



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 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: 22 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

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 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.

**CHIEF RISK OFFICER (DEPARTMENT: GROUP AUDIT AND RISK)
(Reference number: AUDT106-2024)**

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 613 646,54 – R2 166 971,28 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 relevant bachelor’s degree in Risk Management or Audit
- A Certified Risk Manager (CRM), Certification in Risk Management Assurance (CRMA), Certified Internal Auditor (CIA) or other relevant Risk Management designation would be an added advantage
- Registration with a relevant professional body
- Ten years’ practical experience in the development and application of risk management frameworks, of which at least five years must be at senior management level
- 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 risk management
- Advanced understanding of business continuity management
- Advanced understanding of combined assurance
- 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

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

Primary function: To drive, consult and provide advisory services while exercising control over the risk management function with the aim of maintaining an impartial, accountable, transparent and efficient risk management service in 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:

- Enterprise risk management: Strategic, operational and departmental
- Enterprise risk management: Regional projects, entities and business continuity
- Business continuity management framework, development and implementation
- Risk governance and oversight, including combined assurance

Enquiries: Deon Isaacs (012 358 0680); Agnes Ndwamato (012 358 8637)

DIVISIONAL HEAD: SPECIAL AUDITS, CORPORATE ENTITIES AND FINANCIAL AUDITING (DEPARTMENT: GROUP AUDIT AND RISK)

(Reference number: AUDT107-2024)

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 613 646,54 – R2 166 971,28 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 relevant bachelor's degree in Auditing
- Membership of the Institute of Internal Auditors (IIA)
- Ten years' experience in an internal audit function, with special focus on financial and compliance audits as well as performance management audits, of which at least five years must be at senior management level
- Registered as a Chartered Accountant CA(SA) and/or Certified Internal Auditor (CIA) with a Certificate of Theory of Accounting (CTA) and registered with the Chartered Institute of Management Accountants (CIMA) or the Association of Chartered Certified Accountants (ACCA) will be an added advantage
- 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 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

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

Primary function: To drive, consult and provide advisory services while exercising control over the special audit, corporate entity and financial auditing function with the aim of maintaining impartial, accountable, transparent and efficient financial auditing services (special audits, corporate entities and financial auditing) in 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:

- Special audits (performance audits and audits of predetermined objectives) and corporate entities
- Financial and transversal auditing

Enquiries: Deon Isaacs (012 358 0680); Agnes Ndwamato (012 358 8637)

DEPUTY CHIEF OF POLICE: REGIONAL POLICING (DEPARTMENT: TSHWANE METRO POLICE) (Reference number: COSA148-2024)

Location: Tshwane Metro Police Department Head Office, Pretoria West

Job level: T21

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

Estimated remuneration package: R1 613 646,54 – R2 166 971,28 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 or BTech in Policing or any other study field related to the position
- Registration as a Traffic Officer in terms of the National Road Traffic Act, 1996 (Act 93 of 1996)
- Appointment as a member of a municipal police service in terms of the South African Police Service Act, 1995 (Act 68 of 1995)
- Ten years' experience, of which at least five years must be relevant working experience as a senior official in a semi-military environment with in-depth knowledge in the field of operational policing as well as leading competencies
- Extensive knowledge and interpretation of all related legislation, policies, training standards, curriculum development as well as systems and procedures, with specific emphasis on all legislation that govern the sector and how it interfaces with other spheres of government in the public sector
- Ability to make high-risk decisions of a long-term and strategic nature
- No previous criminal convictions (excluding previous conviction(s) related to political activities under the previous dispensation)
- All applicants will allow their fingerprints to be taken and all short-listed candidates will have to submit a set of fingerprints to the secretary of the selection committee
- A valid Code B driving licence
- Compliance with MFMA unit standards as per the prescribed Regulation 493 of 15 June 2007, as published in *Government Gazette 29967* to 15 June 2007, within 18 months after appointment in this position
- Good governance through proper knowledge of and experience in performance management as well as supply chain management regulations and the Preferential Procurement Policy Framework Act, 2000 (Act 5 of 2000)
- Undergo a competency assessment
- Advanced computer literacy in Microsoft Word, PowerPoint and Excel

