



INTERNAL/EXTERNAL JOB FORUM

The City of Tshwane seeks to fill the executive-level positions in this job forum. Appointment in these positions will be on a permanent basis and 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 *Job Forums*.

PLEASE APPLY ONLINE BY VISITING THE CITY OF TSHWANE PUBLIC WEBSITE AND CLICKING THE E-RECRUITMENT LINK (LOCATED UNDER BOTH THE E-SERVICES AND THE CAREERS LINK)

Closing date: 12 August 2024
(Online applications 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 registering your profile or applying for positions, send an email with a detailed description to: eRecruitHelp@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 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.

GROUP HEAD: COMMUNICATION, MARKETING AND EVENTS (DEPARTMENT: COMMUNICATION, MARKETING AND EVENTS) (REF: CMED058-2024)

Location: To be stationed at Tshwane House, Pretoria Central, 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 postgraduate qualification will be an added advantage
- Registration with a relevant professional body will be an added advantage
- 12 years' experience in a communication, marketing and events 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) related to political activities in the previous dispensation) and candidates will undergo security vetting
- A valid Code B driving licence
- Must undergo a competency assessment
- Computer literacy

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 the overall optimisation of the communication, marketing and events management value chain through effective strategic planning, direction and alignment of functional management frameworks and operational service delivery. The incumbent will be responsible and accountable for the following key performance areas:

- Strategic marketing
- Strategic communication
- Events management

Enquiries: Faith Mangwegape (012 358 5350)

**GROUP HEAD: CITY STRATEGY AND ORGANISATIONAL PERFORMANCE
(DEPARTMENT: CITY STRATEGY AND ORGANISATIONAL PERFORMANCE)
(REF: CSPM059-2024)**

Location: To be stationed at Tshwane House, Pretoria Central, 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

- An appropriate bachelor's degree in Development Planning, Business Management, Public Management, Public Policy, Performance Management, Administration or any other 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
- 12 years' experience in a city strategy and organisational performance 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) related to political activities in the previous dispensation) and candidates will undergo security vetting
- A valid Code B driving licence
- Must undergo a competency assessment
- Computer literacy

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 the overall optimisation of the city strategy and organisational performance value chain through effective strategic planning, direction and alignment of functional management frameworks and operational service delivery. The incumbent will be responsible and accountable for the following key performance areas:

- Organisational performance
- Strategy development and implementation
- Innovation and knowledge management
- Enterprise programme management
- Strategic relations coordination
- Management and administration support

Enquiries: Christo Geldenhuys (012 358 8446)/Dikagiso Mashaba (012 358 4754)

DEPUTY CHIEF OF POLICE: ASSET PROTECTION SERVICES (DEPARTMENT: TSHWANE METRO POLICE) (Reference number: COSA153-2024)

Location: Tshwane Metro Police Department Head Office, Pretoria West

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 bachelor's degree or BTech in Policing, Security, Safety Management or any other study field related to the position
- Registration as a Traffic Officer in terms of the National Road Traffic Act, 1996 (Act 93 of 1996)
- Appointment as a member of a municipal police service in terms of the South African Police Service Act, 1995 (Act 68 of 1995)
- Valid registration with the Private Security Industry Regulatory Authority (PSiRA)
- Ten years' experience, of which at least five years must be relevant working experience as a senior official in an asset protection environment with in-depth knowledge in the field of operational protection as well as leading competencies
- Extensive knowledge and interpretation of all related legislation, policies, training standards, curriculum development as well as systems and procedures, with specific emphasis on all legislation that govern the sector and how it interfaces with other spheres of government in the public sector
- Ability to make high-risk decisions of a long-term and strategic nature
- No previous criminal convictions (excluding previous conviction(s) related to political activities under the previous dispensation)
- All applicants will allow their fingerprints to be taken and all shortlisted candidates will have to submit a set of fingerprints to the secretary of the selection committee
- A valid Code B driving licence
- Compliance with MFMA unit standards as per the prescribed Regulation 493 of 15 June 2007, as published in *Government Gazette 29967* of 15 June 2007, within 18 months after appointment in this position
- Good governance through proper knowledge of and experience in performance management as well as supply chain management regulations and the Preferential Procurement Policy Framework Act, 2000 (Act 5 of 2000)
- Must undergo a competency assessment
- Advanced computer literacy in Microsoft Word, PowerPoint and Excel

