



## 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.

**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 on "Job Forums" or alternatively clicking on "Notice board" or on "Quick Links".**

**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: 11 October 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

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

**DEPARTMENT: OFFICE OF THE SPEAKER**

**Location: Pretoria Central**

**Re-advertisement**

<b>Reference number</b>	<b>OFSP132-2023</b>										
<b>Position</b>	<b>DIRECTOR: LEGAL SERVICES (FIXED-TERM CONTRACT, NOT EXCEEDING A PERIOD OF FIVE YEARS)</b>										
<b>To be advertised</b>	<table border="1"> <tr> <th>Internal</th> <th>External</th> </tr> </table>	Internal	External								
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<b>Job level</b>	T18										
<b>Scale</b>	R795 720,00 – R1 105 152,00 per annum										
<b>Estimated remuneration package</b>	R1 203 579,63 – R1 597 428,80 per annum										
<b>Job purpose</b>	To provide legal advice and support to all departments in the municipality, as well as management, staff and Council, in discharging their daily responsibilities, to vet all contracts and service-level agreements by the municipality and other entities, to liaise with external legal representatives and consult with them in any legal proceedings in court by and against the municipality, to be present in all court proceedings by and against the municipality to oversee and advice on the wishes of Council, to vet and draft by-laws, and to conduct legal research on legal precepts and innovation to ensure that the municipality is in compliance with all relevant legislation										
<b>Appointment requirements</b>	<p>LLB or equivalent qualification</p> <p>Admitted Attorney or Advocate</p> <p>At least nine years' applicable experience in a legislative environment, of which four years should be on managerial level</p> <p>Extensive knowledge of the government and/or local government sector, with specific emphasis on legislation governing the sector and how this interfaces with all the spheres of government</p> <p>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 of the Republic of South Africa, 1996, the Local Government: Municipal Systems Act, 2000 (Act 32 of 2000) and the Local Government: Municipal Finance Management Act, 2003 (Act 56 of 2003)</p> <p>Computer literacy</p>										

**Personal attributes and/or competencies**

Sound knowledge of the relevant legislation that govern employment practices, such as the Local Government: Municipal Finance Management Act, 2003 (Act 56 of 2003), the Employment Equity Act, 1998 (Act 55 of 1998), the Skills Development Act, 1998 (Act 97 of 1998), the Basic Conditions of Employment Act, 1997 (Act 75 of 1997) and the Labour Relations Act, 1995 (Act 66 of 1995) and corporate governance; in-depth understanding of government strategic thinking and policies in relation to human capital management and how these can practically be applied; considerable knowledge of modern policies and practices of public personnel administration; understand and interpret policies and procedures and explain these to others; ability to efficiently and effectively administer personnel systems; ability to establish and maintain effective working relationships with employees, City officials, labour unions and the general public; principles and practices of municipal budget preparation and administration; ability to plan activities, goals and objectives of staff members and the department, and monitor compliance to same as dictated by group policy; principles and practices of project management; business acumen; proven leadership and strategic abilities; proven administrative skills; change management skills; knowledge management skills; problem-solving and analytical skills; people management and development skills; being client orientated and customer focused; good communication skills; honesty and integrity; organisational skills; business acumen; advanced linguistic proficiency

**Primary functions**

Ensure 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

Ensure that accurate estimates are prepared in relation to requirements

Prepare capital and operating estimates for the department

Approve and control project-related expenditure against budget allocations

Identify and define immediate, short- and long-term objectives

Give advice to Council and officials on matters referred by researching statutes, case laws, other legal precedents and Council by-laws, policies, procedures, etc

Draft legal opinions and briefs

Assist in outsourcing expert and complex legal issues

Ensure that legal provisions are considered in all Council affairs

Ensure that constitutional and legislative actions of the administration and Council are adhered to and followed in all matters of the municipality

Provide legal assistance and services to Council

Draft by-laws, standing rules and orders of Council, as well as policies and procedures with legal consequence

Do research on the legality of all resolutions of Council

Interact with role players, review by-laws, policies and procedures, and perform legal drafts to ensure that the interests of Council are protected

Research legislation relevant to the municipality

Check government and provincial gazettes

Scrutinise legislation

Check judicial decisions and communicate all findings to Council to ensure that all briefs and instructions are correctly issued and dealt with

Review or draft legal instruments, such as contracts, acknowledgements of debt, etc, if there is a need to perform research and liaise with role players, review documentation and resolutions, and scrutinise contracts

Ensure that the interests of Council are protected

Coordinate the interaction between Council and external legal practitioners on referred matters by acting as a liaison between the parties

