



## INTERNAL/EXTERNAL JOB FORUM

Our policy is to provide equal employment opportunities to all qualified persons without regard to race, religious belief, age, national origin, marital status, physical disability, HIV status, gender, social origin, culture, political opinion, conscience and sexual orientation. Persons with disabilities are encouraged to apply. The City of Tshwane is committed to employment equity. Preference may be given to appointable applicants from the underrepresented designated groups in terms of the City 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, 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 contract positions as indicated in this job forum.

**The complete job forum can be accessed by visiting the City of Tshwane public website (<https://www.tshwane.gov.za>) and clicking on *Documents* and then on *Job Forums* or alternatively clicking on *Notice board* or on *Quick Links*.**

**PLEASE APPLY ONLINE BY VISITING THE CITY OF TSHWANE PUBLIC WEBSITE AND CLICKING THE E-RECRUITMENT LINK (*not to be confused with e-Tshwane*)**  
**(e-Recruitment is also located under both the *E-services* and the *Careers* links)**

**Closing date: 28 May 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

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

**DEPARTMENT: OFFICE OF THE CHIEF OPERATIONS OFFICER**

**Division: Enterprise Programme Management Unit**

**Section: Programme Planning, Management and Strategy**

**Location: Pretoria Central**

<b>Reference number</b>	<b>SDTM1121-2024</b>				
<b>Position</b>	<b>PROGRAMME MANAGER: PROGRAMME PLANNING, MANAGEMENT AND STRATEGY (2 POSTS) (3-YEAR FIXED-TERM CONTRACT)</b>				
<b>To be advertised</b>	Internal		External		
<b>This position seeks to attract</b>	African female Indian male	African male White female	Coloured female White male	Coloured male Person with disability	Indian female All categories
<b>Job level</b>	T17				
<b>Scale</b>	R566 376,00 – R786 636,00 per annum				
<b>Estimated remuneration package</b>	R780 974,92 – R1 061 324,79 per annum				
<b>Job purpose</b>	To provide programme management leadership to several projects and be responsible for the standardisation, coordination, support programme and project planning, including records and contract management, in line with the City’s strategic intent and budget				
<b>Appointment requirements</b>	<p>An appropriate three-year career-related tertiary qualification (BTech or degree) in a Build Environment or any other study field related to the position</p> <p>Registered as a Professional Engineer or Engineering Technologist in the Civil, Electrical or Mechanical field of expertise in terms of the Engineering Profession Act, 2000 (Act 46 of 2000) or registered as a Professional Project Manager in terms of the Project and Construction Management Professions Act, 2000 (Act 48 of 2000)</p> <p>At least eight years’ relevant working experience in a project and programme management environment, of which at least four years should be on managerial level</p> <p>Compliance with the MFMA unit standards, as prescribed by Regulation 493 of 15 June 2007, as published in <i>Government Gazette</i> 29967 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</p>				
<b>Personal attributes and/or competencies</b>	Verbal and written communication skills; planning and organising skills; financial management skills; ability to work under pressure; good interpersonal skills; negotiation and conflict handling skills; good understanding of generally accepted accounting principles; ability to create spreadsheets and a demonstrated proficiency in the use of Microsoft Office software; ability to establish and maintain effective working relationships with employees, clients and the public; project facilitation				

skills; financial management skills; report writing skills; resource scheduling skills; time management skills; multiple task management skills

## **Primary functions**

Provide programme management leadership to several projects and be responsible for the overall management, control and delivery of projects (project and cycle)  
Take accountability for end-to-end delivery across business and infrastructure to scope, time and budget, and oversee all functions and processes relating to the activities of any project resource working on the project  
Lead and be accountable for the overall delivery of a portfolio of projects at strategic level  
Implement the CIDMS toolkit  
Provide input to the overall capex programme strategy  
Ensure implementation and compliance with the stage gate system  
Drive the approvals process by implementing the stage gate system  
Maintain and develop standards for implementation on all projects and programmes  
Focus on standards relating to contract documents  
Consolidate the analysis of the total capex demand captured  
Verify project readiness for implementation  
Compile the capex budget as part of the Caps Technical Task Team  
Develop a Capital Works Plan, including cash flow and deliverables as part of the Integrated Development Plan  
Verify and approve tender specifications for appointments from panels for professional service providers  
Coordinate meetings  
Implement the electronic filing system  
Develop policies and procedures for project and contract management  
Provide a single point of focus for all project issues, governance, escalation of risk and consideration of alternative options, according to the active management of the portfolio, project scope and boundaries  
Be responsible for leading, planning, executing, monitoring and controlling mega and catalytic projects  
Manage cross-functional teams and have the ability to communicate to all levels of management  
Track project activities and progress  
Monitor project performance (cost, schedule, resources and deliverables)  
Manage and track project issues and defects, and work with a team to determine resolutions  
Manage multiple project timelines and within budget  
Ensure that the project management approach is kept current (project management methodology) and deliver relevant, revenue-enabling results at all times  
Communicate across all stakeholders  
Manage stakeholder interactions  
Manage and guide professional and technical inputs into projects  
Manage the budget and priorities in relation to the broader contextual priorities of the City  
Facilitate community and private sector investment in projects  
Undertake financial planning, budgeting, monitoring and reporting on projects  
Identify and access external finance for projects  
Manage funding applications  
Manage programme packaging by fostering a systems approach

