



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 on a permanent basis and 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 (<https://www.tshwane.gov.za>) 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 THE “E-SERVICES” AND THE “CAREERS” LINK)**

Closing date: 27 July 2023
(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.

DIVISIONAL HEAD: ETHICS MANAGEMENT AND FORENSIC SERVICES (Reference number: AUDT104-2023)				
Location: To be stationed at Sammy Marks, Pretoria Central, but functioning in the whole municipal area of the City of Tshwane				
Job level: T21 Scale: R1 117 920,00 – R1 552 656,00 per annum Estimated remuneration package: R1 613 680,08 – R2 167 017,86 per annum				
Appointment in this position will be on a permanent basis and will be subject to signing an employment contract and performance agreement, as well as disclosing financial interests.				
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 <ul style="list-style-type: none"> • A bachelor's degree in Forensic Accounting, Internal Audit, Forensic Investigation or any other study field related to the position • Certified Fraud Examiner (CFE) will be an added advantage • Registration with a relevant professional body • 10 years' experience, of which at least five years must be at senior management level • Proven track record and vast experience in fraud prevention and forensic audit and investigations • 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 audits, risk management and forensic investigations • 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 <i>Government Gazette</i> 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; ability 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 function: To exercise control over the ethics management and forensic services function with the aim to maintain impartial, accountable, transparent and efficient ethics management and forensic services within the City of Tshwane, subject to legislated context responsibilities, national standards and the directives of the Chief Audit Executive. The incumbent will be responsible and accountable for the following key performance areas: <ul style="list-style-type: none"> • Ethics management and fraud prevention • Fraud investigation 				
Enquiries: Deon Isaacs (012 358 0680)				

DIVISIONAL HEAD: FINANCIAL REPORTING AND ASSETS (Reference number: FISE583-2023)

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

Job level: T21

Scale: R1 117 920,00 – R1 552 656,00 per annum

Estimated remuneration package: R1 613 680,08 – R2 167 017,86 per annum

Appointment in this position will be on a permanent basis and will be subject to signing an employment contract and performance agreement, as well as disclosing financial interests.

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 Accounting, Finance or Economics or any other study field related to the position
- Registration as a Chartered Accountant will be an added advantage
- Registration with a relevant professional body will be an added advantage
- 10 years' experience, of which at least five years must be at senior management level
- Proven experience in the preparation of annual financial statements and audit readiness
- Knowledge of Generally Recognised Accounting Practice (GRAP)
- 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 with experience in using CaseWare software

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; ability 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 exercise control over the financial reporting and assets function with the aim to maintain an impartial, accountable, transparent and efficient financial reporting and assets function within the City of Tshwane, subject to legislated context responsibilities, national standards and the directives of the Chief Financial Officer. The incumbent will be responsible and accountable for the following key performance areas:

- Asset compliance, control and management
- Accounting services
- Financial risk management and control

Enquiries: Agnes Ndwamato (012 358 8637)

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