



INTERNAL/EXTERNAL JOB FORUM

ERRATUM – salary scale for position ECDE152-2024 corrected (page 33)

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 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 on *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: 16 September 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

If you have trouble registering your profile or applying for these positions, send an email with a detailed description of the error/problem to erecruit@tshwane.gov.za for assistance. (Do not submit your application here – it will not be accepted. Only online applications will be accepted.)

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

DEPARTMENT: ECONOMIC DEVELOPMENT AND SPATIAL PLANNING

Division: City Planning and Development

Section: Land Use Management Administration

Location: Region 5

Reference number **ECDE135-2024**

Position **FUNCTIONAL HEAD: LAND USE MANAGEMENT ADMINISTRATION**

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 T15

Scale R566 376,00 – R786 636,00 per annum

Estimated remuneration package R780 957,93 – R1 061 301,19 per annum

Job purpose To supervise the effective and efficient processing of all land use applications, thereby promoting development in Tshwane

Appointment requirements An appropriate three-year career-related tertiary qualification (BTech or degree) in Town Planning and Regional Planning or any other study field related to the position
At least six years' relevant working experience in a land use management administration environment
Supervisory experience will be an added advantage
A valid Code B driving licence
Computer literacy with advanced Excel knowledge

Competency requirements of the post Integrity; intelligence; patience; innovative thinking skills; energy; imagination; flexibility; willingness to accept responsibility; decisiveness; ability to pay attention to detail

Primary functions Supervise client services and information regarding the progress of land use applications as well as the town-planning scheme and applicable policies, procedures and the latest relevant land use legislation
Supervise personnel and the administration and processing of land use applications
Ensure a safe and healthy work environment for staff and the public as far as possible in accordance with legislation
Manage enquiries and complaints related to applications
Compile quarterly management statistics
Compile monthly statistics on land uses
Provide, explain and clarify applicable policies and procedures
Ensure that clients are correctly and timeously informed of their applications
Attend site meetings and other meetings

SAP S70001336

New/natural attrition Natural attrition
Enquiries Christo Geldenhuys (012 358 8446) or Ashok Sudu (012 358 7933)

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

DEPARTMENT: ECONOMIC DEVELOPMENT AND SPATIAL PLANNING

Division: City Planning and Development

Section: Land Use Management Administration

Location: Pretoria Central

Reference number ECDE136-2024

Position PLANNING PROFESSIONAL (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 T15

Scale R566 376,00 – R786 636,00 per annum

Estimated remuneration package R780 957,93 – R1061 301,19 per annum

Job purpose To provide expertise and capacity about town and regional planning at regional and local level

Appointment requirements An appropriate three-year career-related tertiary qualification (degree or national diploma) in Town Planning and Regional Spatial Planning or any other study field related to the position
 At least six years' relevant working experience in a land use management administration environment
 A valid Code B driving licence
 Computer literacy

Competency requirements of the post Professional; innovative thinking skills; imagination; energy; ability to work as part of a team; intelligence; integrity; hard-working; proactive; independent; requires little supervision; willingness to accept responsibility; good communication skills; negotiation skills; leadership skills; project management skills; budget management skills; analytical skills; organisational skills; advanced linguistic proficiency

Primary functions Interpret and provide advice on land use applications and development in terms of the regional and local spatial development frameworks within the context of the metropolitan spatial development framework
 Evaluate township establishment applications and related activities
 Manage capital and operational projects pertaining to the land use management and administration function
 Formulate policy

SAP S70001285; S70001297; S70001304
New/natural attrition Natural attrition
Enquiries Christo Geldenhuys (012 358 8446) or Ashok Sudu (012 358 7933)

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

DEPARTMENT: ECONOMIC DEVELOPMENT AND SPATIAL PLANNING

Division: City Planning and Development

Section: Spatial Planning

Location: Pretoria Central

Reference number	ECDE137-2024										
Position	DEPUTY DIRECTOR: CAPITAL INVESTMENT PLANNING										
To be advertised	<table border="0" style="width:100%; background-color:#cccccc;"> <tr> <td style="width:50%; text-align:center;">Internal</td> <td style="width:50%; text-align:center;">External</td> </tr> </table>	Internal	External								
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Job level	T17										
Scale	R710 460,00 – R986 736,00 per annum										
Estimated remuneration package	R1 095 038,25 – R1 446 677,74 per annum										
Job purpose	To provide strategic guidance for spatial planning, investment and development in the city at regional and local level, to conceptualise, draft, update and compile the regional spatial development frameworks and to identify and formulate precincts that are of importance for the entire metropolitan area										
Appointment requirements	<p>An appropriate three-year career-related tertiary qualification (degree or national diploma) in Town Planning and Regional Planning or any other study field related to the position</p> <p>Registration with the South African Council for Planners (SACPLAN)</p> <p>At least eight years' relevant working experience in a spatial planning, urban design or project management environment, of which at least four years should be at managerial level</p> <p>A valid Code B driving licence</p> <p>Computer literacy in Microsoft Word and PowerPoint</p>										
Competency requirements of the post	In-depth understanding of government strategic thinking and policies in relation to spatial planning and how these can be applied practically; considerable knowledge of modern policies and practices related to spatial planning; ability to understand and interpret policies and procedures and explain these to others; strategic thinking and problem-solving skills; analytical skills in identifying and evaluating best practices; ability to effectively communicate through written reports and presentations by displaying exceptional written and verbal communication skills; strong interpersonal skills; presentation skills; budget management skills; innovation thinking skills; ability to work under pressure and within group dynamics; strong work ethic; honesty; trustworthiness										
Primary functions	<p>Manage the drafting and revising of the regional spatial development frameworks (RSDFs) and any local spatial development frameworks (LSDF) and/or precinct plans emanating from the need for spatial development and transformation</p> <p>Monitor and facilitate the implementation and application of the RSDFs, LSDFs and precinct plans</p>										