Ensure that all briefings and instructions are correctly issued and dealt with

Meet and consult in an advisory capacity with external lawyers on all legal matters affecting the municipality  
Monitor ongoing litigation by and against the municipality on matters referred by preparing outlines of instructions and briefs to attorneys, interacting with instructed attorneys, analysing case documents, reporting matters to Council, etc  
Assist in the day-to-day management of legal advisory services by performing all administrative tasks relative to legal services and the coordination thereof  
Ensure effective and efficient delivery of all legal matters of the municipality  
Advise other officials on any legal questions and clarity

**SAP**

S70000749

**New/natural  
attrition**

Natural attrition

**Enquiries**

L Vorster (012 358 3518)

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

**DEPARTMENT: OFFICE OF THE SPEAKER**

**Division: Office of the Group Head**

**Section: Legal Services**

**Location: Pretoria Central**

<b>Reference number</b>	<b>OFSP133-2023</b>										
<b>Position</b>	<b>DEPUTY DIRECTOR: LEGAL SERVICES</b>										
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<b>Job level</b>	T17										
<b>Scale</b>	R710 450,00 – R986 736,00 per annum										
<b>Estimated remuneration package</b>	R1 095 059,56 – R1 446 707,34 per annum										
<b>Job purpose</b>	To assist the Director: Legal Services in the Office of the Speaker in providing legal advice and support to Council, the Speaker of Council and Council committees										
<b>Appointment requirements</b>	<p>An appropriate three-year career-related tertiary qualification (degree or national diploma)</p> <p>Relevant experience in a political environment with sound knowledge of principles of procedural, administrative and constitutional law, of which at least four years should be at management level</p> <p>A valid Code B driving licence</p> <p>Computer literacy</p>										
<b>Personal attributes and/or competencies</b>	Integrity; patience; intelligence; innovative thinking skills; ability to pay attention to detail; imagination; being energetic; flexibility; willingness to accept responsibility; decisiveness										
<b>Primary functions</b>	<p>Provide legal advice and support to Council, the Group Head: Secretariat of Council and Council committees</p> <p>Undertake legal research on relevant legislation, case law, by-laws, policies and other applicable legal prescripts</p> <p>Monitor ongoing litigation by and against the City of Tshwane and the Office of the Speaker on referred matters</p> <p>Assist the Speaker of Council with the enforcement of the Code of Conduct for Councillors</p> <p>Perform any other work which may be delegated by the Director: Legal Services</p>										
<b>SAP</b>	S70000750										
<b>New/natural attrition</b>	Natural attrition										
<b>Enquiries</b>	L Vorster (012 358 3518)										

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

**DEPARTMENT: OFFICE OF THE CHIEF WHIP**

**DIVISION: Strategic Support Services**

**Section: Research Support**

**Location: Pretoria Central**

**Reference number**      **OFCW089-2023**

**Position**                      **DIRECTOR: RESEARCH SUPPORT SERVICES**

**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**                      T18

**Scale**                              R795 720,00 – R1 105 152,00 per annum

**Estimated remuneration package**                      R1 203 579,63 – R1 597 428,80 per annum

**Job purpose**                      To conduct research as and when required, which includes but is not limited to tasks such as the conception and scoping of research projects by applying a variety of relevant research techniques to gather relevant information, including document analysis, surveys, case studies and interviews (face-to-face, telephonic and online)

**Appointment requirements**

A three-year career-related tertiary qualification (degree or national diploma) or equivalent qualification  
A postgraduate qualification will be an advantage  
At least nine years' experience in a research environment of which at least four years should be on managerial level  
Demonstrated expertise with inferential statistical techniques and their application to practical problems  
Experience preparing data for analysis and using data management techniques, such as cleaning, coding, processing, classifying, storing and documenting, preferably using large, complex data sets extracted from enterprise systems  
Valid driving licence  
Computer literacy (Microsoft Word, Excel, PowerPoint, Outlook, Projects, Mind Planning, Visio, Statistics Computer Package)

**Personal attributes and/or competencies**                      Proven leadership and strategic abilities; proven administrative skills; change management skills; knowledge management skills; problem solving and analytical skills; people management and development skills; being client orientated and customer focused; good communication skills; honesty and integrity; organisational skills; business acumen; advanced linguistic proficiency

**Primary functions**                      Execute generic management functions  
Execute generic financial functions

Respond to and provide information to clients according to directives  
Ensure confidentiality of documents  
Provide administrative support  
Provide logistical support  
Conduct information resource acquisitions and assessments  
Conduct research results analysis and reporting  
Ensure research results implementation, monitoring and evaluation  
Develop research dashboard management processes  
Control research and development processes  
Research and document all areas as required to assist with good-quality short- and long-term planning, monitoring and evaluation

**SAP**

S70001020

**New/natural  
attrition**

Natural attrition

**Enquiries**

L Vorster (012 358 3518)

