



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 and 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: 2 September 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 registering your profile or applying for these positions, send an email with a detailed description to erecruithelp@tshwane.gov.za. (Do not submit your application here – it will not be accepted.)

Budgeting: Establish and manage credible budgets within legislative, political and administrative mandates

Financial management: Drive the optimisation of the municipality's financial management through the use of standard operating procedures

Financial reporting: Identify the overall objectives of financial reporting, the specific information needs of stakeholders and the general information needs of others

Primary functions

Control and review the processing of financial transactions, including processing depreciation monthly, compiling and processing financial data, balancing processed data, manually calculating depreciation on assets capitalised with an earlier date, creating journals to expense operational expenditure on assets under construction (relating to old financial years), uploading audit adjustments and reversing prior year journals (combined between asset accounting and asset register maintenance) and updating Appendix B for annual financial statement purposes building up to year end. Maintain and control the file for review by the director for capitalisations (completion certificates, etc) after performing a second review on high-level classifications, UL and completion date of newly capitalised assets, transfers (listing to and from assets) and retirements (supporting documentation)

Assist with and review monthly the reconciliation between the Fixed Asset Register and general ledger accounts, draw the financial assets register, draw a trial balance, update the register with manual transactions, reconcile, draw a transaction list to distinguish between the transfer and capitalisation of new assets and conduct monthly reconciliation between the asset history report and Fixed Asset Register report

Control and review asset classes, cost centres and restatements related to Appendix B for the budget office to be able to report to the National Treasury

Give input to ensure that procedures and policies are regularly updated and relevant, stay up to date regarding policy and procedures, report shortcomings immediately and execute functions in compliance with audit findings that have been implemented

Perform administrative tasks, report to institutions on capex, such as Statistics South Africa and the National Treasury, assist with information and draw reports for budget purposes

Ensure proper record-keeping, filing and other related tasks

Control and review the performing of year-end procedures, reconcile acquisitions for the year, review completeness of depreciation and compile the appendix for the financial statements (analysis of property, plant and equipment, segmental analysis of property, plant and equipment and relevant notes)

Submit quarterly financial statements or as and when requested

Extract and provide asset information required for separate financial statements for electricity, market, airport and health

Review annual GRAP requirements, depreciation method and residual values

Manage the day-to-day operations of asset accounting, planning, organising, coordination, control and standards

Perform any *ad hoc* tasks, review journals passed, ensure that supporting documents are attached and signed by the director, recommend to management any updates to accounting policies related to fixed assets, study, comment on and implement GRAP standards, perform other job duties and responsibilities as assigned, assist with audit processes and resolve informal and formal Auditor-General queries as well as any internal audit processes and findings

**SAP
New/natural attrition
Enquiries**

S70011123

Natural attrition

B Matseke (012 358 4453)/D Mathane (012 358 3849)/F Mangwegape (012 358 5350)

Budgeting: Establish and manage credible budgets within legislative, political and administrative mandates

Financial management: Drive the optimisation of the municipality's financial management through the use of standard operating procedures

Financial reporting: Identify the overall objectives of financial reporting, the specific information needs of stakeholders and the general information needs of others

Organisational awareness: Understand the key drivers in the sector and the City of Tshwane and apply this understanding to meet service delivery objectives and challenges

Planning and organising: Plan activities within specific time frames and then execute these activities according to plan

Primary functions

Assist the director with overseeing the compilation of monthly, quarterly and annual financial statements

Assist the director with overseeing the compilation of annual consolidated financial statements

Make available financial information on a monthly basis to different internal and external stakeholders

Ensure the development of financial year-end closure activities

Ensure that reconciliations on monthly management accounts stemming from departments take place

Account for capex and opex grants stemming from the National Treasury

Account for and disclose statement of financial performance line items

Account for and disclose statement of financial position line items

Account for and disclose cash flow statements

Account for and disclose the statement of changes in equity

Assist in the disclosures and notes to the financial statements

Respond to Auditor-General audit findings

Manage internal and external processes

Provide an internal support service to top management

Make available financial information to management and external stakeholders

SAP

S70011278

New/natural attrition

Natural attrition

Enquiries

B Matseke (012 358 4453)/D Mathane (012 358 3849)/F Mangwegape (012 358 5350)

