



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 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 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: 30 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 or problem to erecruithelp@tshwane.gov.za. Do not submit your application here – it will not be accepted.

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

DEPARTMENT: COMMUNITY AND SOCIAL DEVELOPMENT SERVICES

Division: Arts, Culture and Library Services

Section: Library, Heritage and Information Services

Location: Es'kia Mphahlele Community Library (Region 3)

Reference number	CSDS037-2024										
Position	LIBRARY ASSISTANT (2 POSTS)										
To be advertised	<table border="1"> <tr> <td>Internal</td> <td>External</td> </tr> </table>	Internal	External								
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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							
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 assist the section with the acquisition of library information and resources material										
Appointment requirements	Grade 12 A relevant diploma or degree will be an added advantage Relevant library experience Proficiency in SirsiDynix Symphony will be an added advantage Computer literacy										
Personal attributes and/or competencies	Integrity; intelligence; patience; imagination; flexibility; willingness to accept responsibility; decisiveness; ability to pay attention to detail; being empathetic										
Primary functions	Assist with the technical support and budget administration of library information resources Assist with the creation of requisitions Create orders on the Symphony Library System Facilitate the payment of invoices on the SAP system Check invoices against what was delivered Receive ordered material and match with the selected items Liaise with service providers regarding selected material and unselected orders Send invoices to creditors for payment Pack and return unselected material to suppliers										
SAP	S70045012; S70002234										
New/natural attrition	Natural attrition										
Enquiries	Lebogang Joe (012 358 4653)										

Conduct the administration of Tshwane Info
Conduct outreach activities

SAP S70002233

New/natural attrition Natural attrition

Enquiries Lebogang Joe (012 358 4653)

Evaluate all households who are on the indigent register for 24 months and exit registered indigent households who no longer meet the indigent registration criteria from the indigent register
Render an administrative service
Manage own diary
Attend area meetings
Educate and inform the community about the indigent programme policy and services rendered

SAP S70020487; S70003279

New/natural attrition Natural attrition

Enquiries Lebogang Joe (012 358 4653) or Rosemary Masia (012 358 8941)

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

DEPARTMENT: COMMUNITY AND SOCIAL DEVELOPMENT SERVICES

Division: Social Development and Strategic Interest Group

Section: Indigent Programme Management and Regional Coordination

Location: Regions 3 and 6

Reference number	CSDS040-2024																		
Position	SENIOR SOCIAL WORKER																		
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This position seeks to attract																			
Job level	T14																		
Scale	R505 704,00 – R702 336,00 per annum																		
Estimated remuneration package	R703 735,62 – R954 005,56 per annum																		
Job purpose	To facilitate the development of communities through the mobilisation and coordination of services rendered by the City of Tshwane and the implementation of programmes where there are gaps, with the emphasis on early childhood development and communities																		
Appointment requirements	<p>An appropriate career-related tertiary qualification in Social Work</p> <p>Registration with the South African Council for Social Service Professions (SACSSP)</p> <p>At least five years' relevant working experience</p> <p>Supervisory experience will be an added advantage</p> <p>A valid Code B driving licence</p> <p>Computer literacy</p> <p>Knowledge of SAP will be an added advantage</p>																		
Personal attributes and/or competencies	Integrity; intelligence; innovative thinking skills; energy; decisiveness; ability to pay attention to detail; accuracy; imagination; flexibility; willingness to accept responsibility																		
Primary functions	<p>Supervise the management, staff, playgroups and caregivers at places of care within Tshwane</p> <p>Participate in the development of programmes and projects in Tshwane</p> <p>Empower officials, parents and day care mothers with basic skills</p> <p>Administrate all the care services in the target group</p> <p>Provide in-service training to staff and non-governmental organisations</p> <p>Keep control of assets</p> <p>Coordinate the implementation of Council resolutions and regulations</p> <p>Monitor the financial records of the care service centres</p> <p>Represent the City of Tshwane at meetings with stakeholders</p>																		

