



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 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: 10 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: COMMUNICATION, MARKETING AND EVENTS

Division: Strategic Communication

Section: Corporate Communication

Location: Pretoria Central (Tshwane House)

Reference number CMED056-2024

Position AUDIO-VISUAL EDITOR

To be advertised Internal External

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

Job level T12

Scale R403 140,00 – R559 920,00 per annum

Estimated remuneration package R573 193,87 – R772 740,84 per annum

Job purpose To produce audio-visual products (video footage) to communicate organisational messages and information to both internal and external stakeholders using the various approved communication platforms of the City of Tshwane

Appointment requirements An appropriate three-year tertiary career-related qualification (degree or national diploma) in Audio-Visual/Videography/Video Production, Film Studies, Visual Arts or any other study field related to the position
At least three years' relevant working experience in an audio-visual field
Knowledge and understanding of audio-visual operating systems, hardware and software for planning, editing, scripting, post-production techniques and streaming using Vmix or OBS
A valid Code B driving licence
Computer literacy

Personal attributes and/or competencies Ability to work in a fast-paced, rapidly changing environment; creative thinking skills with an excellent eye for detail; ability to handle stress and work under pressure; good time management and planning skills; analytical thinking skills; good judgement and ability to make sound decisions in complex situations; good communication skills; multi-camera setup skills for video studio shoots; knowledge of recording programmes or activity in the studio; knowledge of the principles of lighting, staging, focusing and filtering to achieve a specific visual look for broadcast purposes; knowledge of camera placement and composing shots; knowledge of using editing software to piece together stills, footage, sound effects, dialog and animation effects; ability to prepare or plan a video production; ability to add video filters and cutter-ways for final video mixing; ability to do voice-over recording; ability to synchronise the voice with the picture according to a script; animatics design skills; computer graphics animator skills

Primary functions	<p>Work closely with the departments, political offices, digital media and graphics team within the City of Tshwane to produce high-quality videos that showcase the City's brand, projects and programmes</p> <p>Develop concepts and storyboards for videos</p> <p>Manage streaming services for City events, including press briefings and Bid Adjudication Committee, Council and Municipal Public Accounts Committee meetings</p> <p>Operate cameras, lighting equipment and audio gear during shoots</p> <p>Edit video footage to create high-quality videos that meet our brand management standards</p> <p>Collaborate with the communication, marketing and events team to produce engaging video content for social media, websites and other marketing channels</p> <p>Keep up to date with industry trends and techniques and make recommendations for new approaches and tools to enhance our video production capabilities, such as animation for story onboarding</p> <p>Develop videos, edit graphics and post such on the YouTube channel</p> <p>Configure, maintain and troubleshoot video, audio, lighting and other production equipment</p> <p>Create relevant content and professional video products for target audiences by making use of multi-camera and audio mixing equipment and to produce videos that are edited digitally and streamed for a variety of uses across various communication platforms</p> <p>Participate in the entire production process, from ideation and storyboarding to filming, editing and postproduction</p> <p>Provide technical skills and support in operating and maintaining proper levels and calibration of audio, cameras and other production equipment</p> <p>Develop and maintain an appropriate logging system for all video products recorded and completed jobs</p> <p>Troubleshoot problems and issues with the equipment, and/or repair the equipment used</p> <p>Understand social media platforms and delivery</p>
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SAP S70001967

New/natural attrition Natural attrition

Enquiries Oarabile Motabogi (012 358 7449); Faith Mangwegape (012 358 5350)

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

DEPARTMENT: COMMUNICATION, MARKETING AND EVENTS

Division: Strategic Communication

Section: Language Services

Location: Pretoria Central (Tshwane House)

Reference number **CMED057-2024**

Position **LANGUAGE PRACTITIONER (ENGLISH)**

To be advertised

Internal	External
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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

Job level T12

Scale R403 140,00 – R559 920,00 per annum

Estimated remuneration package R573 193,87 – R772 740,84 per annum

Job purpose To provide a functional editing service for all departments (internal clients) and residents (external clients) of the City of Tshwane in order to give them full and equal access to information and municipal services

Appointment requirements

An appropriate three-year tertiary career-related qualification (degree or national diploma) majoring in English
 At least three years’ relevant working experience in English editing
 Computer literacy is essential
 Passing an in-house language competency test
 Membership of a professional language association, such as the South African Translators’ Institute or South African Language Practitioners’ Council will be an added advantage

Personal attributes and/or competencies Excellent eye for detail; ability to work under pressure; ability to meet deadlines; good organising skills; ability to cope with stress; good writing skills; analytical skills; general passion for languages

Primary functions

Edit municipal documents in English at micro (language) and macro (meaning) levels according to the standards of editing practice to produce reader-friendly documents that provide clear access to information and facilitate communication (includes copy, substantive and comparative editing)
 Proofread municipal documents according to standard proofreading practice to provide error-free documents that enhance the image of the City of Tshwane
 Develop terminology in English to assist all the other official languages of the City of Tshwane (in liaison with internal and external language practitioners)

Advise clients (colleagues and officials of the City of Tshwane) by answering their language queries on the basis of own experience and grammar, spelling and in-house style rules to help them produce quality documents

Carry out administrative tasks that include updating the internal language register by recording completed work and saving final versions of documents on the internal server

SAP	S70001990
New/natural attrition	Natural attrition
Enquiries	Nomsa Mollo (012 358 7505); Faith Mangwegape (012 358 5350)