Train colleagues to ensure that the RSDFs, precinct plans and other current accepted planning practices and related legislation are properly understood and applied
Attend to any other matters related to spatial planning on metropolitan, regional and local level

Provide strategic guidance for spatial planning, investment and development in the city at regional and local level

Conceptualise, draft, update and compile the RSDFs

Identify and formulate precincts that are of importance for the entire metropolitan area

Execute generic management functions

Execute generic financial functions

Ensure the creation and maintenance of sound information and a database

SAP S70001249

New/natural attrition Natural attrition

Enquiries Christo Geldenhuys (012 358 8446) or Dennis Madumo (012 358 1529)

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

DEPARTMENT: ECONOMIC DEVELOPMENT AND SPATIAL PLANNING

Division: City Planning and Development

Section: Development Facilitation and Implementation

Location: Pretoria Central

Reference number **ECDE138-2024**

Position **DIRECTOR: DEVELOPMENT FACILITATION AND IMPLEMENTATION**

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

This position seeks to attract African female African male Coloured female Coloured male Indian female
Indian male White female White male Person with disability All categories

Job level T18

Scale R795 720,00 – R1 105 152,00 per annum

Estimated remuneration package R1 203 555,75 – R1 597 395,65 per annum

Job purpose To provide expertise and capacity about the facilitation, implementation and related processes in support of the City’s strategic investment and to lead or participate in the planning of infrastructure-related research projects and investigations and provide a high-level consulting and advisory service to the organisation

Appointment requirements An appropriate three-year career-related tertiary qualification (degree or national diploma) in Town and Regional Planning or Built Environment or any other study field related to the position
Registration with the South African Council for Planners (SACPLAN)
At least nine years’ relevant working experience in a built environment, of which at least four years should be at managerial level
A valid Code B driving licence
Computer literacy in Microsoft Word and PowerPoint

Competency requirements of the post **Planning and organising:** Ability to plan and organise the work unit using goal setting, objectives and targets, and creating work schedules and work plans with associated resources and budgets according to the municipality’s procedures in order to achieve the tasks, functions and results of the work unit
Socio-economic and socio-political awareness: Drive equitable service delivery taking into account how political and service issues, programmes, policies and decisions impact public interest and concerns
Client orientation and customer focus: Understand the service needs of a client or customer (internal or external) and actively focus on anticipating, meeting and exceeding these needs in a timely and appropriate manner
Problem-solving: Ability to gather information, analyse issues and deal with complexity and ambiguity, show long-term thinking, follow through in a logical manner and be aware of consequences and implications
Impact and influence: Ability to inspire a positive attitude in others, influence others effectively and persuade political heads to adopt and implement results and outcomes of a project

Primary functions

- Provide expertise and capacity about facilitation, implementation and related processes in support of the City's strategic investment
- Oversee the functioning of the Strategic Investment Committee (STRIC)
- Oversee the functioning of the Tshwane Property Development Forum (PDF)
- Facilitate strategic urban developments
- Facilitate identified government-led land development projects
- Identify projects and prepare feasibility studies, business plans, implementation plans and designs for catalytic infrastructure projects
- Manage catalytic infrastructure projects that will initiate, stimulate and support investments and rejuvenate economic activity on behalf the City in identified nodes to achieve spatial restructuring and integration
- Facilitate the implementation of identified growth interventions to increase the tax and rates base
- Lead or participate in the planning of infrastructure-related research projects and investigations and provide a high-level consulting and advisory service to the organisation
- Ensure a climate conducive to promoting and sustaining motivational levels, productivity and performance by directing and controlling outcomes associated with the use, productivity and performance of personnel within the section
- Ensure that accurate estimates are prepared in relation to requirements, prepare capital and operating estimates for the department and approve and control project-related expenditure against budget allocations
- Identify and define immediate, short- and long-term objectives

SAP S70001480

New/natural attrition Natural attrition

Enquiries Christo Geldenhuys (012 358 8446) or Pieter Swanepoel (012 358 0940)

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

DEPARTMENT: ECONOMIC DEVELOPMENT AND SPATIAL PLANNING

Division: Built Environment and Enforcement

Section: Building Plans Management

Location: All regions

Reference number	ECDE139-2024										
Position	DEPUTY DIRECTOR: BUILDING PLANS MANAGEMENT										
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Job level	T17										
Scale	R710 460,00 – R986 736,00 per annum										
Estimated remuneration package	R1 095 038,25 – R1 446 677,74 per annum										
Job purpose	To ensure the rendering of a building plan inspection, building plan evaluation and building administration operations service										
Appointment requirements	<p>An appropriate three-year career-related tertiary qualification (degree or national diploma) in Architecture, Civil Engineering, Structural Engineering, Building Science, Building Management, Building Surveying and Quantity Surveying or any other study field related to the position</p> <p>Registration with the South African Council for Planners (SACPLAN) will be an added advantage</p> <p>At least eight years' relevant working experience in building plan management, of which at least four years should be at managerial level</p> <p>A valid Code B driving licence</p> <p>Computer literacy in Microsoft Word and PowerPoint</p>										
Competency requirements of the post	Capacity to listen attentively; ability to grasp issues; ability to present information in a clear manner; ability to respond appropriately to verbal and written communication; programme and project management skills; ability to plan, manage, monitor and evaluate specific activities in order to deliver the desired outputs and outcomes; ability to maximise the municipality's business sense and display a sound business understanding in applying the most effective management practices to achieve municipal financing goals and objectives; ability to establish and maintain productive relationships with people within and outside of the municipality; ability to explore and implement new ways of delivering services that contribute to the improvement of municipal processes in order to achieve municipal goals										
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>Monitor and control the section budget so that income and expenditure are in line with Council requirements</p>										

