



## 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 executive-level position in this job forum. Appointment will be on a permanent basis in accordance with Section 56 processes 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* 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: 8 October 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 this position, send an email with a detailed description to [erecruithelp@tshwane.gov.za](mailto:erecruithelp@tshwane.gov.za). Do not submit your application here as it will not be accepted.**

**MANAGEMENT AND SUPPORT OFFICER (OFFICE OF THE CITY MANAGER)  
(Reference number: OFCM016-2024)**

**Location:** To be stationed at Tshwane House, Pretoria Central, but functioning in the whole municipal area of the City of Tshwane

**Annual all-inclusive remuneration package:** R2 055 005 (minimum); R2 601 272 (midpoint); R3 147 538 (maximum)  
Offer of remuneration (either on minimum, midpoint or maximum) will be determined by competencies, qualifications, experience and knowledge.

Appointment in this position will be on a permanent basis in accordance with Section 56 processes and will be subject to signing an employment contract and performance agreement, as well as disclosing financial interests.

**This position seeks to attract:**

African female	African male	Coloured female	Coloured male	Indian female
Indian male	White female	White male	Person with disability	All categories

**Appointment requirements**

- A bachelor's degree in Public Management, Political Science, Social Science, Law or any other study field related to the position
- A master's degree in Management Science will be an added advantage
- Registration with a relevant professional body will be an added advantage
- 12 years' experience, of which at least five years must be at senior management level
- Proven experience in successful institutional transformation in the public or private sector
- Advanced knowledge and understanding of relevant policy and legislation
- Advanced understanding of institutional governance systems and performance management
- Advanced understanding of Council operations and delegation of powers
- Good governance skills
- Understanding of the establishment and functionality of audit and risk management
- Budget and financial management skills
- Ability to make high-risk decisions of a long-term and strategic nature
- Compliance with the MFMA unit standards as prescribed by Regulation 493 of 15 June 2007 as published in *Government Gazette 29967* of 15 June 2007
- No criminal record (excluding previous convictions related to political activities under the previous dispensation) and the applicant must undergo security vetting
- Undergo a competency assessment
- Computer literacy

**Level 4 proficiency in the following competencies (in accordance with the Local Government: Municipal Staff Regulations):**

**Core professional competencies:** Written and oral communication; attention to detail; influencing; ethics and professionalism; organisational awareness; problem solving; planning and organising

**Functional competencies:** Business processes; use of technology; data processing and analysis

**Public service orientation competencies:** Interpersonal relationships; communication; service delivery orientation; client orientation and customer focus

**Personal competencies:** Action and outcome orientation; resilience; change readiness; cognitive ability; learning orientation

**Management or leadership competencies:** Impact and influence; team orientation; direction setting; coaching and mentoring; impact and influence

**Primary functions:** The purpose of the post is subject to legislated context responsibilities, national standards and the directives of the City Manager to provide strategic leadership and direction to the City Management and Support Cluster. The Management and Support Officer reports to the City Manager and is responsible and accountable for the following key performance areas and departments:

- Office of the Executive Mayor
- Office of the Speaker
- Office of the Chief Whip
- Office of the City Manager
- City Strategy and Organisational Performance Department
- Communication, Marketing and Events Department

**Enquiries:** Charmaine de Villiers (012 358 4345)

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