



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 fixed-term contract 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: 19 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, Sec and EMS
Secretarial		Semi-skilled labour	Support services	Technical	Unskilled labour

DEPARTMENT: HUMAN SETTLEMENTS

Division: Human Settlements Provision

Section: Project Implementation

Location: Pretoria Central

Reference number	HOSD101-2023										
Position	PROJECT MANAGER (2 POSITIONS) (FIXED-TERM CONTRACT, NOT EXCEEDING A PERIOD OF FIVE YEARS)										
To be advertised	<table border="0" style="width: 100%; background-color: #e0e0e0;"> <tr> <td style="width: 50%; text-align: center;">Internal</td> <td style="width: 50%; text-align: center;">External</td> </tr> </table>	Internal	External								
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This position seeks to attract	<table border="0" style="width: 100%; background-color: #e0e0e0;"> <tr> <td style="width: 15%;">African female</td> <td style="width: 15%;">African male</td> <td style="width: 15%;">Coloured female</td> <td style="width: 15%;">Coloured male</td> <td style="width: 15%;">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>	African female	African male	Coloured female	Coloured male	Indian female	Indian male	White female	White male	Person with disability	All categories
African female	African male	Coloured female	Coloured male	Indian female							
Indian male	White female	White male	Person with disability	All categories							
Job level	T15										
Scale	R566 376 – R786 636 per annum										
Estimated remuneration package	R775 605 – R1 05 3867 per annum										
Job purpose	<p>Providing technical and operational expertise in project planning, procurement, contract management and execution for human settlements infrastructure projects in the development of options for the provision of infrastructure such as bulk services, reticulation of services (water and sewerage), roads and storm water drainage and construction of houses to the Deputy Director, Director and Divisional Head: Human Settlements Provision and assuring operations</p>										
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>At least five years' relevant experience in a civil, structural and construction engineering and project management environment.</p> <p>Valid Code B driving licence.</p> <p>Computer literacy and good working knowledge of Microsoft Office.</p> <p>Willingness to work after hours and on weekends, when required.</p>										
Personal attributes and/or competencies	<p>Being ethical; good communication skills; good interpersonal relations; ability to work as part of a team; ability to pay attention to detail; ability to be professional at all times; ability to work independently at 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</p>										

Primary functions	<p>Ensuring programme and project process and implementation management.</p> <p>Managing complex civil and construction projects from conceptualisation, design, procurement, contract management, quality assurance and compliance and ensuring their proper integration in the plans of the City (Integrated Development Plan, Service Delivery and Budget Implementation Plan and Municipal Sustainable Human Settlements Plan).</p> <p>Coordinating the reporting in the City and the provincial and national government.</p> <p>Reporting on the Service Delivery and Budget Implementation Plan, Risk Management, Audit and Oversight Committees, and all project-related issues.</p> <p>Reporting on the Human Settlements Development Grant to the provincial government.</p> <p>Reporting on the Urban Settlements Development Grant and Informal Settlements Upgrading Partnership Grant (ISUPG) to the national Department of Human Settlements.</p> <p>Reviewing the project quality management and the product quality management in order to identify the 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.</p> <p>Managing and coordinating activities on new projects in order to ensure the completion thereof on time and within the cost and specification.</p> <p>Facilitating the establishment of a Project Steering Committee and coordinating its meetings.</p> <p>Preparing a plan, budget and schedule of all activities required for execution of the project.</p> <p>Coordinating activities according to plan.</p> <p>Preparing project reports.</p> <p>Providing guidance to the project team.</p> <p>Ensuring problem-solving and dispute resolution.</p> <p>Continuously interacting with and consulting all role players.</p> <p>Administering the payments related to project.</p> <p>Directing the outcomes associated with utilisation, productivity and performance of personnel in the system.</p> <p>Monitoring adherence to human resources and office policies and procedures, for example staff attendance.</p> <p>Defining or adjusting the key performance indicators, job design and role boundaries of personnel against service delivery requirements.</p> <p>Conducting appraisals to measure performance and objective accomplishments against agreed targets, reviewing goals and setting new objectives.</p> <p>Assisting in evaluating the capabilities of prospective applicants and participating in the interviewing and final selection sessions.</p> <p>Ensuring optimal and correct use of the resources of staff and office machines.</p> <p>Maintaining records of work in progress and completed.</p> <p>Ensuring effective and efficient management of the subsection.</p>
SAP	S70009750, S70009751
New/natural attrition	Natural attrition
Enquiries	S Shiburi (012 358 8237)

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

Section: Project Implementation

Location: Pretoria Central

Reference number **HOSD102-2023**

Position **DIRECTOR: PROJECT IMPLEMENTATION (FIXED-TERM CONTRACT, NOT EXCEEDING A PERIOD OF FIVE YEARS)**

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 – R1 105 152 per annum

Estimated remuneration package R1 154 296 – R1 548 145 per annum

Job purpose Providing technical and operational expertise in project planning, procurement, contract management and execution for human settlements infrastructure projects in the development of options for the provision of infrastructure such as bulk services, reticulation of services (water and sewerage), roads and storm water drainage and construction of houses to the Divisional Head: Human Settlements Provision and assuring operations.

Appointment requirements 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.
At least five years’ relevant experience in a civil, structural and construction engineering and project management environment, of which at least three years should be at management level.
Valid Code B driving licence.
Computer literacy and good working knowledge of Microsoft Office.
Willingness to work after hours and over weekends, when required.

Personal attributes and/or competencies Being ethical; good communication skills; good interpersonal relations; ability to be a good team member; ability to pay attention to detail; ability to be 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, contract, milestone report, meeting minutes, action items, risk logs, issue logs and change logs.

Overseeing complex civil and construction program from conceptualisation, design, procurement, contract management, quality assurance and compliance and ensuring their proper integration to the plans of the City (Integrated Development Plan, Service Delivery and Budget Implementation Plan and Municipal Sustainable Human Settlements 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 evaluation 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 the trends, theories and practices that underlie 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 the 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 the employment equity policy and plans for the section.
 Monitoring and controlling the section’s budget so that income and expenditure are 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.
 Reporting on the Human Settlements Development Grant to the provincial government and on the Urban Settlements Development Grant and Informal Settlements Upgrading Partnership Grant (ISUPG) to the national Department of Human Settlements.

SAP S70052301

New/natural attrition New (funded by the USDG grant)

Enquiries S Shiburi (012 358 8237)

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