Assist to achieve goals by applying correct methods of caregiving
Ensure the continuous monitoring and evaluation of development programmes and projects
Network with non-governmental organisation forums, playgroups, the Department of Education and target groups

SAP S70003359

New/natural attrition Natural attrition

Enquiries Lebogang Joe (012 358 4653) or Rosemary Masia (012 358 8941)

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

DEPARTMENT: COMMUNITY AND SOCIAL DEVELOPMENT SERVICES

Division: Social Development and Strategic Interest Group

Section: Indigent Programme Management and Regional Coordination

Location: Pretoria Central

Reference number **CSDS041-2024**

Position **INDIGENT FIELD SERVICES WORKER (4 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 provide support services to the professional staff, contributing to efficient and effective service delivery within the Indigent Programme Management and Regional Coordination Section

Appointment requirements Grade 12
Relevant experience in data capturing and administrative work
Computer literacy

Personal attributes and/or competencies Good language and writing skills; good interpersonal skills; being hard-working; being a fast learner; ability to be a team player; ability to work independently; ability to work under pressure

Primary functions Conduct door-to door home visits within allocated wards
Assist with the intake process by filling in application forms and the intake register at indigent registration service points
Assist with skills data collection through the completion of relevant forms
Attend public participation events, meetings, imbizos and road shows
Identify and gather information on service delivery needs and challenges for the City of Tshwane
Submit feedback on service delivery challenges identified to the service field coordinators to report to relevant departments

SAP S70032113; S70032119; S70032090; S70032085

New/natural attrition Natural attrition

Enquiries Lebogang Joe (012 358 4653), Kgomotso Makhulubane (012 358 4815) or Estina Mazibuko (012 358 1711)

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

DEPARTMENT: COMMUNITY AND SOCIAL DEVELOPMENT SERVICES

Division: Social Development and Strategic Interest Group

Section: Indigent Programme Management and Regional Coordination

Location: All regions

Reference number **CSDS042-2024**

Position **SENIOR SERVICE FIELD COORDINATOR**

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 assist with indigent programme management and related functions for the City of Tshwane to meet its goals, objectives and service delivery mandates and to monitor and supervise indigent field workers

Appointment requirements An appropriate three-year career-related tertiary qualification (BTech or degree) in a study field related to the position
Registration with the appropriate professional council will be an added advantage
At least six years' relevant experience in administration work and data capturing
Supervisory experience will be an added advantage
A valid Code B driving licence
Computer literacy

Personal attributes and/or competencies Verbal and written communication skills; planning and organising skills; ability to work under pressure; good interpersonal skills; negotiation skills; conflict-handling skills

Primary functions Manage work performed by indigent field workers as mandated by deputy directors
Analyse reports compiled by indigent field workers
Refer identified social problems experienced by households to deputy directors
Liaise with deputy directors regarding indigent programme matters
Supervise and oversee daily activities performed by indigent field workers
Ensure adherence to approved City of Tshwane policies
Compile and consolidate weekly and monthly reports from indigent field workers and submit to deputy directors

SAP S70000561
New/natural attrition Natural attrition
Enquiries Lebogang Joe (012 358 4653)

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

DEPARTMENT: COMMUNITY AND SOCIAL DEVELOPMENT SERVICES

Division: Social Development and Strategic Interest Group

Section: Integrated Community and Welfare Services

Location: Regions 3 and 6

Reference number	CSDS043-2024				
Position	PRINCIPAL				
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	T10				
Scale	R321 372,00 – R446 364,00 per annum				
Estimated remuneration package	R469 120,93 – R628 208,66 per annum				
Job purpose	To oversee all the activities at preschools and the safekeeping, development and welfare of children aged 3 to 6 years, and to ensure that organisational goals are met				
Appointment requirements	Diploma in Educare At least two years' relevant experience in educare Supervisory experience will be an added advantage				
Personal attributes and/or competencies	Good management skills; good communication skills; networking skills; enthusiasm; self-discipline; ability to work independently; adaptability and flexibility; ability to perform basic administrative duties				
Primary functions	Ensure the implementation of the prescribed curriculum Form a link between the City, parents and the community Plan, organise and implement controls over all work in the workplace Provide in-service training to teachers and non-governmental organisations Assist in the development of crèche services in the whole of Tshwane Provide educational and training programmes to underdeveloped day care centres Train childminders and students from other institutions Motivate parents involved in self-help projects Keep control of all administrative matters and records				
SAP	S70003330				
New/natural attrition	Natural attrition				
Enquiries	Natalie Mnisi (012 358 4844) or Lebogang Joe (012 358 4653)				

