



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: 25 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: SHARED SERVICES
Division: Corporate Fleet Management
Section: Fleet Operations Management
Location: Region 3

Reference number SSDD021-2024

Position SUPERINTENDENT

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 perform a variety of tasks associated with managing the department’s vehicle, machinery and equipment programmes to ensure the maximum availability and care of vehicles, machinery and equipment used in service delivery

Appointment requirements Trade certificate as a diesel or petrol mechanic (red seal)
N4/N5 in motor mechanic will be an added advantage
At least three years’ relevant experience in a fleet mechanical maintenance workshop environment, of which at least two years should be supervisory experience in the maintenance of vehicles
A valid Code B driving licence
Physical fitness and health
Proficiency in SAP S/4HANA will be an added advantage
Computer literacy
Willingness to work standby and overtime

Personal attributes and/or competencies Responsible and reliable; analytical thinking skills; good interpersonal skills; problem solving skills; ability to work under pressure; accuracy and ability to pay attention to detail; excellent verbal and written communication skills; physical fitness and health; assertive and decisive in decision-making

Primary functions Manage mechanical maintenance workshop functions
Supervise subsections under superintendent’s control and handle complaints from client departments
Monitor repair work as well as quality control on vehicles, machinery and equipment
Ensure that occupational health and safety regulations are adhered to

Oversee and administer daily mechanical maintenance operations to ensure an efficient and effective auditable administrative function
Optimise resources to enhance effectiveness
Ensure the development of subordinates to create an efficient workforce

SAP S70016883

New/natural attrition Natural attrition

Enquiries Susan Tabane (012 358 0852)/Faith Seeta (012 358 2459)/Faith Mangwegape (012 358 5350)

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

DEPARTMENT: SHARED SERVICES

Division: Corporate Fleet Management

Section: Fleet Operations Management

Location: Region 3

Reference number	SSDD022-2024
Position	MAINTENANCE PLANNING OFFICER (3 POSTS)
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	T10
Scale	R321 372,00 – R446 364,00 per annum
Estimated remuneration package	R469 120,93 – R628 208,66 per annum
Job purpose	To deal with the daily planning of assignments, ordering required spares and services and capturing data on the electronic system (SAP S/4HANA)
Appointment requirements	Grade 12 At least two years' relevant experience in a fleet mechanical or planning maintenance environment A valid Code B driving licence Proficiency in SAP S/4HANA will be an added advantage Computer literacy
Personal attributes and/or competencies	Reliability; good human relations skills; independence regarding the execution of assigned duties; positive attitude; verbal and written communication skills; trainability
Primary functions	Create job cards on the computer system Order spare parts for all VEMs Monitor the flow of work orders Deal with enquiries and services to clients Perform administrative tasks in the office Increase vehicle availability by ensuring reasonable repairs and maintenance turnaround times
SAP	S70016905; S70016897; S70016898
New/natural attrition	Natural attrition
Enquiries	Susan Tabane (012 358 0852)/Faith Seeta (012 358 2459)/Faith Mangwegape (012 358 5350)

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

DEPARTMENT: SHARED SERVICES
Division: Corporate Fleet Management
Section: Fleet Operations Management
Location: Region 3 (1 post); Region 4 (1 post)

Reference number SSDD023-2024

Position FOREMAN (2 POSTS)

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 T11

Scale R359 952,00 – R499 920,00 per annum

Estimated remuneration package R518 224,91 – R696 373,84 per annum

Job purpose To supervise and maintain control over the section’s mechanical workshop and all its activities to assure that vehicles, equipment and implements are fully used by personnel

Appointment requirements Trade certificate as a motor or diesel mechanic (red seal)
N4 in Motor Mechanic will be an added advantage
At least two years’ relevant experience in a fleet maintenance workshop
Supervisory experience will be an added advantage
Valid Code B driving licence
Physical fitness and health
Proficiency in SAP S/4HANA will be an added advantage
Computer literacy
Willingness to work overtime and standby when required

Personal attributes and/or competencies Reliability; good human relations skills; independence regarding the execution of assigned duties; positive attitude; verbal and written communication skills; trainability

Primary functions Ensure that health and safety regulations are kept in place according to health and safety regulations and standards
Ensure that personnel receive the appropriate training
Contact suppliers on a regular basis regarding vehicles being repaired
Write and motivate requisitions for purchasing and repair work
Give an explanation or reason for work to go external contractors
Give recommendations on quotations (internal and external)
Update the asset register
Control the external work register and ensure that it is kept up to date
Motivate work requests (building maintenance)

