



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: 28 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, 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: HUMAN SETTLEMENTS
Division: Human Settlements Planning
Section: Human Settlements Policy and Planning
Location: Pretoria Central

Reference number HOSD104-2024

Position HUMAN SETTLEMENTS PLANNER

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 R591 864,00 – R822 036,00 per annum

Estimated remuneration package R785 266,00 – R1 078 232,00 per annum

Job purpose To provide strategic support in the identification, initiation, conducting of research and facilitation of activities that inform human settlements policy and planning in the City of Tshwane

Appointment requirements An appropriate three-year career-related tertiary qualification (degree or national diploma) in Town and Regional Planning, Urban Planning or Development Planning or any other study field related to the position
Registration with an appropriate professional council will be an added advantage
At least six years' relevant experience in a human settlements and town planning field in strategy development, policy formulation and land acquisition processes
Experience in the planning, packaging and implementation monitoring of human settlements infrastructure programmes in line with approved strategies and policies, of which at least three years should be at supervisory
A valid Code B driving licence
Computer literacy

Personal attributes and/or competencies Ethical; good communication skills; good interpersonal relations; ability to work as part of a team; ability to pay attention to detail; ability to be professional at all times; ability to work independently at strategic level; integrity; ability to work under pressure; flexibility; ability to meet given deadlines; exceptional and dynamic creativity to improve the functioning of the department; administrative skills; organising and coordination skills; financial management skills; project management skills; analytical thinking skills; presentation skills

Primary functions Coordinate, formulate, review and provide comments on policy, strategy and plans relating to planning, housing and human settlements matters

Advise the Human Settlements Department on strategic and policy matters

Attend to and provide the strategic trend in relation to intergovernmental relations matters, like issues in relation to the Urban Settlements Development Grant, environmental impact assessments, intergovernmental relations forums and bilateral engagement with the national and provincial government

Facilitate, coordinate and implement public-private partnership projects, including mega projects of the Human Settlements Department

Identify land parcels that are suitable for human settlement purposes and prepare feasibility studies to inform the acquisition or expropriation of land parcels

Facilitate planning for the development of old hostels into habitable sustainable human settlements

Facilitate the provision of social amenities in old and new townships

Participate in and represent the department at all strategic review meetings of the City and ensure the integration of, among others, the Integrated Development Plan, Metropolitan Spatial Development Framework and Regional Spatial Development Frameworks

Provide guidance in the planning of the development of human settlements in relation to principles emanating from applicable national, provincial and City strategic plans, strategies and policies

Respond and attend to enquiries relating to housing and human settlement matters, which include enquiries from Section 79 committees as per the Local Government: Municipal Structures Act, 1998 (Act 117 of 1998) and other committees of Council, the Office of the Public Protector, the South African Human Rights Commission, the Auditor-General and any other Chapter 9 institution, organs of state and other legal matters

Prepare monthly, quarterly and annual reports on the progress made on the department's key performance indicators

SAP

S70009793

New/natural attrition

Natural attrition

Enquiries

Sarah Shiburi (012 358 8237) or Michelle Hendricks (012 358 4971)

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

DEPARTMENT: HUMAN SETTLEMENTS
Division: Human Settlements Administration
Section: Housing Rental Management
Location: Region 6

Reference number HOSD105-2024

Position FUNCTIONAL HEAD: HOUSING RENTAL MANAGEMENT

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 T15

Scale R591 864,00 – R822 036,00 per annum

Estimated remuneration package R785 266,00 – R1 078 232,00 per annum

Job purpose To provide sustainable housing in affordable rental housing stock

Appointment requirements An appropriate three-year career-related tertiary qualification (degree or national diploma) in Built Environment, Public Administration or Management, Development Studies, Human Settlements or Social Sciences or any other study field related to the position
At least six years' relevant experience in a human settlements and local government sector, of which at least three years should be at supervisory level
A valid Code B driving licence
Computer literacy
Be available to work after hours and weekends, if required

Personal attributes and/or competencies Ethical; good communication skills; good interpersonal relations; ability to work as part of a team; ability to pay attention to detail; ability to be professional at all times; ability to work independently at strategic level; integrity; ability to work under pressure; flexibility; ability to meet given deadlines; exceptional and dynamic creativity to improve the functioning of the department; administrative skills; organising and coordination skills; financial management skills; project management skills; analytical thinking skills; presentation skills

Primary functions Ensure the effective and efficient management of high-rise buildings and free-standing houses
Ensure the effective and efficient management of the section
Manage applications and placement operations
Screen applications
Select and interview prospective tenants
Compile and sign contracts

