



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 underrepresented designated groups in terms of the City of Tshwane 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 and 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 (not to be confused with e-Tshwane)
(e-Recruitment is also located under both the *E-services* and the *Careers* links)**

**Closing date: 19 February 2024
(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

Assist in evaluating the capabilities of prospective applicants and participate in the interviewing and final selection sessions
Ensure the optimal and correct use of resources of staff and office machines
Maintain records of work in progress and completed work
Ensure the effective and efficient management of the section
Plan and distribute work
Analyse work received
Prioritise work
Set objectives if necessary
Set target dates
Ensure the execution of work according to target dates to ensure the effective execution of work in the shortest possible time
Continuously improve policies and procedure and train and develop staff to conform to an ever-changing environment
Receive redundant and obsolete assets and materials
Manage the Auction Yard
Prepare assets and materials for disposal

SAP S70010903

New/natural attrition Natural attrition

Enquiries A Ndwamato (012 358 8637)

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

DEPARTMENT: GROUP FINANCIAL SERVICES

Division: Acquisitions and Demand Management

Section: Demand Management

Location: Pretoria Central

Reference number	FISE565-2024										
Position	FUNCTIONAL HEAD: BIDS AND QUOTES SPECIFICATIONS										
To be advertised	<table border="1"> <tr> <td>Internal</td> <td>External</td> </tr> </table>	Internal	External								
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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 376,00 – R786 636,00 per annum										
Estimated remuneration package	R780 974,92 – R1 061 324,79 per annum										
Job purpose	To manage and coordinate the tender and small, medium and micro enterprise (SMME) function to ensure the effective, efficient and economical provision of goods and services by issuing and calling tenders, inviting quotations to initiate contracts, and overseeing and managing a system to uplift and educate emerging contractors										
Appointment requirements	<p>An appropriate three-year career-related tertiary qualification (national diploma or degree) in Accounting or Financial Management or any other study field related to the position</p> <p>At least six years' relevant working experience in a financial environment, of which at least three years should be at supervisory level</p> <p>Must undergo vetting and lifestyle audit</p> <p>Compliance with the MFMA unit standards, as prescribed by Regulation 493 of 15 June 2007, as published in <i>Government Gazette 29967</i> of 15 June 2007, will be an added advantage</p> <p>A valid Code B driving licence</p> <p>Computer literacy with SAP and advanced Excel knowledge</p>										
Personal attributes and/or competencies	Verbal and written communication skills; planning and organising skills; financial management skills; ability to work under pressure; good interpersonal skills; negotiation skills; conflict-handling skills										
Primary functions	<p>Manage personnel</p> <p>Ensure direct outcomes associated with the use, productivity and performance of personnel in the division</p> <p>Monitor adherence to human resources and office policies and procedures, such as staff attendance</p> <p>Define and adjust the key performance indicators, job design and role boundaries of personnel against service delivery requirements</p>										

Conduct appraisals to measure performance and objective accomplishments against agreed targets, and review goals and set new objectives
Assist in evaluating the capabilities of prospective applicants and participate in the interviewing and final selection sessions
Ensure the optimal and correct use of resources of staff and office machines
Maintain records of work in progress and completed work
Ensure the effective and efficient management of the section
Ensure compliance with legislation, regulations, directives, systems and policies through policy analysis
Manage and coordinate the tender document and technical specifications flow and Bid Specification Committee system
Manage and coordinate the tender document flow and Quotation Specification Committee system
Develop and improve procedures and processes
Draft policies relating to procurement and the implementation of procedures and policies
Manage the Procurement Advice Centre (operations and human resources)
Draw up a budget and manage the subsection
Handle audit queries
Conduct the day-to-day management of the section
Attend meetings, such as Bid Specification Committee meetings

SAP S70010889

New/natural attrition Natural attrition

Enquiries A Ndwamato (012 358 8637)

Define and adjust the key performance indicators, job design and role boundaries of personnel against service delivery requirements

Conduct appraisals to measure performance and objective accomplishments against agreed targets, and review goals and set new objectives

Assist in evaluating the capabilities of prospective applicants and participate in the interviewing and final selection sessions

Ensure the optimal and correct use of resources of staff and office machines

Maintain records of work in progress and completed work

Ensure the effective and efficient management of the section

Manage accounting functions and operations

Prepare, develop and implement strategic and financial plans for the division by determining and establishing key performance areas, preparing and implementing action plans and process maps, and monitoring and reporting on implementation progress and challenges in order to ensure that the goals and objectives of the division are successfully achieved that support the vision and mission statements of the department and the directorate

