



## 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, they 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: 3 December 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 [erecruit@tshwane.gov.za](mailto:erecruit@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: EMERGENCY SERVICES**

**Division: Business Operations**

**Section: Fire Safety Enforcement**

**Location: Tshwane regions**

<b>Reference number</b>	<b>EMSS139-2024</b>										
<b>Position</b>	<b>ASSISTANT CHIEF: FIRE SAFETY ENFORCEMENT</b>										
<b>To be advertised</b>	<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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<b>Job level</b>	T17										
<b>Scale</b>	R742 440,00 – R1 031 148,00 per annum										
<b>Estimated remuneration package</b>	R1 116 014,00 – R1 483 486,00 per annum										
<b>Job purpose</b>	To manage, provide, deliver and maintain a fire safety service within the boundaries of the City of Tshwane										
<b>Appointment requirements</b>	<p>Grade 12  National Diploma in Fire Technology or Associate Diploma in Fire Technology (SAESI) or Graduate Diploma in Fire Engineering Science (IFE)  BTech Degree in Fire Technology or Postgraduate Diploma in Fire Technology or higher may be an added advantage  Law Enforcement or Peace Officers Course  At least eight years' continuous institutional experience in a fire and rescue environment, of which four years must have been at managerial level  A valid Code B driving licence  Computer literacy in Microsoft Office  <b>Willingness to be assigned to any geographical fire station in Tshwane</b>  <b>Willingness and ability to be on standby and work overtime after hours, on weekends and on public holidays with little or no notice</b></p>										
<b>Personal attributes and/or competencies</b>	Strategic management skills; business management skills; verbal and written communication skills; planning and organising skills; financial management skills; ability to work under pressure; good interpersonal skills; negotiation skills; conflict-handling skills										
<b>Primary functions</b>	<p>Be responsible for the rendering of fire safety service duties and any other activities to minimise losses pertaining to life and property through preventing, eliminating and reducing hazards that contribute to the occurrence and spread of fire  Exercise management and oversight over the fire safety inspectorate function with the aim to maintain an impartial, accountable, transparent and efficient service within the City of Tshwane, subject to legislated context responsibilities, national standards and the directives of the Deputy Chief: Fire Safety Enforcement</p>										
<b>SAP</b>	S70018313										
<b>New/natural attrition</b>	Natural attrition										
<b>Enquiries</b>	Elsie Malomane (012 358 4603) or Agnes Ndwamato (012 358 8637)										

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

**DEPARTMENT: EMERGENCY SERVICES**

**Division: Business Operations**

**Section: Training Academy**

**Location: Emergency Services Department Headquarters (Pieter Delpont Centre)**

<b>Reference number</b>	<b>EMSS140-2024</b>										
<b>Position</b>	<b>ASSISTANT CHIEF: OHS AUDIT AND REPORTING, FITNESS AND WELL-BEING</b>										
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<b>Job level</b>	T17										
<b>Scale</b>	R742 440,00 – R1 031 148,00 per annum										
<b>Estimated remuneration package</b>	R1 116 014,00 – R1 483 486,00 per annum										
<b>Job purpose</b>	To manage and oversee all functions, responsibilities and activities relating to workplace safety by assuring compliance with the Occupational Health and Safety Act, 1993 (Act 85 of 1993) and relevant legislation										
<b>Appointment requirements</b>	<p>Grade 12  National Diploma in Workplace Safety, Risk Management or Occupational Health and Safety  A degree or higher qualification in Workplace Safety, Risk Management or Occupational Health and Safety may be an added advantage  At least eight years' relevant experience, of which four years must have been at managerial level  A valid Code B driving licence  Computer literacy in Microsoft Office</p>										
<b>Personal attributes and/or competencies</b>	Strategic management skills; business management skills; verbal and written communication skills; planning and organising skills; financial management skills; ability to work under pressure; good interpersonal skills; negotiation skills; conflict-handling skills; knowledge of the laws, policies and guidelines pertaining to occupational health and safety										
<b>Primary functions</b>	<p>Carry out occupational health and safety risk assessments according to standard protocols  Identify and correct conditions that affect employee safety  Enforce safety procedures in the work environment  Take corrective action to correct unsafe working conditions  Make recommendations and/or improve safety at the workplace  Address staff wellness matters and implement wellness initiatives in the workplace</p>										
<b>SAP</b>	S70019126										
<b>New/natural attrition</b>	Natural attrition										
<b>Enquiries</b>	Elsie Malomane (012 358 4603) or Agnes Ndwamato (012 358 8637)										