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

DEPARTMENT: COMMUNITY AND SOCIAL DEVELOPMENT SERVICES

Division: Social Development and Strategic Interest Group

Section: Integrated Community and Welfare Services

Location: Regions 3 and 6

Reference number	CSDS044-2024										
Position	TEACHER (2 POSTS)										
To be advertised	<table border="0" style="width:100%; background-color:#f2f2f2;"> <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	T9										
Scale	R286 944,00 – R398 544,00 per annum										
Estimated remuneration package	R425 310,54 – R567 344,16 per annum										
Job purpose	To promote the well-being of children through developmental programmes and initiatives that focus on a holistic approach to the development of children in relation to physical, mental and psychological aspects										
Appointment requirements	Diploma in Educare At least one year’s relevant experience in early childhood development Physical fitness and good health										
Personal attributes and/or competencies	Good interpersonal relationship skills; good communication skills; networking skills; enthusiasm; self-discipline; creativity and innovation skills; ability to work independently; adaptability and flexibility; arts and crafts skills										
Primary functions	Be responsible for the supervision and educare of a group of 30 children (3 to 5 years old) Ensure that fees are paid before the seventh of each month Present lessons according to the prescribed curriculum Be responsible for the cleanliness of the classroom, toilet and bathroom Supervise the group in activities Keep a class register and complete observation and progress reports Accompany children on all educational trips organised by the centre Attend all in-service training courses organised by the supervisor										
SAP	S70003361; S70003371										
New/natural attrition	Natural attrition										
Enquiries	Natalie Mnisi (012 358 4844) or Lebogang Joe (012 358 4653)										

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

DEPARTMENT: COMMUNITY AND SOCIAL DEVELOPMENT SERVICES

Division: Social Development and Strategic Interest Group

Section: Integrated Community and Welfare Services

Location: Regions 3 and 6

Reference number	CSDS045-2024										
Position	CHEF										
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	T6										
Scale	R204 252,00 – R283 680,00 per annum										
Estimated remuneration package	R320 052,54 – R421 147,18 per annum										
Job purpose	To prepare nutritional food for children and to keep an inventory										
Appointment requirements	Grade 10 At least six months' relevant experience in preparing nutritional meals, preferably for children										
Personal attributes and/or competencies	Cleanliness; good interpersonal relationship skills; reliability and honesty; good communication skills; innovation and decisiveness; networking skills; cooking skills										
Primary functions	<ul style="list-style-type: none"> Prepare a well-balanced diet for children Ensure the cleanliness of the environment (kitchen and pantries) Ensure that all kitchen equipment is kept hygienically Keep record of food invoices Prepare kitchen inventory Prepare lunch boxes and assist in taking care of children when on educational tours and at functions Ensure that meals are cooked according to the prescribed menu and times Ensuring that food is served on time 										
SAP	S70003326										
New/natural attrition	Natural attrition										
Enquiries	Natalie Mnisi (012 358 4844) or Lebogang Joe (012 358 4653)										

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

DEPARTMENT: COMMUNITY AND SOCIAL DEVELOPMENT SERVICES

Division: Arts, Culture and Library Services

Section: Library, Heritage and Information Services

Location: Regions 3 and 6

Reference number **CSDS046-2024**

Position **CULTURE OFFICER**

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 T11

Scale R359 952,00 – R499 920,00 per annum

Estimated remuneration package R518 224,91 – R696 373,84 per annum

Job purpose To facilitate the identification, development, conservation, promotion and protection of cultural resources for posterity and to contribute to community education, social upliftment, tourism and national pride