Additional requirements

- Applicants must declare all interests or involvement in a public or private board or council or any other private entity, which interest may create a conflict of interest.
- Applicants must disclose any pending criminal cases against them.
- Successful candidates for appointment will be vetted in terms of Chapter 7, Part 2 of the Children's Act, 2005 (Act 38 of 2005) or the National Sex Offenders Register (Section 42 of the Criminal Law (Sexual Offences and Related Matters) Amendment Act, 2007 (Act 32 of 2007)). A candidate whose particulars appear in either the National Register for Sex Offenders or Part B of the Child Protection Register will be disqualified from appointment to the post.
- A candidate is expected to disclose if he/she is a respondent in an interim or final protection order in terms of the Domestic Violence Act, 1998 (Act 116 of 1998) or the Protection from Harassment Act, 2011 (Act 17 of 2011) and may be disqualified from appointment to the post.
- The appointment of the successful candidate will be conditional and the successful candidate will be required to undergo security vetting to the level of top secret and obtain a security clearance of top secret within six months after appointment (if not already in possession of such a valid security clearance).
- All successful candidates will be subjected to an assessment process in compliance with City of Tshwane directives and standards, which will be used to test the relevant technical elements of the job and the generic managerial competencies, the logistics of which will be communicated by the department.

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

- Security and technical systems operational support
- Guard services (Regions 1 to 7)

Enquiries: Nadia Cilliers (012 358 8878)

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

DEPARTMENT: EMERGENCY SERVICES

Division: Public Information and Liaison

Section: N/A

Location: Pieter Delpport Centre

Reference number	EMSS138-2024										
Position	DEPUTY CHIEF: PUBLIC INFORMATION AND LIAISON SERVICES										
To be advertised	<table border="0" style="width: 100%; background-color: #cccccc;"> <tr> <td style="text-align: center; width: 50%;">Internal</td> <td style="text-align: center; width: 50%;">External</td> </tr> </table>	Internal	External								
Internal	External										
This position seeks to attract	<table border="0" style="width: 100%; background-color: #cccccc;"> <tr> <td style="text-align: center; width: 16.6%;">African female</td> <td style="text-align: center; width: 16.6%;">African male</td> <td style="text-align: center; width: 16.6%;">Coloured female</td> <td style="text-align: center; width: 16.6%;">Coloured male</td> <td style="text-align: center; width: 16.6%;">Indian female</td> </tr> <tr> <td style="text-align: center;">Indian male</td> <td style="text-align: center;">White female</td> <td style="text-align: center;">White male</td> <td style="text-align: center;">Person with disability</td> <td style="text-align: center;">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 the development, management and execution of the departmental public information communication strategy, and to interface with the public, media, other agencies and stakeholders to provide incident-related information and updates based on changes in the status of the incidents or planned events, subject to the directives of the Chief of Emergency Services										
Appointment requirements	<p>A relevant bachelor’s degree in Journalism, Communications, Public Relations, Business, Emergency Services or any other study field related to the position</p> <p>At least ten years’ relevant experience, of which at least five years must be at senior management level</p> <p>A valid Code B driving licence</p> <p>Computer literacy with SAP proficiency and advanced Microsoft Excel skills</p>										
Personal attributes and/or competencies	<p>Accounting: Establish appropriate accounting systems for the organisation and ensure that the rules of GRAP and other good accounting practices are adhered to</p> <p>Budgeting: Establish and manage credible budgets within legislative, political and administrative mandates</p> <p>Financial management: Drive the optimisation of the municipality’s financial management through the use of standard operating procedures</p> <p>Financial reporting: Identify the overall objectives of financial reporting, the specific information needs of stakeholders and the general information needs of others</p> <p>Organisational awareness: Understand the key drivers in the sector and the municipality and apply this understanding to meet service delivery objectives and challenges</p> <p>Planning and organising: Plan activities within specific time frames and execute these activities according to the plan</p>										
Primary functions	Develop and manage the emergency services public information communication and stakeholder liaison plan that supports the City of Tshwane communication plan										

Develop and manage the internal communication plan
Oversee departmental branding, messaging and social media interactions
Serve as the official spokesperson on public life safety campaigns and emergency incidents
Plan, arrange and facilitate media briefings, incident update releases and early warning protocols as part of the incident command structure
Conduct research on attitudes, opinions and perceptions of selected internal and external groups, and manage public and stakeholder concerns via surveys, petitions web applications and focus groups

SAP S70017668

New/natural attrition Natural attrition

Enquiries Elsie Malomane (012 358 4603)/Agnes Ndwamato (012 358 8637)

oooOOOOooo