Additional requirements

- Applicants must declare all interests or involvement in a public or private board or council or any other private entity, which interest may create a conflict of interest.
- Applicants must disclose any pending criminal cases against them.
- Successful candidates for appointment will be vetted in terms of Chapter 7, Part 2 of the Children's Act, 2005 (Act 38 of 2005) or the National Sex Offenders Register (Section 42 of the Criminal Law (Sexual Offences and Related Matters) Amendment Act, 2007 (Act 32 of 2007)). A candidate whose particulars appear in either the National Register for Sex Offenders or Part B of the Child Protection Register will be disqualified from appointment to the post.
- A candidate is expected to disclose if he/she is a respondent in an interim or final protection order in terms of the Domestic Violence Act, 1998 (Act 116 of 1998) or the Protection from Harassment Act, 2011 (Act 17 of 2011) and may be disqualified from appointment to the post.
- The appointment of the successful candidate will be conditional and the successful candidate will be required to undergo security vetting to the level of top secret and obtain a security clearance of top secret within six months after appointment (if not already in possession of such a valid security clearance).
- All successful candidates will be subjected to an assessment process in compliance with City of Tshwane directives and standards, which will be used to test the relevant technical elements of the job and the generic managerial competencies, the logistics of which will be communicated by the department.

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 regional policing function with the aim of maintaining an impartial, accountable, transparent and efficient training and innovation function in the City of Tshwane, subject to legislated context responsibilities, national standards and the directives of the Chief of Police. The incumbent will be responsible and accountable for the following key performance areas:

- Regional policing (all seven regions)
- Regional crime prevention
- Regional municipal by-laws and regulations policing
- Legislated context responsibilities

Enquiries: Lucas Qakaza (012 358 2518)

DEPUTY CHIEF OF POLICE: TRAINING AND INNOVATION (DEPARTMENT: TSHWANE METRO POLICE) (Reference number: COSA149-2024)

Location: Tshwane Metro Police Department Head Office, Pretoria West

Job level: T21

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

Estimated remuneration package: R1 613 646,54 – R2 166 971,28 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 or BTech in Policing or any other study field related to the position
- Registration as a Traffic Officer in terms of the National Road Traffic Act, 1996 (Act 93 of 1996)
- Appointment as a member of a municipal police service in terms of the South African Police Service Act, 1995 (Act 68 of 1995)
- Ten years' experience, of which at least five years must be relevant working experience as a senior official in a semi-military environment with in-depth knowledge in the field of operational policing as well as leading competencies
- Extensive knowledge and interpretation of all related legislation, policies, training standards, curriculum development as well as systems and procedures, with specific emphasis on all legislation that govern the sector and how it interfaces with other spheres of government in the public sector
- Ability to make high-risk decisions of a long-term and strategic nature
- No previous criminal convictions (excluding previous conviction(s) related to political activities under the previous dispensation)
- All applicants will allow their fingerprints to be taken and all short-listed candidates will have to submit a set of fingerprints to the secretary of the selection committee
- A valid Code B driving licence
- Compliance with MFMA unit standards as per the prescribed Regulation 493 of 15 June 2007, as published in *Government Gazette* 29967 to 15 June 2007, within 18 months after appointment in this position
- Good governance through proper knowledge and experience of performance management as well as supply chain management regulations and the Preferential Procurement Policy Framework Act, 2000 (Act 5 of 2000)
- Undergo a competency assessment
- Advanced computer literacy in Microsoft Word, PowerPoint and Excel

