



## 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 closing date, please consider your application unsuccessful.

The City of Tshwane seeks to fill the positions as indicated in this job forum on a permanent basis.

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: 1 July 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 Support**

**Location: Tshwane House**

<b>Reference number</b>	<b>SDTM1126-2024</b>										
<b>Position</b>	<b>FUNCTIONAL HEAD: CONSTRUCTION HEALTH AND SAFETY (2 POSTS)</b>										
<b>To be advertised</b>	<table border="0" style="width:100%; background-color:#cccccc;"> <tr> <td style="width:50%; text-align:center;"><b>Internal</b></td> <td style="width:50%; text-align:center;"><b>External</b></td> </tr> </table>	<b>Internal</b>	<b>External</b>								
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<b>Job level</b>	T15										
<b>Scale</b>	R566 376,00 – R786 636,00 per annum										
<b>Estimated remuneration package</b>	R780 957,93 – R1 061 301,19 per annum										
<b>Job purpose</b>	To render construction health and safety functions to ensure that the City complies with all health and safety legal requirements										
<b>Appointment requirements</b>	<p>An appropriate three-year career-related tertiary qualification (BTech or degree) in Occupational Health and Safety or in the built environment or any other study field related to the position</p> <p>At least six years' relevant working experience in a construction engineering environment, of which at least three years should be at supervisory level</p> <p>A valid Code B driving licence</p> <p>Computer literacy</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 skills; conflict-handling skills										
<b>Primary functions</b>	<p>Conduct hazard identification</p> <p>Conduct health and safety audits and verification</p> <p>Assist in identifying and managing construction health and safety risks</p> <p>Oversee the implementation of and compliance with construction health and safety policy and standards</p> <p>Ensure that projects are planned and implemented in line with construction regulations and other health and safety-related legislation</p> <p>Ensure that all capital construction projects are registered with the Department of Labour</p> <p>Oversee the implementation of mitigation actions against identified construction health and safety risks</p> <p>Develop and review construction health and safety policy, standards and guidelines</p>										

**SAP** S70079518; S70079517

**New/natural attrition** New

**Enquiries** Nozipho Hadebe (012 358 2197)

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 Support**

**Location: Tshwane House**

<b>Reference number</b>	<b>SDTM1127-2024</b>										
<b>Position</b>	<b>FUNCTIONAL HEAD: FINANCIAL MANAGEMENT</b>										
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<b>Job level</b>	T15										
<b>Scale</b>	R566 376,00 – R786 636,00 per annum										
<b>Estimated remuneration package</b>	R780 957,93 – R1 061 301,19 per annum										
<b>Job purpose</b>	To render financial support services to the Programme Support Section										
<b>Appointment requirements</b>	<p>An appropriate three-year career-related tertiary qualification (BTech or degree) in Administrative Management (Financial), Business Management, 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>Compliance with the unit standards of the Local Government: Municipal Finance Management Act, 2003 (Act 56 of 2003), 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</p>										
<b>Personal attributes and/or competencies</b>	Financial management skills; communication skills; planning and organisational skills; good interpersonal skills (written and verbal); ability to work under pressure and to meet strict deadlines; knowledge of the Local Government: Municipal Finance Management Act, 2003 (Act 56 of 2003) and SAP S/4HANA										
<b>Primary functions</b>	<p>Plan, manage and monitor the division's financial requirements</p> <p>Assist in drafting procurement plans for the division</p> <p>Ensure that the division complies with the City's financial policies and procedures</p> <p>Compile inputs into the business planning, Integrated Development Plan and Service Delivery and Budget Implementation Plan process</p> <p>Ensure that invoices are aligned with submitted evidence prior to submitting for payment</p> <p>Conduct financial administration and financial record-keeping</p> <p>Conduct petty cash administration</p>										

Administrate SAP financial transactions  
Ensure that the division complies with supply chain management processes and  
render support services where required  
Assist in contract management and administration  
Follow up on assets under construction for the division