Control and manage daily timesheets
 Control and manage finished job cards
 Ensure that consumable items are purchased
 Regularly monitor repair work and quality of vehicles and implements that have been repaired
 Monitor job cards to ensure clear instructions
 Manage the flow of the job card according to the computer system
 Control that spares are ordered and collected as soon as possible
 Be helpful with difficult repair tasks and give direction, where needed
 Ensure that all the tools and equipment in the section are in good condition, according to programmes and inspections
 Determine repair costs and control
 Handle all consumer departments' complaints and be helpful
 Inspect and evaluate all departmental complaints
 Give feedback to the superintendent
 Take corrective actions where needed
 Give feedback to consumer departments
 Conduct continuous measurements of ongoing work and projects
 Calculate results according to standards attached
 Administer continuous discipline in the section

SAP	S70016890; S70016819
New/natural attrition	Natural attrition
Enquiries	Susan Tabane (012 358 0852)/Faith Seeta (012 358 2459)/Faith Mangwegape (012 358 5350)

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

DEPARTMENT: SHARED SERVICES
Division: Corporate Fleet Management
Section: Performance, Monitoring and Compliance
Location: Region 3

Reference number SSDD024-2024

Position FUNCTIONAL HEAD: FLEET RISK MANAGEMENT

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 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 develop and improve the fleet risk management programme and ensure that preventative measures are implemented

Appointment requirements An appropriate three-year career-related tertiary qualification (BTech or degree) in Risk Management or any other study field related to the position
At least six years' relevant working experience in the fleet management environment, of which at least three years should be at supervisory level
A valid Code B driving licence
SAP proficiency
Computer literacy

Personal attributes and/or competencies Reliability; good human relations skills; independence regarding the execution of assigned duties; positive attitude; verbal and written communication skills

Primary functions Develop a risk management programme and policy for all fleet vehicles
Develop measures for accident prevention
Conduct regular inspections to guard against unsafe conditions and practices
Manage accident investigations to determine correct measures
Coordinate occupational health and safety programmes
Manage project budget expenditure and prepare allocated financial summary reports
Ensure operational management and use of physical human and natural resources allocated to assigned projects
Monitor progress of fleet programmes to ensure that milestones and performance indicators are met
Direct and coordinate development strategies to evaluate the effectiveness of implemented project outcomes and provide advice on remedial action

Establish interdepartmental service-level agreements

SAP	S70017031
New/natural attrition	Natural attrition
Enquiries	Susan Tabane (012 358 0852)/Faith Seeta (012 358 2459)/Faith Mangwegape (012 358 5350)

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

DEPARTMENT: SHARED SERVICES
Division: Corporate Fleet Management
Section: Fleet Acquisition and Reporting
Location: Region 3

Reference number SSDD025-2024

Position ENGINEERING TECHNICIAN

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 provide mechanical engineering and acquisition disposal services activities related to the life cycle of standard vehicles, machinery and equipment in the City of Tshwane, in compliance with the applicable engineering, safety, financial and municipal legislation in respect of consultation and improvement in order to enhance availability and safety

Appointment requirements An appropriate three-year career-related tertiary qualification (degree or national diploma) in Mechanical Engineering or any other study field related to the position
Registration as a professional in the field of study will be an added advantage
At least three years' relevant working experience in a corporate fleet management environment
A valid Code B driving licence
Computer literacy (SAP S/4HANA proficiency)

Personal attributes and/or competencies Reliability; good human relations skills; independence regarding the execution of assigned duties; positive attitude; verbal and written communication skills

Primary functions All actions required to deal with the fleet acquisitions and disposal service function concerning standard vehicles and equipment (acquisition, consultation, improvement, contracting, inspection and communication) that require technical and people skills and advanced project management skills within the fleet management function regarding the technological and economic performance in order to enhance the availability and safety of the municipality's fleet of vehicles, equipment and machinery

SAP S70016800
New/natural attrition Natural attrition
Enquiries Susan Tabane (012 358 0852)/Faith Seeta (012 358 2459)/Faith Mangwegape (012 358 5350)

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

DEPARTMENT: SHARED SERVICES

Division: Corporate Fleet Management

Section: Fleet Operations Management

Location: Region 1 (1 post); Region 3 (3 posts); Region 4 (1 post); Region 7 (1 post)