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

DEPARTMENT: OFFICE OF THE SPEAKER

Division: Council and Committee Secretariat Services

Section: Council and Section 79 Oversight Committees Secretarial Services

Location: Pretoria Central

Reference number	OFSP140-2024										
Position	COMMITTEE SECRETARY (2 posts)										
To be advertised	<table border="1"> <tr> <th>Internal</th> <th colspan="4">External</th> </tr> </table>	Internal	External								
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Job level	T12										
Scale	R403 140,00 – R559 920,00 per annum										
Estimated remuneration package	R573 193,87 – R772 740,84 per annum										
Job purpose	To coordinate the logistical requirements for Council and committee meetings, provide secretarial support, translate documents and perform related administrative sequences										
Appointment requirements	<p>An appropriate three-year tertiary career-related qualification (degree or national diploma)</p> <p>At least three years' relevant working experience in secretarial support to various committee and subcommittee sittings in a management environment</p> <p>A valid Code B driving licence</p> <p>Computer literacy (good working knowledge of the Microsoft Office package)</p> <p>Willingness and ability to work after hours</p>										
Personal attributes and/or competencies	Strong analytical ability; excellent writing and research skills; excellent verbal communication skills; ability to interact with a diverse range of stakeholders; high levels of professionalism; ability to work under pressure; self-motivated and proactive individual; display requisite levels of dynamism and innovative ability; ability to work independently towards the strategic goals of the organisation; ability to impart skills to fellow colleagues; high levels of technical competency in the candidate's respective field must be evident										
Primary functions	<p>Coordinate specific logistical requirements associated with Council meetings</p> <p>Formulate recommendations and resolutions in accordance with legislation, Council resolutions, regulations, etc</p> <p>Provide secretarial support to various committee and subcommittee sittings</p> <p>Perform administrative activities associated with the preparation of documents and correspondence</p> <p>Undertake any other committee-related duties as directed by the supervisor</p>										

SAP S70000830; S70000827

New/natural attrition Natural attrition

Enquiries T Louw (012 358 1226)

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

DEPARTMENT: OFFICE OF THE SPEAKER

Location: Pretoria Central

Re-advertisement (candidates who applied previously need to reapply)

Reference number **OFSP141-2024**

Position **DIRECTOR: LEGAL SERVICES**

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

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

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 provide legal advice and support to all divisions in the Office of the Speaker, as well as management, staff and Council, in discharging their daily responsibilities, to liaise with external legal representatives and consult with them in any legal proceedings in court by and against the municipality, to be present in all court proceedings by and against the municipality to oversee and advise on the wishes of Council, to vet and draft by-laws, and to conduct legal research on legal precepts and innovation to ensure that the municipality is in compliance with all relevant legislation

Appointment requirements LLB or equivalent qualification
 Admitted Attorney or Advocate
 At least nine years' applicable experience in a legislative environment, of which four years should be at managerial level
 Extensive knowledge of the government and/or local government sector, with specific emphasis on legislation governing the sector and how this relates to all the spheres of government
 Ability to make high-risk decisions of a long-term and strategic nature within a sound legal framework with an understanding of all relevant legislation and regulations, including the Constitution of the Republic of South Africa, 1996, the Local Government: Municipal Systems Act, 2000 (Act 32 of 2000) and the Local Government: Municipal Finance Management Act, 2003 (Act 56 of 2003)
 Computer literacy

Personal attributes and/or competencies Sound knowledge of the relevant legislation that govern employment practices, such as the Local Government: Municipal Finance Management Act, 2003 (Act 56 of 2003), the Employment Equity Act, 1998 (Act 55 of 1998), the Skills Development Act, 1998 (Act 97 of 1998), the Basic Conditions of Employment Act, 1997 (Act 75 of 1997) and the Labour Relations Act, 1995 (Act 66 of 1995) and corporate

governance; in-depth understanding of government strategic thinking and policies in relation to human capital management and how these can practically be applied; considerable knowledge of modern policies and practices of public personnel administration; ability to understand and interpret policies and procedures and explain these to others; ability to efficiently and effectively administer personnel systems; ability to establish and maintain effective working relationships with employees, City officials, labour unions and the general public; knowledge of principles and practices of municipal budget preparation and administration; ability to plan activities, goals and objectives of staff members and the department, and monitor compliance to same as dictated by group policy; knowledge of principles and practices of project management; business acumen; proven leadership and strategic abilities; proven administrative skills; change management skills; knowledge management skills; problem-solving and analytical skills; people management and development skills; being client-orientated and customer-focused; good communication skills; honesty and integrity; organisational skills; advanced linguistic proficiency

Primary functions

Ensure a climate conducive to promoting and sustaining motivational levels, productivity and performance by directing and controlling outcomes associated with the use, productivity and performance of personnel within the section

Ensure that accurate estimates are prepared in relation to requirements

Prepare capital and operating estimates for the department

Approve and control project-related expenditure against budget allocations

Identify and define immediate, short- and long-term objectives

Give advice to Council and officials on matters referred by researching statutes, case laws, other legal precedents and Council by-laws, policies, procedures, etc

Draft legal opinions and briefs

Assist in outsourcing expert and complex legal issues

Ensure that legal provisions are considered in all Council affairs

Ensure that constitutional and legislative actions of the administration and Council are adhered to and followed in all matters of the municipality

Provide legal assistance and services to Council

Draft by-laws, standing rules and orders of Council, as well as policies and procedures with legal consequence

Do research on the legality of all resolutions of Council

Interact with role players, review by-laws, policies and procedures, and compose legal drafts to ensure that the interests of Council are protected

Research legislation relevant to the municipality

Check government and provincial gazettes

Scrutinise legislation

Check judicial decisions and communicate all findings to Council to ensure that all briefs and instructions are correctly issued and dealt with

Review or draft legal instruments, such as contracts, acknowledgements of debt, etc, if there is a need to perform research and liaise with role players, review documentation and resolutions, and scrutinise contracts

Ensure that the interests of Council are protected

Coordinate the interaction between Council and external legal practitioners on referred matters by acting as a liaison between the parties

Ensure that all briefings and instructions are correctly issued and dealt with

Meet and consult in an advisory capacity with external lawyers on all legal matters affecting the municipality

Monitor ongoing litigation by and against the municipality on matters referred by preparing outlines of instructions and briefs to attorneys, interacting with instructed attorneys, analysing case documents, reporting matters to Council, etc