Inform the Manager: Financial Services to open accounts and assessment rates accounts
 Conduct tenant administration
 Be responsible for tenant management operations
 Deal with enquiries and with welfare and other organs of state regarding tenants
 Be responsible for routine inspections and interventions in crisis situations and tenant-related problems
 Deal with the administration of former tenants
 Facilitate resident meetings and implement Council resolutions
 Be responsible for financial management operations
 Assist in implementing full-cost recovery rentals, assist in budget control, monitor rental accounts and ensure payment of rentals
 Ensure that all evictions are carried out as per legal requirements
 Be responsible for maintenance coordination operations and assist in compiling the maintenance programme
 Ensure that day-to-day maintenance is conducted
 Investigate complaints
 Effect electronic referrals
 Keep electronic records
 Conduct site inspections and identify and facilitate major maintenance
 Compile Council reports
 Be responsible for sustainable housing scheme development and maintenance operations and facilitate the establishment of resident committees
 Liaise on cooperating with other role players
 Motivate tenants to better their lives
 Compile a monthly newsletter
 Research operations by collecting housing-related information, study and comment on relevant legislation, analyse changing needs and change work procedures to meet criteria
 Form part of multidisciplinary team to better the lives of tenants
 Train and develop the team

SAP S70030249

New/natural attrition Natural attrition

Enquiries Sarah Shiburi (012 358 8237) or Michelle Hendricks (012 358 4971)

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

DEPARTMENT: HUMAN SETTLEMENTS

Division: Human Settlements Provision

Section: Project Implementation Support

Location: Pretoria Central

Reference number **HOSD106-2024**

Position **DIRECTOR: PROJECT IMPLEMENTATION SUPPORT**

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 T18

Scale R831 528,00 – R1 154 892,00 per annum

Estimated remuneration package R1 231 807,00 – R1 643 389,00 per annum

Job purpose To provide technical and operational expertise in project planning, procurement and contract management and execution for human settlements infrastructure projects, such as bulk services, reticulation of services (water and sewer), roads and storm water and construction of houses, to the Divisional Head: Human Settlements Provision as well as assurance of operations

Appointment requirements An appropriate three-year career-related tertiary qualification (degree or national diploma) in Civil Engineering, Structural Engineering or Construction Studies
Registration with the Engineering Council of South Africa as PrEng, PrTechEng or PrTechniEng in terms of the Engineering Profession Act, 2000 (Act 46 of 2000) or the South African Council for the Project and Construction Management Professions (SACPCMP) will be an added advantage
At least nine years' relevant experience in a project management environment, of which at least four years should be at managerial level and in a civil, structural, construction engineering and project management environment
A valid Code B driving licence
Computer literacy and good working knowledge of the Microsoft Office package
Must be able to visit outside the workplace if and when needed or attend meetings after hours and on weekends

Personal attributes and/or competencies Ability to work long hours and meet deadlines; sound knowledge of the relevant legislation that governs employment practices, such as the Local Government: Municipal Finance Management Act, 2003 (Act 56 of 2003), Employment Equity Act, 1998 (Act 55 of 1998), Skills Development Act, 1998 (Act 97 of 1998), Basic Conditions of Employment Act, 1997 (Act 75 of 1997) and Labour Relations Act, 1995 (Act 66 of 1995); knowledge of corporate governance; in-depth understanding of government strategic

thinking and policies in relation to human capital management and how these can practically be applied; considerable knowledge of modern policies and practices of public personnel administration; thorough knowledge of employee classification, compensation and benefits, recruitment, selection and training; knowledge of the principles of human resources administration; knowledge of policies, procedures, ordinances and resolutions governing City personnel activities, conditions of employment and employee benefits; knowledge and ability to analyse the impact of labour market conditions and socio-economic issues on recruitment and employment; ability to understand and interpret policies and procedures and explain these to others; ability to efficiently and effectively administer personnel systems; ability to establish and maintain effective working relationships with employees, City officials, labour unions and the general public; knowledge of the principles and practices of municipal budget preparation and administration; ability to plan activities, goals and objectives of staff members and the department and monitor compliance to same as dictated by group policy; knowledge of the principles and practices of project management; business acumen; healthy person; ability to work long hours and meet deadlines; ability to visit outside the workplace if and when needed or attend meetings after hours