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

**DEPARTMENT: EMERGENCY SERVICES**

**Division: N/A**

**Section: Management and Administrative Support**

**Location: Emergency Services Department Headquarters (Pieter Delpont Centre)**

<b>Reference number</b>	<b>EMSS141-2024</b>										
<b>Position</b>	<b>DEPUTY DIRECTOR: MANAGEMENT STRATEGIC SUPPORT</b>										
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<b>Job level</b>	T17										
<b>Scale</b>	R742 440,00 – R1 031 148,00 per annum										
<b>Estimated remuneration package</b>	R1 116 014,00 – R1 483 486,00 per annum										
<b>Job purpose</b>	To ensure and render management and strategic support services to the department										
<b>Appointment requirements</b>	<p>Grade 12</p> <p>National Diploma in Public Administration, Business Administration or Administrative Management</p> <p>A degree or higher in this field may be an added advantage</p> <p>At least eight years' relevant experience, of which four years must have been at managerial level</p> <p>A valid Code B driving licence</p> <p>Computer literacy in Microsoft Office</p>										
<b>Personal attributes and/or competencies</b>	Strategic management skills; business management skills; verbal and written communication skills; planning and organising skills; financial management skills; ability to work under pressure; good interpersonal skills; negotiation skills; conflict-handling skills										
<b>Primary functions</b>	<p>Ensure organisational performance management support operations services</p> <p>Render Integrated Development Plan, Service Delivery and Budget Implementation Plan and business planning support operations services</p> <p>Ensure timeous quarterly performance reporting services</p> <p>Manage audit support operations</p> <p>Ensure coordination, compliance and quality control support operations</p>										
<b>SAP</b>	S70019163										
<b>New/natural attrition</b>	Natural attrition										
<b>Enquiries</b>	Elsie Malomane (012 358 4603) or Agnes Ndwamato (012 358 8637)										

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

**DEPARTMENT: EMERGENCY SERVICES**

**Division: Fire and Rescue Operations**

**Section: N/A**

**Location: Emergency Services Department Headquarters (Pieter Delpont Centre)**

<b>Reference number</b>	<b>EMSS142-2024</b>										
<b>Position</b>	<b>STRATEGIC PROJECT COORDINATOR</b>										
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<b>Job level</b>	T17										
<b>Scale</b>	R742 440,00 – R1 031 148,00 per annum										
<b>Estimated remuneration package</b>	R1 116 014,00 – R1 483 486,00 per annum										
<b>Job purpose</b>	To manage and facilitate the overall optimisation and end-to-end cross-functional integration of planning, control and coordination of operational efforts across the division in the Office of the Divisional Chief: Fire and Rescue Operations										
<b>Appointment requirements</b>	<p>Grade 12</p> <p>National Diploma in Public Administration, Business Administration or Administrative Management</p> <p>A degree or higher in this field may be an added advantage</p> <p>At least eight years' relevant experience, of which four years must have been at managerial level</p> <p>A valid Code B driving licence</p> <p>Computer literacy</p>										
<b>Personal attributes and/or competencies</b>	Negotiating skills; business acumen; leadership skills; project management skills; communication skills; analytical skills; organising skills; budget management skills; advanced linguistic proficiency; ability to do presentations; technical skills; ability to work effectively on multiple tasks; adaptability; interpersonal skills; time management skills; problem-solving skills; ability to formulate understandable, professional, written communication, reports and documents; ability to interpret instructions; good judgment ability										
<b>Primary functions</b>	<p>Manage cross-functional integration analyses and planning processes</p> <p>Direct and maintain a consolidated approach across the division towards the achievement of acceptable performance standards</p> <p>Monitor divisional management practices in line with departmental strategic objectives, policies, standing orders and service instructions through the cross-functional integration of priorities and goals at every level in the department</p> <p>Oversee day-to-day operational planning, control and coordination in concert with the priorities of the division</p> <p>Coordinate and track work processes and multiple projects across functions</p> <p>Manage the Office of the Divisional Chief: Fire and Rescue Operations, special operations, operations, inspections and clerical staff</p>										