Manage and control the accounting functions relating to the Assets Unit by monitoring adherence to policies, procedures and accounting practices to ensure that financial accounting controls are instituted and maintained and are conducted within the limits of the applicable legislation

Manage and control budget spending by monitoring and scrutinising expenditure votes and authorising payments and transfers in order to ensure the proper recording and use of budget expenditure and that budget amounts are not overspent

Approve payment vouchers and sign cheques by scrutinising the validating documentation attached to the vouchers, verifying the detail on the cheques and payment vouchers, and checking that the necessary authorities have been obtained to ensure that payments that are due and necessary have been properly authorised and are processed correctly and paid timeously

Attend to correspondence by replying to memorandums and letters or by delegating the action to be taken to ensure that correspondence is dealt with in the appropriate manner

SAP	S70010925
New/natural attrition	Natural attrition
Enquiries	A Ndwamato (012 358 8637)

Conduct appraisals to measure performance and objectives against agreed targets and set new objectives

Identify professional and technical skill gaps and complete developmental plans for existing personnel with clearly defined career paths and job-enrichment opportunities

Monitor the adequacy of current training interventions and report on the impact after training

Implement human resources policies and procedures to control and regulate workplace conflict and/or institute corrective measures

Analyse staff attendance, absenteeism, overtime and lost time, and implement and monitor specific remedial measures aimed at improving productivity and reducing personnel-related costs

Monitor and control the section budget so that income and expenditure are in line with Council requirements

Prepare and submit the operational budget

Manage the operational budget

Manage assets within the section

Ensure 50% affirmable procurement of total procurement within the section

Monitor, evaluate and quality assure in terms of outcomes, outputs, performance indicators (in relation to desired outcomes) and milestones (based on outcomes), and report back on problem statements and alternatives to address problems

Develop, implement and maintain tracking strategic and business plans, more specifically in terms of outcomes, outputs, performance indicators and milestones achieved

Develop, implement and maintain tracking implementation plans, more specifically in terms of the following:

- Management governance and accountability
- Planning
- Resource management
- Risk management
- Stakeholder engagement
- Review, monitoring and evaluation

SAP S70094411

New/natural attrition Natural attrition

Enquiries A Ndwamato (012 358 8637)

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

DEPARTMENT: GROUP FINANCIAL SERVICES

Division: Logistics and Performance Management

Section: Performance Management

Location: Pretoria Central

Reference number	FISE570-2024										
Position	DEPUTY DIRECTOR: COMPLIANCE AND IMPROVEMENT										
To be advertised	<table border="1"> <tr> <td>Internal</td> <td>External</td> </tr> </table>	Internal	External								
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Indian male	White female	White male	Person with disability	All categories							
Job level	T17										
Scale	R710 460,00 – R986 736,00 per annum										
Estimated remuneration package	R1 095 059,56 – R1 446 707,34 per annum										
Job purpose	To oversee the functions of the Compliance and Improvement Subsection effectively, which includes adherence to municipal supply chain management laws and regulations, including reporting to all stakeholders										
Appointment requirements	<p>An appropriate three-year career-related tertiary qualification (national diploma or degree) in Finance or Accounting</p> <p>Registration as a Chartered Accountant (CA(SA)), registration with the Chartered Institute of Management Accountants or registration with any other accounting profession will be an added advantage</p> <p>At least eight years' working experience in financial accounting or an auditing environment, of which at least four years should be at managerial level</p> <p>Must undergo vetting and lifestyle audit</p> <p>Compliance with the MFMA unit standards, as prescribed by Regulation 493 of 15 June 2007, as published in <i>Government Gazette 29967</i> of 15 June 2007, will be an added advantage</p> <p>A valid Code B driving licence</p> <p>Computer literacy with SAP proficiency and advanced excel skills</p>										
Personal attributes and/or competencies	Verbal and written communication skills; planning and organising skills; financial management skills; ability to work under pressure; good interpersonal skills; negotiation skills; conflict-handling skills										
Primary functions	<p>Evaluate existing supply chain management policies, regulations and procedures, and identify gaps and areas that need improvement</p> <p>Develop and drive the implementation of relevant standard operating procedures to ensure that laws and regulations are always adhered to</p> <p>Conduct assessments and analysis of potential supply chain management risks and develop risk-management strategies</p>										