Financial reporting: Identify the overall objectives of financial reporting, the specific information needs of stakeholders and the general information needs of others

Organisational awareness: Understand the key drivers in the sector and the City of Tshwane and apply this understanding to meet service delivery objectives and challenges

Planning and organising: Plan activities within specific time frames and then execute these activities according to plan

Primary functions

Manage the financial performance pertaining to all grants and subsidies (national and provincial): Urban Settlements Development Grant, Upgrading of Informal Settlements Programme Grant, Public Transport Network Grant, Energy Efficiency and Demand Side Management, Neighbourhood Development Partnership Grant, Expanded Public Works Programme, Human Settlements Development Grant, Finance Management Grant, Primary Healthcare, HIV/AIDS, Community Libraries, etc

Support informative decision-making and monitoring requirements of City of Tshwane imperatives in line with National Treasury guidelines and applicable legislative requirements, such as the Division of Revenue Act, *Provincial Gazette* and MFMA

Coordinate monthly revenue and expenditure on all grants and subsidies

Coordinate monthly, quarterly and annual intergovernmental progress reports for the Mayoral Committee, City Manager and Chief Financial Officer

Coordinate meetings with relevant departments regarding all grants and subsidies (national and provincial)

Conduct assessments, monitoring and financial monitoring on grant conditions

Align grant spending planning

Provide input forms and documents for in-year National Treasury reports and returns for lodging to the National Treasury and other transferring authorities (such as the Department of Local Government, Provincial Treasury, etc) in respect of intergovernmental grants and subsidies (Appendix B formats)

Manage corporate financial controls

Control intergovernmental grants and subsidies

Support informative decision-making

Apply budget control measures in line with approved policy and legislative requirements (such as technical general ledger alignment, etc)

Reconcile, analyse, interpret and collate financial inputs for preparation and submission of the monthly and quarterly performance progress reports

Reconcile the payment schedule according to National Treasury requirements

Reconcile grant schedules in accordance with National Treasury templates

Reconcile the quarterly verification report for publication with City of Tshwane expenditure (SAP)

Reconcile the annual and adjustment budget according to the Division of Revenue Act and *Provincial Gazette*

Monitor grants and subsidies in terms of the National Treasury payment schedule

Monitor milestones and cash flow projections for the annual and adjustment budget process

Monitor departmental grant and subsidy revenue and expenditure

Monitor grants and subsidies spent according to the purpose portfolios of the Division of Revenue Act and *Provincial Gazette*

Monitor monthly and quarterly reporting to the Mayoral Committee and National Treasury

Monitor the submission of reports and payments due to the City of Tshwane

Assist departments in compiling reports (rollover requests, reporting of monthly progress, etc)
Compile monthly and quarterly grants and subsidies progress reports for the Mayoral Committee
Return forms to the national and provincial spheres of government
Attend quarterly grants and subsidies meeting (Gauteng Provincial Treasury)
Attend meetings regarding all grants and subsidies (requests from departments)

SAP S70059684

New/natural attrition Natural attrition

Enquiries B Matseke (012 358 4453)/D Mathane (012 358 3849)/F Mangwegape (012 358 5350)

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

DEPARTMENT: GROUP FINANCIAL SERVICES

Division: Budget Office

Section: Financial Strategy and Fiscal Analysis

Location: Pretoria Central

Reference number	FISE590-2024										
Position	FINANCIAL ANALYST: INFORMATICS AND BUDGET SYSTEMS										
To be advertised	<table border="1" style="width: 100%; background-color: #cccccc;"> <tr> <td align="center" colspan="2">Internal</td> <td align="center" colspan="4">External</td> </tr> </table>	Internal		External							
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This position seeks to attract	<table border="1" style="width: 100%; background-color: #cccccc;"> <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 maintain the City's budgeting systems in compliance with the Municipal Standard Chart of Accounts (mSCOA) and to compile useful management information and required National Treasury Budget Reform reports through SAP reporting										
Appointment requirements	<p>An appropriate three-year career-related tertiary qualification (national diploma or degree) in Informatics, Accounting or Financial Management or any other study field related to the position</p> <p>At least six years' relevant working experience in a financial environment</p> <p>Must undergo vetting and a lifestyle audit</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>A valid Code B driving licence</p> <p>Computer literacy with SAP, Business Planning and Consolidation (BPC) 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>Set up budgeting, planning and monitoring business processes in line with MFMA Circular 80 specifications of business processes for compliance with mSCOA regulations</p> <p>Gather, research, interpret and analyse business requirements and recommend solutions for project-driven planning, linking the operational and capital budget and reporting in terms of the seven mSCOA segments to the Integrated Development Plan</p> <p>Assist with the enablement and maintenance of SAP BPC for mSCOA budgeting</p>										