Assist with ensuring citywide building standards application
Assist with ensuring compliance with legislation, such as the National Building Regulations and Building Standards Act, 1977 (Act 103 of 1977) and the Council resolution of 25 November 2005
Assist with the approval, monitoring and support of building control and development compliance functions at strategic level
Facilitate relationships with external and internal stakeholders at strategic level
Facilitate the evaluation of strategic building projects in Tshwane
Assist with advising Council through departmental heads on all building-related issues

SAP

S70001537

New/natural attrition

Natural attrition

Enquiries

Christo Geldenhuys (012 358 8446) or Tsholofelo Makgwa (012 358 7618)

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

DEPARTMENT: ECONOMIC DEVELOPMENT AND SPATIAL PLANNING

Division: Built Environment and Enforcement

Section: Building Plans Management

Location: Pretoria Central

Reference number	ECDE140-2024										
Position	BUILDING CONTROL PROFESSIONAL (2 POSTS)										
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Job level	T15										
Scale	R566 376,00 – R786 636,00 per annum										
Estimated remuneration package	R780 957,93 – R1 061 301,19 per annum										
Job purpose	To oversee the building plan approval process in terms of the applicable legislation										
Appointment requirements	<p>An appropriate three-year career-related tertiary qualification (BTech or degree) in Architecture or any other study field related to the position</p> <p>Registration with the South African Council for the Architectural Profession (SACAP) as an Architect or Senior Architectural Technologist</p> <p>At least six years' relevant working experience as a practitioner or local government experience in a building control office and being responsible for the approval of building plan applications</p> <p>Supervisory experience will be an added advantage</p> <p>A valid Code B driving licence</p> <p>Computer literacy and proficiency in the use of architectural software (Revit, Auto CAD, etc)</p>										
Competency requirements of the post	Integrity; intelligence; patience; innovative thinking skills; energy; imagination; flexibility; willingness to accept responsibility; decisiveness; ability to pay attention to details										
Primary functions	<p>Assist the deputy director in enforcing the requirements of the National Building Regulations</p> <p>Oversee and participate in the building plan approval process for all buildings</p> <p>Be responsible for the approval process of applications and permission applications related to existing town-planning schemes in effect in the municipal area of jurisdiction in terms of delegated authority</p> <p>Be responsible for the approval process of applications for demolition</p> <p>Provide feedback to inform the spatial planning or land use management process</p> <p>Provide information and advice to architects, developers and the public</p> <p>Oversee the processing of applications for approval of siting and appearance in terms of applicable legislation and delegated authority</p> <p>Participate in a multidisciplinary team environment to facilitate certain projects</p>										

Consider recommendations by the building control officer pertaining to the approval or non-approval of building plan applications in compliance with the National Building Regulations and Building Standards Act, 1977 (Act 103 of 1977) and other related legislation

Conduct oversight regarding the compliance of applications with development control measures emanating from land use rights legislation

Be responsible for certification that applications are in compliance with approved site development plans

Ensure that the relevant departments or divisions had signed off applications and that requirements set at site development plan stage had been complied with

Ensure that the tariff was counter-calculated and levied

Improve time frames to such a level as agreed upon in consultation with industry and other stakeholders

Be responsible for the evaluation process of site development plan applications leading to the recommendation for the approval or non-approval of site development plan applications

Conduct site visits to clarify and determine interpretations

SAP

S70001724; S70079576

New/natural attrition

Natural attrition

Enquiries

Christo Geldenhuys (012 358 8446) or Moja Mogoje (012 358 1953)

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

DEPARTMENT: ECONOMIC DEVELOPMENT AND SPATIAL PLANNING

Division: Built Environment and Enforcement

Section: Building Control Office

Location: Pretoria Central

Reference number	ECDE141-2024										
Position	CHIEF BUILDING SURVEYOR (3 POSTS) (BUILDING INSPECTIONS)										
To be advertised	<table border="1"> <tr> <td>Internal</td> <td>External</td> </tr> </table>	Internal	External								
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Job level	T12										
Scale	R403 140,00 – R559 920,00 per annum										
Estimated remuneration package	R573 193,87 – R772 740,84 per annum										
Job purpose	To supervise and oversee the subregional Building Inspections Functional Unit in terms of the applicable legislation										
Appointment requirements	<p>An appropriate tertiary career-related qualification (three-year diploma or degree) in Civil Engineering, Structural Engineering, Architecture, Building Management, Building Science, Building Surveying or Quantity Surveying or any other study field related to the position</p> <p>At least three years' relevant working experience in a building control environment in local government</p> <p>Supervisory experience will be an added advantage</p> <p>A valid Code B driving licence with own vehicle</p> <p>Computer literacy</p>										
Competency requirements of the post	Good communication skills; interpersonal abilities; adaptability; stress management ability; ability to work as part of a team and/or independently										
Primary functions	<p>Ensure that building developments comply with the National Building Regulations</p> <p>Prevent illegal building activities</p> <p>Provide contractors and public with information and advice</p> <p>See to workload allocations</p> <p>Control daily sheets (statistics)</p> <p>Control monthly statistics</p> <p>Handle discipline in the office</p> <p>Provide training to subordinates</p> <p>Provide advice and information to building surveyors</p> <p>Train building surveyors</p> <p>Write correspondence via area complaint files</p> <p>Coordinate Council functions regarding final occupation certificates</p>										