Investigate reported cases of non-compliance with supply chain management laws and develop corrective measures to prevent recurrence
Empower supply chain management personnel and relevant stakeholders on their roles and responsibilities in compliance with supply chain management policies and regulations
Review annual management letter action plans and facilitate the implementation of audit improvements
Maintain and report on the commitment register aligned to GRAP
Ensure that all reporting requirements in respect of supply chain management laws are met
Carry out contractor development that includes training on the completion of tender documents and bidding for opportunities in the City of Tshwane as and when required

SAP S70094410

New/natural attrition Natural attrition

Enquiries A Ndwamato (012 358 8637)

Define and adjust the key performance indicators and job descriptions of personnel against service delivery requirements

Evaluate the capability of prospective applicants and lead the interviewing and final selection sessions

Conduct appraisals to measure performance and objectives against agreed targets and set new objectives

Identify professional and technical skill gaps and complete developmental plans for existing personnel with clearly defined career paths and job-enrichment opportunities

Monitor the adequacy of current training interventions and report on the impact after training

Implement human resources policies and procedures to control and regulate workplace conflict and/or institute corrective measures

Analyse staff attendance, absenteeism, overtime and lost time, and implement and monitor specific remedial measures aimed at improving productivity and reducing personnel-related costs

Ensure that accurate estimates are prepared in relation to requirements, prepare capital and operating estimates for the department, and approve and control project-related expenditure against budget allocations

Ensure that maintenance planning, cash flow projections and budget control measures are implemented and maintained in accordance with policy by exercising overhead control

Control the expenditure and income of cost centres by means of monthly deviation reports and remedial instructions

Verify and certify payments for progress on capital projects and service contracts

Analyse trends, operating requirements and forward plans to establish and determine funding and expenditure for the period and consolidate the department's operating and capital budget

Evaluate the department's performance against the budget and address deviations and variances with appropriate personnel

Monitor and implement corrective measures to rectify deviations and acts contrary to financial regulations, audit requirements and departmental procedures

Communicate with Council's Financial Section on audit findings and recommendations, and institute the necessary investigational or corrective measures

Maintain the section's asset register

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

Keep abreast of trends, theories and practices underlying the rendering of services

Compile the section's business and strategic plans and associated short-term and long-term performance and service delivery plans

Monitor the progress of specific key performance indicators and measures

Ensure that performance indicators are identified, objectives are aligned and appropriate procedures are developed and implemented

Analyse and align requirements with operating capacity and capability

Ensure that the resources required to fulfil the needs identified in the Integrated Development Plan are delivered at the correct time, price and place

Oversee that a detailed analysis of works, goods and services required is clearly outlined

Ensure that goods and services are procured in accordance with the authorised process by doing the following:

- Ensuring procurement process compliance
- Ensuring that the bid specification and evaluation process is complied with
- Ensuring that the bid solicitation process is complied with

Oversee the management of stores by ensuring stock control services, stock level maintenance and annual stocktaking operations

Ensure effective tender and contract operation management by overseeing contract registration process compliance and ensuring supplier acceptance and end user communication

SAP	S70011063
New/natural attrition	Natural attrition
Enquiries	A Ndwamato (012 358 8637)

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

DEPARTMENT: GROUP FINANCIAL SERVICES

Division: Acquisitions and Demand Management

Section: Acquisition Management

Location: Pretoria Central

Reference number **FISE572-2024**

Position **DIRECTOR: ACQUISITION MANAGEMENT**

To be advertised	Internal	External
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This position seeks to attract	African female Indian male	African male White female	Coloured female White male	Coloured male Person with disability	Indian female All categories
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Job level T18

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

Estimated remuneration package R1 203 555,75 – R1 597 395,65 per annum

Job purpose To ensure that goods and services required by the City of Tshwane to support operational commitments and strategic goals as outlined in the Integrated Development Plan are quantified, budgeted for and timely and effectively delivered at the right locations

Appointment requirements A three-year career-related tertiary qualification (degree or national diploma) in Financial Management, Accounting or Finance
Registration as a Chartered Accountant (CA(SA)), registration with the Chartered Institute of Management Accountants or registration with any other accounting profession will be an added advantage
At least nine years’ relevant experience in a financial environment, of which at least four years must be at management level
Must undergo vetting and lifestyle audit
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
A valid Code B driving licence
Computer literacy