Assist in the day-to-day management of legal advisory services by performing all administrative tasks relative to legal services and the coordination thereof
Ensure effective and efficient delivery of all legal matters of the municipality
Advise other officials on any legal questions and clarity

SAP

S70000749

**New/natural
attrition**

Natural attrition

Enquiries

M Rachekhu (012 358 1463)

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

DEPARTMENT: GROUP AUDIT AND RISK
Division: Office of the Chief Audit Executive
Section: Information, Communication and Technology Auditing
Location: Pretoria Central

Re-advertisement (candidates who applied previously need to reapply)

Reference number	AUDT117-2024				
Position	DIRECTOR: INFORMATION, COMMUNICATION AND TECHNOLOGY AUDITING				
To be advertised	Internal		External		
This position seeks to attract	African female Indian male	African male White female	Coloured female White male	Coloured male Person with disability	Indian female 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 manage computer audit reviews and provide assurance that IT controls have been implemented and are effective and, where necessary, provide consulting meetings, carry out detailed planning for and execute audit projects, and ensure that audit work conforms to the relevant standards (Institute of Internal Auditors (IIA) and Information Systems Audit and Control Association (ISACA)) and other guidelines and procedures of the City of Tshwane				
Appointment requirements	<p>An appropriate three-year tertiary career-related degree or BTech in Internal Audit, ICT audit, ICT or any other study field related to the position</p> <p>Certified Information Systems Auditor (CISA) will be an added advantage</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>At least nine years' relevant working experience in a computer auditing environment (advantage if in a local government environment), of which at least four years should be at managerial level</p> <p>A valid Code B driving licence</p> <p>Computer literacy with SAP proficiency</p>				
Personal attributes and/or competencies	Knowledge of data analytics (Computer Assisted Audit Techniques (CAATS)); knowledge of the governance, risk and compliance approach; knowledge of application reviews; knowledge of general controls reviews; integrity; professionalism; good interpersonal skills; innovative thinking skills; decisiveness; ability to pay attention to detail; emotional intelligence; good communication skills;				

flexibility; adaptability; customer orientation; people management skills; problem-solving abilities

Primary functions

Manage and plan computer audit reviews
Complete audits in accordance with the computer audit plan
Supervise computer audit staff
Review work performed by computer audit staff
Manage and attend to staff training and development
Compile computer audit reports
Lead and conduct the planning, coordination and performance of application and general systems control audits, improve the control processes improvement, optimise reviews and prepare audit reports associated with the completion of scheduled audits and assigned special projects
Assist in setting the strategic direction for a value-focused internal audit department, including IT audit methodology, automation techniques and IT audit planning

SAP

S70010012

New/natural attrition

Natural attrition

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: OFFICE OF THE CHIEF OPERATIONS OFFICER

Division: Enterprise Programme Management Unit

Location: Pretoria Central

Reference number	SDTM1125-2024				
Position	SENIOR SECRETARY				
To be advertised	Internal				
This position seeks to attract	African female Indian male	African male White female	Coloured female White male	Coloured male Person with disability	Indian female All categories
Job level	T10				
Scale	R321 372,00 – R446 364,00 per annum				
Estimated remuneration package	R469 120,93 – R628 208,66 per annum				
Job purpose	To provide effective secretarial support to the Enterprise Programme Management Unit				
Appointment requirements	Grade 12 plus a secretarial qualification or training At least one year's relevant secretarial experience A valid Code B driving license will be an added advantage Computer literacy (Word, Excel and PowerPoint)				
Personal attributes and/or competencies	Excellent communication skills; ability to work under pressure and in stressful situations; ability to meet deadlines; good organisational skills; ability to work with limited supervision; ability to make decisions and establish work priorities; emotional intelligence; intellectual and cognitive ability; innovative thinking skills; report writing skills				
Primary functions	Render a secretarial and administrative support service to the office of the divisional head Render telephone and reception services Provide a typing and computer operating service Manage the diary of the divisional head Book the boardroom situated in the office space of the Enterprise Programme Management Unit Provide an operational logistics service Execute diverse official secretarial duties Prepare meetings and take minutes File documents on the shared drive or online system				
SAP	S70060301				
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: GROUP HUMAN CAPITAL MANAGEMENT

Division: Human Capital Recruitment and Administration Management

Section: Occupational and Employee Health, Safety and Wellness - Employee Wellness Services

Location: Pretoria Central

Reference number	CSHS377-2024										
Position	EMPLOYEE WELLNESS OFFICER										
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Job level	T12										
Scale	R403 140,00 – R559 920,00 per annum										
Estimated remuneration package	R573 193,87 – R772 740,84 per annum										
Job purpose	To render a professional employee wellness service to troubled City employees and their immediate families and to develop human development programmes to assist in enhancing the productivity of all City employees										
Appointment requirements	<p>An appropriate three-year tertiary career-related qualification (degree or national diploma) in Social Work or any other study field related to the position</p> <p>Registration with the South African Council for Social Service Professions (SACSSP) will be an added advantage</p> <p>A postgraduate qualification will be an added advantage</p> <p>Two years' relevant experience in the management of employee wellness services</p> <p>A valid Code B driving licence</p> <p>Computer literacy</p>										
Personal attributes and/or competencies	Communication skills (verbal and written); planning and organising skills; financial management skills; ability to work under pressure; good interpersonal skills; negotiation and conflict-handling skills; ability to establish and maintain effective working relationships with employees, clients and the public; time management skills; multiple task management skills										
Primary functions	<p>Ensure that professional employee assistance assessments are delivered to all clients after reacting to a self-referral or referral by management</p> <p>Provide support, guidance and containment to employees through individual and group counselling, crisis intervention, debriefing and trauma services</p> <p>Provide outreach services and on-site debriefing sessions should the need arise</p> <p>Ensure that policies and procedures are initiated and communicated to the various role players in the organisation</p>										