SAP S70001539; S70001633; S70001607

New/natural attrition Natural attrition

Enquiries Christo Geldenhuys (012 358 8446) or Dougie Donald (012 358 4630)

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

DEPARTMENT: ECONOMIC DEVELOPMENT AND SPATIAL PLANNING

Division: Built Environment and Enforcement

Section: Building Control Office

Location: All regions

Reference number	ECDE142-2024										
Position	BUILDING SURVEYOR (BUILDING INSPECTIONS) (4 POSTS)										
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Job level	T11										
Scale	R359 952,00 – R499 920,00 per annum										
Estimated remuneration package	R518 235,70 – R696 388,84 per annum										
Job purpose	To control the building process by doing inspections in terms of the National Building Regulations and related legislation, to initiate the law enforcement process and to assist the building public with advice										
Appointment requirements	<p>An appropriate tertiary career-related qualification (three-year diploma or degree) in Civil Engineering, Structural Engineering, Architecture, Building Management, Building Science, Building Surveying or Quantity Surveying or any other study field related to the position</p> <p>Successful completion of the Law Enforcement Course and appointment as Law Enforcement Officer in terms of the Criminal Procedures Act, 1977 (Act 51 of 1977)</p> <p>At least two years' relevant working experience in a building control environment in local government</p> <p>A valid Code B driving licence with own vehicle</p> <p>Computer literacy</p>										
Competency requirements of the post	Strategic management skills; business management skills; verbal and written communication skills; planning and organising skills; financial management skills; ability to work under pressure										
Primary functions	<p>Inspect buildings and building work to control the quality and safety of structures in compliance with the National Building Regulations and Building Standards Act, 1977 (Act 103 of 1977) as well as other related legislation</p> <p>Study building plans to ensure compliance with SABS 0400 and relevant codes</p> <p>Conduct site inspections to ensure that the building plan and site correlate</p> <p>Be responsible for foundation inspections, open sewerage inspections and final building inspections</p> <p>Approve the occupation of buildings or part of buildings to ensure compliance with the National Building Regulations and Building Standards Act, 1977 (Act 103 of 1977) about the occupation of buildings, developments or part thereof</p>										

Enquire into complaints received from the general public, other sections and City departments and councillors
Follow up on complaints from the public and other parties as named above and follow up with notices and court reports
Initiate the law enforcement process by identifying contraventions by doing proactive policing in their respective areas
Actively police areas of Tshwane and identify transgressions
Prosecute transgressions and follow up on expired contravention notices for the purpose of taking cases to court
Conduct inspections with regard to demolishing, building line encroachments and height restriction relaxations of sites
Issue occupation certificates for the above-mentioned purpose
Investigate and report on land use rights with regard to businesses on residential premises from time to time
Train newly appointed building surveyors in accordance with the National Building Regulations and other related legislation
Provide training to newly appointed building surveyors, health inspectors and students from various technical universities and universities
Finalise building files and compile statistical reports (updated daily, finalised monthly)

SAP S70001567; S70001542; S70001630; S70001642

New/natural attrition Natural attrition

Enquiries Christo Geldenhuys (012 358 8446) or Peter Phala (012 358 7998)

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

DEPARTMENT: ECONOMIC DEVELOPMENT AND SPATIAL PLANNING

Division: Built Environment and Enforcement

Section: Built Environment and Enforcement Inspectorate

Location: All regions

Reference number	ECDE143-2024				
Position	DEVELOPMENT COMPLIANCE OFFICER (4 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	T11				
Scale	R359 952,00 – R499 920,00 per annum				
Estimated remuneration package	R518 235,70 – R696 388,84 per annum				
Job purpose	To conduct land use compliance and outdoor advertising compliance operations at regional level				
Appointment requirements	<p>An appropriate tertiary career-related qualification (three-year diploma or degree) in Civil Engineering, Structural Engineering, Architecture, Building Management, Building Science, Building Surveying or Quantity Surveying or any other study field related to the position</p> <p>Successful completion of the Law Enforcement Course and appointment as Law Enforcement Officer in terms of the Criminal Procedures Act, 1977 (Act 51 of 1977)</p> <p>At least two years' relevant working experience in a building control environment in local government</p> <p>A valid Code B driving licence with own vehicle</p> <p>Computer literacy</p>				
Competency requirements of the post	Strategic management skills; business management skills; verbal and written communication skills; planning and organising skills; financial management skills; ability to work under pressure				
Primary functions	<p>Investigate land use and outdoor advertising complaints</p> <p>Collate and verify correctness of owner and property details to effect proper and successful investigations</p> <p>Issue contravention notices where contraventions occur</p> <p>Follow instructions given by supervisor after 24-hour inspection</p> <p>Identify and confirm city development contraventions and gather relevant evidence to ensure compliance with legislation</p> <p>Ensure successful prosecution of city development contraventions by initiating court proceedings for non-compliance</p> <p>Secure attendance of accused persons in court and to attend court to give evidence</p> <p>Monitor judgements, ensure compliance with court decisions and refer non-compliance for further legal action (civil or criminal)</p>				