Respond to enquiries through the Office of the Chief of Emergency Services  
Assist with the development and management of the fire and rescue operations budget  
Be responsible for general financial and administrative duties for the division  
Coordinate fire and rescue operations activities with divisions and shifts  
Assist with the development of policies and standard operating guidelines  
Administer and enforce department policies and guidelines  
Perform other duties as required or assigned

**SAP**

S70017667

**New/natural attrition**

Natural attrition

**Enquiries**

Elsie Malomane (012 358 4603) or Agnes Ndwamato (012 358 8637)





Oversee hazardous materials and dangerous goods incidents  
 Render special services  
 Render humanitarian services  
 Render urban search and rescue services  
 Plan, organise and demarcate functional and administrative activities  
 Take note of operational policy (standard operating procedures, departmental policies, etc) and see to the implementation and execution of applicable policies  
 Exert control over the expenditure of the operational budget and report on it to the Deputy Chief Fire Officer (Director): Operational  
 Demonstrate continuous efforts to improve operations, decrease turnaround times, streamline work processes and work cooperatively and jointly to provide quality seamless customer services  
 Manage the operational activities of the operational section  
 Advise subordinates about new work procedures  
 Ensure that personnel are kept on par with all decisions taken  
 Provide guidance to officers in all aspects of the work  
 Ensure that delegation takes place in accordance with objectives in terms of overall policy and necessary authority and responsibility  
 Continuously evaluate firefighting and related operations to ensure the effectiveness of tactics, equipment, the organisation and procedures

<b>SAP</b>	S70017875; S70017957; S70018003
<b>New/natural attrition</b>	Natural attrition
<b>Enquiries</b>	Elsie Malomane (012 358 4603) or Agnes Ndwamato (012 358 8637)



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

**DEPARTMENT: EMERGENCY SERVICES**

**Division: Business Operations**

**Section: Training Academy**

**Location: Emergency Services Department Headquarters (Pieter Delpont Centre)**

<b>Reference number</b>	<b>EMSS144-2024</b>										
<b>Position</b>	<b>ASSISTANT CHIEF: PROFESSIONAL TRAINING AND DEVELOPMENT</b>										
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<b>Job level</b>	T17										
<b>Scale</b>	R742 440,00 – R1 031 148,00 per annum										
<b>Estimated remuneration package</b>	R1 116 014,00 – R1 483 486,00 per annum										
<b>Job purpose</b>	To lead and oversee the planning, development and implementation of training programmes that enhance the skills, knowledge and competencies of the Emergency Services Department										
<b>Appointment requirements</b>	<p>Grade 12  National Diploma in Fire Technology or Associate Diploma in Fire Technology (SAESI) or Graduate Diploma in Fire Engineering Science (IFE)  BTech Degree in Fire Technology or Advanced Diploma in Fire Technology or higher may be an added advantage  Certified Education Training and Development practitioner  Certified Moderator  At least eight years' relevant experience in an emergency services environment, of which four years must have been on managerial level  A valid Code B driving licence  Computer literacy in Microsoft Office</p>										
<b>Personal attributes and/or competencies</b>	Strategic management skills; business management skills; verbal and written communication skills; planning and organising skills; financial management skills; ability to work under pressure; good interpersonal skills; negotiation skills; conflict-handling skills										
<b>Primary functions</b>	<p>Identify training needs and ensure that programmes are tailored to meet the evolving demands of emergency response  Supervise trainers and instructors, providing guidance and support to ensure the quality and consistency of training delivery  Manage training resources, including budgets, facilities and equipment, to ensure optimal use and effectiveness  Ensure that all training activities comply with relevant laws, regulations and organisational policies  Foster a culture of continuous learning and professional development within the Emergency Services Department</p>										