Educate management and employees about various psychosocial conditions and related behaviour according to needs identified by the presentation of needs-based psychosocial education and human development programmes, as well as proactive programmes that focus on the promotion of a healthy lifestyle, including, but not limited to, financial life skills, stress management and life skill programmes

SAP	S70016243
New/natural attrition	New
Enquiries	Charmaine de Villiers (012 358 4345)

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

DEPARTMENT: GROUP HUMAN CAPITAL MANAGEMENT
Division: Human Capital Recruitment and Administration Management
Section: Occupational and Employee Health, Safety and Wellness
Location: Belle Ombre Clinic
(functioning in all City of Tshwane occupational health and safety clinics)

Reference number	CSHS378-2024										
Position	OCCUPATIONAL MEDICINE PRACTITIONER										
To be advertised	Internal External										
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Job level	T15										
Scale	R566 376,00 – R786 636,00 per annum										
Estimated remuneration package	R780 957,93 – R1 061 301,19 per annum										
Job purpose	To implement and render a comprehensive occupational health service, including basic medical services, to the employees of the City of Tshwane										
Appointment requirements	<p>MBChB degree</p> <p>Registration with the Health Professions Council of South Africa (HPCSA) as a medical practitioner</p> <p>Postgraduate diploma or degree in Occupational Medicine that is registered with the South African Society of Occupational Medicine (SASOM)</p> <p>At least six years' working experience</p> <p>Supervisory experience will be an added advantage</p> <p>A valid Code B driving licence and own transport</p> <p>Computer literacy</p>										
Personal attributes and/or competencies	Leadership and supervisory skills; good communication, analytical, organisational, interpersonal, presentation, negotiation and technical skills; patience; high level of professionalism; innovative thinking skills; energetic, flexible, decisive, efficient and self-motivated; willingness to accept responsibility; ability to pay attention to detail; proactive; ability to work with people										
Primary functions	<p>Perform employee fitness for work evaluations, including initial, pre-placement and exit health evaluations, post prolonged sick absenteeism and medical incapacity</p> <p>Implement and render a comprehensive occupational health service, including basic medical services, to the employees of the City of Tshwane</p> <p>Support departments regarding sick absenteeism management, including verifying sick certificates and sick certificate follow-ups</p>										

Ensure and participate in the investigation of occupational diseases and some injuries on duty

Ensure the rendering of and render medical services to employees, including consultations for injuries on duties, ailments and emergencies, monitoring chronic diseases, DOTS, home visits, examinations for professional driver permits and influenza immunisation

SAP S70016209

New/natural attrition New

Enquiries Charmaine de Villiers (012 358 4345)

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

DEPARTMENT: GROUP HUMAN CAPITAL MANAGEMENT
Division: Human Capital Recruitment and Administration Management
Section: Occupational and Employee Health, Safety and Wellness
Location: Belle Ombre Clinic
(functioning in all City of Tshwane occupational health and safety clinics)

Reference number	CSHS379-2024										
Position	CHIEF OCCUPATIONAL NURSING PRACTITIONER										
To be advertised	<table border="0" style="width:100%; background-color:#cccccc;"> <tr> <td style="width:50%; text-align:center;">Internal</td> <td style="width:50%; text-align:center;">External</td> </tr> </table>	Internal	External								
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Job level	T15										
Scale	R566 376,00 – R786 636,00 per annum										
Estimated remuneration package	R780 957,93 – R1 061 301,19 per annum										
Job purpose	To manage occupational health clinics and render a functional occupational nursing service to the employees of the City of Tshwane										
Appointment requirements	<p>General Nursing Diploma/Degree Community Nursing Science or Public Health Diploma Certificate/Diploma in Occupational Health Nursing Diploma in Primary Healthcare, Clinical Nursing Science, Health Assessment, Treatment and Care Certificate in Audiometry and registration with the South African Society of Occupational Health Nurses to do audiometric tests in the workplace Certificate in Spirometry Certificate in Pharmacology and licence to dispense Code 8 A management qualification will be an added advantage Registration with the South African Nursing Council At least six years' experience in occupational health nursing practice Supervisory experience will be an added advantage A valid Code B driving licence and own transport Computer literacy</p>										
Personal attributes and/or competencies	Negotiation skills; budget management skills; ability to do presentations; leadership skills; technical skills; communication skills; ability to function independently; analytical skills; organisational skills; integrity; decisiveness; intelligence; ability to pay attention to detail; patience; ongoing learning ability; energy; empathy; willingness to accept responsibility; flexible; high hand-eye coordination; no medical or physical disability; conditional high three-dimensional ability; good eyesight										

Primary functions	<p>Implement and administer the policy framework regarding occupational nursing for the City</p> <p>Manage the day-to-day occupational health nursing service</p> <p>Ensure the provision of administrative support</p> <p>Ensure that occupational risk profiling is performed</p> <p>Ensure that medical surveillance programmes are performed</p> <p>Ensure that occupational nurse practitioners perform fitness for work evaluations</p> <p>Ensure that occupational health-related information programmes are established and presented</p> <p>Ensure that occupational diseases and incidents, including injuries on duty, are investigated</p> <p>Ensure that medical services for the treatment of injuries on duty, ailments and emergencies, monitoring of chronic diseases, supervision of DOTS and annual influenza immunisation campaigns are rendered</p> <p>Ensure that medicine control is executed</p> <p>Ensure that first aid supplies are issued</p> <p>Ensure that absenteeism management support is provided</p> <p>Ensure that a specialist occupational health consultation or advisory service to management is provided</p> <p>Ensure that an injury on duty case management service is provided</p> <p>Ensure that a support service is provided for the Occupational Health Manager for Windows (OHMW) and Everest programs</p> <p>Ensure that a support service for maintenance and repairs of audiometers, audiometry booths, spirometers and vision screeners is provided</p> <p>Ensure that a support service for the calibration of audiometers, audiometry booths and spirometers is provided</p>
SAP	S70016198
New/natural attrition	New
Enquiries	Charmaine de Villiers (012 358 4345)