Personal attributes and/or competencies Sound understanding and knowledge of GRAP and the MFMA; ability to be a team player; sound verbal and written communication skills; being ethical; ability to pay attention to detail; willingness to accept responsibility beyond the agreed-upon job description; innovative thinking skills; decisiveness; ability to be goal-orientated; analytical thinking skills; technical skills; ability to be taught; flexibility

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

Define and adjust the key performance indicators and job descriptions of personnel against service delivery requirements

Evaluate the capability of prospective applicants and lead the interviewing and final selection sessions

Conduct appraisals to measure performance and objectives against agreed targets and set new objectives

Identify professional and technical skill gaps and complete developmental plans for existing personnel with clearly defined career paths and job-enrichment opportunities

Monitor the adequacy of current training interventions and report on the impact after training

Implement human resources policies and procedures to control and regulate workplace conflict and/or institute corrective measures

Analyse staff attendance, absenteeism, overtime and lost time, and implement and monitor specific remedial measures aimed at improving productivity and reducing personnel-related costs

Ensure that accurate estimates are prepared in relation to requirements, prepare capital and operating estimates for the department, and approve and control project-related expenditure against budget allocations

Ensure that maintenance planning, cash flow projections and budget control measures are implemented and maintained in accordance with policy by exercising overhead control

Control the expenditure and income of cost centres by means of monthly deviation reports and remedial instructions

Verify and certify payments for progress on capital projects and service contracts

Analyse trends, operating requirements and forward plans to establish and determine funding and expenditure for the period and consolidate the department's operating and capital budget

Evaluate the department's performance against the budget and address deviations and variances with appropriate personnel

Monitor and implement corrective measures to rectify deviations and acts contrary to financial regulations, audit requirements and departmental procedures

Communicate with Council's Financial Section on audit findings and recommendations, and institute the necessary investigational or corrective measures

Maintain the section's asset register

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

Keep abreast of trends, theories and practices underlying the rendering of services

Compile the section's business and strategic plans and associated short-term and long-term performance and service delivery plans

Monitor the progress of specific key performance indicators and measures

Ensure that performance indicators are identified, objectives are aligned and appropriate procedures are developed and implemented

Analyse and align requirements with operating capacity and capability

Ensure that the resources required to fulfil the needs identified in the Integrated Development Plan are delivered at the correct time, price and place

Oversee that a detailed analysis of works, goods and services required is clearly outlined

Ensure that goods and services are procured in accordance with the authorised process by doing the following:

- Ensuring procurement process compliance
- Ensuring that the bid specification and evaluation process is complied with
- Ensuring that the bid solicitation process is complied with

Oversee the management of stores by ensuring stock control services, stock level maintenance and annual stocktaking operations

Ensure effective tender and contract operation management by overseeing contract registration process compliance and ensuring supplier acceptance and end user communication

SAP S70010823

New/natural attrition Natural attrition

Enquiries A Ndwamato (012 358 8637)

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

DEPARTMENT: GROUP FINANCIAL SERVICES

Division: Acquisitions and Demand Management

Section: N/A

Location: Pretoria Central

Reference number	FISE574-2024				
Position	SENIOR SECRETARY				
To be advertised	Internal		External		
This position seeks to attract	African female Indian male	African male White female	Coloured female White male	Coloured male Person with disability	Indian female All categories
Job level	T10				
Scale	R321 372,00 – R446 364,00 per annum				
Estimated remuneration package	R466 083,96 – R623 990,52 per annum				
Job purpose	To provide effective secretarial support to the Divisional Head: Acquisitions and Demand Management				
Appointment requirements	Grade 12 plus a secretarial qualification or training At least two years' relevant secretarial experience A valid Code B driving licence Must undergo vetting and lifestyle audit Computer literacy SAP training and experience will be an added advantage				
Personal attributes and/or competencies	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				
Primary functions	Render a secretarial function Render an office administration function Render a telephone and reception service Render a typing function Organise diaries Ensure meeting arrangements Conduct general office management				
SAP	S70094784				
New/natural attrition	Natural attrition				
Enquiries	A Ndwamato (012 358 8637)				