Conduct integrated joint law enforcement in such a way as will most effectively tend to promote health, safety, order, amenity, convenience and general welfare as well as efficiency and economy in the process of development in Tshwane

SAP S70025870; S70027469; S70030267; S70031214

New/natural attrition Natural attrition

Enquiries Christo Geldenhuys (012 358 8446) or Tshepiso Chuene (012 358 4570)

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

DEPARTMENT: ECONOMIC DEVELOPMENT AND SPATIAL PLANNING

Division: Built Environment and Enforcement

Section: Building Plans Management

Location: All regions

Reference number	ECDE144-2024												
Position	SENIOR ADMINISTRATIVE OFFICER (2 POSTS)												
To be advertised	<table border="0" style="width:100%; background-color:#cccccc;"> <tr> <td style="width:50%; text-align:center;">Internal</td> <td style="width:50%; text-align:center;">External</td> </tr> </table>	Internal	External										
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This position seeks to attract	<table border="0" style="width:100%; background-color:#cccccc;"> <tr> <td style="width:16.6%;">African female</td> <td style="width:16.6%;">African male</td> <td style="width:16.6%;">Coloured female</td> <td style="width:16.6%;">Coloured male</td> <td style="width:16.6%;">Indian female</td> <td style="width:16.6%;"></td> </tr> <tr> <td>Indian male</td> <td>White female</td> <td>White male</td> <td>Person with disability</td> <td>All categories</td> <td></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	T11												
Scale	R359 952,00 – R499 920,00 per annum												
Estimated remuneration package	R518 235,70 – R696 388,84 per annum												
Job purpose	To provide an effective and efficient administrative support service												
Appointment requirements	<p>Grade 12</p> <p>At least two years' relevant experience in office administration in local government in building plans management</p> <p>Supervisory experience will be an added advantage</p> <p>A valid driving licence will be an added advantage</p> <p>Computer literacy and ability to work on Word, Excel, PowerPoint and GIS</p>												
Competency requirements of the post	Good communication skills; integrity; analytical thinking skills; willingness to accept responsibility; ability to pay attention to detail; ability to meet strict deadlines; ability to work under pressure and with difficult costumers; ability to work in a team or independently; interpersonal skills												
Primary functions	<p>Supervise the functions of the subsection (regional office) building office</p> <p>Act as first line interface with the public regarding all enquiries (in person, telephonic, written, fax or email) related to all the functions of the subsection (regional office)</p> <p>Render an administrative and support function with regard to the submission and approval process of all site development plans and building plan applications</p> <p>Receive site development plans and building plan applications, calculate fees, issue receipts, open files and verify documentation</p> <p>Capture information on the computer, circulate files to other departments in order to obtain comments and notify applicants of corrections telephonically</p> <p>Notify applicants of approvals telephonically</p> <p>Render an administrative and support function with regard to the booking of inspections</p> <p>List all bookings for the building surveyor</p> <p>Draw relevant files and capture information on the computer</p> <p>Submit files to the chief building surveyor and capture information on the computer after inspections have been executed</p>												

Render an archival function with regard to building and site development plans,
file and retrieve all files, and maintain the neatness of files and cabinets
Retrieve records in electronic or hard copy format on request of the public
Participate in subsection (regional office) meetings

SAP S70001658; S70001621

New/natural attrition Natural attrition

Enquiries Christo Geldenhuys (012 358 8446) or Moja Mogoje (012 358 1953)

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

DEPARTMENT: ECONOMIC DEVELOPMENT AND SPATIAL PLANNING
Division: Built Environment and Enforcement
Section: Building Plans Management
Location: All regions

Reference number **ECDE145-2024**

Position **ADMINISTRATIVE OFFICER (6 POSTS)**

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 T7

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

Estimated remuneration package R351 240,82 – R464 462,54 per annum

Job purpose To render secretariat and general administrative support to the deputy director and the section

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

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

Primary functions Render an administrative and support function with regard to the submission and approval process of all site development plans and building plan applications
Receive site development plans and building plan applications, calculate fees, issue receipts, open files and verify documentation
Capture information on the computer, circulate files to other departments in order to obtain comments and notify applicants of corrections telephonically
Notify applicants of approvals telephonically
Render an administrative and support function with regard to the booking of inspections
List all bookings for the building surveyor
Draw relevant files and capture information on the computer
Submit files to the chief building surveyor and capture information on the computer after inspections have been executed
Render an archival function with regard to building and site development plans, file and retrieve all files, and maintain the neatness of files and cabinets
Retrieve records in electronic or hard copy format on request of the public

SAP S70001658; S70001604; S70001603; S70001599; S70001622; S70001677

New/natural attrition Natural attrition

Enquiries Christo Geldenhuys (012 358 8446) or Peter Machete (012 358 3276)

