



## INTERNAL/EXTERNAL JOB FORUM

The City of Tshwane seeks to fill the executive-level 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* 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: 16 October 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 on e-Recruitment, send an email with a detailed description of the error or problem to [erecruithelp@tshwane.gov.za](mailto:erecruithelp@tshwane.gov.za). Do not submit your application to this email address – it will not be accepted.

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.

**DIVISIONAL HEAD: LOGISTICS AND PERFORMANCE MANAGEMENT  
(DEPARTMENT: GROUP FINANCIAL SERVICES)  
(Reference number: FISE601-2024)**

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

**Job level:** T21

**Scale:** R1 117 920,00 – R1 552 656,00 per annum

**Estimated remuneration package:** R1 613 680,08 – R2 167 017,86 per annum

Appointment in this position will be on a permanent basis 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 relevant bachelor's degree in Logistics and/or Supply Chain Management or any other study field related to the position
- A postgraduate qualification will be an added advantage
- Registration with a relevant professional body (Chartered Institute of Procurement and Supply) will be an added advantage
- At least ten years' experience in a logistics or supply chain management environment, of which at least five years must be at senior management level, preferably in local government
- Good knowledge and interpretation of policy and legislation
- Good knowledge of performance management
- Good governance
- Good knowledge of supply chain management regulations and the Preferential Procurement Policy Framework Act, 2000 (Act 5 of 2000)
- 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, will be an added advantage
- No criminal record (excluding previous conviction(s) relating to political activities in the previous dispensation) and candidates will undergo security vetting
- A valid Code B driving licence
- Must undergo a competency assessment
- Computer literacy

**Leading competencies:** Strategic direction and leadership skills; business management skills; people management skills; programme and project management skills; financial management skills; change management skills; change leadership skills; governance leadership skills

**Core competencies:** Moral competence; planning and organising skills; analytical and innovative thinking skills; knowledge and information management skills; communication skills; ability to focus on results and quality; ability to work under pressure

**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 function:** To ensure that there is an effective system of logistics management that provides for setting inventory levels, placing orders, receiving and distributing goods, and managing stores and warehouses, and to ensure that an effective internal monitoring system is in place for compliance with the Supply Chain Management Policy and procedures and the directives of the Chief Financial Officer. The incumbent will be responsible and accountable for the following key performance areas:

- Ensuring the execution of a warehouse management strategy
- Overseeing the management of stores
- Ensuring compliance with health, safety and quality regulations
- Being responsible for improvements in the operating efficiency and cost base of the supply chain infrastructure by

reviewing asset locations and usage, undertaking benchmarking and competitive tenders, and conducting periodic rate reviews

- Developing risk management programmes to ensure continuity of supply in emergency scenarios
- Establishing or monitoring specific supply chain-based performance measurement systems
- Providing an effective internal monitoring system for managing compliance with the Supply Chain Management Policy and procedures, and ensuring that the desired objectives are achieved
- Ensuring effective tender and contract operation management
- Delivering strategic leadership and financial management

**Enquiries:** Faith Mangwegape (012 358 5350)

**DIVISIONAL HEAD: TSHWANE TOURISM (DEPARTMENT: OFFICE OF THE CITY  
MANAGER/ECONOMIC DEVELOPMENT AND SPATIAL PLANNING)  
(Reference number: ECDE153-2024)**

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

**Job level:** T21

**Scale:** R1 117 920,00 – R1 552 656,00 per annum

**Estimated remuneration package:** R1 613 680,08 – R2 167 017,86 per annum

Appointment in this position will be on a permanent basis 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 Marketing, Tourism, Economics or any other study field related to the position
- A relevant postgraduate qualification will be an added advantage
- Registration with a relevant professional body will be an added advantage
- At least ten years' experience in a tourism environment, of which at least five years must be at managerial level
- Good knowledge and interpretation of policy and legislation
- Good knowledge of performance management
- Good governance
- Good knowledge of supply chain management regulations and the Preferential Procurement Policy Framework Act, 2000 (Act 5 of 2000)
- 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, will be an added advantage
- No criminal record (excluding previous conviction(s) relating to political activities in the previous dispensation) and candidates will undergo security vetting
- A valid Code B driving licence
- Must undergo a competency assessment
- Computer literacy

**Leading competencies:** Strategic direction and leadership skills; business management skills; people management skills; programme and project management skills; financial management skills; change management skills; change leadership skills; governance leadership skills

**Core competencies:** Moral competence; planning and organising skills; analytical and innovative thinking skills; knowledge and information management skills; communication skills; ability to focus on results and quality; ability to work under pressure

**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 function:** To exercise control over the Tshwane tourism function with the aim to maintain an impartial, accountable, transparent and efficient Tshwane tourism service within the City of Tshwane, subject to legislated context responsibilities, national standards and the directives of the head of office. The incumbent will be responsible and accountable for the following key performance areas:

- Domestic tourism
- Business tourism
- Tourism and product development

**Enquiries:** Christo Geldenhuys (012 358 8446) or Dr Benjamin Manasoe (012 358 2497)

**DIVISIONAL HEAD: TRANSPORT DEVELOPMENT  
(DEPARTMENT: ROADS AND TRANSPORT)  
(Reference number: TRRO507-2024)**

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

**Job level:** T21

**Scale:** R1 117 920,00 – R1 552 656,00 per annum

**Estimated remuneration package:** R1 613 680,08 – R2 167 017,86 per annum

Appointment in this position will be on a permanent basis 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 relevant bachelor's degree in a transport-related field or any other study field related to the position
- A postgraduate qualification will be an added advantage
- Registration with a relevant professional body will be an added advantage
- At least ten years' experience in a transport environment, of which at least five years must be at senior management level, preferably in local government
- Good knowledge and interpretation of policy and legislation
- Good knowledge of performance management
- Good governance
- Good knowledge of supply chain management regulations and the Preferential Procurement Policy Framework Act, 2000 (Act 5 of 2000)
- 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, will be an added advantage
- No criminal record (excluding previous conviction(s) relating to political activities in the previous dispensation) and candidates will undergo security vetting
- A valid Code B driving licence
- Must undergo a competency assessment
- Computer literacy

**Leading competencies:** Strategic direction and leadership skills; business management skills; people management skills; programme and project management skills; financial management skills; change management skills; change leadership skills; governance leadership skills

**Core competencies:** Moral competence; planning and organising skills; analytical and innovative thinking skills; knowledge and information management skills; communication skills; ability to focus on results and quality; ability to work under pressure

**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 function:** To exercise control over the transport development function with the aim to maintain an impartial, accountable, transparent and efficient Transport Development Division within the City of Tshwane. The incumbent will be responsible and accountable for the following key performance areas:

- Public transport operations management
- Transport facilities management
- Transport funding and subsidy management

**Enquiries:** Josephine Masilela (012 358 0255)

**DIVISIONAL HEAD: LICENSING SERVICES  
(DEPARTMENT: ROADS AND TRANSPORT)  
(Reference number: TRRO508-2024)**

**Location:** To be stationed at Tshwane Metro Police Department Head Office, Pretoria West, but functioning in the whole municipal area of the City of Tshwane

**Job level:** T21

**Scale:** R1 117 920,00 – R1 552 656,00 per annum

**Estimated remuneration package:** R1 613 680,08 – R2 167 017,86 per annum

Appointment in this position will be on a permanent basis 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 relevant bachelor's degree in a study field related to the position
- A postgraduate qualification will be an added advantage
- Registration with a relevant professional body will be an added advantage
- At least ten years' experience in a licencing environment, of which at least five years must be at senior management level, preferably in local government
- Good knowledge and interpretation of policy and legislation
- Good knowledge of performance management
- Good governance
- Good knowledge of supply chain management regulations and the Preferential Procurement Policy Framework Act, 2000 (Act 5 of 2000)
- 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, will be an added advantage
- No criminal record (excluding previous conviction(s) relating to political activities in the previous dispensation) and candidates will undergo security vetting
- A valid Code B driving licence
- Must undergo a competency assessment
- Computer literacy

**Leading competencies:** Strategic direction and leadership skills; business management skills; people management skills; programme and project management skills; financial management skills; change management skills; change leadership skills; governance leadership skills

**Core competencies:** Moral competence; planning and organising skills; analytical and innovative thinking skills; knowledge and information management skills; communication skills; ability to focus on results and quality; ability to work under pressure

**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 function:** To exercise control over the licencing function with the aim to maintain an impartial, accountable, transparent and efficient service to the Roads and Transport Department in the City of Tshwane, subject to legislated context responsibilities, national standards and the directives of the group head. The incumbent will be responsible and accountable for the following key performance areas:

- Regional licencing services
- Licencing operational support and compliance management

**Enquiries:** Josephine Masilela (012 358 0255)

**DIVISIONAL HEAD: MUNICIPAL COURTS**  
**(DEPARTMENT: GROUP LEGAL AND SECRETARIAT SERVICES)**  
**(Ref: LESE078-2024)**

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

**Job level:** T21

**Scale:** R1 117 920,00 – R1 552 656,00 per annum

**Estimated remuneration package:** R1 613 680,08 – R2 167 017,86 per annum

Appointment in this position will be on a permanent basis 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**

- LLB
- A postgraduate qualification will be an added advantage
- Must be an admitted Attorney
- Registration with a relevant professional body will be an added advantage
- At least ten years' experience in a legal environment, of which at least five years must be at senior management level, preferably in a municipal courts environment
- Good knowledge and interpretation of policy and legislation
- Good knowledge of performance management
- Good governance
- Good knowledge of supply chain management regulations and the Preferential Procurement Policy Framework Act, 2000 (Act 5 of 2000)
- 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, will be an added advantage
- No criminal record (excluding previous conviction(s) relating to political activities in the previous dispensation) and candidates will undergo security vetting
- A valid Code B driving licence
- Must undergo a competency assessment
- Computer literacy