**SAP**  
**New/natural attrition**  
**Enquiries**

S70019120  
Natural attrition  
Elsie Malomane (012 358 4603) or Agnes Ndwamato (012 358 8637)

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

**DEPARTMENT: EMERGENCY SERVICES**

**Division: Business Operations**

**Section: Emergency Planning**

**Location: Emergency Services Department Headquarters (Pieter Delpont Centre)**

<b>Reference number</b>	<b>EMSS145-2024</b>										
<b>Position</b>	<b>ASSISTANT CHIEF: URBAN DEVELOPMENT AND REGISTRATION</b>										
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<b>Job level</b>	T17										
<b>Scale</b>	R742 440,00 – R1 031 148,00 per annum										
<b>Estimated remuneration package</b>	R1 116 014,00 – R1 483 486,00 per annum										
<b>Job purpose</b>	To be responsible for the leadership and management of the emergency planning registration office and the urban development office to ensure that skilled tasks associated with the interpretation, application and enforcement of fire protection regulations and technical fire safety requirements as these relate to town planning scheme applications, changes in building occupancy, scrutiny of fire protection plans for code compliance and the final inspection of buildings are done in accordance with approved fire protection plans, and to provide assistance to the Deputy Chief: Emergency Planning										
<b>Appointment requirements</b>	<p>Grade 12  National Diploma in Fire Technology or Associate Diploma in Fire Technology (SAESI) or Graduate Diploma in Fire Engineering Science (IFE)  BTech Degree in Fire Technology or Advanced Diploma in Fire Technology or higher may be an added advantage  Law Enforcement or Peace Officers Course  At least eight years' relevant experience in an emergency services environment, of which four years must have been on managerial level  A valid Code B driving licence  Computer literacy in Microsoft Office  <b>Willingness to be assigned to any geographical fire station in Tshwane</b>  <b>Willingness and ability to be on standby and work overtime after hours, on weekends and on public holidays with little or no notice</b></p>										
<b>Personal attributes and/or competencies</b>	Strategic management skills; business management skills; verbal and written communication skills; planning and organising skills; financial management skills; ability to work under pressure; good interpersonal skills; negotiation skills; conflict-handling skills										
<b>Primary functions</b>	Be responsible for the management, direction and performance of the registration office and the urban development office as these relate to fire protection regulations										

Perform command and control functions in town planning scheme applications and forecast the situational context of applications against prevailing fire safety codes and fire response coverage

Manage the application of relevant fire codes and standards as these relate to design, installation and storage of dangerous and classified goods and substances

Manage and report on the vulnerable localities index to identify priority areas for targeting fire safety services

Conduct personnel and performance management

**SAP**

S70018391

**New/natural attrition**

Natural attrition

**Enquiries**

Elsie Malomane (012 358 4603) or Agnes Ndwamato (012 358 8637)