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

DEPARTMENT: GROUP HUMAN CAPITAL MANAGEMENT

Division: Labour Relations Management

Section: Grievance, Conciliation and Arbitration

Location: Tshwane House

Reference number	CSHS380-2024										
Position	FUNCTIONAL HEAD: GRIEVANCE (2 POSTS)										
To be advertised	<table border="1"> <tr> <th>Internal</th> <th colspan="4">External</th> </tr> <tr> <td>African female Indian male</td> <td>African male White female</td> <td>Coloured female White male</td> <td>Coloured male Person with disability</td> <td>Indian female All categories</td> </tr> </table>	Internal	External				African female Indian male	African male White female	Coloured female White male	Coloured male Person with disability	Indian female All categories
Internal	External										
African female Indian male	African male White female	Coloured female White male	Coloured male Person with disability	Indian female All categories							
This position seeks to attract											
Job level	T15										
Scale	R566 376,00 – R786 636,00 per annum										
Estimated remuneration package	R780 974,92 – R1 061 324,79 per annum										
Job purpose	To ensure the rendering of support services in terms of grievance functions										
Appointment requirements	<p>An appropriate three-year tertiary career-related qualification (BTech or degree) in Law, specialising in Labour Law or any other study field related to the position At least six years' relevant working experience in a labour relations environment Must undergo vetting A valid Code B driving licence Computer literacy with SAP and advanced Excel knowledge</p>										
Personal attributes and/or competencies	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										
Primary functions	<p>Handle advice on and monitor the grievance procedure Advise management and employees on the application procedure Attend Step 2 meetings and advise role players on possible solutions to grievances Act as facilitator between the aggrieved and the department to solve the grievance as close to the source as possible and prevent conflict Ensure that the outcomes of Step 2 meetings are implemented Ensure that decisions and solutions are implemented through written notifications and monitoring Communicate with employees, unions and other relevant role players Conduct day-to-day correspondence and liaison with unions Attend shop steward meetings and advise on policies and procedures Give input on request regarding the development and maintenance of policy and procedures regarding labour matters</p>										
SAP	S70016283; S70016284										

New/natural attrition Natural attrition

Enquiries Charmaine de Villiers (012 358 4345)

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

DEPARTMENT: GROUP HUMAN CAPITAL MANAGEMENT

Division: Labour Relations Management

Section: Discipline Management: Disciplinary Cases

Location: Pretoria Central

Reference number **CSHS381-2024**

Position **DEPUTY DIRECTOR: DISCIPLINARY CASES**

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

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

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 coordinate and manage a disciplinary and incapacity cases service**

Appointment requirements

An appropriate three-year tertiary career-related qualification (BTech or degree) in Law, specialising in Labour Law or any other study field related to the position
A postgraduate qualification in labour relations will be an added advantage
At least eight years' relevant working experience in a labour relations environment, of which at least four years should be at managerial level
Must undergo vetting
A valid Code B driving licence
Computer literacy

Personal attributes and/or competencies

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; ability to establish and maintain effective working relationships with employees, clients and the public; project facilitation skills; report writing skills; resource scheduling skills; time management skills; multiple task management skills

Primary functions

Investigate and chair disciplinary hearings, including abscondment and incapacity cases
Represent the City as evidence leader in high profile cases
Collate and prepare reports on disciplinary matters for oversight committees
Provide specialist labour relations advisory services to management
Manage and update the labour relations case management system
Facilitate and coordinate labour relations awareness training
Manage precautionary suspensions
Allocate, manage and quality assure the work of labour relations practitioners and chairpersons of disciplinary hearings

Manage and prevent strike action in the City
Facilitate the resolution of complaints and grievances
Represent the City in disputes at the CCMA and bargaining council
Consult and engage the City's legal representatives in preparation for disciplinary cases, disputes and labour court matters
Represent the City in the Local Labour Forum
Attend to any other labour relations matters

SAP S70060357

New/natural attrition New

Enquiries Charmaine de Villiers (012 358 4345)

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

DEPARTMENT: GROUP HUMAN CAPITAL MANAGEMENT

Division: Labour Relations Management

Section: Collective Bargaining

Location: Tshwane House

Reference number	CSHS382-2024										
Position	FUNCTIONAL HEAD: COLLECTIVE BARGAINING										
To be advertised	<table border="1"> <tr> <td>Internal</td> <td>External</td> </tr> </table>	Internal	External								
Internal	External										
This position seeks to attract	<table border="1"> <tr> <td>African female</td> <td>African male</td> <td>Coloured female</td> <td>Coloured male</td> <td>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	T15										
Scale	R566 376,00 – R786 636,00 per annum										
Estimated remuneration package	R780 974,92 – R1 061 324,79 per annum										
Job purpose	To render a consultation service regarding all aspects of labour relations to client departments										
Appointment requirements	<p>An appropriate three-year tertiary career-related qualification (BTech or degree) in Law, specialising in Labour Law or any other study field related to the position At least six years' relevant working experience in a labour relations environment Supervisory experience will be an added advantage Must undergo vetting A valid Code B driving licence Computer literacy with SAP and advanced Excel knowledge</p>										
Personal attributes and/or competencies	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										
Primary functions	<p>Render a professional labour relations consulting service to the departmental head and line management regarding the application of the City's Labour Relations Policy and strategies as contained in Council, the Executive Committee, conditions of service, procedure and agreements with unions, etc and the application of the Labour Relations Act, 1995 (Act 66 of 1995) and the Basic Conditions of Service Act, 1997 (Act 75 of 1997)</p> <p>Advise on the application of the procedures to supervisors and line management, personnel officers, departmental heads and representatives Handle advice on and monitor the grievance procedure Advise management and employees on procedures Attend Step 2 meetings and advise role players on possible solutions to grievances</p>										