Primary functions

- Ensure project auditing by conducting individual research interviews with project stakeholders, project managers and project team members to identify past, current and future issues, concerns, challenges and opportunities
- Conduct individual research interviews with stakeholders, including vendors, suppliers, contractors, other internal and external project resources and selected customers
- Review all historical and current documentation related to the project, including team structure, scope statement, business requirements, project plan, contract, milestone report, meeting minutes, action items, risk logs, issue logs and change logs
- Oversee the complex civil and construction programme from conceptualisation to design, procurement, contract management, quality assurance and compliance, and ensure their proper integration into the plans of the City (Integrated Development Plan, Service Delivery and Budget Implementation Plan and Municipal Sustainable Human Settlements Plan)
- Review project and product quality management to identify issues, concerns and challenges in the overall management of the project and to identify the opportunities that can be realised through improvements to the attention paid to project and product quality
- Oversee risk and issue management by ensuring risk identification, risk quantification, risk response and risk monitoring and control
- Ensure impact and change management
- Measure and set standards regarding project change management of time (the deadline of the project), resources available (people and money needed) and output (the form of the deliverables)
- Design and implement communication plan formats for constant and effective communication among all project stakeholders
- Guide the project manager, project team, stakeholders, customers, sponsors and everyone involved in the project to understand how communication affects the project
- Keep 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
- Ensure that performance indicators are identified, objectives are aligned and appropriate procedures are developed and implemented
- 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
- Define and adjust the key performance indicators and job profiles of personnel against service delivery requirements

Conduct appraisals to measure performance and objectives against agreed targets and set new objectives
Identify professional and technical skills gaps and complete developmental plans for existing personnel with clearly defined career paths and job-enrichment opportunities
Implement human resources policies and procedures to control and regulate workplace conflicts and/or institute corrective measures
Ensure compliance with occupational health and safety policies
Ensure compliance with the skills development plan for the section
Monitor and control the section's budget so that income and expenditure are in line with Council requirements
Prepare and manage the capital and operational budget
Prepare and submit credible business plans for the Human Settlements Development Grant, Urban Settlements Development Grant and Informal Settlements Development Grant to the provincial and national government

SAP S70009721

New/natural attrition Natural attrition

Enquiries Sarah Shiburi (012 358 8237) or Michelle Hendricks (012 358 4971)

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

DEPARTMENT: HUMAN SETTLEMENTS

Division: N/A

Section: Management and Administrative Support

Location: Pretoria Central

Reference number **HOSD107-2024**

Position **DIRECTOR: MANAGEMENT AND ADMINISTRATIVE SUPPORT**

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 R831 528,00 – R1 154 892,00 per annum

Estimated remuneration package R1 231 807,00 – R1 643 389,00 per annum

Job purpose To be responsible for managing, monitoring and facilitating the provision of effective, efficient and economical administrative support to the department

Appointment requirements An appropriate three-year career-related tertiary qualification (degree or national diploma) in Business Management, Public Administration or any other study field related to the position
At least nine years' relevant working experience, of which at least four years should be at managerial level
Knowledge in project planning and management will be an added advantage
A valid Code B driving licence
Computer literacy
Must be willing and able to work after hours

Personal attributes and/or competencies Good communication skills; interpersonal abilities; adaptability; stress management ability; ability to work as part of a team and/or independently

Primary functions Oversee administrative support to the group head of the department
Oversee and ensure management support
Oversee office administration support
Execute generic planning functions
Execute generic management functions
Execute generic financial functions

SAP S70009681

New/natural attrition Natural attrition

Enquiries Sarah Shiburi (012 358 8237) or Michelle Hendricks (012 358 4971)

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

DEPARTMENT: HUMAN SETTLEMENTS

Division: Human Settlements Planning

Section: Human Settlements Policy and Planning

Location: Pretoria Central

Reference number	HOSD108-2024										
Position	DEPUTY DIRECTOR: HUMAN SETTLEMENTS POLICY AND PLANNING										
To be advertised	<table border="1"> <tr> <td>Internal</td> <td>External</td> </tr> </table>	Internal	External								
Internal	External										
This position seeks to attract	<table border="1"> <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	R742 440,00 – R1 031 148,00										
Estimated remuneration package	R1 116 014,00 – R1 483 486,00 per annum										
Job purpose	To provide strategic direction in the identification, initiation, conducting of research and facilitation of activities that inform human settlements policy and planning in the City										
Appointment requirements	<p>An appropriate three-year career-related tertiary qualification (degree or national diploma) in Town and Regional Planning, Urban Planning or Development Planning or any other study field related to the position</p> <p>Registration as a Professional Planner with the South African Council for Town and Regional Planners (SACPLAN) will be an added advantage</p> <p>At least eight years' relevant working experience in a human settlement planning 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> <p>Must be able to visit outside the workplace if and when needed or attend meetings after hours and on weekends</p>										
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	<p>Identify areas for subsidised housing projects and initiate feasibility studies to determine the development ability of the areas</p> <p>Initiate the planning and township establishment process and monitor the implementation of housing-related projects in accordance with applicable legislation, regulations and policies in an integrated manner within the City of Tshwane</p>										