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

**DEPARTMENT: EMERGENCY SERVICES**

**Division: Business Operations**

**Section: Emergency Planning**

**Location: Emergency Services Department Headquarters (Pieter Delpont Centre)**

<b>Reference number</b>	<b>EMSS146-2024</b>										
<b>Position</b>	<b>DEPUTY CHIEF: EMERGENCY PLANNING</b>										
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<b>Job level</b>	T18										
<b>Scale</b>	R831 528,00 – R1 154 892,00 per annum										
<b>Estimated remuneration package</b>	R1 231 807,00 – R1 643 389,00 per annum										
<b>Job purpose</b>	To coordinate, manage, provide, deliver and maintain an emergency planning service within the boundaries of the City of Tshwane										
<b>Appointment requirements</b>	<p>Grade 12  National Diploma in Fire Technology or Associate Diploma in Fire Technology (SAESI) or Graduate Diploma in Fire Engineering Science (IFE)  BTech Degree in Fire Technology or Advanced Diploma in Fire Technology or higher may be an added advantage  At least nine years' continuous institutional experience in a fire services environment, of which five years must have been at management level  A valid Code B driving licence  Computer literacy in Microsoft Office  <b>Willingness to be assigned to any geographical fire station in Tshwane</b>  <b>Willingness and ability to be on standby and work after hours on weekends and public holidays</b></p>										
<b>Personal attributes and/or competencies</b>	Negotiating skills; business acumen; leadership skills; project management skills; communication skills; analytical skills; organising skills; budget management skills; advanced linguistic proficiency; ability to do presentations; technical skills; ability to work effectively on multiple tasks; adaptability; interpersonal skills; time management skills; problem-solving skills; ability to formulate understandable, professional, written communication, reports and documents; ability to interpret instructions; good judgment ability										
<b>Primary functions</b>	<p>Be responsible for rendering emergency planning service duties and any other activities in relation to risk identification and planning to minimise losses pertaining to life and property through preventing, eliminating and reducing hazards that contribute to the occurrence and spread of fire incidents  Evaluate emergency, operational and critical infrastructure contingency plans, emergency planning strategies, etc</p>										

Manage and facilitate the overall optimisation and end-to-end cross-functional integration of emergency planning, control and coordination of operational efforts across the department and other stakeholders  
Manage cross-functional integration analyses and emergency planning processes  
Conduct oversight of emergency operational planning, control and coordination in concert with the priorities of the department  
Manage emergency planning functions with the aim to maintain an impartial, accountable, transparent and efficient design of built environment response  
Conduct emergency planning to identify risks and to control the event safety and urban development functions in the City of Tshwane, subject to legislated responsibilities, national standards and the directives of the Divisional Chief:  
Business Operations

**SAP**

S70018349

**New/natural attrition**

Natural attrition

**Enquiries**

Elsie Malomane (012 358 4603) or Agnes Ndwamato (012 358 8637)

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

**DEPARTMENT: EMERGENCY SERVICES**  
**Division: Office of the Chief of Emergency Services**  
**Section: Strategic Support**

**Location: Emergency Services Department Headquarters (Pieter Delpont Centre)**

<b>Reference number</b>	<b>EMSS147-2024</b>										
<b>Position</b>	<b>DEPUTY CHIEF: COMPLIANCE</b>										
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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							
<b>Job level</b>	T18										
<b>Scale</b>	R831 528,00 – R1 154 892,00 per annum										
<b>Estimated remuneration package</b>	R1 231 807,00 – R1 643 389,00 per annum										
<b>Job purpose</b>	To develop, manage, monitor, advise on and facilitate the execution of governance, risk, compliance and quality management policies, processes and standards, and to ensure compliance with legislation, collective agreements, national, normative and professional standards, and the directives of the Chief of Emergency Services										
<b>Appointment requirements</b>	Grade 12 A bachelor's degree in Law A postgraduate qualification in law may be an added advantage At least nine years' relevant legal experience, of which five years must have been at managerial level A valid Code B driving licence Computer literacy in Microsoft Office										
<b>Personal attributes and/or competencies</b>	Negotiating skills; advanced linguistic proficiency; business acumen; ability to do presentations; leadership skills; technical skills; project management skills; communication skills; analytical skills; organisational skills										
<b>Primary functions</b>	Conduct governance and compliance management Conduct risk management Conduct legal and contract management Conduct internal audit and oversight management Conduct monitoring, evaluation and reporting										
<b>SAP</b>	S70017669										
<b>New/natural attrition</b>	Natural attrition										
<b>Enquiries</b>	Elsie Malomane (012 358 4603) or Agnes Ndwamato (012 358 8637)										



