

INTERNAL/EXTERNAL JOB FORUM

Extension:

Candidates who already applied online for positions in this Job Forum do not need to re-apply

The City of Tshwane seeks to fill the positions in this job forum on a permanent basis. Appointment in Divisional Head and Group Head positions 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: Extended to 28 June 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

If you have trouble in applying, send an email with a detailed description to: TsietsiT@tshwane.gov.za

Our policy is to provide equal employment opportunities to all qualified persons without regard to race, religious belief, age, national origin, marital status, physical disability, HIV status, gender, social origin, culture, political opinion, conscience and sexual orientation. Persons with disabilities are encouraged to apply. The City of Tshwane is committed to employment equity. Preference may be given to appointable applicants from underrepresented designated groups in terms of the City of Tshwane Employment Equity Plan. The City retains the right not to make an appointment and to verify all information provided by candidates.

Applicants should note that they will be required to provide proof of their qualifications or any other relevant documents (certified copies or original documents) during the selection process. Appointments will be subject to the positive verification of qualifications (from Grade 12 upwards). Any misrepresentation of qualifications or information on the application of an applicant, 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 HEAD: HUMAN CAPITAL RECRUITMENT AND ADMINISTRATION
MANAGEMENT (GROUP HUMAN CAPITAL MANAGEMENT)**

Re-advertisement

(Reference number: CSHS376-2024)

Location: To be stationed at Tshwane House, Pretoria CBD, 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: REVENUE MANAGEMENT (GROUP FINANCIAL SERVICES)
(Reference number: FISE585-2024)

Location: To be stationed at Tshwane House, Pretoria CBD, 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 Accounting, Finance or Economics or any other study field related to the position
- Registration as a Chartered Accountant 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 senior management level
- Knowledge of Generally Recognised Accounting Practice (GRAP)
- Proven experience in successful institutional transformation in the public or private sector
- 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 audit and 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 conviction(s) related to political activities under the previous dispensation) and the applicant must undergo security vetting
- Undergo a competency assessment
- Computer literacy with experience in using CaseWare software

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

- Metering and invoicing services
- Debt collection and credit control
- Property rates and taxes management
- Property valuation management
- Revenue and financial information systems
- Cashier management
- Credit control

Enquiries: Faith Mangwegape (012 358 5350)

DIVISIONAL HEAD: SOCIAL DEVELOPMENT AND STRATEGIC INTEREST GROUP (COMMUNITY AND SOCIAL DEVELOPMENT SERVICES DEPARTMENT)
(Reference number: CSDS036-2024)

Location: To be stationed at Sammy Marks, Pretoria CBD, 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 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 functions: To exercise control over the social development and strategic interest group development function with the aim to maintain impartial, accountable, transparent and efficient services to social development and strategic interest group development 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:

- Integrated community and welfare services
- Indigent programme management
- Integrated programme management and regional coordination
- Disability desk operations
- Gender, elderly, youth and faith-based desks
- Military veteran development

Enquiries: Michelle Hendricks (012 358 4971)

GROUP HEAD: REGIONAL OPERATIONS AND COORDINATION (DEPARTMENT: REGIONAL OPERATIONS AND COORDINATION) (REF: SDTM1120-2024)

Location: To be stationed at Middestad Building, Pretoria CBD, 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 relevant postgraduate qualification will be an added advantage
- Registration with a relevant professional body will be an added advantage
- Twelve years' experience in a local government 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 the 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
- Valid Code B drivers licence
- Undergo a competency assessment
- Computer literate

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 overall optimisation of the regional operations and coordination (ROC) management value chain, through effective strategic planning, directing and alignment of functional management frameworks and operational delivery, subject to legislated context responsibilities, national standards and the directives of the Chief Operations Officer. The incumbent will be responsible and accountable for the following key performance area:

- Regional operations: Regions 1 – 7
- Regional technical operations coordination
- Inter-regional services monitoring and coordination
- Management and administrative support

Enquiries: Etricha Becker (012 358 7604)

CHIEF RISK OFFICER (DEPARTMENT: GROUP AUDIT AND RISK)

Re-advertisement

(Reference number: AUDT116-2024)

Location: To be stationed at Sammy Marks, Pretoria CBD, 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)