Coordinate, formulate, review and provide comments on policy, strategies and plans relating to planning, housing and human settlement matters

Advise the Human Settlements Department on strategic and policy matters

Attend to and provide strategic support to intergovernmental relations matters, like issues in relation to the Urban Settlements Development Grant, environmental impact assessments, intergovernmental relations forums and bilateral engagements with the national and provincial government

Facilitate, coordinate and implement the monitoring of public-private partnership projects, including mega projects of the national Department of Human Settlements

Identify land parcels that are suitable for human settlement development purposes and prepare feasibility studies to inform the acquisition or expropriation of land parcels

Facilitate the planning and packaging for the development of old hostels to habitable sustainable human settlements

Facilitate the provision of social amenities in old and new townships

Participate in and represent the department at all strategic review meetings of the City and ensure integration of, among others, the Integrated Development Plan, Metropolitan Spatial Development Framework, Sustainable Human Settlements Development Plan, informal settlements and Regional Spatial Development Frameworks

Provide guidance in the planning of the development of human settlements in relation to principles emanating from applicable national, provincial and City strategic plans, strategies and policies

Respond and attend to enquiries relating to housing and human settlement matters, including enquiries from Section 79 committees as per the Local Government: Municipal Structures Act, 1998 (Act 117 of 1998) and other committees of Council, the Office of the Public Protector, the South African Human Rights Commission, the Auditor-General and any other Chapter 9 institution, organs of state and other legal matters

Prepare monthly, quarterly and annual reports on the progress made on the department's key performance indicators

SAP

S70009726

New/natural attrition

Natural attrition

Enquiries

Sarah Shiburi (012 358 8237) or Michelle Hendricks (012 358 4971)

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

DEPARTMENT: HUMAN SETTLEMENTS

Division: Human Settlements Administration

Section: Beneficiary Administration and Conveyancing

Location: Pretoria Central

Reference number **HOSD109-2024**

Position **SECRETARY**

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 T9

Scale R299 868,00 – R416 484,00 per annum

Estimated remuneration package R413 610,00 – R562 040,00 per annum

Job purpose To render effective and efficient secretarial, clerical and other administrative tasks in support of directors

Appointment requirements Grade 12 plus a secretarial qualification or training
At least one year’s relevant experience
Computer literacy

Personal attributes and/or competencies Ethical; good communication skills; good interpersonal relations; ability to work as part of a team; ability to pay attention to detail; ability to be professional at all times; ability to work independently at strategic level; integrity; ability to work under pressure; flexibility; ability to meet given deadlines; exceptional and dynamic creativity to improve the functioning of the department; administrative skills; organising and coordination skills; financial management skills; project management skills; analytical thinking skills; presentation skills

Primary functions Perform secretarial, clerical and other administrative tasks in support of the director
Respond to telephonic and electronic enquiries and forward such to the appropriate person
Greet and receive clients and visitors
File and process mail
Screen requests for meetings or appointments and help to organise meetings
Execute diverse official secretarial duties

SAP S70009714
New/natural attrition Natural attrition

Enquiries Sarah Shiburi (012 358 8237) or Michelle Hendricks (012 358 4971)

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

DEPARTMENT: HUMAN SETTLEMENTS

Division: Human Settlements Planning

Section: N/A

Location: Pretoria Central

Reference number **HOSD110-2024**

Position **SENIOR SECRETARY**

To be advertised Internal

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 T10

Scale R335 844,00 – R466 452,00 per annum

Estimated remuneration package R459 401,00 – R625 640,00 per annum

Job purpose To provide effective secretarial support to the Human Settlements Planning Division

Appointment requirements Grade 12 plus a secretarial qualification or training
A secretarial diploma will be an added advantage
At least one year's relevant secretarial experience
A valid Code B driving licence will be an added advantage
Computer literacy

Personal attributes and/or competencies Excellent communication skills; ability to work under pressure and in stressful situations; ability to meet deadlines; good organisational skills; ability to work with limited supervision; ability to make decisions and establish work priorities; emotional intelligence; intellectual and cognitive ability; innovative thinking skills; report writing skills

Primary functions Render secretarial and administrative support services
Render telephone and reception services
Provide a typing and computer operating service
Management the divisional head's diary
Provide an operational logistics service
Execute diverse official secretarial duties
Prepare meetings and take minutes
File documents on the shared drive or online system