**SAP** S70075919

**New/natural attrition** Natural attrition

**Enquiries** 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 Monitoring and Evaluation**

**Location: Tshwane House**

<b>Reference number</b>	<b>SDTM1128-2024</b>										
<b>Position</b>	<b>FUNCTIONAL HEAD: PROGRAMME MONITORING AND EVALUATION</b>										
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<b>Job level</b>	T15										
<b>Scale</b>	R566 376,00 – R786 636,00 per annum										
<b>Estimated remuneration package</b>	R780 957,93 – R1 061 301,19 per annum										
<b>Job purpose</b>	To perform a monitoring and evaluation role focusing on the collection, analysis and reporting of capital project performance										
<b>Appointment requirements</b>	<p>An appropriate three-year career-related tertiary qualification (BTech or degree) in Project Management or in the built environment or any other study field related to the position</p> <p>Knowledge of monitoring and evaluation in the construction environment</p> <p>At least six years' relevant working experience in a built environment, of which at least three years should be at supervisory level</p> <p>A valid Code B driving licence</p> <p>Computer literacy</p>										
<b>Personal attributes and/or competencies</b>	High degree of accuracy in managing project performance; knowledge of project management principles and methodologies; ability to track and measure progress against objectives; ability to analyse project programmes and construction drawings; ability to effectively communicate progress and provide informed advice for improvement; knowledge of applicable norms and standards, including construction contracts; communication skills (verbal and written); ability to work under pressure; good interpersonal skills										
<b>Primary functions</b>	<p>Monitor the financial and non-financial performance on capital projects implemented by departments and conduct periodic site verifications to assess and evaluate the overall progress on-site</p> <p>Guide departmental project managers on the required performance reporting standards and requirements</p> <p>Collaborate with the senior specialist to resolve any difficulties with programme activities and compliance</p>										

Report to the senior specialist (monitoring and evaluation) and work in close collaboration with relevant project managers to ensure that quality performance information is provided

Compile the monthly, quarterly and annual progress reports and submit these to the senior specialist (including impromptu reports, presentations and meeting attendances)

Manage grant-funded projects implemented within the section and ensure adherence to the grant conditions (including compiling business plans and progress reports)

Ensure adherence to Expanded Public Work Programme and CHS standards and provide the required reports

Provide inputs and advice in alignment with the construction contracts on departmental reports submitted for approval by various committees

Facilitate the implementation of capacity-building initiatives to ensure that reporting requirements are adhered to

Assist in the assessing of all processes with stakeholders to ensure that the principle of developmental local government is adhered to

<b>SAP</b>	S70079527
<b>New/natural attrition</b>	Natural attrition
<b>Enquiries</b>	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: Tshwane House**

**Reference number** SDTM1129-2024

**Position** **PROGRAMME MANAGER: PROGRAMME IMPLEMENTATION MANAGEMENT (2 POSTS)**

**To be advertised** **Internal External**

<b>This position seeks to attract</b>	African female	African male	Coloured female	Coloured male	Indian female
	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 095 038,25 – R1 446 677,74 per annum

**Job purpose** To provide programme management leadership to several projects and be responsible for the overall management control and delivery of projects and programmes

**Appointment requirements** An appropriate three-year career-related tertiary qualification (BTech or Degree) in Built Environment Discipline, Engineering, Town Planning, Development Planning, Project Management and/or any other study field related to the position  
Registration as a professional in the field of study  
At least eight years' relevant working experience in programme management of capital projects, of which at least four years should be at managerial level  
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 with SAP and advanced Excel

**Personal attributes and/or competencies** Strategic management skills; ability to work under pressure; business management skills; good interpersonal and leadership skills; negotiation and conflict-handling skills; planning and organising skills; good communication skills (verbal and written); financial management skills; good understanding of generally accepted accounting principles; project and programme facilitation skills; report writing skills; resource scheduling skills; time management skills; multiple task management skills; business acumen; analytical skills; budget management skills; ability to create spreadsheets and demonstrated proficiency in the use of Microsoft Office software; ability to establish and maintain effective working relationships with employees, clients and the public; applied strategic planning skills; ability to give presentations in various forms; innovative thinking skills; willingness to accept responsibility; ability to adapt to a fast-changing work environment