**SAP**

S70003759; S70003761

**New/natural attrition**

New

**Enquiries**

Annaline Cronje (012 358 7657)/Keitumetse Mogashoa (012 358 1766)

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

**DEPARTMENT: OFFICE OF THE CHIEF OPERATIONS OFFICER**

**Division: Enterprise Programme Management Unit**

**Section: Programme Implementation Management**

**Location: Pretoria Central**

<b>Reference number</b>	<b>SDTM1122-2024</b>										
<b>Position</b>	<b>PROGRAMME MANAGER: PROGRAMME IMPLEMENTATION MANAGEMENT (3-YEAR FIXED-TERM CONTRACT)</b>										
<b>To be advertised</b>	<table border="0" style="width:100%; background-color:#cccccc;"> <tr> <td align="center" style="width:50%;"><b>Internal</b></td> <td align="center" style="width:50%;"><b>External</b></td> </tr> </table>	<b>Internal</b>	<b>External</b>								
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<b>Job purpose</b>	To provide programme management leadership to several projects and be responsible for the overall management, control and delivery of projects including records and contract management										
<b>Appointment requirements</b>	<p>An appropriate three-year career-related tertiary qualification (BTech or degree) in a Build Environment or any other study field related to the position</p> <p>Registration as a professional in the field of study will be an added advantage</p> <p>At least eight years' relevant working experience in a project and programme management environment, of which at least four years should be at managerial level</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</p>										
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<b>Primary functions</b>	Provide programme management leadership to several projects. including CIPS programmes, and be responsible for the overall management, control and delivery thereof (projects, programmes and cycle)										

Take accountability for end-to-end delivery across business and infrastructure to scope, time and budget, and oversee all functions and processes relating to the activities of any project resource working on the project

Lead and be accountable for the overall delivery of a portfolio of projects at strategic level

Manage and coordinate the overall implementation of projects with relevant stakeholders

Ensure best practice management, and the development and compliance of projects

Ensure information exchange support and management of CIPS (full cycle)

Coordinate with major socio-economic infrastructure providers

Lead, coordinate and facilitate meetings and working groups involving management, internal and external clients, and fellow professionals

Manage CIPS that will initiate, stimulate and support investments and rejuvenate economic activity on behalf the City

Ensure that the best practices for implementation principles are applied to all development projects and programmes

Engage with internal departments' role players relevant to the implementation of projects through the City's capital budget and other related processes

Represent the City with other external stakeholders relating to the provision of the required capital budget

Engage with relevant City departments regarding the budgeting of CIPS identified through various City investment drives

Follow up with departments regarding the budgeting of CIPS that will respond to the City's growth initiatives

Provide a single point of focus for all project issues, governance, escalation of risk and consideration of alternative options, according to the active management of the portfolio, project scope and boundaries

Be responsible for leading, planning, executing, monitoring and controlling mega and catalytic projects

Manage cross-functional teams and have the ability to communicate to all levels of management

Track project activities and progress

Monitor project performance (cost, schedule, resources and deliverables)

Manage and track project issues and defects, and work with a team to determine resolutions

Manage multiple project timelines and within budget

Ensure that the project management approach is kept current (project management methodology) and deliver relevant, revenue-enabling results at all times

Communicate across all stakeholders

Manage stakeholder interactions

Manage and guide professional and technical inputs into projects

Manage the budget and priorities in relation to the broader contextual priorities of the City

Facilitate community and private sector investment in projects

Undertake financial planning, budgeting, monitoring and reporting on projects

Identify and access external finance for projects

Manage funding applications and related grants

Manage programme packaging by fostering a systems approach

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New

Annaline Cronje (012 358 7657)/Keitumetse Mogashoa (012 358 1766)

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

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