SAP S70095136

New/natural attrition Natural attrition

Enquiries Sarah Shiburi (012 358 8237) or Michelle Hendricks (012 358 4971)

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

DEPARTMENT: HUMAN SETTLEMENTS

Division: Human Settlements Planning

Section: Human Settlements Formalisation

Location: Pretoria Central

Reference number HOSD111-2024

Position **DIRECTOR: HUMAN SETTLEMENTS FORMALISATION**

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 R831 528,00 – R1 154 892,00 per annum

Estimated remuneration package R1 231 807,00 – R1 643 389,00 per annum

Job purpose To oversee the Human Settlements Formalisation Section by planning, facilitating, coordinating and implementing all land use applications, including township establishment, subdivision, rezoning, consolidation, land surveying and proclamation of human settlement townships (greenfield and brownfield projects), and to ensure informal settlement management and the provision of rudimentary services to informal settlements

Appointment requirements An appropriate three-year career-related tertiary qualification (degree or national diploma) in Town and Regional Planning, Urban Planning or Development Planning or any other study field related to the position
 Registration with the appropriate professional council will be an added advantage
 At least nine years' relevant experience in a project management, town and regional planning or human settlements environment, of which at least four years should be at managerial level
 A valid Code B driving licence
 Computer literacy
Must be able to visit outside the workplace if and when needed or attend meetings after hours and on weekends

Personal attributes and/or competencies Ability to work long hours and meet deadlines; sound knowledge of the relevant legislation that governs employment practices, such as the Local Government: Municipal Finance Management Act, 2003 (Act 56 of 2003), Employment Equity Act, 1998 (Act 55 of 1998), Skills Development Act, 1998 (Act 97 of 1998), Basic Conditions of Employment Act, 1997 (Act 75 of 1997) and Labour Relations Act, 1995 (Act 66 of 1995); knowledge of corporate governance; in-depth understanding of government strategic thinking and policies in relation to human capital management and how these can practically be applied; considerable knowledge of modern policies and practices of public

personnel administration; thorough knowledge of employee classification, compensation and benefits, recruitment, selection and training; knowledge of the principles of human resources administration; knowledge of policies, procedures, ordinances and resolutions governing City personnel activities, conditions of employment and employee benefits; knowledge and ability to analyse the impact of labour market conditions and socio-economic issues on recruitment and employment; ability to understand and interpret policies and procedures and explain these to others; ability to efficiently and effectively administer personnel systems; ability to establish and maintain effective working relationships with employees, City officials, labour unions and the general public; knowledge of the principles and practices of municipal budget preparation and administration; ability to plan activities, goals and objectives of staff members and the department and monitor compliance to same as dictated by group policy; knowledge of the principles and practices of project management; business acumen; healthy person; ability to work long hours and meet deadlines; ability to visit outside the workplace if and when needed or attend meetings after hours

Primary functions	<p>Oversee the implementation of all land use applications, including township establishment, subdivision, rezoning, consolidation, land surveying and proclamation of townships for housing and human settlement purposes</p> <p>Be responsible for informal settlement management and the upgrading of informal settlements</p> <p>Manage the provision of rudimentary services to informal settlements</p> <p>Be responsible for the formulation and review of sectional business plans in line with the Citywide Integrated Development Plan and budget, Risk Management Plan, standard operating procedures and Asset Management Plan</p> <p>Oversee the procurement process, project management, contract management, financial management and human resources management of the section</p> <p>Attend to the occupational health and safety issues of the section</p> <p>Report to the Divisional Head: Human Settlements Planning</p>
SAP	S70009769
New/natural attrition	Natural attrition
Enquiries	Sarah Shiburi (012 358 8237) or Michelle Hendricks (012 358 4971)

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

DEPARTMENT: HUMAN SETTLEMENTS

Division: N/A

Section: Management and Administrative Support

Location: Pretoria Central

Reference number **HOSD112-2024**

Position **DEPUTY DIRECTOR: FINANCE SUPPORT SERVICES**

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 R742 440,00 – R1 031 148,00

Estimated remuneration package R1 116 014,00 – R1 483 486,00 per annum

Job purpose To ensure and render strategic finance support services to the department

Appointment requirements An appropriate three-year career-related tertiary qualification (degree or national diploma) in Accounting, finance-related studies or any other study field related to the position
A postgraduate qualification in Management or Project Management will be an added advantage
At least eight years' relevant working experience in a financial support 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; ability to work under pressure; ability to meet deadlines; decisiveness; ability to pay attention to detail; accuracy; analytical thinking skills; strategic management skills; business management skills; verbal and written communication skills; planning and organising skills; financial management skills; good interpersonal skills; negotiation skills; conflict-handling skills