Align, purify and maintain master data together with the development of strategies to ensure that the correct data is uploaded to SAP

Create and maintain new general ledger accounts, cost centres, work breakdown structures, mSCOA short codes and linkages to the correct budget structures in line with mSCOA requirements

Maintain the mSCOA vault or workbench

Assist with system developments and maintenance for mSCOA reporting

Extract data from the mandatory six mSCOA segments and upload to the National Treasury Local Government Database portal of the following budget, project and reporting data strings: mSCOA Monthly Submission of Actuals (Transactions Strings); Monthly submissions (Debtors Age Analysis); Monthly submissions (Creditors Age Analysis); Quarterly submissions (Borrowing Monitoring (external loans); Quarterly submissions (Layout for loans/Bonds); Quarterly submissions Investment monitoring); Quarterly submissions (Layout for Investments); PROR (Projects Data Strings); TABB (Draft Budget); ORGB (Approved Budget); ADJB (Adjusted Budget)

Assist in ensuring that the information submitted to the National Treasury by the City meets the technical requirements for National Treasury validation tests

Develop and align integrated data management solutions for relevant SAP modules

Identify change management requirements and provide divisional and departmental capacity development and training aligned to financial management policies and system enhancements

Provide technical support to all departments and entities of the City in the implementation of mSCOA budget processes

Assist with the compilation of Schedules A, B and C of the Municipal Budgeting and Reporting Regulations for the Medium-term Revenue and Expenditure Framework

SAP S70010237

New/natural attrition Natural attrition

Enquiries B Matseke (012 358 4453)/D Mathane (012 358 3849)/F Mangwegape (012 358 5350)

Assist with the compilation of annual consolidated financial statements
 Obtain necessary information with regard to municipal entities that need to be consolidated
 Identify intercompany transactions for elimination
 Compile statements and notes to financial statements
 Make available financial information
 Collect and process information from monthly financial statements and SAP reports
 Make estimates and calculate ratios
 Complete quarterly and annual questionnaires of Statistics South Africa and reserve bank
 Monitor cash-backing requirements of statutory funds and reserves
 Supply financial management information on request
 Conduct financial year-end closure activities
 Close entries regarding inventory and statutory funds, reserves and provisions
 Monitor and follow up on appropriation accounts and accumulated surplus
 Conduct *ad hoc* year-end activities
 Conduct financial record-keeping
 Receipt and allocate income
 Compile year-end journals as necessary
 Reconcile balance sheet accounts (suspense accounts)
 Monitor balance sheet accounts to ensure that no unauthorised transactions are processed
 Monitor entries regarding capital and operational grants and donations
 Monitor receipt of grants and donations via Cashbook
 Allocate grants to correct customers
 Determine expenditure on capital and operational projects from grants and donations
 Recognise the relevant revenue in terms of the conditions of the grants
 Provide an internal support service to top management, strategic units and sections
 Supply information as requested
 Render an internal support service regarding the financial statements
 Implement GRAP principles
 Provide day-to-day assistance to manage the subsection to ensure the effective and efficient management of the section

SAP

S70011279

New/natural attrition

Natural attrition

Enquiries

B Matseke (012 358 4453)/D Mathane (012 358 3849)/F Mangwegape (012 358 5350)

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

DEPARTMENT: GROUP FINANCIAL SERVICES

Division: Budget Office

Section: mSCOA Compliance Project

Location: Pretoria Central

Reference number **FISE592-2024**

Position **DIRECTOR: mSCOA COMPLIANCE**

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 maintain the City’s budgeting systems in compliance with the Municipal Standard Chart of Accounts (mSCOA)