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

DEPARTMENT: GROUP FINANCIAL SERVICES

Division: Logistics and Performance Management

Section: Logistics Planning and Inventory

Location: Pretoria Central

Reference number	FISE575-2024										
Position	SENIOR STOREKEEPER: STORE OPERATIONS										
To be advertised	<table border="0" style="width:100%; background-color:#cccccc;"> <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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Job level	T11										
Scale	R359 952,00 – R499 920,00 per annum										
Estimated remuneration package	R518 224,91 – R696 373,84 per annum										
Job purpose	To be responsible for the unrestricted and continuous work performance of the store under the jurisdiction of this post with regard to managing, receiving, safely storing, recordkeeping and issuing material in order for the rendering of an efficient and effective provisioning service to all the components of the City of Tshwane to enable the City to fulfil its commitments										
Appointment requirements	Grade 12 At least two years' relevant experience in store operations, with at least one year at supervisory level A valid Code B driving licence Must undergo vetting and lifestyle audit Computer literacy										
Personal attributes and/or competencies	Integrity; intelligence; patience; imagination; flexibility; willingness to accept responsibility; decisiveness; ability to pay attention to detail; being empathetic										
Primary functions	Manage the specific store under the jurisdiction of this post See to it that subordinates are fully used See to it that communication channels are used See to it that discipline and order prevail See to it that the relevant acts, ordinances, financial regulations, standard by-laws on stores and material, code of accounting practices and the Occupational Health and Safety Act, 1993 (Act 85 of 1993) are adhered to See to it that procedures, methods and manuals are adhered to See to it that the objectives of the City of Tshwane stock system are adhered to Control stock items by avoiding shortages as well as unnecessary surpluses										

Ensure that required items are kept on such a level as to enable operational units to fulfil their objectives effectively

Assist in yearly as well as continuous stocktaking of the specific store under the jurisdiction of this post

See to it that stocktaking is done on a continuous basis

Investigate and determine the cause of stock items being damaged and determine the degree of negligence in the specific store under the jurisdiction of this post

Determine in cooperation with user departments which items must be kept in stock and the quality thereof, and determine relevant stock and order quantities with the help of several material management formulas

Review and revise stock quantities in the specific store under the jurisdiction of this post as and when necessary to keep up with usage

Organise the specific store under the jurisdiction of this post in such a way that safe working conditions, safe storage and easy handling of stock are ensured and comply with the Occupational Health and Safety Act, 1993

Input all store transactions on the computer in the specific store under the jurisdiction of this post

Ensure that the SAP system balances with cardex and bincards as well as the physical quantity on the shelves of the specific store under the jurisdiction of the post

Ensure that outstanding orders in the specific store under the jurisdiction of this post are chased and followed up daily

Certify non-stock requisitions in the specific store under the jurisdiction of this post

Communicate daily via email with the responsible Chief Storekeeper regarding the reordering of stock items to ensure that all stock items are available

Ensure that turnover is kept at three times per annum

SAP S70010937

New/natural attrition Natural Attrition

Enquiries A Ndwamato (012 358 8637)

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

DEPARTMENT: GROUP FINANCIAL SERVICES

Division: Logistics and Performance Management

Section: Logistics Planning and Inventory

Location: Pretoria Central

Reference number	FISE576-2024										
Position	SENIOR STOREKEEPER: INTERNAL DELIVERIES										
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Indian male	White female	White male	Person with disability	All categories							
Job level	T11										
Scale	R359 952,00 – R499 920,00 per annum										
Estimated remuneration package	R518 224,91 – R696 373,84 per annum										
Job purpose	To be responsible for the unrestricted and continuous work performance of the store under the jurisdiction of this post with regard to managing, receiving, safely storing, recordkeeping and issuing material in order for the rendering of an efficient and effective provisioning service to all the components of the City of Tshwane to enable the City to fulfil its commitments										
Appointment requirements	<p>Grade 12</p> <p>At least two years' relevant experience in store operations, with at least one year at supervisory level</p> <p>A valid Code B driving licence</p> <p>Must undergo vetting and lifestyle audit</p> <p>Computer literacy</p>										
Personal attributes and/or competencies	Integrity; intelligence; patience; imagination; flexibility; willingness to accept responsibility; decisiveness; ability to pay attention to detail; being empathetic										
Primary functions	<p>Manage the specific store under the jurisdiction of this post</p> <p>See to it that subordinates are fully used</p> <p>See to it that communication channels are used</p> <p>See to it that discipline and order prevail</p> <p>See to it that the relevant acts, ordinances, financial regulations, standard by-laws on stores and material, code of accounting practices and the Occupational Health and Safety Act, 1993 (Act 85 of 1993) are adhered to</p> <p>See to it that procedures, methods and manuals are adhered to</p> <p>See to it that the objectives of the City of Tshwane stock system are adhered to</p> <p>Control stock items by avoiding shortages as well as unnecessary surpluses</p> <p>Ensure that required items are kept on such a level as to enable operational units to fulfil their objectives effectively</p>										