Additional requirements

- Applicants must declare all interests or involvement in a public or private board or council or any other private entity, which interest may create a conflict of interest.
- Applicants must disclose any pending criminal cases against them.
- Successful candidates for appointment will be vetted in terms of Chapter 7, Part 2 of the Children's Act, 2005 (Act 38 of 2005) or the National Sex Offenders Register (Section 42 of the Criminal Law (Sexual Offences and Related Matters) Amendment Act, 2007 (Act 32 of 2007)). A candidate whose particulars appear in either the National Register for Sex Offenders or Part B of the Child Protection Register will be disqualified from appointment to the post.
- A candidate is expected to disclose if he/she is a respondent in an interim or final protection order in terms of the Domestic Violence Act, 1998 (Act 116 of 1998) or the Protection from Harassment Act, 2011 (Act 17 of 2011) and may be disqualified from appointment to the post.
- The appointment of the successful candidate will be conditional and the successful candidate will be required to undergo security vetting to the level of top secret and obtain a security clearance of top secret within six months after appointment (if not already in possession of such a valid security clearance).
- All successful candidates will be subjected to an assessment process in compliance with City of Tshwane directives and standards, which will be used to test the relevant technical elements of the job and the generic managerial competencies, the logistics of which will be communicated by the department.

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 training and innovation function with the aim to maintain an impartial, accountable, transparent and efficient training and innovation function in the City of Tshwane, subject to legislated context responsibilities, national standards and the directives of the Chief of Police. The incumbent will be responsible and accountable for the following key performance areas:

- Police training (academy)
- Research and development
- Statistics and information management

Enquiries: Lucas Qakaza (012 358 2518)

DEPUTY CHIEF OF POLICE: SPECIALISED POLICING (DEPARTMENT: TSHWANE METRO POLICE) (Reference number: COSA150-2024)

Location: Tshwane Metro Police Department Head Office, Pretoria West

Job level: T21

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

Estimated remuneration package: R1 613 646,54 – R2 166 971,28 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 or BTech in Policing or any other study field related to the position
- Registration as a Traffic Officer in terms of the National Road Traffic Act, 1996 (Act 93 of 1996)
- Appointment as a member of a municipal police service in terms of the South African Police Service Act, 1995 (Act 68 of 1995)
- Ten years' experience, of which at least five years must be relevant working experience as a senior official in a semi-military environment with in-depth knowledge in the field of operational policing as well as leading competencies
- Extensive knowledge and interpretation of all related legislation, policies, training standards, curriculum development as well as systems and procedures, with specific emphasis on all legislation that govern the sector and how it interfaces with other spheres of government in the public sector
- Ability to make high-risk decisions of a long-term and strategic nature
- No previous criminal convictions (excluding previous conviction(s) related to political activities under the previous dispensation)
- All applicants will allow their fingerprints to be taken and all short-listed candidates will have to submit a set of fingerprints to the secretary of the selection committee
- A valid Code B driving licence
- Compliance with MFMA unit standards as per the prescribed Regulation 493 of 15 June 2007, as published in *Government Gazette 29967* to 15 June 2007, within 18 months after appointment in this position
- Good governance through proper knowledge and experience of performance management as well as supply chain management regulations and the Preferential Procurement Policy Framework Act, 2000 (Act 5 of 2000)
- Undergo a competency assessment
- Advanced computer literacy in Microsoft Word, PowerPoint and Excel

Additional requirements

- Applicants must declare all interests or involvement in a public or private board or council or any other private entity, which interest may create a conflict of interest.
- Applicants must disclose any pending criminal cases against them.
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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):

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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 specialised policing services function with the aim to maintain an impartial, accountable, transparent and efficient specialised policing service within the City of Tshwane, subject to legislated context responsibilities, national standards and the directives of the Chief of Police. The incumbent will be responsible and accountable for the following key performance areas:

- Tactical policing operations
- Road policing
- By-law policing
- Crime prevention
- Protection services

Enquiries: Lucas Qakaza (012 358 2518)

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