Appointment requirements

An appropriate three-year career-related tertiary qualification (national diploma or degree) in Information Technology, Finance or Accounting or any other study field related to the position

Registration as a Chartered Accountant (CA(SA)), registration with the Chartered Institute of Management Accountants or registration with any other accounting profession will be an added advantage

At least nine years’ working experience with specific experience in implementing mSCOA, of which at least four years should be at managerial level

Must undergo vetting and a lifestyle audit

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

A valid Code B driving licence

Computer literacy with a combination of the skills coupled with municipal experience and advanced SAP proficiency, Financial Information Systems, Data Science, SQL developer and Python programming

Personal attributes and/or competencies

Accounting: Establish appropriate accounting systems for the organisation and ensure that the rules of GRAP and other good accounting practices are adhered to

Budgeting: Establish and manage credible budgets within legislative, political and administrative mandates

Financial management: Drive the optimisation of the municipality’s financial management through the use of standard operating procedures

Financial reporting: Identify the overall objectives of financial reporting, the specific information needs of stakeholders and the general information needs of others

Organisational awareness: Understand the key drivers in the sector and the City of Tshwane and apply this understanding to meet service delivery objectives and challenges

Planning and organising: Plan activities within specific time frames and then execute these activities according to plan

Primary functions

Set up budgeting, planning and monitoring business processes in line with MFMA Circular 80 specifications of business processes for compliance with mSCOA regulations

Gather, research, interpret and analyse business requirements and recommend solutions for project-driven planning, linking the operational and capital budget and reporting in terms of the seven mSCOA segments to the Integrated Development Plan

Assist with the enablement and maintenance of SAP BPC for mSCOA budgeting

Align, purify and maintain master data together with the development of strategies to ensure that the correct data is uploaded to SAP

Create and maintain new general ledger accounts, cost centres, work breakdown structures, mSCOA short codes and linkages to the correct budget structures in line with mSCOA requirements

Maintain the mSCOA vault or workbench

Assist with system developments and maintenance for mSCOA reporting

Extract data from the mandatory six mSCOA segments and upload to the National Treasury Local Government Database portal of the following budget, project and reporting data strings: mSCOA Monthly Submission of Actuals (Transactions Strings); Monthly submissions (Debtors Age Analysis); Monthly submissions (Creditors Age Analysis); Quarterly submissions (Borrowing Monitoring (external loans); Quarterly submissions (Layout for loans/Bonds); Quarterly submissions Investment monitoring); Quarterly submissions (Layout for Investments); PROR (Projects Data Strings); TABB (Draft Budget); ORGB (Approved Budget); ADJB (Adjusted Budget)

Assist in ensuring that the information submitted to the National Treasury by the City meets the technical requirements for National Treasury validation tests

Develop and align integrated data management solutions for relevant SAP modules

Identify change management requirements and provide divisional and departmental capacity development and training aligned to financial management policies and system enhancements

Provide technical support to all departments and entities of the City in the implementation of mSCOA budget processes

Assist with the compilation of Schedules A, B and C of the Municipal Budgeting and Reporting Regulations for the Medium-term Revenue and Expenditure Framework

SAP

S70094325

New/natural attrition

New

Enquiries

B Matseke (012 358 4453)/D Mathane (012 358 3849)/F Mangwegape (012 358 5350)

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

DEPARTMENT: GROUP FINANCIAL SERVICES

Division: Treasury

Section: Expenditure Management (Sundry and Retention Contracts Payment Management)