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

DEPARTMENT: ECONOMIC DEVELOPMENT AND SPATIAL PLANNING

Division: Built Environment and Enforcement

Section: Outdoor Advertising Management

Location: Pretoria Central

Reference number	ECDE146-2024																		
Position	DEPUTY DIRECTOR: OUTDOOR ADVERTISING COMPLIANCE MANAGEMENT																		
To be advertised	<table border="1"> <tr> <th>Internal</th> <th colspan="5">External</th> </tr> <tr> <td>African female</td> <td>African male</td> <td>Coloured female</td> <td>Coloured male</td> <td colspan="2">Indian female</td> </tr> <tr> <td>Indian male</td> <td>White female</td> <td>White male</td> <td>Person with disability</td> <td colspan="2">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															
Job level	T17																		
Scale	R710 460,00 – R986 736,00 per annum																		
Estimated remuneration package	R1 095 038,25 – R1 446 677,74 per annum																		
Job purpose	To manage the Outdoor Advertising Compliance Management Subsection to ensure efficient and effective service delivery to the inhabitants of Tshwane, a high-quality environment and optimal income generation																		
Appointment requirements	<p>An appropriate career-related tertiary qualification (three-year national diploma or degree) in a study field related to the position</p> <p>At least eight years' relevant working experience in an outdoor advertisement environment of which four years should be at a managerial level</p> <p>Computer literacy</p>																		
Competency requirements of the post	Excellent communication skills; ability to work under pressure; ability to meet deadlines; good organisational skills; decisiveness; ability to pay attention to detail; accuracy; analytical thinking skills; good interpersonal skills; good writing skills																		
Primary functions	<p>Ensure that compliance with legislative requirements are met and that the City has a steady stream of income</p> <p>Conduct outdoor advertising contract administration</p> <p>Manage the income stream from outdoor advertising</p> <p>Manage the legislative and policy framework for the control of outdoor advertising</p> <p>Manage the provision of outdoor advertising information to the public and municipal and state departments</p> <p>Ensure that the requisite tools, guidelines and documentation with regard to processes, procedures and policies are available and kept up to date</p>																		
SAP	S70002064																		
New/natural attrition	Natural attrition																		
Enquiries	Christo Geldenhuys (012 358 8446) or Clyde Petersen (012 358 8035)																		

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

DEPARTMENT: ECONOMIC DEVELOPMENT AND SPATIAL PLANNING

Division: Built Environment and Enforcement

Section: Physical Development Services

Location: Pretoria Central

Reference number **ECDE147-2024**

Position **QUANTITY SURVEYOR (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 T15

Scale R566 376,00 – R786 636,00 per annum

Estimated remuneration package R780 957,93 – R1 061 301,19 per annum

Job purpose To render a professional financial service with the aim to manage the scarce resources of the City of Tshwane by carrying out quantity surveying, project management, value management and other related functions for the implementation of building and building-related projects Tshwane-wide (divided into regions), including but not limited to hostels, housing schemes, community centres, clinics, libraries, sport facilities and other civic design projects, by providing expert and technical advice to internal and external client departments and stakeholders

Appointment requirements An appropriate three-year career-related tertiary qualification (BTech or degree) in Quantity Surveying or any other study field related to the position
Current registration with the South African Council for the Quantity Surveying Profession (SACQSP) as a professional Quantity Surveyor
At least six years' relevant working experience in Quantity Surveying
A valid Code B driving licence
Computer literacy
Proficiency in WinQS estimating and quantity surveying software

Competency requirements of the post Analytical thinking skills; decision-making and organising skills; good communication skills; ability to adapt fast to a changing work environment; ability to execute various tasks by planning and prioritising the workload; problem-solving skills; integrity; innovative thinking skills

Primary functions Analyse building cost statistics
Compile and maintain a database of building cost information
Provide information relating to building cost information to client departments and stakeholders
Prepare cost valuations of existing properties for replacement, taxation or insurance purposes
Prepare claims for legal actions and insurance payouts

Determine costs of alterations, additions and renovations to City of Tshwane properties
Prepare bill of quantities for alterations, additions and renovations to City of Tshwane properties
Manage the budget for capital building projects and prepare cost estimates for proposed building works
Manage building contracts and update contract documents continually
Prepare and evaluate tender documents and recommend successful tenderers
Exercise financial control over building projects
Manage building project finances on behalf of subsidised sport clubs, external organisations and utility companies
Manage consultants by briefing appointed consultants, monitoring consultants' work and processing consultant fees accounts

SAP S70001495; S70001494

New/natural attrition Natural attrition

Enquiries Christo Geldenhuys (012 358 8446) or Adwoa Agyei (012 358 7825)

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

DEPARTMENT: ECONOMIC DEVELOPMENT AND SPATIAL PLANNING

Division: Fresh Produce Market

Section: Market Development

Location: Tshwane Fresh Produce Market

Reference number **ECDE148-2024**

Position **DIRECTOR: MARKET DEVELOPMENT**

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 build relationships and provide strategic direction internally and externally with stakeholders to help Tshwane Fresh Produce Market grow in turnover and customer base, to develop and nurture partner and client relationships, to lead research in targeted industries, enterprises and fresh produce markets, and analyse and report on the division's performance based on relevant key metrics

Appointment requirements
An appropriate three-year career-related tertiary qualification (BTech or degree) in Business Management or Development, Information Management, Statistics or a study field related to the position
A postgraduate qualification in Business Management or Development, Information Management or Statistics will be an added advantage
At least nine years' working experience of which three years should be at management level
A valid Code B driving licence
Computer literacy

Competency requirements of the post Integrity; intelligence; patience; innovative thinking skills; energy; imagination; flexibility; willingness to accept responsibility; decisiveness; ability to pay attention to detail; time management skills

Primary functions
Manage the development of fresh produce marketing business opportunities
Manage business development services and oversee projects to ensure that essential business services are provided to increase the business's visibility and reputation that drives sales growth
Ensure that accurate estimates are prepared in relation to requirements
Prepare capital and operating estimates for the department
Approve and control project-related expenditure against budget allocations
Ensure that maintenance planning, cash flow projections and budget control measures are implemented and maintained in accordance with policy by exercising overhead control