Act as facilitator between the aggrieved and the department to solve the grievance as close to the source as possible and prevent conflict

Ensure that the outcomes of Step 2 meetings are implemented

Arrange Step 3 meetings and act as secretary and advisor at the meetings

Ensure that decisions and solutions are implemented through written notifications and monitoring

Conduct labour relations training

Conduct needs assessments

Finalise all administrative work regarding training courses

Present training sessions

Present information sessions (including regional training)

Monitor and audit labour relations

Gather information on grievances, disciplinary hearings, disputes, strikes, leave, suspension, etc

Assist the employer in gathering information and coordinate departmental involvement for the Dispute Resolution Committee: Bargaining Council

Assist the employer in gathering information and coordinate departmental involvement for arbitration

Handle strikes in departments and depots in accordance with the City's Strike Management Plan

Advise departments on actions to be taken

Monitor and audit strikes by gathering statistics from departments and reporting thereon to the relevant role players, such as the City Manager and the Department of Labour

Correspond and negotiate with unions on a continuous basis in order to try and resolve disputes

Communicate with employees, unions and other relevant role players

Conduct day-to-day correspondence and liaison with unions

Attend shop steward meetings and advise on policies and procedures

Give input on request regarding the development and maintenance of policy and procedures regarding labour matters

Desertion Policy: Advise and monitor the correct application of the procedure, assist departmental management during investigations, take part in decision-making regarding re-employment or reinstatement of employee involvement, and perform follow-up actions and revisions

Retrenchment Policy: Advise regarding the application of the policy; notify unions and employees, monitor the correct application of the procedures on a continuous basis, plan specific retrenchment actions together with the department and the retrenchment committee, consult independently with shop stewards on the City's viewpoints and policy regarding retrenchments (convene discussions, agenda, minutes, etc), ensure that continuous communication with those affected as well as non-affected employees take place, and help and advise the personnel administration division

SAP	S70016288
New/natural attrition	Natural attrition
Enquiries	Charmaine de Villiers (012 358 4345)

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

DEPARTMENT: GROUP HUMAN CAPITAL MANAGEMENT

Division: Labour Relations Management

Section: Discipline Management: Labour Litigation

Location: Tshwane House

Reference number	CSHS383-2024
Position	LEGAL ADVISOR (LABOUR LITIGATION)
To be advertised	Internal External
This position seeks to attract	African female Indian male African male White female Coloured female White male Coloured male Person with disability Indian female All categories
Job level	T15
Scale	R566 376,00 – R786 636,00 per annum
Estimated remuneration package	R780 974,92 – R1 061 324,79 per annum
Job purpose	To oversee and manage the delivery of an effective and efficient labour law advisory service, SALGBC disputes, labour law litigations and the implementation of organisational policies, collective agreements and strategies
Appointment requirements	An appropriate three-year tertiary career-related qualification (BTech or degree) in Law, specialising in Labour Law or any other study field related to the position At least six years' relevant working experience in a labour relations environment Supervisory experience will be an added advantage Must undergo vetting A valid Code B driving licence Computer literacy with SAP and advanced Excel knowledge
Personal attributes and/or competencies	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
Primary functions	Deliver general personnel management functions Conduct conciliation, arbitration and litigation of disputes at the SALGBC, CCMA and other forums Take instructions from the immediate supervisor or his/her superior Acknowledge receipt of all cases from the immediate supervisor or his/her supervisor Ensure that each case allocated is registered in the Case Register Book Attend to all cases referred or allocated for advice, conciliation and arbitration Compile and keep statistics of all cases received, handled, referred and allocated Keep safe records of all cases referred, allocated and handled Conduct investigations and gather information on allocated cases Consult with client departments and divisions to gather information

Prepare for the allocated cases by taking statements from witnesses, consulting with witnesses and discussing the merits of each case
 Take proper and adequate instructions from client departments and divisions about each case to be handled
 Prepare witnesses for cases and inform or sensitise them about the processes of litigation for each case
 Do research about each case and present or handle it with the utmost care and diligence
 Appear on behalf of the employer and represent the interests of the employer in all cases
 Conduct constant reporting and provide accurate and proper feedback to client departments and divisions about all cases handled
 Receive information and notices from the Bargaining Council, CCMA and other forums on all cases and ensure that cases are handled as per the directives and/or rules of the applicable forum
 Comply with the time frames regarding interaction with the Bargaining Council and the other party(ies), including the CCMA, in all cases referred for conciliation and arbitration
 Give correct and proper legal advice to all client departments and divisions
 Provide legal comments on reports from client departments and divisions
 Conduct monthly reporting of all cases allocated or handled by or on behalf of the section
 Report back to the immediate supervisor or his/her superior about each case allocated or handled
 Handle labour law litigation
 Register and keep records of all cases received from the immediate supervisor or his/her supervisor
 Render labour law advisory services
 Render correct and proper labour law advice and legal advice in general
 Render correct and proper comments on the reports to client departments
 Render comments on reports to all client departments and divisions in relation to all matters regarding City of Tshwane personnel
 Conduct administrative planning and organising
 Plan the optimal use of resources
 Use resources to the benefit of the organisation
 Keep abreast of trends, theories and practices underlying the rendering of services
 Implement scorecards to achieve the objectives of the department, division or section
 Implement the department's business and strategic plans and associated short- and long-term performance and service delivery plans
 Perform and complete allocated tasks
 Monitor progress of specific key performance areas

SAP S70017182

New/natural attrition Natural attrition

Enquiries Charmaine de Villiers (012 358 4345)