Location: Pretoria Central

Reference number	FISE593-2024										
Position	ACCOUNTANT (2 POSTS)										
To be advertised	<table border="0" style="width:100%; background-color:#e0e0e0;"> <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	T11 – T12										
Scale	T11: R359 952,00 – R499 920,00 per annum T12: R403 140,00 – R559 920,00 per annum										
Estimated remuneration package	T11: R518 235,70 – R696 388,84 per annum T12: R573 193,87 – R772 740,84 per annum										
Job purpose	To conduct the timeous processing and payment of invoices and requisitions for sundry and one-time vendors in compliance with contracts and according to approved financial policies										
Appointment requirements	T11: Grade 12 or equivalent qualification with Mathematics and/or Accountancy T12: An appropriate career-related tertiary qualification (three-year national diploma or degree) in Public Financial Management, Accounting, Finance or Economics, or National Diploma: Public Finance Management and Administration (SAQA Qualification ID No 49554) or any other study field related to the position At least three years' relevant experience in expenditure management in a local government environment Supervisory experience will be an added advantage Must undergo vetting and a lifestyle audit Compliance with MFMA unit standards as prescribed by Regulation 493 of 15 June 2007, as published in <i>Government Gazette</i> 29967 of 15 June 2007, will be an added advantage Proficiency in SAP and experience in mSCOA will be an added advantage Computer literacy										
Personal attributes and/or competencies	Excellent communication skills; ability to work under pressure; financial management skills; ability to work as part of a team; reporting skills; ability to meet deadlines; good organisational skills; ability to pay attention to detail; ability to think accurately and analytically; good interpersonal skills; good writing skills										
Primary functions	Ensure effective vendor reconciliations for the Top 100 vendors Ensure timely reconciliations and verify reconciliations done for correctness										

Ensure that corrections are done, outstanding invoices are obtained and processed, and outstanding amounts are accurately reflected and processed for payment
Ensure that statements are obtained from vendors
Compile statistics for reconciliations performed and submit to management
Maintain the filing system for creditor statement and reconciliation records
Have daily contact with subordinates to assist with problems being experienced
Handle enquiries from vendors and departments in the absence of subordinates
Distribute the workload to optimise service delivery
Peruse and report to the functional head where documented processes need to be updated to ensure adequate and effective internal controls and proper execution of all activities related to this functional unit
Supervise staff and ensure compliance with documented processes
Correspond by email, fax or telephonically with vendors on problems experienced
Assist with audit enquiries

SAP S70011315; S70011316; S70011318

New/natural attrition Natural attrition

Enquiries B Matseke (012 358 4453)/D Mathane (012 358 3849)/F Mangwegape (012 358 5350)

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

DEPARTMENT: GROUP FINANCIAL SERVICES

Division: Treasury

Section: Expenditure Management (Procurement Vendor Payment Management)

Location: Pretoria Central

Reference number **FISE594-2024**

Position **ADMINISTRATIVE OFFICER (2 POSTS)**

To be advertised	Internal	External
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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
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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 effectively, efficiently and timeously process sundry and one-time vendor invoices and print cheques for payments on behalf of the City of Tshwane by adhering to legislation, policies and procedures

Appointment requirements Grade 12 with Mathematics and/or Accounting
At least six months' relevant working experience in administrative support services
Must undergo vetting
Computer literacy

Personal attributes and/or competencies Ability to pay attention to detail; good time management skills in completing assigned tasks; good team worker; 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 Verify and process creditor payments
Interact with departments and vendors to resolve problems
Execute reconciliations to ensure matching of City of Tshwane and vendor records
Conduct effective record-keeping and administrative duties

SAP S70011315; S70011316

New/natural attrition New

Enquiries B Matseke (012 358 4453)/D Mathane (012 358 3849)/F Mangwegape (012 358 5350)

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

DEPARTMENT: GROUP FINANCIAL SERVICES

Division: Treasury

Section: Expenditure Management (Procurement Vendor Payment Management)

Location: Pretoria Central

Reference number	FISE595-2024										
Position	DEPUTY DIRECTOR: PROCUREMENT VENDOR PAYMENT MANAGEMENT										
To be advertised	<table border="1"> <tr> <td>Internal</td> <td>External</td> </tr> </table>	Internal	External								
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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 095 059,56 – R1 446 707,34 per annum										
Job purpose	To ensure the effective, efficient and timely recording of transactions and payment of vendors registered with the City of Tshwane according to terms of contract and approved financial policies										
Appointment requirements	<p>An appropriate three-year career-related tertiary qualification (national diploma or degree) in Finance or Accounting or any other study field related to the position Registration as a Chartered Accountant (CA(SA)), registration with the Chartered Institute of Management Accountants or registration with any other accounting profession will be an added advantage At least eight years' working experience in vendor payment management, of which at least four years should be at managerial level Must undergo vetting and a lifestyle audit 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 A valid Code B driving licence Computer literacy with SAP proficiency and advanced 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 Budgeting: Establish and manage credible budgets within legislative, political and administrative mandates Financial management: Drive the optimisation of the municipality's financial management through the use of standard operating procedures</p>										