Primary functions Manage and ensure strategic financial support services
Identify and determine short- and long-term objectives
Execute generic management functions

SAP S70009733

New/natural attrition Natural attrition

Enquiries Sarah Shiburi (012 358 8237) or Michelle Hendricks (012 358 4971)

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

DEPARTMENT: HUMAN SETTLEMENTS

Division: Human Settlements Provision

Section: Project Implementation

Location: Pretoria Central

Reference number **HOSD113-2024**

Position **PROJECT MANAGER**

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 R591 864,00 – R822 036,00 per annum

Estimated remuneration package
R785 266,00 – R1 078 232,00 per annum

Job purpose To provide technical and operational expertise in project planning, procurement, contract management and execution for human settlements infrastructure projects to the deputy director, director and Divisional Head: Human Settlements Provision as well as assurance of operations

Appointment requirements An appropriate three-year career-related tertiary qualification (degree or national diploma) in Civil or Structural Engineering, Construction or any other study field related to the position
Registration with the Engineering Council of South Africa as PrEng, PrTechEng or PrTechniEng in terms of the Engineering Profession Act, 2000 (Act 46 of 2000) will be an added advantage
At least six years’ relevant experience in a civil, construction and project management environment
A valid Code B driving licence
Computer literacy with good working knowledge of the Microsoft Office packages
Must be willing and able to work after hours and weekends, if required

Personal attributes and/or competencies Ethical; good communication skills; good interpersonal relations; ability to work as part of a team; ability to pay attention to detail; ability to be professional at all times; ability to work independently at strategic level; integrity; ability to work under pressure; flexibility; ability to meet given deadlines; exceptional and dynamic creativity to improve the functioning of the department; administrative skills; organising and coordination skills; financial management skills; project management skills; analytical thinking skills; presentation skills

Primary functions Provide expert technical and operational expertise in project planning, procurement, contract management and execution for human settlements infrastructure projects in the development of options for the provision of infrastructure, such as bulk services, reticulation of services (water and sewer), roads and storm water and construction of houses
Provide technical expertise and technical advice to the deputy director, director, divisional head and group head relating to projects for bulk services and civil services, which refer to water, sewer reticulation, roads and storm water, and construction of houses
Manage the execution of human settlements-related projects to achieve successful completion within the time and budget and according to the specifications
Ensure programme and project process and implementation management
Manage complex civil and construction projects from conceptualisation to design, contract management, quality assurance and compliance, and ensure their proper integration into the plans of the City (Integrated Development Plan and Municipal Sustainable Human Settlements Plan)
Coordinate reporting in the City and the provincial and national government
Report on the Service Delivery and Budget Implementation Plan, risk management, audit, oversight committees and all project-related issues
Report on the Human Settlements Development Grant to the provincial government
Report on the Urban Settlements Development Grant to the national Department of Human Settlements
Review project and product quality management to identify issues, concerns and challenges in the overall management of the project and to identify the opportunities that can be realised through improvements to the attention paid to project and product quality
Manage and coordinate activities on new projects to ensure completion within time, cost and specification
Facilitate the establishment of project steering committee meetings
Prepare a plan, budget and schedule of all activities required for the execution of the project
Coordinate activities according to the plan
Prepare project reports
Provide guidance to the project team
Conduct problem solving and dispute resolution
Interact and consult with all role players continuously
Administer payments related to the project
Manage the personnel of the section

SAP S70009746

New/natural attrition Natural attrition

Enquiries Sarah Shiburi (012 358 8237) or Michelle Hendricks (012 358 4971)

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

DEPARTMENT: HUMAN SETTLEMENTS
Division: Human Settlements Administration
Section: Beneficiary Administration and Conveyancing
Location: Region 1 (3 posts), Region 3 (1 post) and Region 6 (1 post)

Reference number	HOSD114-2024				
Position	SENIOR ADMINISTRATIVE OFFICER (5 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	R376 152,00 – R522 420,00 per annum				
Estimated remuneration package	R510 705,00 – R696 877,00 per annum				
Job purpose	To provide and assist in the supervision of effective and efficient National Housing Needs Register (NHNR), beneficiary administration, title deeds, conveyancing and consumer education programmes in Regions 1, 3 and 6				
Appointment requirements	Grade 12 At least two years' relevant working experience in human settlements beneficiary administration and conveyancing Supervisory experience will be an added advantage A valid Code B driving licence Computer literacy				
Personal attributes and/or competencies	Ability to work under pressure; good written and verbal communication skills; ability treat residents with courtesy and respect; service excellence skills; good telephone etiquette; understanding of human settlements and local government; excellent administrative skills				
Primary functions	Manage and implement the National Housing Needs Register (NHNR), title deeds and conveyancing in the region working together with the team Supervise and administer the beneficiary administration, title deeds and conveyancing process, including the housing subsidy applications process and the filing and safekeeping of all documents Conduct inspections in loco and verification regarding housing projects when required Collate statistics and information for reports through inspections in loco and interaction with administrative officers Ensure that all reports are submitted timeously Supervise the work of administrative officers and subordinates				