Reference number	SSDD026-2024
Position	ARTISAN (MOTOR MECHANIC) (6 POSTS)
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	T10
Scale	R321 372,00 – R446 364,00 per annum
Estimated remuneration package	R469 120,93 – R628 208,66 per annum
Job purpose	To maintain and repair the vehicles of the City of Tshwane
Appointment requirements	Trade certificate as a motor mechanic (petrol and diesel) (red seal) At least two years' relevant experience as well as training in a similar environment Valid Code B driving licence Ability to perform standby duties and work overtime when required Willingness and ability to work shifts
Personal attributes and/or competencies	Physical fitness and health; excellent communication skills; being responsible and reliable; ability to understand instructions
Primary functions	Perform general maintenance of vehicles, equipment and machinery Dismantle and mount components Diagnose faults Keep to safety standards as indicated in the Occupational Health and Safety Act, 1993 (Act 85 of 1993) Carry out certain administrative tasks (complete timesheets) Ensure that equipment is used according to safety standards and regulations
SAP	S70017009; S70016917; S70016920; S70016935; S70016827; S70016864
New/natural attrition	Natural attrition
Enquiries	Susan Tabane (012 358 0852)/Faith Seeta (012 358 2459)/Faith Mangwegape (012 358 5350)

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

DEPARTMENT: SHARED SERVICES
Division: Corporate Fleet Management
Section: Fleet Operations Management
Location: Region 3 (5 posts); Region 4 (1 post)

Reference number	SSDD027-2024
Position	ARTISAN ASSISTANT (6 POSTS)
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	T2
Scale	R149 736,00 – R180 288,00 per annum
Estimated remuneration package	R250 665,49 – R289 551,56 per annum
Job purpose	To assist the artisans with the repair and maintenance of City of Tshwane vehicles, equipment and machinery
Appointment requirements	Ability to perform duties as assigned by supervisor Relevant experience in a vehicle maintenance workshop will be an added advantage Physical fitness and health Ability to perform standby duties and work overtime when required Willingness and ability to work shifts
Personal attributes and/or competencies	Physical fitness and health; good interpersonal skills; excellent communication skills; hard-working; being responsible and reliable; ability to understand instructions
Primary functions	Assist artisans in executing their daily tasks Assist artisans with dismantling and mounting components Tend to breakdowns Conduct general maintenance of vehicles, equipment and machinery Keep to safety standards as indicated in the Occupational Health and Safety Act, 1993 (Act 85 of 1993) Ensure that all equipment is used according to safety regulations
SAP	S70016981; S70016967; S70016961; S70016979; S70016844; S70016983
New/natural attrition	Natural attrition
Enquiries	Susan Tabane (012 358 0852)/Faith Seeta (012 358 2459)/Faith Mangwegape (012 358 5350)

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

DEPARTMENT: SHARED SERVICES

Division: Corporate Fleet Management

Section: Fleet Operations Management

Location: Region 3

Reference number SSDD028-2024

Position SENIOR OPERATOR

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 ensure the maintenance of City of Tshwane vehicles, equipment and machinery

Appointment requirements Grade 12
At least one year's relevant experience in vehicle, equipment and machinery maintenance
Supervisory experience will be an added advantage
Valid Code B driving licence
Physically fit and healthy
Must be willing to work overtime and perform standby duties

Personal attributes and/or competencies Physical fitness and health; good interpersonal skills; excellent communication skills; hard-working; being responsible and reliable; ability to understand instructions

Primary functions Ensure that maintenance is done on City of Tshwane vehicles and equipment
Respond to *ad hoc* instructions from the foreman to execute maintenance tasks and complete relevant work
Supervise the team in the absence of the artisan by driving the team to the work site and supervising the team members
Brief general workers on the most effective and efficient ways to execute tasks
Ensure adherence to occupational health and safety regulations

SAP S70016944
New/natural attrition Natural attrition
Enquiries Susan Tabane (012 358 0852)/Faith Seeta (012 358 2459)/Faith Mangwegape (012 358 5350)

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

DEPARTMENT: SHARED SERVICES

Divisional: N/A

Section: Office of the Group Head: Shared Services

Location: Pretoria Central (Tshwane House)

Reference number **SSDD029-2024**

Position **EXECUTIVE SECRETARY**

To be advertised **Internal**

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 T11

Scale R359 952,00 – R499 920,00 per annum

Estimated remuneration package

R518 224,91 – R696 373,84 per annum

Job purpose To render an executive secretarial and administrative support service to the Office of the Group Head: Shared Services

Appointment requirements

Grade 12 plus a secretarial qualification or training
At least two years' relevant secretarial experience, of which at least one year should be at supervisory level
Computer literacy

Personal attributes and/or competencies

Flexibility; willingness to accept responsibility; innovative thinking skills; ability to pay attention to detail; ability to work within prescribed timelines; good self-management skills; ability to function well in stressful conditions

Primary function

Provide a reception service
Provide an office administration service
Provide a typing and computer-operating service
Provide an operational logistics service
Execute diverse official secretarial duties

SAP S70017391

New/natural attrition Natural attrition

Enquiries Susan Tabane (012 358 0852)/Faith Seeta (012 358 2459)/Faith Mangwegape (012 358 5350)

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