Control 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, operating requirements and forward plans to establish and determine funding and expenditure for the period
Consolidate the department's operating and capital budget
Evaluate the department's performance
Maintain the department's asset register
Provide direction, guidance and leadership for market development
Identify potential partnership opportunities to enhance distribution that could enhance market turnover growth

SAP S70002714

New/natural attrition Natural attrition

Enquiries Christo Geldenhuys (012 358 8446) or TM Madima (012 358 2347)

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

DEPARTMENT: ECONOMIC DEVELOPMENT AND SPATIAL PLANNING

Division: Fresh Produce Market

Section: Market Development

Location: Tshwane Fresh Produce Market

Reference number	ECDE149-2024															
Position	DEPUTY DIRECTOR: MAINTENANCE CAPITAL PROJECTS															
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
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African female	African male	Coloured female	Coloured male	Indian female												
Indian male	White female	White male	Person with disability	All categories												
This position seeks to attract																
Job level	T17															
Scale	R710 460,00 – R986 736,00 per annum															
Estimated remuneration package	R1 095 038,25 – R1 446 677,74 per annum															
Job purpose	To manage the development and delivery of capital and operational projects and to ensure that essential business services are provided at Tshwane Fresh Produce Market by managing all project activities over functional, departmental and organisational lines and external organisations to ensure that projects are completed within the budget and allocated time and to the required standards of the City of Tshwane															
Appointment requirements	<p>An appropriate three-year career-related tertiary qualification (national diploma or degree) in Civil Engineering, Structural Engineering, Electrical Engineering or Mechanical Engineering or any other study field related to the position</p> <p>At least eight years' relevant working experience in a fresh produce industry environment of which at least four years should be at managerial level</p> <p>A valid Code B driving licence</p> <p>Computer literacy</p>															
Competency requirements of the post	Strong analytical thinking and decision-making skills; solid work ethic; ability to work well with others as well as independently; strong interpersonal communication skills; good understanding of generally accepted revenue management principles as well as company accounting policies, procedures and standards; ability to analyse and solve problems using learned techniques and tools; analytical and statistical examination skills; ability to understand and apply learned concepts; ability to pay attention to detail; demonstrated ability to plan and accomplish work to ensure that critical deadlines are met; ability to establish and maintain effective working relationships with employees, clients and the public; ability to analyse the relevant legal requirement that will impact on the function to be executed; integrity; intelligence; innovative thinking skills; flexibility; decisiveness; imagination; willingness to accept responsibility; negotiation skills; business acumen; leadership skills; project management skills; organisational skills; budget management skills; ability to do presentations; technical skills; advanced linguistic proficiency															

Primary functions	<p>Monitor and control the section budget so that income and expenditure are in line with Council requirements</p> <p>Manage assets within the section</p> <p>Oversee and manage the planning and implementation of fresh produce market capital and operational projects</p> <p>Ensure effective project management by reviewing project position descriptions, outlining duties, responsibilities and restrictions</p> <p>Provide project coordination and communication to ensure the effective execution of duties</p> <p>Control and oversee projects and ensure that essential business services are provided</p>
SAP	S70002713
New/natural attrition	Natural attrition
Enquiries	Christo Geldenhuys (012 358 8446) or TM Madima (012 358 2347)

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

DEPARTMENT: ECONOMIC DEVELOPMENT AND SPATIAL PLANNING

Division: Economic Development

Section: Sector Development Support

Location: Pretoria Central

Reference number	ECDE150-2024										
Position	SENIOR SPECIALIST: SECTOR DEVELOPMENT SUPPORT (AUTOMOTIVE SECTOR)										
To be advertised	<table border="0" style="width:100%; background-color:#cccccc;"> <tr> <td align="center" colspan="3">Internal</td> <td align="center" colspan="3">External</td> </tr> </table>	Internal			External						
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This position seeks to attract	<table border="0" 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	T17										
Scale	R710 460,00 – R986 736,00 per annum										
Estimated remuneration package	R1 095 038,25 – R1 446 677,74 per annum										
Job purpose	To develop, implement and provide oversight on projects and programmes in the priority sector to facilitate the creation of jobs, attract investment and increase economic growth										
Appointment requirements	<p>An appropriate career-related tertiary qualification (three-year national diploma or degree) in Economics, Engineering or Development Planning or in a study field related to the position</p> <p>At least eight years' relevant working experience in support and analytical experience in the automotive sector within an economic development environment, of which at least four years should be at managerial level</p> <p>A valid Code B driving licence</p> <p>Computer literacy</p>										
Competency requirements of the post	<p>Good understanding of generally accepted revenue management principles as well as company accounting policies, procedures and standards; ability to analyse and solve problems using learned techniques and tools; analytical and statistical examination skills; ability to understand and apply learned concepts; ability to pay attention to detail; demonstrated ability to plan and accomplish work to ensure that critical deadlines are met; ability to establish and maintain effective working relationships with employees, clients and the public; ability to analyse the relevant legal requirement that will impact on the function to be executed; integrity; intelligence; innovative thinking skills; flexibility; decisiveness; imagination; willingness to accept responsibility; negotiation skills; business acumen; leadership skills; project management skills; communication skills; analytical thinking skills; organisational skills; budget management skills; ability to do presentations; technical skills; advanced linguistic proficiency</p>										
Primary functions	Provide strategic and operational management of the subsection										