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

DEPARTMENT: GROUP HUMAN CAPITAL MANAGEMENT

Division: Labour Relations Management

Section: Collective Bargaining

Location: Pretoria Central

Reference number	CSHS384-2024										
Position	DIRECTOR: COLLECTIVE BARGAINING										
To be advertised	<table border="0" style="width:100%; background-color:#cccccc;"> <tr> <td style="width:50%; text-align:center;">Internal</td> <td style="width:50%; text-align:center;">External</td> </tr> </table>	Internal	External								
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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 oversee and manage the Collective Bargaining Section										
Appointment requirements	<p>An appropriate three-year tertiary career-related qualification (BTech or degree) in Law, specialising in Labour Law or any other study field related to the position A postgraduate qualification in labour relations will be an added advantage At least nine years' relevant working experience in a labour relations environment, of which at least four years should be at managerial level</p> <p>Must undergo vetting A valid Code B driving licence Computer literacy</p>										
Personal attributes and/or competencies	Communication skills (verbal and written); planning and organising skills; financial management skills; ability to work under pressure; good interpersonal skills; negotiation and conflict-handling skills; ability to establish and maintain effective working relationships with employees, clients and the public; project facilitation skills; report writing skills; resource scheduling skills; time management skills; multiple task management skills										
Primary functions	<p>Manage the Collective Bargaining Section Promote and facilitate collective bargaining in the City Analyse trends on collective bargaining in the labour market to ensure that the City's policies and collective agreements comply with prevailing best practices Represent the employer in the Local Labour Forum and other collective bargaining structures Build harmonious and constructive working relationship with recognised trade unions Avert and prevent mutual interest disputes in the workplace Compile and generate reports as and when required Manage all grievances and complaints in the City</p>										

Analyse and report grievance trends in the City to prevent reoccurrence and reduce grievances lodged by employees and trade unions
Compile the section's business and strategic plans and associated short- and long-term performance and service delivery plans
Monitor the progress of specific service delivery plans
Ensure that performance indicators are identified, objectives are aligned, and appropriate procedures are developed and implemented
Analyse and align requirements with operating capacity and capabilities
Conduct regular meetings with unions
Manage all labour relations operations
Monitor and conduct statistical reporting on grievance procedures
Provide labour relations advisory services
Compile monthly and quarterly reports on grievances and collective bargaining matters
Attend to any other labour relations matters

SAP S70016280

New/natural attrition New

Enquiries Charmaine de Villiers (012 358 4345)

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

DEPARTMENT: GROUP HUMAN CAPITAL MANAGEMENT

Division: N/A

Section: Management and Administrative Support

Location: Pretoria Central

Reference number	CSHS385-2024										
Position	DIRECTOR: MANAGEMENT AND ADMINISTRATIVE SUPPORT										
To be advertised	<table border="1"> <tr> <th>Internal</th> <th>External</th> </tr> </table>	Internal	External								
Internal	External										
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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 managing, monitoring and facilitating the provision of effective, efficient and economical administrative support to the MMC and department										
Appointment requirements	<p>An appropriate career-related tertiary qualification (three-year national diploma or degree)</p> <p>At least nine years' relevant working experience, of which at least four years should be at managerial level</p> <p>A valid Code B driving licence</p> <p>Computer literacy</p>										
Personal attributes and/or competencies	Good communication skills; interpersonal abilities; adaptability; stress management ability; ability to work as part of a team and independently										
Primary functions	<p>Oversee administrative support to MMCs</p> <p>Oversee and ensure management support</p> <p>Oversee office administration support</p> <p>Execute generic planning, management and financial functions</p>										
SAP	S70017087										
New/natural attrition	New										
Enquiries	Charmaine de Villiers (012 358 4345)										

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

DEPARTMENT: GROUP HUMAN CAPITAL MANAGEMENT

Division: Organisational Efficiency Improvement

Section: Individual Performance Management

Location: Pretoria Central

Reference number	CSHS386-2024										
Position	DIRECTOR: INDIVIDUAL PERFORMANCE MANAGEMENT										
To be advertised	<table border="1"> <tr> <td>Internal</td> <td>External</td> </tr> </table>	Internal	External								
Internal	External										
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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 oversee and maintain individual performance management processes, including the coordination of the development of scorecards and coaching processes within the City of Tshwane										
Appointment requirements	<p>An appropriate career-related tertiary qualification (three-year national diploma or degree)</p> <p>At least nine years' relevant working experience in a performance management environment, of which at least four years should be at managerial level</p> <p>A valid Code B driving licence</p> <p>Computer literacy</p>										
Personal attributes and/or competencies	Good communication skills; interpersonal abilities; adaptability; stress management ability; ability to work as part of a team and independently										
Primary functions	<p>Ensure a climate conducive to promoting and sustaining motivational levels, productivity and performance by directing and controlling outcomes associated with the use, productivity and performance of personnel within the section</p> <p>Ensure that accurate estimates are prepared in relation to requirements, prepare capital and operating estimates for the department, and approve and control project-related expenditure against budget allocations</p> <p>Identify and define immediate, short- and long-term objectives</p> <p>Conduct core business activities</p> <p>Implement clearly defined organisational measures in terms of the core business activities of Group Human Capital Management, taking into consideration the following visualised operational business activities: Organisational efficiency through individual performance management (top management and staff) and staff recognition administration</p>										

Implement clearly defined organisational measures in terms of the Integrated Development Plan and five-year programme

Ensure efficient and cost-effective performance management at all levels of the organisation

Develop an internal control system encompassing legislation, policies, procedures and people

Address the expectations of all stakeholders by directing and controlling management activities with good systems and processes

Be responsible for performance reports and agreements

Assess projects for impact, efficiency and value for money with plans for delivery (short-, medium- and long term)

Develop and update performance management policies and plans

Implement clearly defined organisational measures in terms of legal and regulatory requirements

Conduct individual performance monitoring, coaching, reporting and evaluation

Be responsible for the individual performance management scorecard

Evaluate performance evidence files

Manage the individual performance management forum

Moderate the individual performance management panel

Develop the individual performance management policy and plan

Oversee individual performance management for group heads and divisional management through performance management plan development, performance reporting and evaluation, performance scorecard, evaluation of performance evidence files, monitoring and coaching

SAP

S70016418

New/natural attrition

New

Enquiries

Charmaine de Villiers (012 358 4345)