Financial reporting: Identify the overall objectives of financial reporting, the specific information needs of stakeholders and the general information needs of others

Organisational awareness: Understand the key drivers in the sector and the City of Tshwane and apply this understanding to meet service delivery objectives and challenges

Planning and organising: Plan activities within specific time frames and then execute these activities according to plan

Primary functions

Define and adjust the key performance indicators and job descriptions of personnel against service delivery requirements

Implement human resources policies and procedures to control and regulate workplace conflict and/or institute corrective measures

Analyse staff attendance, absenteeism, overtime and lost time, and implement and monitor specific remedial measures aimed at improving productivity and reducing personnel-related costs

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

Manage assets within the section

Ensure 50% affirmable procurement of total procurement within the section

Plan, organise and coordinate the payment process to ensure maximum discounts and minimum claims by implementing and maintaining work procedures

Receive and distribute invoices submitted

Ensure proper controls and compliance to ensure valid and approved payments

Process and release invoices complying with purchase orders

Process and release payments for invoices recorded – cheques, cash focuses and EFTs

Issue cheques to departments

Submit remittance advices to vendors

Stop, replace and cancel cheques issued where needed and record this accurately

Plan, organise and coordinate the internal control system to minimise risks by implementing, adjusting and maintaining internal control measures

Maintain documented processes to ensure adequate and effective internal controls and proper execution of all activities related to this subsection

Conduct safe and effective record-keeping of invoices in respect of purchase orders for audit and enquiry purposes

Keep a register for the collection of cheques

Perform safekeeping of unclaimed cheques

Register payment runs

Obtain statements from vendors and reconcile to SAP transactions

Reconcile, follow up and clear GR/IR account

Reconcile control accounts

Investigate blocked vendors and assist with resolving issues and ensure release for payment where applicable

Plan, organise and coordinate verbal and written communication to ensure that valid information is obtained and provided

Prepare draft answers to audit enquiries and submit to manager

Tend to account enquiries from vendors and departments

Communicate with departments regarding processes, compliance procedures and time frames

Submit reports to Council

Attend management meetings

Compile management reports such as the 20 highest paid creditors

Prepare the budget for the relevant cost centres of creditor payments to ensure availability of resources

SAP S70011301

New/natural attrition Natural attrition

Enquiries B Matseke (012 358 4453)/D Mathane (012 358 3849)/F Mangwegape (012 358 5350)

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

DEPARTMENT: GROUP FINANCIAL SERVICES

Division: Revenue Management

Section: Metering and Invoicing Services

Location: Pretoria Central

Reference number FISE596-2024

Position DIRECTOR: METERING AND INVOICING SERVICES

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 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 the billing and invoicing of services rendered by the City of Tshwane and consumed by debtors

Appointment requirements

An appropriate three-year career-related tertiary qualification (national diploma or degree) in Finance or Accounting or any other study field related to the position
 Registration as a Chartered Accountant (CA(SA)), registration with the Chartered Institute of Management Accountants or registration with any other accounting profession will be an added advantage
 At least nine years' working experience in billing and invoicing management, of which at least four years should be at managerial level

Must undergo vetting and a lifestyle audit
 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
 A valid Code B driving licence
 Computer literacy with SAP proficiency and advanced Excel skills

Personal attributes and/or competencies

Accounting: Establish appropriate accounting systems for the organisation and ensure that the rules of GRAP and other good accounting practices are adhered to
Budgeting: Establish and manage credible budgets within legislative, political and administrative mandates
Financial management: Drive the optimisation of the municipality's financial management through the use of standard operating procedures
Financial reporting: Identify the overall objectives of financial reporting, the specific information needs of stakeholders and the general information needs of others

Organisational awareness: Understand the key drivers in the sector and the City of Tshwane and apply this understanding to meet service delivery objectives and challenges

Planning and organising: Plan activities within specific time frames and then execute these activities according to plan