Handle public and general office walk-in enquiries and complaints together with administrative officers and ensure that deadlines are met

Compile the agenda and minutes of meetings and write reports through consultation with the manager

Provide responses to internal and external correspondence within the specified timelines as and when required

Implement and ensure compliance with relevant policies, administrative systems and procedures

Manage and supervise all logistical and administrative matters

Supervise the opening of house files and municipal services accounts for beneficiaries and consumers

Perform other administrative duties and assist other regions or offices as and when instructed by superiors

Supervise the allocation process

Ensure that all forms are correctly completed and supporting documentation is submitted

Work with the provincial government and the Joint Allocations Committee as required

Ensure that approved beneficiaries are informed accordingly of their approvals

Ensure that deceased beneficiaries are provided with a referral letter to the Master of the High Court

Inform all beneficiaries who were not approved of the reasons for their non-approval

Ensure that all policy and administration systems are adhered to

Ensure that regular meetings are held with the team and attend meetings as and when required

Implement consumer education programmes in the region as and when required

SAP

S70025774; S70021508; S70021551; S70030159; S70031756

New/natural attrition

Natural attrition

Enquiries

Sarah Shiburi (012 358 8237) or Michelle Hendricks (012 358 4971)

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

DEPARTMENT: REGIONAL OPERATIONS AND COORDINATION

Division: N/A

Section: Informal Settlements - Community Services

Location: Region 3

Reference number **SDTM1163-3-2024**

Position **SENIOR ADMINISTRATIVE OFFICER**

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 T11

Scale R376 152,00 – R522 420,00 per annum

Estimated remuneration package R510 705,00 – R696 877,00 per annum

Job purpose To monitor and manage administrative support services

Appointment requirements Grade 12
At least two years’ relevant working experience in an informal settlement administration environment
Supervisory experience will be an added advantage
A valid Code B driving licence
Computer literacy

Personal attributes and/or competencies Good communication skills; integrity; willingness to accept responsibility; ability to pay attention to detail; ability to work under pressure; time management skills; ability to be customer orientated; flexibility; ability to work as part of a team

Primary functions

- Ensure effective personnel management
- Ensure effective and efficient financial management
- Manage and administer cash flow and monthly projections
- Compile reports and submissions on behalf of the section
- Ensure effective expenditure management controls
- Ensure the proper record-keeping of expenditure documents
- Provide efficient administrative support
- Oversee the procurement of goods and services within the section
- Ensure the coordination and integration of projects and programmes
- Ensure effective communication with relevant stakeholders
- Manage the filing system
- Disseminate relevant information and documents upon request from stakeholders
- Manage incoming and outgoing mail
- Ensure the proper supervision of staff
- Oversee the administration and management of leave within the section

Manage the planning and allocation of work for administrative officers
Oversee the management and control of transport, vehicle fleet, typing, registry, messenger, telecommunications, library and photocopying services
Manage the circulation of information
Monitor and control procurement and payments
Ensure that procurement policies are adhered to and payments are made timeously
Monitor the way the procurement policy is implemented in respect of development objectives, targets, value for money and delivery mechanisms

SAP S70031210

New/natural attrition Natural attrition

Enquiries Sarah Shiburi (012 358 8237) or Michelle Hendricks (012 358 4971)

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

DEPARTMENT: REGIONAL OPERATIONS AND COORDINATION

Division: N/A

Section: Community Services

Location: Region 1

Reference number **SDTM1164-1-2024**

Position **REGIONAL OFFICER**

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 T14

Scale R528 469,00 – R733 944,00

Estimated remuneration package R704 575,00 – R966 108,00 per annum

Job purpose To manage the execution of effective and efficient waiting list regulations, subsidy administration, housing consumer education, conveyancing and title deeds as well as the overall management of the local housing office at the level of satellite office (service centre)

Appointment requirements An appropriate three-year career-related tertiary qualification (degree or national diploma) in Property-related studies or any other study field related to the position
At least five years' relevant working experience and an understanding of administrative processes and housing projects, of which at least two years should be at supervisory level
A valid Code B driving licence
No criminal record
Computer literacy