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

**DEPARTMENT: OFFICE OF THE CHIEF WHIP**

**Division: Political Liaison/Special Advisory**

**Section: Statutory Compliance**

**Location: Pretoria Central**

<b>Reference number</b>	<b>OFCW090-2023</b>										
<b>Position</b>	<b>RESOURCE CENTRE SUPPORT OFFICER</b>										
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<b>Job level</b>	T12										
<b>Scale</b>	R403 140,00 – R559 920,00 per annum										
<b>Estimated remuneration package</b>	R573 205,97 – R772 757,64 per annum										
<b>Job purpose</b>	To manage the Office of the Chief Whip’s library by acquiring, organising, managing and distributing library resources, and ensuring that library provision meets the needs of all its users										
<b>Appointment requirements</b>	<p>A three-year career-related tertiary qualification (degree or national diploma) or equivalent qualification</p> <p>At least two years’ experience in a media and publication and/or knowledge resource environment</p> <p>Computer literacy</p>										
<b>Personal attributes and/or competencies</b>	Excellent communication skills; ability to work under pressure and in stressful situations; ability to meet deadlines; good organisational skills; ability to work with limited supervision; ability to make decisions and establish work priorities; emotional intelligence; intellectual and cognitive ability										
<b>Primary functions</b>	<p>Select, develop, catalogue and classify library resources</p> <p>Answer readers' enquiries</p> <p>Use library systems and specialist computer applications</p> <p>Liaise with departmental academic staff, external organisations and suppliers</p> <p>Ensure that library services meet the needs of particular groups of users</p> <p>Support independent research and learning</p> <p>Assist readers to use computer equipment, conduct literature searches, etc</p> <p>Promote the library's resources to users</p> <p>Perform any other duty as required by the Office of the Chief Whip</p>										
<b>SAP</b>	S70059467										
<b>New/natural attrition</b>	Natural attrition										
<b>Enquiries</b>	L Vorster (012 358 3518)										



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

**DEPARTMENT: OFFICE OF THE CHIEF WHIP**

**Division: Strategic Support Services**

**Section: Research Support Services**

**Location: Pretoria Central**

<b>Reference number</b>	<b>OFCW091-2023</b>										
<b>Position</b>	<b>SENIOR SPECIALIST: RESEARCH (FIXED-TERM CONTRACT, NOT EXCEEDING A PERIOD OF FIVE YEARS)</b>										
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<b>Job level</b>	T17										
<b>Scale</b>	R710 450,00 – R986 736,00 per annum										
<b>Estimated remuneration package</b>	R1 095 059,56 – R1 446 707,34 per annum										
<b>Job purpose</b>	To conduct research as and when required, which includes but is not limited to tasks such as the conception and scoping of research projects by applying a variety of relevant research techniques to gather relevant information, including document analysis, surveys, case studies and interviews (face-to-face, telephonic and online), and to supervise caucus support staff and facilitate outreach initiatives										
<b>Appointment requirements</b>	<p>An appropriate three-year career-related tertiary qualification (degree or national diploma)</p> <p>A postgraduate qualification will be an added advantage</p> <p>Relevant experience in a political environment with sound knowledge of the principles of procedural, administrative and constitutional law, of which at least four years should be at management level</p> <p>At least nine years’ experience working with inferential statistical techniques and their application to practical problems, preparing data for analysis and using data management techniques, such as cleaning, coding, processing, classifying, storing and documenting, preferably using large, complex data sets extracted from enterprise systems</p> <p>A valid Code B driving licence</p> <p>Computer literacy (Microsoft Word, Excel, PowerPoint, Outlook, Projects, Mind Planning, Visio, Statistics Computer Package)</p>										
<b>Personal attributes and/or competencies</b>	Proven ability to use analytics to answer applied questions, select appropriate techniques, use data visualisation and presentation methods appropriate to the audience, and effectively communicate recommendations; ability to consult in advance with users of the research to understand their questions and the problems the research is intended to address; ability to productively contribute to the research team comprising members with varying levels of expertise and methodological										

backgrounds; familiarity with common data confidentiality and security protocols; strong analytical ability; excellent writing and research skills; excellent verbal communication skills; ability to interact with a diverse range of stakeholders; high levels of professionalism; ability to work under pressure; being a self-motivated and proactive individual; displaying requisite levels of dynamism and innovative ability; ability to work independently towards the strategic goals of the organisation; ability to impart skills to colleagues; evident high levels of technical competency in the candidate's respective field

**Primary functions**

Execute generic management functions  
Execute generic financial functions  
Conduct information resource acquisitions and assessments  
Conduct research results analysis and reporting  
Ensure research results implementation, monitoring and evaluation  
Develop research dashboard management processes  
Control the research and development process  
Research and document all areas as required to assist with good-quality short- and long-term planning, monitoring and evaluation

**SAP**

S70001043

**New/natural attrition**

Natural attrition

**Enquiries**

L Vorster (012 358 3518)

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