management frameworks and operational delivery. Subject to legislated context responsibilities, national standards and the directives of the City Manager, to exercise control over the following key performance areas with the aim of maintaining impartial, accountable, transparent and efficient services in the Office of the City Manager and in the City of Tshwane:

- Governance and administration
- Executive performance management (Section 56)
- Service delivery rapid response and intervention
- Tshwane tourism
- Shareholder unit

Enquiries: Keitumetse P Mogashoa (012 358 1766)

CHIEF AUDIT EXECUTIVE
Re-advertisement (candidates who applied previously need to re-apply)
(Reference number: AUDT102-2022)

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

Annual all-inclusive remuneration package: R1 784 387 – R2 068 870 – R2 404 136

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

Appointment requirements

- A bachelor's degree in Internal Audit 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
- Undergo a 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

Level 4 proficiency in the following competencies (in accordance with the Local Government: Municipal Staff Regulations):

Core professional competencies: Written and oral communication; attention to detail; influencing; ethics and professionalism; organisational awareness; problem solving; planning and organising

Functional competencies: Business processes; use of technology; data processing and analysis

Public service orientation competencies: Interpersonal relationships; communication; service delivery orientation; client orientation and customer focus

Personal competencies: Action and outcome orientation; resilience; change readiness; cognitive ability; learning orientation

Management or leadership competencies: Impact and influence; team orientation; direction setting; coaching and mentoring; impact and influence

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 and communications technology auditing
- Built environment auditing
- Management and administrative support
- Quality assurance

Enquiries: Deon Isaacs (012 358 0680)

GOVERNANCE AND SUPPORT OFFICER
Re-advertisement (candidates who applied previously need to re-apply)
(Reference number: CSHS371-2022)

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

Annual all-inclusive remuneration package: R2 085 830 – R2 640 291 – R3 194 751

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

Appointment requirements

- A bachelor's degree in Public Management, Political Science, Social Science, Law 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
- Undergo a 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

Level 4 proficiency in the following competencies (in accordance with the Local Government: Municipal Staff Regulations):

Core professional competencies: Written and oral communication; attention to detail; influencing; ethics and professionalism; organisational awareness; problem solving; planning and organising

Functional competencies: Business processes; use of technology; data processing and analysis

Public service orientation competencies: Interpersonal relationships; communication; service delivery orientation; client orientation and customer focus

Personal competencies: Action and outcome orientation; resilience; change readiness; cognitive ability; learning orientation

Management or leadership competencies: Impact and influence; team orientation; direction setting; coaching and mentoring; impact and influence

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 Department
- 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 4126)

CHIEF OPERATIONS OFFICER
Re-advertisement (candidates who applied previously need to re-apply)
(Reference number: SDTM1100-2022)

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

Annual all-inclusive remuneration package: R2 085 830 – R2 640 291 – R3 194 751

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

Appointment requirements

- A bachelor's degree in Public Management, Political Science, Social Science, Engineering 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
- Undergo a 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

Level 4 proficiency in the following competencies (in accordance with the Local Government: Municipal Staff Regulations):

Core professional competencies: Written and oral communication; attention to detail; influencing; ethics and professionalism; organisational awareness; problem solving; planning and organising

Functional competencies: Business processes; use of technology; data processing and analysis

Public service orientation competencies: Interpersonal relationships; communication; service delivery orientation; client orientation and customer focus

Personal competencies: Action and outcome orientation; resilience; change readiness; cognitive ability; learning orientation

Management or leadership competencies: Impact and influence; team orientation; direction setting; coaching and mentoring; impact and influence

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 4126)

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