Appointment requirements An appropriate three-year career-related tertiary qualification (national diploma or degree) in Heritage, Performing or Visual Arts or any other study field relevant to the position
At least two years' relevant experience in facility, programme and events management
Supervisory experience will be an added advantage
A valid driving licence
Computer literacy

Personal attributes and/or competencies Leadership skills; project management skills; ability to work under pressure; analytical skills; organisational skills

Primary functions Facilitate the identification, development, conservation, promotion and protection of cultural resources for posterity
Contribute to community education, social upliftment, tourism and national pride
Manage administration, human resources, technical and maintenance aspects and coordinate skills development programmes and events
Implement, organise and coordinate cultural development and creative industries projects and programmes in the respective area of operation
Facilitate the promotion and preservation of culture through cultural development and creative industries programmes
Implement the development of young artists through training programmes

Facilitate community participation in cultural development and creative industries projects and programmes
Facilitate the establishment of new cultural facilities in the region
Implement all cultural development and outreach processes
Facilitate working committees representing the communities for projects and events
Facilitate partnerships with local and provincial government departments with regard to events and programmes
Control and supervise subordinates at facilities

SAP S70028789

New/natural attrition Natural attrition

Enquiries Lebogang Joe (012 358 4653)

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

DEPARTMENT: COMMUNITY AND SOCIAL DEVELOPMENT SERVICES

Division: Arts, Culture and Library Services

Section: Library, Heritage and Information Services

Location: Pretoria Central

Reference number CSDS047-2024

Position CURATOR

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 T12

Scale R403 140,00 – R559 920,00 per annum

Estimated remuneration package R573 193,87 – R772 740,84 per annum

Job purpose To manage all relevant aspects of Pretoria Art Museum exhibitions and documentation and the conservation of the Pretoria Art Museum collection and new acquisitions

Appointment requirements An appropriate three-year career-related tertiary qualification (national diploma or degree) in Fine Art or History of Art
At least three years' relevant experience in managing a museum
Supervisory experience will be an added advantage
A valid Code B driving licence
Computer literacy

Personal attributes and/or competencies Verbal and written communication skills; planning and organising skills; ability to work under pressure; good interpersonal skills

Primary functions Liaise with the educational officer regarding exhibitions and programmes and assisting with marketing
Provide the public with a professional museum service that must conform to international standards and comply with the ethical codes laid down by the international and national museum industry
Ensure heritage management through conservation, restoration and acquisition
Conduct research, museological research and documentation
Manage events such as cultural programmes, community projects and exhibitions
Ensure transformation through accessibility, change of focus and reorientation

SAP S70023297
New/natural attrition Natural attrition
Enquiries Lebogang Joe (012 358 4653)

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

DEPARTMENT: COMMUNITY AND SOCIAL DEVELOPMENT SERVICES

Division: Arts, Culture and Library Services

Section: Arts and Culture Management

Location: Pretoria Central

Reference number CSDS049-2024

Position **FUNCTIONAL HEAD: ARTS AND CULTURE PROGRAM 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 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 support the City’s arts and culture initiatives through community development engagement and liaison and outreach activities

Appointment requirements An appropriate three-year career-related tertiary qualification (BTech or degree) in Heritage, Performing Arts and Visual Arts or any other study field related to the position
At least six years’ relevant experience in the arts and culture sector, of which at least three years should be at supervisory level
A valid Code B driving licence
Computer literacy

Personal attributes and/ or competencies Verbal and written communication skills; planning and organising skills; ability to work under pressure; good interpersonal skills; negotiation skills; conflict-handling skills

Primary functions Develop and improve access to arts and culture by identifying and removing barriers to participation in arts and culture activities
Implement strategies to improve social equity in access to arts and cultural facilities and development programmes
Manage arts and cultural association and forum activities
Ensure effective and efficient liaising, marketing and communication with various stakeholders
Execute generic management functions
Execute generic financial management functions
Execute generic personnel management functions

SAP	S70020569
New/natural attrition	Natural attrition
Enquiries	H Viljoen (012 358 8711) or Lebogang Joe (012358 4653))