Primary functions	Execute generic management and financial functions Identify and define immediate, short- and long-term objectives Oversee the provision of an efficient billing administration function Manage the implementation of customer management processes aimed at improving customer satisfaction Oversee effective, efficient and economic operational support Oversee proactive updating of metering information on the SAP system
SAP	S70010290
New/natural attrition	Natural attrition
Enquiries	B Matseke (012 358 4453)/D Mathane (012 358 3849)/F Mangwegape (012 358 5350)

Planning and organising: Plan activities within specific time frames and then execute these activities according to plan

Primary functions

Ensure that maintenance planning, cash flow projections and budget control measures are implemented and maintained in accordance with policy by exercising overhead control

Control the expenditure and income of cost centres by means of monthly deviation reports and remedial instructions

Verify and certify payments for progress on capital projects and service contracts

Analyse trends and operating requirements, and forward plans to establish and determine funding and expenditure for the period and consolidate the department's operating and capital budget

Evaluate the department's performance against the budget and address deviations and variances with the appropriate personnel

Monitor and implement corrective measures to rectify deviations and acts contrary to financial regulations, audit requirements and departmental procedures

Communicate with Council's Financial Section on audit findings and recommendations, and institute the necessary investigational or corrective measures

Maintain the section's asset register

Keep abreast of trends, theories and practices underlying the rendering of services

Compile the section's business and strategic plans and associated short- and long-term performance and service delivery plans

Monitor the progress of specific key performance indicators and measures

Ensure that performance indicators are identified, objectives are aligned and appropriate procedures are developed and implemented

Analyse and align requirements with operating capacity and capability

Ensure that money-handling procedures are in place and adhered to

Manage the controlling of floats

Oversee monthly financial reports to ensure balancing

Ensure liaison with banks

Hold meetings with different stakeholders

Oversee that splitting responsibilities of handling safe keys and combinations of safes are adhered to

Analyse statistics, reconciliations of receipts and banked money

Oversee that all audit recommendations are implemented

Consult with auditors

Oversee monthly security meetings to address safety concerns at pay points

Ensure that any problems within cashier management are attend to and resolved

SAP

S70011144

New/natural attrition

Natural attrition

Enquiries

B Matseke (012 358 4453)/D Mathane (012 358 3849)/F Mangwegape (012 358 5350)

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

DEPARTMENT: GROUP FINANCIAL SERVICES

Division: Revenue Management

Section: Property Rates and Taxes Management

Location: Pretoria Central

Reference number **FISE598-2024**

Position **DIRECTOR: PROPERTY RATES AND TAXES 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 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 property rates and taxes management within the City of Tshwane

Appointment requirements An appropriate three-year career-related tertiary qualification (national diploma or degree) in Finance or Accounting or any other study field related to the position
Registration as a Chartered Accountant (CA(SA)), registration with the Chartered Institute of Management Accountants or registration with any other accounting profession will be an added advantage
At least nine years' working experience in property rates and taxes management, of which at least four years should be at managerial level
Must undergo vetting and a lifestyle audit
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
A valid Code B driving licence
Computer literacy with SAP proficiency and advanced Excel skills

Personal attributes and/or competencies **Accounting:** Establish appropriate accounting systems for the organisation and ensure that the rules of GRAP and other good accounting practices are adhered to
Budgeting: Establish and manage credible budgets within legislative, political and administrative mandates
Financial management: Drive the optimisation of the municipality's financial management through the use of standard operating procedures
Financial reporting: Identify the overall objectives of financial reporting, the specific information needs of stakeholders and the general information needs of others

Organisational awareness: Understand the key drivers in the sector and the City of Tshwane and apply this understanding to meet service delivery objectives and challenges

Planning and organising: Plan activities within specific time frames and then execute these activities according to plan

Primary functions

Execute generic management and financial functions
Identify and define immediate, short- and long-term objectives
Oversee clearance certificate issues and update personal particulars of customers
Oversee refund operations
Oversee data interfacing, matching and reconciliation
Oversee notification operations
Administer rebates
Levy property rates in accordance with the General Valuation Roll
Manage notifications regarding property records that need to be updated onto the SAP billing system
Oversee the data management of state properties to ensure that state claims in respect of property taxes are calculated and submitted to the Department of Public Works timeously