Assist in yearly as well as continuous stocktaking of the specific store under the jurisdiction of this post
 See to it that stocktaking is done on a continuous basis
 Investigate and determine the cause of stock items being damaged and determine the degree of negligence in the specific store under the jurisdiction of this post
 Determine in cooperation with user departments which items must be kept in stock and the quality thereof, and determine relevant stock and order quantities with the help of several material management formulas
 Review and revise stock quantities in the specific store under the jurisdiction of this post as and when necessary to keep up with usage
 Organise the specific store under the jurisdiction of this post in such a way that safe working conditions, safe storage and easy handling of stock are ensured and comply with the Occupational Health and Safety Act, 1993
 Input all store transactions on the computer in the specific store under the jurisdiction of this post
 Ensure that the SAP system balances with cardex and bincards as well as the physical quantity on the shelves of the specific store under the jurisdiction of the post
 Ensure that outstanding orders in the specific store under the jurisdiction of this post are chased and followed up daily
 Certify non-stock requisitions in the specific store under the jurisdiction of this post
 Communicate daily via email with the responsible Chief Storekeeper regarding the reordering of stock items to ensure that all stock items are available
 Ensure that turnover is kept at three times per annum

SAP S70010941

New/natural attrition Natural Attrition

Enquiries A Ndwamato (012 358 8637)

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

DEPARTMENT: GROUP FINANCIAL SERVICES

Division: Acquisitions and Demand Management

Section: Acquisition Management

Location: Pretoria Central

Reference number	FISE577-2024										
Position	FUNCTIONAL HEAD: QUOTATION EVALUATION										
To be advertised	<table border="1"> <tr> <th>Internal</th> <th colspan="4">External</th> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </table>	Internal	External								
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This position seeks to attract	<table border="1"> <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>	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 376,00 – R786 636,00 per annum										
Estimated remuneration package	R780 974,92 – R1 061 324,79 per annum										
Job purpose	To render an effective and efficient quotation evaluation service to the City of Tshwane										
Appointment requirements	<p>An appropriate three-year career-related tertiary qualification (national diploma or degree) in Accounting or Financial Management or any other study field related to the position</p> <p>At least six years' relevant working experience in a financial environment, of which at least three years should be at supervisory level</p> <p>Must undergo vetting and lifestyle audit</p> <p>Compliance with the MFMA unit standards, as prescribed by Regulation 493 of 15 June 2007, as published in <i>Government Gazette 29967</i> of 15 June 2007, will be an added advantage</p> <p>A valid Code B driving licence</p> <p>Computer literacy with SAP and advanced Excel knowledge</p>										
Personal attributes and/or competencies	Verbal and written communication skills; planning and organising skills; financial management skills; ability to work under pressure; good interpersonal skills; negotiation skills; conflict-handling skills										
Primary functions	<p>Ensure the effective and efficient management of the section</p> <p>Execute goods, works and quotation evaluations</p> <p>Be involved in the strategic planning process, identify critical delivery dates and compile specifications of goods or terms of references for services</p> <p>Ensure that quotations are evaluated against the conditions for participation</p> <p>Monitor compliance criteria and evaluation criteria contained in Request for Quotation documentation</p>										

Ensure that detailed guidance information on evaluating offers is available when evaluating tenders

Ensure that quotations are evaluated with the objective of identifying the offer that meets the City of Tshwane's requirements and provides the best value for money

Ensure that quotations are fairly and equitably evaluated in a manner that is consistent with the City of Tshwane's procurement principles

Ensure that the final decision is documented and able to withstand public scrutiny

SAP S70010847

New/natural attrition Natural attrition

Enquiries A Ndwamato (012 358 8637)

Ensure that central stores operate as closed stores, whereby customers are excluded from the store area

Ensure that damaged goods from suppliers are returned to the supplier for credit or replacement

SAP S70010932

New/natural attrition Natural attrition

Enquiries A Ndwamato (012 358 8637)

Ensure that any financial implications are correctly addressed and that adequate funds are available
Assess the financial impact on future years' costs and keep informed of projects the department is involved with
Ensure compliance with the financial regulations, standing orders and code of delegations
Ensure compliance with the Supply Chain Management Policy
Maintain records in the reporting and awarding of tenders and contracts
Ensure that all contractors are paid within the contract terms

SAP S70011060
New/natural attrition Natural attrition
Enquiries A Ndwamato (012 358 8637)

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