## Primary functions

Provide programme management leadership to projects

Undertake financial planning, budgeting, monitoring and reporting on projects and programmes

Oversee and manage record management, including contract management

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)

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

Provide programme management leadership to several catalytic infrastructure projects and programmes and be responsible for the overall management control and delivery of projects, programmes and cycles

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 catalytic infrastructure projects

Manage and coordinate the overall implementation of catalytic infrastructure projects with relevant stakeholders

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

Ensure information exchange support and full cycle management of catalytic infrastructure projects

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 catalytic infrastructure projects that will initiate, stimulate and support investments and rejuvenate economic activity on behalf the City

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

Engage with internal departmental role players relevant for the implementation of catalytic infrastructure 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 catalytic infrastructure projects identified through various City investment drives

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

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

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

Track catalytic infrastructure project activities and progress

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

Manage and track catalytic infrastructure projects issues and defects and work with the team to determine resolutions

Manage multiple catalytic infrastructure projects timelines and within budget

Ensure that the catalytic infrastructure projects 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 catalytic infrastructure projects  
Manage budget and priorities in relation to the broader contextual priorities of the City  
Facilitate community and private sector investment in catalytic infrastructure projects  
Identify and access external finance for projects and programmes  
Manage funding applications and related grants for the preparation and packaging of bulk infrastructure readiness  
Be responsible for leading, planning, executing, monitoring and controlling mega and catalytic projects

**SAP** S70079522; S70079523

**New/natural attrition** Natural attrition

**Enquiries** Ntsako Hobyani (012 358 8283)

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: Tshwane House**

<b>Reference number</b>	<b>SDTM1130-2024</b>										
<b>Position</b>	<b>SENIOR SPECIALIST: PROGRAMME MONITORING AND EVALUATION</b>										
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<b>Job level</b>	T17										
<b>Scale</b>	R710 460,00 – R986 736,00 per annum										
<b>Estimated remuneration package</b>	R1 095 038,25 – R1 446 677,74 per annum										
<b>Job purpose</b>	To ensure the efficient and effective management of the monitoring and evaluation process and system										
<b>Appointment requirements</b>	<p>An appropriate three-year career-related tertiary qualification (BTech or Degree) in Built Environment Discipline, Engineering, Town Planning, Development Planning, Project Management and/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 programme monitoring and evaluation of capital projects, 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>										
<b>Personal attributes and/or competencies</b>	Knowledge of the required legislative framework compliance and applicable norms and standards; ability to identify areas of improvement and advise on adjustment plans; communication and analytical skills; ability to pay attention to detail; planning and organising skills; project management skills; ability to work under pressure; good interpersonal skills; negotiation and conflict-management skills										
<b>Primary functions</b>	<p>Oversee and ensure efficient and effective monitoring of the financial and non-financial performance of capital projects implemented by departments</p> <p>Direct and control the outcomes associated with productivity and performance of the personnel reporting directly to this position</p>										

Make inputs into the mechanisms to improve organisational project and programme maturity  
 Report to the Director: Monitoring and Evaluation and work in close collaboration with the relevant functional heads to ensure quality performance information and that reports are provided  
 Review and ensure quality in the monthly, quarterly and annual progress reports and submit such to the Director: Monitoring and Evaluation (including impromptu reports, presentations and meeting attendances)  
 Evaluate the business plans and progress reports on grant-funded projects implemented by the section and make required submissions in line with the grant conditions  
 Monitor project expenditure in line with Council approvals and legislative requirements  
 Monitor and ensure adherence to the Expanded Public Work Programme and CHS reporting requirements  
 Assess and evaluate comments and ensure alignment with the relevant construction contracts  
 Provide support to the Director: Monitoring and Evaluation on required reports, presentations and meeting representations

<b>SAP</b>	S70079526
<b>New/natural attrition</b>	New
<b>Enquiries</b>	Keitumetse Mogashoa (012 358 1766)

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