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

DEPARTMENT: GROUP FINANCIAL SERVICES

Division: Office of the Chief Financial Officer

Section: Strategic Financial Services

Location: Tshwane House, Pretoria CBD

Reference number	FISE586-2024										
Position	SPECIALIST FINANCIAL ANALYST										
To be advertised	<table border="0" style="width:100%"> <tr> <td style="width:50%">Internal</td> <td style="width:50%">External</td> </tr> </table>	Internal	External								
Internal	External										
This position seeks to attract	<table border="0" style="width:100%"> <tr> <td style="width:16.6%">African female</td> <td style="width:16.6%">African male</td> <td style="width:16.6%">Coloured female</td> <td style="width:16.6%">Coloured male</td> <td style="width:16.6%">Indian female</td> </tr> <tr> <td>Indian male</td> <td>White female</td> <td>White male</td> <td>Person with disability</td> <td>All categories</td> </tr> </table>	African female	African male	Coloured female	Coloured male	Indian female	Indian male	White female	White male	Person with disability	All categories
African female	African male	Coloured female	Coloured male	Indian female							
Indian male	White female	White male	Person with disability	All categories							
Job level	T18										
Scale	R795 720,00 – R1 105 152,00 per annum										
Estimated remuneration package	R1 203 555,75 – R1 597 395,65 per annum										
Job purpose	To be responsible for developing, interpreting and implementing financial concepts for financial planning, to be accountable for all outcomes associated with the department, and to be authorised to take decisions on the application of specific financial procedures and controls										
Appointment requirements	<p>A three-year career-related tertiary qualification (degree or national diploma) in Financial Management, Accounting or Finance</p> <p>Registration as a Chartered Accountant CA(SA), Chartered Institute of Management Accountants or registration with any other accounting profession will be an added advantage</p> <p>At least nine years' relevant experience in a financial environment of which at least four years must be at management level</p> <p>Compliance with 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>Valid Code B driving licence</p> <p>Computer literacy</p>										
Personal attributes and/or competencies	Strong financial analysis skills; good understanding of generally accepted accounting principles and company accounting policies, procedures and standards; ability to analyse and solve problems using learned techniques and tools; analytical and statistical examination skills; ability to understand and apply learned concepts; accuracy and confidentiality; demonstrated ability to plan and accomplish work to ensure that critical deadlines are met; ability to create spreadsheets; demonstrated proficiency in the use of Microsoft Office and accounting software; ability to establish and maintain effective working relationships with employees, clients and the public; integrity; intelligence; innovative thinking skills; flexibility; ability to pay attention to detail; decisiveness; imagination; willingness to accept responsibility; negotiation skills; business acumen; leadership skills; project management skills; communication skills; analytical skills; organisational skills; budget management skills; ability to present presentations; technical skills; advanced linguistic proficiency										
Primary functions	<p>Ensuring technical financial analysis</p> <p>Performing technical analysis to determine present and future financial performance related to specific deals</p> <p>Gathering, analysing, preparing and summarising recommendations for financial plans, acquisition activity, trended future requirements and operating forecasts</p> <p>Meeting with organisational units and department managers to discuss and establish timelines and methodologies for completing budgets</p> <p>Providing support to the annual planning and forecast processes</p> <p>Providing support to the capital and long-term planning processes</p>										

Performing financial research activities
 Performing economic research and studies in areas of rates of return, depreciations, working capital requirements, investment opportunities, investment performance and impact of governmental requirements
 Researching and compiling data to forecast and prepare projections for the financial impact of pending contracts on specific business units
 Overseeing and implementing financial reporting
 Tracking revenue and expenses on a monthly basis, comparing actual to forecasted figures and making the necessary adjustments
 Developing financial models and other analytical tools to help address business needs
 Supporting the ongoing maintenance and enhancement of financial models and reporting systems
 Preparing reports for management summarising results of the research, analysis and evaluation of any discrepancies
 Gathering and analysing current data to aid in estimating future expenditures
 Presenting analyses, as necessary, both internally and externally as required
 Gaining a detailed understanding of operating performance of each major area of the company
 Supporting the transition and maintenance of new planning and reporting tools
 Performing *ad hoc* analyses and special projects as assigned
 Identifying and defining immediate, short- and long-term objectives
 Keeping abreast of trends, theories and practices underlying the rendering of services
 Implementing the department's business and strategic plans and associated short- and long-term performance and service delivery plans
 Monitoring progress of specific key performance indicators and measures
 Ensuring that performance indicators are identified, objectives are aligned and appropriate procedures are developed and implemented
 Analysing and aligning requirements with operating capacity and capability

SAP

S70010152

New/natural attrition

Natural attrition

Enquiries

Faith Mangwegape (012 358 5350)

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