**Leading competencies:** Strategic direction and leadership skills; business management skills; people management skills; programme and project management skills; financial management skills; change management skills; change leadership skills; governance leadership skills

**Core competencies:** Moral competence; planning and organising skills; analytical and innovative thinking skills; knowledge and information management skills; communication skills; ability to focus on results and quality; ability to work under pressure

**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 function:** To exercise control over the municipal courts function with the aim to maintain an impartial, accountable, transparent and efficient municipal courts service within the City of Tshwane, subject to legislated context responsibilities, national standards and the directives of the group head. The incumbent will be responsible and accountable for the following key performance areas:

- Municipal court prosecutions
- Court administration

**Enquiries:** Christo Geldenhuys (012 358 8446) or Gerald Shingange (012 358 4018)

# DEPUTY CHIEF OF POLICE: ASSET PROTECTION SERVICES

(Re-advertisement – candidates need to re-apply)  
(DEPARTMENT: TSHWANE METRO POLICE)  
(Reference number: COSA154-2024)

**Location:** To be stationed at the Tshwane Metro Police Department Head Office, Pretoria West, but functioning in the whole municipal area of the City of Tshwane

**Job level:** T21

**Scale:** R1 117 920,00 – R1 552 656,00 per annum

**Estimated remuneration package:** R1 613 646,54 – R2 166 971,28 per annum

Appointment in this position will be on a permanent basis 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 or BTech in Policing or any other study field related to the position
- Registration as a Traffic Officer in terms of the National Road Traffic Act, 1996 (Act 93 of 1996)
- Appointment as a member of a municipal police service in terms of the South African Police Service Act, 1995 (Act 68 of 1995)
- Ten years' experience, of which at least five years must be relevant working experience as a senior official
- Relevant managerial experience in an asset protection environment with in-depth knowledge of the field of operational asset protection services will be an advantage
- Extensive knowledge and interpretation of all related legislation, policies, training standards, curriculum development as well as systems and procedures, with specific emphasis on all legislation that govern the sector and how it interfaces with other spheres of government in the public sector
- Ability to make high-risk decisions of a long-term and strategic nature
- No previous criminal convictions (excluding previous conviction(s) related to political activities under the previous dispensation)
- All applicants will allow their fingerprints to be taken and all shortlisted candidates will have to submit a set of fingerprints to the secretary of the selection committee
- A valid Code B driving licence
- Compliance with MFMA unit standards as per the prescribed Regulation 493 of 15 June 2007, as published in *Government Gazette 29967* of 15 June 2007, within 18 months after appointment in this position
- Good governance through proper knowledge of and experience in performance management as well as supply chain management regulations and the Preferential Procurement Policy Framework Act, 2000 (Act 5 of 2000)
- Must undergo a competency assessment
- Advanced computer literacy in Microsoft Word, PowerPoint and Excel

## Additional requirements

- Applicants must declare all interests or involvement in a public or private board or council or any other private entity, which interest may create a conflict of interest.
- Applicants must disclose any pending criminal cases against them.
- Successful candidates for appointment will be vetted in terms of Chapter 7, Part 2 of the Children's Act, 2005 (Act 38 of 2005) or the National Sex Offenders Register (Section 42 of the Criminal Law (Sexual Offences and Related Matters) Amendment Act, 2007 (Act 32 of 2007)). A candidate whose particulars appear in either the National Register for Sex Offenders or Part B of the Child Protection Register will be disqualified from appointment to the post.
- A candidate is expected to disclose if he/she is a respondent in an interim or final protection order in terms of the Domestic Violence Act, 1998 (Act 116 of 1998) or the Protection from Harassment Act, 2011 (Act 17 of 2011) and may be disqualified from appointment to the post.
- The appointment of the successful candidate will be conditional and the successful candidate will be required to undergo security vetting to the level of top secret and obtain a security clearance of top secret within six months after appointment (if not already in possession of such a valid security clearance).
- All successful candidates will be subjected to an assessment process in compliance with City of Tshwane directives and standards, which will be used to test the relevant technical elements of the job and the generic managerial competencies, the logistics of which will be communicated by the department.

**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:** To exercise control over the security services function with the aim to maintain impartial, accountable, transparent and efficient security services within the City of Tshwane, subject to legislated context responsibilities, national standards and the directives of the Chief of Police. The incumbent will be responsible and accountable for the following key performance areas:

- Security and technical systems operational support
- Guard services (Regions 1 to 7)

**Enquiries:** Nadia Cilliers (012 358 8878)

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