



## 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**  
**(e-Recruitment is located under both the *E-services* and the *Careers* links)**

**Closing date: 18 April 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 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.

## DIVISIONAL CHIEF: FIRE AND RESCUE OPERATIONS (EMERGENCY SERVICES DEPARTMENT) (Reference number: EMSS127-2024)

**Location:** To be stationed at the Emergency Services Department Headquarters, 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 613 680,08 – R2 167 017,86 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 Fire Technology or Fire Engineering Science or any other study field related to the position
- Registration with a relevant professional body will be an added advantage
- Ten years' experience in an emergency services environment, of which at least five years must be at senior management level
- Good knowledge and interpretation of policy and legislation
- Good knowledge of performance management
- Good governance
- Good knowledge of supply chain management regulations and the Preferential Procurement Policy Framework Act, 2000 (Act 5 of 2000)
- 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, will be an added advantage
- No criminal record (excluding previous conviction(s) relating to political activities in the previous dispensation) and candidates will undergo security vetting
- A valid Code B driving licence
- 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; impact and influence

**Primary function:** To exercise control over the fire and rescue operations function with the aim to maintain an impartial, accountable, transparent and efficient fire brigade service within the City of Tshwane, subject to legislated context responsibilities, national standards and the directives of the Chief of Emergency Services. The incumbent will be responsible and accountable for the following key performance areas:

- Firefighting operations
- Rescue operations
- Specialist task force service

**Enquiries:** Agnes Ndwamato (012 358 8637)

# DIVISIONAL HEAD: WASTE MANAGEMENT SERVICES (ENVIRONMENT AND AGRICULTURE MANAGEMENT DEPARTMENT)

(Reference number: AEMA217-2024)

**Location:** To be stationed at Tshwane House, 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 613 680,08 – R2 167 017,86 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 in a study field related to the position
- A postgraduate qualification will be an added advantage
- Registration with a relevant professional body will be an added advantage
- Ten years' experience in a waste management environment, of which at least five years must be at senior management level
- Good knowledge and interpretation of policy and legislation
- Good knowledge of performance management
- Good governance
- Good knowledge of supply chain management regulations and the Preferential Procurement Policy Framework Act, 2000 (Act 5 of 2000)
- 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, will be an added advantage
- No criminal record (excluding previous conviction(s) relating to political activities in the previous dispensation) and candidates will undergo security vetting
- A valid Code B driving licence
- 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; impact and influence

**Primary functions:** To exercise control over the waste management services function with the aim to maintain impartial, accountable, transparent and efficient waste management services in the City of Tshwane, subject to legislated context responsibilities, national standards and the directives of the group head. The incumbent will be responsible and accountable for the following key performance areas:

- Develop and implement the Integrated Waste Management Strategy and Plan
- Develop and implement policies, by-laws, standards and tariffs
- Manage the waste management capital and operating budgets
- Operations leadership and management in respect of the following:
  - Bulk waste collection service
  - Kerbside waste collection service (daily for businesses and weekly for households)
  - Waste disposal facilities (landfill sites, garden waste sites, waste transfer stations and waste buyback centres)
  - Public cleansing (litter picking and illegal dumping)
  - Waste minimisation, recycling and reuse

- Facilitating the development operations of alternative waste treatment infrastructure, including a waste-to-energy plant and material recovery facilities
- Community liaison, education and awareness
- By-law enforcement support
- Waste information management

**Enquiries:** Linky Mpshane (012 358 5695)

**DIVISIONAL HEAD: BULK AND WASTE WATER SERVICES (WATER AND SANITATION DEPARTMENT) (Reference number: PWWS360-2024)**

**Location:** To be stationed at Middestad Building, 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 613 680,08 – R2 167 017,86 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**

- BEng Civil Engineering or BTech Civil Engineering (specialising in water) or in a study field related to the position
- Registration as a professional engineer will be an added advantage
- At least ten years' experience in a combination of bulk water supply, water treatment and waste water treatment, of which at least five years must be at senior management level
- Good knowledge and interpretation of policy and legislation
- Good knowledge of performance management
- Good governance
- Good knowledge of supply chain management regulations and the Preferential Procurement Policy Framework Act, 2000 (Act 5 of 2000)
- 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, will be an added advantage
- No criminal record (excluding previous conviction(s) relating to political activities in the previous dispensation) and candidates will undergo security vetting
- A valid Code B driving licence
- 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; impact and influence

**Primary function:** To exercise strategic leadership, planning, operation and maintenance of bulk water supply systems (reservoirs, pump stations and bulk water pipelines), water treatment plants, sewerage pump stations and waste water treatment plants with the aim to maintain a high-quality, cost-effective, impartial, accountable, transparent and efficient service to the residents and businesses of Tshwane, subject to legislated context responsibilities, national standards and the directives of the group head. The incumbent will be responsible and accountable for the following key performance areas:

- Bulk water supply
- Waste water treatment
- Scientific services

**Enquiries:** Tumiso Mahlaela (012 358 4466)

**DIVISIONAL HEAD: ORGANISATIONAL EFFICIENCY IMPROVEMENT (GROUP HUMAN CAPITAL MANAGEMENT DEPARTMENT)**

**(Reference number: CSHS373-2024)**

**Location:** To be stationed at Tshwane House, 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 613 680,08 – R2 167 017,86 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 in a study field related to the position
- A postgraduate qualification will be an added advantage
- Registration with a relevant professional body will be an added advantage
- Ten years' experience in an organisational efficiency improvement environment, of which at least five years must be at senior management level
- Good knowledge and interpretation of policy and legislation
- Good knowledge of performance management
- Good governance
- Good knowledge of supply chain management regulations and the Preferential Procurement Policy Framework Act, 2000 (Act 5 of 2000)
- 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, will be an added advantage
- No criminal record (excluding previous conviction(s) relating to political activities in the previous dispensation) and candidates will undergo security vetting
- A valid Code B driving licence
- 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; impact and influence

**Primary function:** To exercise control over the organisational efficiency improvement function with the aim to maintain an impartial, accountable, transparent and efficient organisational efficiency improvement service within the City of Tshwane, subject to legislated context responsibilities, national standards and the directives of the group head. The incumbent will be responsible and accountable for the following key performance areas:

- Individual performance management
- Organisational design, development and efficiency
- Employment equity and diversity
- Change management

**Enquiries:** Charmaine de Villiers (012 358 4345)



**DIVISIONAL HEAD: HUMAN CAPITAL RECRUITMENT AND ADMINISTRATION  
MANAGEMENT (GROUP HUMAN CAPITAL MANAGEMENT DEPARTMENT)  
(Reference number: CSHS374-2024)**

**Location:** To be stationed at Tshwane House, 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 613 680,08 – R2 167 017,86 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 in a study field related to the position
- A postgraduate qualification will be an added advantage
- Registration with a relevant professional body will be an added advantage
- Ten years' experience in a human resources administration environment, of which at least five years must be at senior management level
- Good knowledge and interpretation of policy and legislation
- Good knowledge of performance management
- Good governance
- Good knowledge of supply chain management regulations and the Preferential Procurement Policy Framework Act, 2000 (Act 5 of 2000)
- 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, will be an added advantage
- No criminal record (excluding previous conviction(s) relating to political activities in the previous dispensation) and candidates will undergo security vetting
- A valid Code B driving licence
- 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; impact and influence

**Primary function:** To exercise control over the human capital recruitment and administration management function with the aim to maintain an impartial, accountable, transparent and efficient human capital recruitment and administration management service within the City of Tshwane, subject to legislated context responsibilities, national standards and the directives of the group head. The incumbent will be responsible and accountable for the following key performance areas:

- Human capital provision and maintenance
- Human capital planning and policies
- Occupational and employee health, safety and wellness
- Human capital strategic and operational support services

**Enquiries:** Charmaine de Villiers (012 358 4345)

## DIVISIONAL HEAD: CLUSTER OPERATIONS SUPPORT (GOVERNANCE AND SUPPORT SERVICE) (Reference number: CSHS375-2024)

**Location:** To be stationed at Tshwane House, Pretoria Central

**Job level:** T21

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

**Estimated remuneration package:** R1 613 680,08 – R2 167 017,86 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 in Public Management, Political Science, Social Science, Law or an equivalent qualification
- A master's degree in Management Science will be an added advantage
- Registration with a relevant professional body will be an added advantage
- Ten years' experience, of which at least five years must be at managerial level
- Proven track record and vast experience in a management support environment
- 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 audits, risk management and forensic investigations
- 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 conviction(s) relating to political activities in the previous dispensation) and candidates will 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; impact and influence

**Primary function:** To exercise control over the cluster operations support function with the aim to maintain impartial, accountable, transparent and efficient cluster operations support services within the City of Tshwane, subject to legislated context responsibilities and national standards. The incumbent will be responsible and accountable for the following key performance areas:

- Strategic leadership and management
- Strategic operational management
- Strategic financial management
- Promote governance, ethics and values
- Manage strategic performance reporting
- Strategic risk management, and audit and assurance management
- Project management
- Effective stakeholder relations
- Legislation and policy implementation

**Enquiries:** Charmaine de Villiers (012 358 4345)



## DIVISIONAL HEAD: HEALTH SERVICES (HEALTH DEPARTMENT)

(Reference number: HSDE309-2024)

**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 613 680,08 – R2 167 017,86 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 in a study field related to the position
- A postgraduate qualification will be an added advantage
- Registration with a relevant professional body will be an added advantage
- Ten years' experience in health services, of which at least five years must be at senior management level
- Good knowledge and interpretation of policy and legislation
- Good knowledge of performance management
- Good governance
- Good knowledge of supply chain management regulations and the Preferential Procurement Policy Framework Act, 2000 (Act 5 of 2000)
- 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, will be an added advantage
- No criminal record (excluding previous conviction(s) relating to political activities in the previous dispensation) and candidates will undergo security vetting
- A valid Code B driving licence
- 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; impact and influence

