



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 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 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 *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: 21 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

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

DEPARTMENT: TSHWANE METRO POLICE

Division: Generic

Section: Generic

Location: All Tshwane regions

Reference number **COSA151-2024**

Position **WARRANT OFFICER (82 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		

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 effectively execute all activities, operations and interventions related to all fields within the operational policing environment in order to ensure effective and efficient service delivery in the City of Tshwane metropolitan area by taking charge of operational shifts during the execution of operational duties as well as requested *ad hoc* duties

Appointment requirements

Grade 12
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)
At least four years' relevant working experience
Must possess a valid Code B or EB driving licence
Must pass a medical and physical test as determined by the Chief of Police
No criminal convictions, record or pending criminal charges (excluding previous conviction(s) relating to political activities in the previous dispensation) and such a person shall allow their fingerprints to be taken
Must be prepared to take the Oath of Office of the Tshwane Metro Police Department
Applicants must be willing to be placed or deployed anywhere in Tshwane from time to time, as required and determined by departmental management. Thus, by applying for any of these positions, the applicants irrevocably accept this condition.

Personal attributes and/or competencies Good verbal and written communication skills; adaptability and flexibility; leadership and people skills; independence regarding the execution of assigned

duties; ability to work under pressure; willingness to accept responsibility; ability to work with deadlines; ability to make sound decisions; innovative thinking skills; ability to pay attention to detail; good linguistic proficiency; physical and mental fitness; physical capability to operate under operational requirements and external conditions; ability to perform under physically threatening situations and social trauma; integrity; decisiveness

Primary functions

Perform law enforcement actions according to the departmental scorecard in terms of the enforcement of the National Road Traffic Act, 1996 (Act 93 of 1996), by-laws, patrols, roadblocks and information-driven operations
Perform crime prevention actions through visible policing
Attend and secure accident scenes
Attend to any incident on public roads to ensure the safe and free flow of traffic
Supervise and ensure compliance in terms of complaints (animals, noise, traffic-related, etc)
Execute duties professionally and efficiently according to all procedures and policies
Supervise road policing, crime prevention and municipal by-law actions in all areas of Tshwane
Supervise and assist with escort duties
Supervise all activities within a unit
Perform *ad hoc* duties when requested

SAP

S70011823; S70011827; S70011830; S70011845; S70011846; S70011847; S70011848; S70011849; S70011850; S70011851; S70011852; S70011853; S70011854; S70012629; S70012630; S70012631; S70012428; S70012429; S70012431; S70012438; S70012439; S70012440; S70012441; S70012442; S70012443; S70095913; S70095914; S70095915; S70095916; S70095917; S70012754; S70012755; S70012764; S70012771; S70013048; S70013049; S70013050; S70013055; S70013059; S70013060; S70013061; S70013062; S70013063; S70013064; S70013065; S70013066; S70013067; S70013278; S70013279; S70013280; S70095918; S70095919; S70095920; S70095921; S70095922; S70013340; S70013456; S70013462; S70013463; S70013464; S70013465; S70013466; S70013467; S70013468; S70013629; S70095947; S70013742; S70013744; S70013749; S70013752; S70013753; S70013921; S70013922; S70013923; S70013924; S70013925; S70013926; S70013927; S70013928; S70014378; S70095958; S70095959

New/natural attrition

Natural attrition

Enquiries

Dorah Letshela (012 358 5676)/Marga Boucher (012 358 5698)

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

DEPARTMENT: TSHWANE METRO POLICE

Division: Generic

Section: Generic

Location: All Tshwane regions

Reference number **COSA152-2024**

Position **REGIONAL BRIGADIER (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		

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 and oversee all activities, operations and interventions related to crime prevention, road policing and by-law enforcement, as well as information management, diverse and support services in order to ensure the delivery of effective and efficient policing services in the metropolitan police regions

Appointment requirements

A bachelor’s degree or BTech in Policing or any other study field related to the position

A specialised crime prevention course (Wits Crime Prevention Management Course and/or SAPS Crime Prevention Course) will be an added advantage

Registration as a Traffic Officer in terms of the National Road Traffic Act, 1996 (Act 93 of 1996), as amended

Appointment as a member of a municipal police service in terms of the South African Police Service Act, 1995 (Act 68 of 1995)

At least nine years’ applicable experience as a senior official in a metro police environment, of which four years should be at managerial level

No criminal convictions or record (excluding previous conviction(s) relating to political activities in the previous dispensation) and such a person shall allow their fingerprints to be taken

Must undergo a vetting process as determined by the department

Must pass a medical and physical test as determined by the Chief of Police

Must be prepared to take the Oath of Office of the Tshwane Metro Police Department

Must possess a valid Code B or EB driving licence

Even though the advertisement may have a specific location or area of work, applicants must be willing to be placed or deployed anywhere in Tshwane from time to time, as required and determined by departmental management. Thus, by applying for any of these positions, the applicants irrevocably accept this condition.

Personal attributes and/or competencies	Strategic thinking skills; good verbal and written communication skills; adaptability and flexibility; leadership and people skills; independence regarding the execution of assigned duties; ability to work under pressure; willingness to accept responsibility; ability to work with deadlines; ability to make sound decisions; innovative thinking skills; ability to pay attention to detail; good linguistic proficiency
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 by keeping abreast of trends, theories and practices underlying the rendering of services</p> <p>Compile the section's business and strategic plans and associated short- and long-term performance and service delivery plans</p> <p>Monitor the progress of specific key performance indicators and measures</p> <p>Ensure that performance indicators are identified, objectives aligned and appropriate procedures developed and implemented</p> <p>Analyse and align requirements with operating capacity and capability</p> <p>Oversee the management of crime prevention, road policing and by-law policing functions</p>
SAP	S70011810; S70012419; S70013327; S70013617; S70013731; S70012739
New/natural attrition	Natural attrition
Enquiries	Dorah Letshela (012 358 5676)/Marga Boucher (012 358 5698)

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