SAP

S70010641

New/natural attrition

Natural attrition

Enquiries

B Matseke (012 358 4453)/D Mathane (012 358 3849)/F Mangwegape (012 358 5350)

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

DEPARTMENT: GROUP FINANCIAL SERVICES

Division: Acquisitions and Demand Management

Section: Acquisition Management

Location: Pretoria Central

Re-advertisement

Reference number	FISE599-2024															
Position	FUNCTIONAL HEAD: QUOTATION EVALUATION															
To be advertised	<table border="1"> <tr> <th>Internal</th> <th colspan="4">External</th> </tr> <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>	Internal	External				African female	African male	Coloured female	Coloured male	Indian female	Indian male	White female	White male	Person with disability	All categories
Internal	External															
African female	African male	Coloured female	Coloured male	Indian female												
Indian male	White female	White male	Person with disability	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 render an effective and efficient quotation evaluation service to the City of Tshwane															
Appointment requirements	<p>An appropriate three-year career-related tertiary qualification (national diploma or bachelor’s degree) in Supply Chain Management or any other study field related to the position</p> <p>Chartered Institute of Procurement and Supply (CIPS) membership will be an added advantage</p> <p>At least six years’ relevant working experience in a supply chain management environment, of which at least three years should be at supervisory level</p> <p>Must undergo vetting and a lifestyle audit</p> <p>Compliance with the MFMA unit standards, as prescribed by Regulation 493 of 15 June 2007, as published in <i>Government Gazette</i> 29967 of 15 June 2007, will be an added advantage</p> <p>A valid Code B driving licence</p> <p>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>Ensure the effective and efficient management of the section</p> <p>Execute goods, works and quotation evaluations</p> <p>Be involved in the strategic planning process, identify critical delivery dates and compile specifications of goods or terms of references for services</p>															

Ensure that quotations are evaluated against the conditions for participation
Monitor compliance criteria and evaluation criteria contained in Request for
Quotation documentation

Ensure that detailed guidance information on evaluating offers is available when
evaluating tenders

Ensure that quotations are evaluated with the objective of identifying the offer that
meets the City of Tshwane's requirements and provides the best value for money

Ensure that quotations are fairly and equitably evaluated in a manner that is
consistent with the City of Tshwane's procurement principles

Ensure that the final decision is documented and able to withstand public scrutiny

SAP S70010847

New/natural attrition Natural attrition

Enquiries B Matseke (012 358 4453)/D Mathane (012 358 3849)/F Mangwegape
(012 358 5350)

Maintain a resolution tracking register for all supply chain management resolutions
 Ensure that all supply chain management-related resolutions are carried out timeously
 Update the contracts register upon each bid being awarded
 Ensure that all contracts awarded have signed service-level agreements or relevant contracting records
 Update the contract extension register with all approved contract extensions and/or variations by the Bid Adjudication Committee
 Ensure that price adjustment requests are processed timeously and approved prior to presentation to the Bid Adjudication Committee
 Manage the process to list a poor-performing contractor onto the National Treasury database of defaulters in line with the standard operating procedure on the restriction of contractors and service providers
 Manage the timely publication of bid outcomes and communication to unsuccessful bidders
 Process all supply chain management-related Requests for Information made in line with the Promotion of Administrative Justice Act, 2000 (Act 3 of 2000), Protection of Personal Information Act, 2013 (Act 4 of 2013) and Public Protector Act, 1994 (Act 23 of 1994) or similar legislation
 Consolidate and prepare monthly supply chain management performance information for reporting
 Make inputs to the deviation reports prepared by departments and maintain a deviation register
 Maintain a contract and commitments register
 Develop, implement and maintain the tracking of strategic and business plans, more specifically in terms of outcomes, outputs, performance indicators and milestones achieved
 Develop, implement and maintain tracking implementation plans, more specifically in terms of the following: Governance and accountability, planning, resource management, risk management, stakeholder engagement, and review, monitoring and evaluation

SAP S70094411

New/natural attrition Natural attrition

Enquiries B Matseke (012 358 4453)/D Mathane (012 358 3849)/F Mangwegape (012 358 5350)

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