**Primary function:** To lead, direct and exercise control over the health services function with the aim of maintaining impartial, accountable, transparent and efficient health services in the City of Tshwane, subject to legislated context responsibilities, national standards and the directives of the group head. The incumbent will be responsible and accountable for the following key performance areas:

- Municipal health services
- Primary healthcare programmes
- Primary healthcare management
- Pharmaceutical services
- Medical office operational matrix

**Enquiries:** Sydney Makulubane (012 358 4734)

**DIVISIONAL HEAD: CORPORATE FLEET MANAGEMENT (SHARED SERVICES DEPARTMENT) (Reference number: SSDD020-2024)**

**Location:** To be stationed at Belle Ombre, 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 613 680,08 – R2 167 017,86 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 in Fleet Management or Business Administration or in a study field related to the position
- A postgraduate qualification will be an added advantage
- Registration with a relevant professional body will be an added advantage
- Ten years’ experience in fleet management, of which at least five years must be at senior management level
- Good knowledge and interpretation of policy and legislation
- Good knowledge of performance management
- Good governance
- Good knowledge of supply chain management regulations and the Preferential Procurement Policy Framework Act, 2000 (Act 5 of 2000)
- 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, will be an added advantage
- No criminal record (excluding previous conviction(s) relating to political activities in the previous dispensation) and candidates will undergo security vetting
- A valid Code B driving licence
- 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; impact and influence

**Primary function:** To exercise control over the corporate fleet management function with the aim to maintain an impartial, accountable, transparent and efficient corporate fleet management service within the City of Tshwane, subject to legislated context responsibilities, national standards and the directives of the Group Head: Shared Services. The incumbent will be responsible and accountable for the following key performance areas:

- Fleet operations management
- Fleet acquisition and reporting
- Fleet performance, monitoring and compliance
- Fleet support office
- Fleet logistics (fuel supply management)
- Transversal fleet management (renting and hiring equipment)

**Enquiries:** Faith Mangwagape (012 358 5350)

**DIVISIONAL HEAD: EXPANDED PUBLIC WORKS PROGRAMME (COMMUNITY AND SOCIAL DEVELOPMENT SERVICES DEPARTMENT)**

**(Reference number: CSDS034-2024)**

**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 613 680,08 – R2 167 017,86 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 in a study field related to the position
- A postgraduate qualification will be an added advantage
- Registration with a relevant professional body will be an added advantage
- Ten years’ experience in grant and project management in a social development environment, of which at least five years must be at senior management level
- Good knowledge and interpretation of policy and legislation
- Good knowledge of performance management
- Good governance
- Good knowledge of supply chain management regulations and the Preferential Procurement Policy Framework Act, 2000 (Act 5 of 2000)
- 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, will be an added advantage
- No criminal record (excluding previous conviction(s) relating to political activities in the previous dispensation) and candidates will undergo security vetting
- A valid Code B driving licence
- 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; impact and influence

**Primary function:** To exercise control over the Expanded Public Works Programme function with the aim to maintain an impartial, accountable, transparent and efficient service to the Expanded Public Works Programme in the City of Tshwane, subject to legislated context responsibilities, national standards and the directives of the group head. The incumbent will be responsible and accountable for the following key performance areas:

- Sector coordination
- Monitoring, evaluation and reporting
- Grant and programme management

**Enquiries:** Michelle Hendricks (012 358 4971)

**GROUP HEAD: COMMUNITY AND SOCIAL DEVELOPMENT SERVICES  
(COMMUNITY AND SOCIAL DEVELOPMENT SERVICES DEPARTMENT)  
(Reference number: CSDS035-2024)**

**Location:** To be stationed at Sammy Marks, Pretoria Central, but functioning in the whole municipal area of the City of Tshwane

**Job level:** T22

**Scale:** R1 252 068,00 – R1 738 992,00 per annum

**Estimated remuneration package:** R1 784 387,88 – R2 404 136,63 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 in a study field related to the position
- A postgraduate qualification will be an added advantage
- Registration with a relevant professional body will be an added advantage
- 12 years' experience in a community and social development environment, of which at least five years must be at senior management level
- Good knowledge and interpretation of policy and legislation
- Good knowledge of performance management
- Good governance
- Good knowledge of supply chain management regulations and the Preferential Procurement Policy Framework Act, 2000 (Act 5 of 2000)
- 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, will be an added advantage
- No criminal record (excluding previous conviction(s) relating to political activities in the previous dispensation) and candidates will undergo security vetting
- A valid Code B driving licence
- 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; impact and influence

**Primary function:** To ensure the overall optimisation of the community and social development management value chain through effective strategic planning, direction and alignment of functional management frameworks and operational delivery. The incumbent will be responsible and accountable for the following key performance areas:

- Sport, recreation and infrastructure development
- Arts, culture and library services
- Social development and strategic interest groups
- Expanded Public Works Programme
- Youth development operations
- Management and administrative support

**Enquiries:** Michelle Hendricks (012 358 4971)

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