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

DEPARTMENT: GROUP HUMAN CAPITAL MANAGEMENT

Division: Organisational Efficiency Improvement

Section: Organisational Development and Efficiency

Location: Pretoria Central

Reference number	CSHS387-2024				
Position	DIRECTOR: ORGANISATIONAL DEVELOPMENT AND EFFICIENCY				
To be advertised	Internal		External		
This position seeks to attract	African female Indian male	African male White female	Coloured female White male	Coloured male Person with disability	Indian female 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 oversee and maintain business process management, organisational design and remuneration management processes and services within the City of Tshwane				
Appointment requirements	<p>An appropriate career-related tertiary qualification (three-year national diploma or degree)</p> <p>At least nine years' relevant working experience in an organisational development and efficiency environment, of which at least four years should be at managerial level</p> <p>A valid Code B driving licence</p> <p>Computer literacy</p>				
Personal attributes and/or competencies	Good communication skills; interpersonal abilities; adaptability; stress management ability; ability to work as part of a team and independently				
Primary functions	<p>Execute generic management, financial and planning functions</p> <p>Conduct core business activities</p> <p>Oversee and maintain business process management</p> <p>Oversee and maintain organisational design and job evaluation functions</p> <p>Oversee and maintain remuneration management</p>				
SAP	S70016432				
New/natural attrition	Natural attrition				
Enquiries	Charmaine de Villiers (012 358 4345)				

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

DEPARTMENT: GROUP HUMAN CAPITAL MANAGEMENT

Division: Human Capital Recruitment and Administration Management

Section: Occupational and Employee Health, Safety and Wellness: Occupational Health and Safety Operations Management

Location: Pretoria Central

Reference number	CSHS388-2024				
Position	ADMINISTRATIVE OFFICER				
To be advertised	Internal		External		
This position seeks to attract	African female Indian male	African male White female	Coloured female White male	Coloured male Person with disability	Indian female All categories
Job level	T7				
Scale	R228 756,00 – R317 712,00 per annum				
Estimated remuneration package	R351 240,82 – R464 462,54 per annum				
Job purpose	To provide an administrative, secretariat, client reception and support service to occupational health clinics, occupational health management and departments regarding occupational health				
Appointment requirements	Grade 12 At least six months' relevant working experience in administrative support services Computer literacy				
Personal attributes and/or competencies	Ability to pay attention to detail; good time management skills in completing assigned tasks; good team player; ability to perform multiple tasks; ability to differentiate between tasks which are urgent and important; ability to work with people and under pressure; ability to work individually and in groups; being assertive in dealing and liaising with the public; being physically and mentally fit to carry out challenging tasks				
Primary functions	Receive patients Conduct medical surveillance Process sick leave certificates Administer injury on duty cases Maintain statistics Render logistical and financial services				
SAP	S70016214				
New/natural attrition	New				
Enquiries	Charmaine de Villiers (012 358 4345)				

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

DEPARTMENT: GROUP HUMAN CAPITAL MANAGEMENT

Division: Organisational Efficiency Improvement

Section: Individual Performance Management

Location: Pretoria Central

Reference number **CSHS389-2024**

Position **ADMINISTRATIVE OFFICER**

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

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

Job level T7

Scale R228 756,00 – R317 712,00 per annum

Estimated remuneration package

R351 240,82 – R464 462,54 per annum

Job purpose To provide an effective and efficient administrative support service

Appointment requirements

Grade 12
At least six months' relevant working experience in administrative support services
Computer literacy

Personal attributes and/or competencies

Ability to pay attention to detail; good time management skills in completing assigned tasks; good team player; ability to perform multiple tasks; ability to differentiate between tasks which are urgent and important; ability to work with people and under pressure; ability to work individually and in groups; being assertive in dealing and liaising with the public; being physically and mentally fit to carry out challenging tasks

Primary functions

Perform administrative functions in an office environment
Ensure effective and efficient logistical support services
Provide a secretariat service

SAP S70016425

New/natural attrition New

Enquiries Charmaine de Villiers (012 358 4345)

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

DEPARTMENT: REGIONAL OPERATIONS AND COORDINATION

Division: Region 3

Section: Water and Sanitation

Location: Proes Street Depot

Reference number	SDTM1131-3-2024
Position	DEPUTY DIRECTOR: WATER DISTRIBUTION
To be advertised	Internal External
This position seeks to attract	African female Indian male African male White female Coloured female White male Coloured male Person with disability Indian female 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 manage and oversee the water distribution service in Region 3
Appointment requirements	An appropriate career-related tertiary qualification (three-year national diploma or degree) in Civil Engineering (specialising in water) or in a study field related to the position Registration as a professional engineer or technologist will be an added advantage At least eight years' relevant working experience in the operation and maintenance of water networks (preferably in local government), of which at least four years should be at managerial level A valid Code B driving licence Computer literacy
Personal attributes and/or competencies	Good communication skills; adaptability and flexibility; ability to work independently; physical and mental fitness; physical capability to operate under operational requirements and external conditions; capacity to operate under extremely stressful and often traumatic conditions; ability to perform under physically threatening situations and social trauma; integrity; decisiveness; intelligence; patience; being energetic; innovative thinking skills; willingness to accept responsibility; negotiating skills; leadership skills; analytical skills; organisational skills; technical skills
Primary functions	Ensure the operation and maintenance of water networks through the management of the operational depots allocated to various areas Staff, coordinate and organise maintenance teams, and manage and make optimal use of all resources at each depot Control complaint resolutions and feedback Monitor and control the section budget so that income and expenditure are in line with Council requirements

Prepare and submit the operational budget
Manage the operational budget and assets within the section
Ensure a climate conducive to promoting and sustaining motivational levels, productivity and performance by directing and controlling outcomes associated with the use, productivity and performance of personnel within the section

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New/natural attrition Natural attrition

Enquiries Cynthia Diale (012 358 6677)

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