



## 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: 26 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**  
**Section: Private Office of the Speaker**  
**Location: Pretoria Central**

**Re-advertisement**

<b>Reference number</b>	<b>OFSP128-2023</b>															
<b>Position</b>	<b>MEDIA RELATIONS SPECIALIST (FIXED-TERM CONTRACT, NOT EXCEEDING A PERIOD OF FIVE YEARS)</b>															
<b>To be advertised</b>	<table border="1"> <tr> <th align="left" colspan="2">Internal</th> <th align="left" 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												
<b>This position seeks to attract</b>																
<b>Job level</b>	T17															
<b>Scale</b>	R710 460,00 – 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 deliver a media liaison operational support service to the City of Tshwane															
<b>Appointment requirements</b>	A three-year, career-related tertiary qualification (degree or national diploma) or equivalent qualification Relevant work experience A valid Code B driving licence will be an added advantage Computer literacy															
<b>Personal attributes and/or competencies</b>	Integrity; intelligence; ability to pay attention to detail; communication skills; flexibility; willingness to accept responsibility															
<b>Primary function</b>	Compiling a media relations development support plan for the department and the City Compiling a media campaign development support plan Monitoring and analysing media services															
<b>SAP</b>	S70089226															
<b>New/natural attrition</b>	New															
<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 SPEAKER**

**Section: Private Office of the Speaker**

**Location: Pretoria Central**

**Re-advertisement**

<b>Reference number</b>	<b>OFSP131-2023</b>										
<b>Position</b>	<b>PROFESSIONAL ASSISTANT (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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Indian male	White female	White male	Person with disability	All categories							
<b>Job level</b>	T15										
<b>Scale</b>	R566 376,00 – R786 636,00 per annum										
<b>Estimated remuneration package</b>	R780 974,92 – R1 061 324,79 per annum										
<b>Job purpose</b>	To provide personal assistance to the Speaker of Council										
<b>Appointment requirements</b>	<p>A three-year, career-related tertiary qualification (degree or national diploma) or equivalent qualification</p> <p>Relevant work experience in a local government environment</p> <p>A valid Code B driving licence will be an added advantage</p> <p>Computer literacy</p>										
<b>Personal attributes and/or competencies</b>	Integrity; intelligence; patience; innovative thinking skills; flexibility; willingness to accept responsibility; communication skills; strong organisational skills; ability to pay attention to detail; ability to work independently (of critical importance)										
<b>Primary function</b>	<p>Representing the strategic arm on administrative matters and serving as a link between the administration and the Private Office of the Speaker</p> <p>Gathering, assembling and reporting information to the Speaker on diverse policy and budgetary matters</p> <p>Using various research and reporting techniques to provide quality information for the Speaker's consideration</p> <p>Using appropriate research strategies (internet, library and structured interviews) to gather information requested by the Speaker</p> <p>Working with City of Tshwane staff, community groups or constituents in soliciting or clarifying information relevant to policy issues</p>										

Preparing written and oral reports and findings, and identifying policy options, as requested  
Conducting legal precedent research and summarising findings  
Assisting in and/or monitoring the preparation process of ordinances, resolutions and other supporting programme documents  
Applying principles of public administration and budget management  
Gathering, assembling and reporting narrative and financial information relevant to policy determinations

<b>SAP</b>	S70000758
<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 SPEAKER**

**Section: Private Office of the Speaker**

**Location: Pretoria Central**

**Reference number**      **OFSP135-2023**

**Position**                      **SECRETARY (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**                      T9

**Scale**                              R286 944,00 – R398 544,00 per annum

**Estimated remuneration package**                      R425 310,15 – R567 356,12 per annum

**Job purpose**                      To render effective and efficient secretarial, clerical and other administrative tasks in support service to the Speaker

**Appointment requirements**                      Grade 12 or an equivalent qualification plus a secretarial qualification or training  
Relevant experience  
A valid Code B driving licence will be an added advantage  
Computer literacy

**Personal attributes and/or competencies**                      Integrity; intelligence; patience; innovative thinking skills; energetic; imaginative; flexibility; ability to meet strict deadlines; willingness to accept responsibility

**Primary functions**                      Performing secretarial, clerical and other administrative tasks in support of the director  
Responding to telephonic and electronic enquiries and forwarding to the appropriate person  
Greeting and receiving clients and visitors  
Filing and processing mail  
Screening requests for meetings or appointments and helping to organise meetings  
Executing diverse official secretarial duties

**SAP**                                      S70000766

**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**

**Section: Private Office of the Speaker**

**Location: Pretoria Central**

<b>Reference number</b>	<b>OFSP136-2023</b>										
<b>Position</b>	<b>RECEPTIONIST (FIXED-TERM CONTRACT, NOT EXCEEDING A PERIOD OF FIVE YEARS)</b>										
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<b>Job level</b>	T7										
<b>Scale</b>	R228 756,00 – R317 712,00 per annum										
<b>Estimated remuneration package</b>	R351 247,69 – R464 472,07 per annum										
<b>Job purpose</b>	To render an effective and efficient receptionist service for the Speaker of Council										
<b>Appointment requirements</b>	<p>Grade 12 or equivalent qualification</p> <p>Relevant experience</p> <p>A valid code B driving licence will be added advantage</p> <p>Computer literacy</p>										
<b>Personal attributes and/or competencies</b>	Excellent communication skills; ability to work under pressure; ability to meet deadlines; good organisation skills; ability to work with stress; ability to carry out duties and responsibilities with limited supervision; ability to make decisions and establish work priorities; emotional intelligence; intellectual and cognitive ability										
<b>Primary functions</b>	<p>Managing incoming and outgoing calls for the Speaker of Council</p> <p>Receiving guests and visitors of the Speaker and the Group Head: Office of the Speaker</p> <p>Receiving and registering mail</p> <p>Handling messages</p> <p>Delivering a professional reception service to the Speaker</p> <p>Providing daily auxiliary support to the Private Office of the Speaker</p> <p>Assessing the stationery needs of the Private Office of the Speaker</p> <p>Providing all requirements for arranged meetings for the Speaker (refreshments, writing pads, pens, etc)</p> <p>Preparing venues for meetings of the Speaker</p> <p>Making parking arrangements for guests of the Speaker</p> <p>Managing the outlook and image of the Private Office of the Speaker</p> <p>Assisting with protocol</p>										

**SAP**  
**New/natural attrition**  
**Enquiries**

S70000894  
Natural attrition  
L Vorster (012 358 3518)

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