Personal attributes and/or competencies Ethical; good communication skills; good interpersonal relations; ability to work as part of a team; ability to pay attention to detail; ability to be professional at all times; ability to work independently at strategic level; integrity; ability to work under pressure; flexibility; ability to meet given deadlines; exceptional and dynamic creativity to improve the functioning of the department; administrative skills; organising and coordination skills; financial management skills; project management skills; analytical thinking skills; presentation skills

Primary functions Manage registration on the National Housing Needs Register (NHNR) and the Housing Subsidy System, working with the head office team
Manage conveyancing and title deeds in the region, working with the head office team
Manage subsidy and allocation administrative processes
Coordinate, facilitate and direct housing-related meetings
Coordinate, facilitate and direct consumer education programmes

Provide responses to internal and external correspondence within the specified timelines as and when required
Implement and ensure compliance with relevant policies, administrative systems and procedures
Liaise with ward councillors and other local stakeholders and role players regarding housing issues (such as conveyances, employers, financial institutions, etc)
Aid with support services and logistical arrangements regarding minute taking and report writing
Supervise subordinates at the local housing offices (satellite offices)
Be responsible for the smooth running and coordination of housing activities at the satellite offices (service centres)
Liaise with the head office and the regions regarding housing activities at the satellite office level
Compile monthly reports
Manage the execution of inspections in loco and verifications
Attend housing meetings
Facilitate negotiation and dispute-resolution meetings

SAP

S70021512

New/natural attrition

Natural attrition

Enquiries

Sarah Shiburi (012 358 8237) or Michelle Hendricks (012 358 4971)

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

DEPARTMENT: REGIONAL OPERATIONS AND COORDINATION

Division: N/A

Section: Community Services

Location: Region 6

Reference number SDTM1165-6-2024

Position **FUNCTIONAL HEAD: INFORMAL SETTLEMENTS
MANAGEMENT/COMMUNITY LIAISON**

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 R591 864,00 – R822 036,00 per annum

Estimated remuneration package R785 266,00 – R1 078 232,00 per annum

Job purpose To manage and control all informal settlements in accordance with the provisions of City of Tshwane policy

Appointment requirements An appropriate three-year career-related tertiary qualification (degree or national diploma) in Town Planning, Public Administration or Management, Development Studies, Human Settlements or Social Sciences or any other study field related to the position
At least six years' relevant experience in the human settlements and local government sector, of which at least three years should be at supervisory level
A valid Code B driving licence
Computer literacy
Be available to work after hours and weekends, if required

Personal attributes and/or competencies Ethical; good communication skills; good interpersonal relations; ability to work as part of a team; ability to pay attention to detail; ability to be professional at all times; ability to work independently at strategic level; integrity; ability to work under pressure; flexibility; ability to meet given deadlines; exceptional and dynamic creativity to improve the functioning of the department; administrative skills; organising and coordination skills; financial management skills; project management skills; analytical thinking skills; presentation skills

Primary functions Ensure the effective and efficient management of the section
Conduct regular surveys to determine the location, origin and extent of the conditions prevailing in each informal settlement
Monitor and control all informal settlements and take the necessary steps to prevent land invasions within the area of jurisdiction of the City

Undertake and promote liaison and communication with local communities with a view to obtaining their understanding and cooperation regarding the prevention of land invasion in the area of jurisdiction of the City

Keep a register of all the residents who are entitled to reside in each authorised informal settlement and enter the personal details in respect of each shack in each authorised informal settlement in such register

Ensure that all the residents living in an authorised informal settlement are registered in the Informal Settlements Database and are cross-checked with the National Housing Needs Register (NHNR)

Conduct shack marking and registration of residents in informal settlements

Lead the process of relocation and allocation of stands as and when a township is approved

Submit written reports on the control and management of any informal settlement or the conditions prevailing in the informal settlement, if and when required to do so by the City of Tshwane

Allocate a unique number to each shack in an authorised informal settlement as the temporary address of the site and ensure that such number is legibly painted or inscribed in a prominent place on the shack

Ensure that no new unauthorised shacks are erected in any informal settlement and that no new unauthorised residents take up residence in such an informal settlement

Ensure the implementation of the Informal Settlement Management Plan

Conduct proper maintenance of the Citywide Informal Settlements Database

Conduct project planning, packaging, procurement, contract management and implementation

SAP	S70030253
New/natural attrition	Natural attrition
Enquiries	Sarah Shiburi (012 358 8237) or Michelle Hendricks (012 358 4971)

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