SAP	S70003366
New/natural attrition	Natural attrition
Enquiries	Lebogang Joe (012 358 4653)

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

DEPARTMENT: COMMUNITY AND SOCIAL DEVELOPMENT SERVICES

Division: Sports, Recreation and Infrastructure Development

Section: Sport Stadium and Facilities Development

Location: Regions 1 and 3

Reference number	CSDS051-2024										
Position	GENERAL WORKER (2 POSTS)										
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Job level	T1										
Scale	R143 580,00 – R167 808,00 per annum										
Estimated remuneration package	R242 830,23 – R273 667,23 per annum										
Job purpose	To perform various cleaning tasks to keep the interiors and fixtures of offices and other establishments clean and tidy										
Appointment requirements	<ul style="list-style-type: none"> Ability to perform duties Basic literacy Physical fitness and good health Ability to do physical work for continuous periods in harsh conditions 										
Personal attributes and/or competencies	Good communication skills; being hard-working; ability to work as part of a team										
Primary functions	<ul style="list-style-type: none"> Sweep or vacuum, wash and polish floors, furniture and other fixtures in buildings Clean kitchens and generally help with kitchen work, including dishwashing Pick up rubbish, empty garbage containers and take contents to waste areas Clean, disinfect and deodorise kitchens, bathrooms and toilets Beat dust out of carpets and dust all furniture Carry furniture and goods to and from offices Load and unload furniture and goods to and from vehicles or trucks 										
SAP	S70023195; S70021108										
New/natural attrition	Natural attrition										
Enquiries	Lebogang Joe (012 358 4653)										

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

DEPARTMENT: GROUP PROPERTY
Division: Property Asset Management and Advisory Services
Section: Property Asset Management
Location: Pretoria Central

Re-advertisement

Reference number **GPDD039-2024**

Position **DEPUTY DIRECTOR: PROPERTY ASSET REGISTER**

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 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 and control the City’s Land Asset Register

Appointment requirements An appropriate three-year career-related tertiary qualification (BTech or degree) in Property or Built Environment-related studies or any other study field related to the position
At least eight years’ relevant working experience in an immovable property asset management environment, of which at least four years should be at managerial level
A valid Code B driving licence
Computer literacy

Personal attributes and/or competencies Excellent report-writing skills; presentation skills; 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

Primary functions Develop an asset verification plan and ensure that the City’s Land Asset Register is updated and aligned with the City’s Fixed Asset Register
Account for the movement of City property and ensure that all land transfers comply with the Local Government: Municipal Finance Management Act, 2003 (Act 56 of 2003)
Establish and maintain an archive service for title deeds according to the prescriptions of the National Archives and Records Service of South Africa and corporate policy
Develop an annual physical verification plan for the functional head and asset controllers to execute
Develop and update policy and procedures for Land Asset Register management
Handle internal and external audit queries relating to the physical verification of assets and coordinate all verifications to be performed by auditors

Manage and control the asset verification process for all municipal property on the Land Asset Register
Ensure proper classification of properties on the Land Asset Register
Update the Land Asset Register whenever there are changes in the classification of properties
Identify possible illegal occupation or irregular transfer of municipal properties and report this to the metro police and forensic office for investigation
Request assistance from legal services on litigation processes to evict illegal occupants
Develop an annual alienation plan on surplus immovable properties or properties at risk of being illegally occupied
Identify and assess corporate needs for municipal properties and follow necessary processes to allocate the properties to internal stakeholders
Address and respond to queries from internal stakeholders with regard to the Land Asset Register and physical verification
Account for the movement of assets on the Land Asset Register and ensure that all transfers of properties comply with the Local Government: Municipal Finance Management Act, 2003 (Act 56 of 2003) and MAT regulations
Manage and control personnel within the asset control section to always ensure maximum efficiency and use of available resources
Facilitate the issuing of powers of attorney for the development of municipal properties by internal stakeholders

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Enquiries Nomsa Molako (012 358 7464) or Faith Mangwegape (012 358 5350)

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