Compile the annual budget and monitor expenditure in cooperation with the director
 Provide inputs into the automotive sector's annual performance plan containing specific activities and projects, and ensure that assigned projects are delivered within time, cost and the required quality
 Participate in the development and implementation of automotive sector strategies to support sectional objectives
 Mobilise resources to support and enhance automotive sector development
 Analyse and assess the performance of Tshwane's automotive sector, develop a sector profile and produce quarterly sector performance reports (Gross Value Added, jobs, investment, exports, opportunities and challenges)
 Develop and implement sector strategies aligned to national and provincial policies
 Develop and support strategic industry partnerships and forums
 Develop and implement a strategic approach to sector skills development initiatives
 Enhance and increase the contribution of the automotive sector's job creation to the economy
 Facilitate transformation in the automotive sector
 Provide support to organised sector structures and individual companies or firms in the automotive sector
 Establish and maintain buy-in and support from relevant stakeholders
 Promote and facilitate industrialisation in Tshwane
 Develop procedures and guidelines to serve as a basis for achieving goals

SAP

S70001847

New/natural attrition

Natural attrition

Enquiries

Christo Geldenhuys (012 358 8446) or John Nkuna (012 358 4017)

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

DEPARTMENT: ECONOMIC DEVELOPMENT AND SPATIAL PLANNING

Division: Economic Development

Section: Business Compliance and Regulation

Location: All regions

Reference number	ECDE151-2024				
Position	COMPLIANCE OFFICER (7 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	T12				
Scale	R403 140,00 – R559 920,00 per annum				
Estimated remuneration package	R573 193,87 – R772 740,84 per annum				
Job purpose	To ensure that trade permits and business licences are processed, as well as to conduct by-law operations, inspections and business campaigns				
Appointment requirements	An appropriate three-year career-related tertiary qualification (degree or national diploma) in a study field related to the position At least three years' relevant working experience in office administration A valid Code B driving licence Computer literacy				
Competency requirements of the post	Adaptability; time management skills; good written and verbal communication skills; ability to work under pressure; willingness and ability to work as part of a team; ability to network				
Primary functions	Conduct inspections at formal and informal businesses Plan and conduct by-law operations Conduct business licence awareness campaigns Monitor and oversee the administration and processing of new business licence and permit applications as well as the renewal of licences, permits and event licences				
SAP	S70020361; S70020355; S70020356; S70020360; S70020367; S70020368; S70020373				
New/natural attrition	New				
Enquiries	Christo Geldenhuys (012 358 8446) or Bob Sebola (012 358 4019)				

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

DEPARTMENT: ECONOMIC DEVELOPMENT AND SPATIAL PLANNING

Division: N/A

Section: Management and Administrative Support

Location: Pretoria Central

Reference number	ECDE152-2024										
Position	DEPUTY DIRECTOR: FINANCE SUPPORT SERVICES										
To be advertised	<table border="0" style="width:100%; background-color:#cccccc;"> <tr> <td style="width:50%; text-align:center;">Internal</td> <td style="width:50%; text-align:center;">External</td> </tr> </table>	Internal	External								
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African female	African male	Coloured female	Coloured male	Indian female							
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Job level	T17										
Scale	R710 460,00 – R986 736,00 per annum										
Estimated remuneration package	R1 095 038,25 – R1 446 677,74 per annum										
Job purpose	To ensure and render strategic finance support services to the department										
Appointment requirements	<p>An appropriate three-year career-related tertiary qualification (national diploma or degree) in Management, Accounting or Finance or a National Diploma: Public Finance Management and Administration (SAQA Qualification ID No 49554)</p> <p>At least eight years' relevant working experience, of which at least four years should be at managerial level</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</p>										
Competency requirements of the post	<p>Good understanding of generally accepted revenue management principles as well as company accounting policies, procedures and standards; ability to analyse and solve problems using learned techniques and tools; analytical and statistical examination skills; ability to understand and apply learned concepts; ability to pay attention to detail; demonstrated ability to plan and accomplish work to ensure that critical deadlines are met; ability to establish and maintain effective working relationships with employees, clients and the public; ability to analyse the relevant legal requirement that will impact on the function to be executed; integrity; intelligence; innovative thinking skills; flexibility; decisiveness; imagination; willingness to accept responsibility; negotiation skills; business acumen; leadership skills; project management skills; communication skills; analytical thinking skills; organisational skills; budget management skills; ability to do presentations; technical skills; advanced linguistic proficiency</p>										
Primary functions	<p>Ensure and manage financial support services</p> <p>Manage budget management service support operations</p> <p>Manage the preparation, monitoring and control of the annual budget of the unit to ensure value for money and cost-effective delivery</p>										

Ensure supply chain management support operations
 Define the unit's service-level requirements with external and internal suppliers
 Manage and ensure revenue management support operations
 Manage effective corporate governance and performance in the unit
 Implement and ensure contract management support operations
 Ensure capital project management support operations
 Ensure effective risk management through the implementation of sound financial controls and good corporate governance principles
 Ensure departmental MFMA compliance and support
 Ensure financial transaction processing support
 Ensure project account support
 Ensure procurement processing support
 Ensure insurance claim operational administration, support and compliance
 Conduct mSCOA report support functions
 Identify and define immediate, short- and long-term objectives, by keeping abreast of trends, theories and practices underlying the rendering of services
 Implement the department'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 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

SAP S70001162
New/natural attrition Natural attrition
Enquiries Christo Geldenhuys (012 358 8446) or Bridgette Mokoena (012 358 5788)

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