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

**DEPARTMENT: EMERGENCY SERVICES**  
**Division: Office of the Chief of Emergency Services**  
**Section: Strategic Support**

**Location: Emergency Services Department Headquarters (Pieter Delpont Centre)**

<b>Reference number</b>	<b>EMSS148-2024</b>										
<b>Position</b>	<b>DEPUTY CHIEF: STAFF OFFICER</b>										
<b>To be advertised</b>	<table border="1" style="width: 100%; background-color: #e0e0e0;"> <tr> <td style="width: 50%; text-align: center;"><b>Internal</b></td> <td style="width: 50%; text-align: center;"><b>External</b></td> </tr> </table>	<b>Internal</b>	<b>External</b>								
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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							
<b>Job level</b>	T18										
<b>Scale</b>	R831 528,00 – R1 154 892,00 per annum										
<b>Estimated remuneration package</b>	R1 231 807,00 – R1 643 389,00 per annum										
<b>Job purpose</b>	To manage and facilitate the overall optimisation and end-to-end cross-functional integration of planning, control and coordination of operational efforts across the department in the Office of the Chief of Emergency Services										
<b>Appointment requirements</b>	<p>Grade 12</p> <p>National Diploma in Public Administration, Business Administration or Administrative Management</p> <p>A degree or higher in this field may be an added advantage</p> <p>At least nine years' continuous institutional experience, of which five years must have been at managerial level</p> <p>A valid Code B driving licence</p> <p>Computer literacy in Microsoft Office</p>										
<b>Personal attributes and/or competencies</b>	Negotiating skills; advanced linguistic proficiency; business acumen; ability to do presentations; leadership skills; technical skills; project management skills; communication skills; analytical skills; organisational skills										
<b>Primary functions</b>	<p>Manage cross-functional integration analyses and planning processes</p> <p>Direct and maintain a consolidated approach across the department towards the achievement of acceptable performance standards</p> <p>Monitor divisional management practices in line with departmental strategic objectives, policies, standing orders and service instructions through the cross-functional integration of priorities and goals at every level in the department</p> <p>Oversee day-to-day operational planning, control and coordination in concert with the priorities of the department</p> <p>Coordinate and track work processes and multiple projects across functions</p>										
<b>SAP</b>	S70017672										
<b>New/natural attrition</b>	Natural attrition										
<b>Enquiries</b>	Elsie Malomane (012 358 4603) or Agnes Ndwamato (012 358 8637)										

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

**DEPARTMENT: EMERGENCY SERVICES**

**Division: Business Operations**

**Section: Emergency Communication Centre**

**Location: Emergency Services Department Headquarters (Pieter Delpont Centre)**

**Reference number**            **EMSS150-2024**

**Position**                        **SECRETARY**

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

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

**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 provide effective secretarial support

**Appointment requirements**            Grade 12 plus a secretarial qualification or training in office management  
At least one year’s relevant secretarial experience  
Computer literacy (Word, Excel and PowerPoint)

**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**                    Provide high-level administrative support to facilitate day-to-day sectional operations  
Prepare documents and assist with daily office operations  
Manage correspondence and handle phone calls  
Schedule and coordinate meetings  
Prepare and distribute agendas  
Take and maintain minutes

**SAP**                                 S70019259

**New/natural attrition**                    Natural attrition

**Enquiries**                         Elsie Malomane (012 358 4603) or Agnes Ndwamato (012 358 8637)

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

**DEPARTMENT: EMERGENCY SERVICES**

**Division: Business Operations**

**Section: Fire Safety Enforcement**

**Location: Central Fire Station**

**Reference number**            **EMSS152-2024**

**Position**                        **SECRETARY**

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

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

**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 provide effective secretarial support

**Appointment requirements**            Grade 12 plus a secretarial qualification or training in office management  
At least one year’s relevant secretarial experience  
Computer literacy (Word, Excel and PowerPoint)

**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**                    Provide high-level administrative support to facilitate day-to-day sectional operations  
Prepare documents and assist with daily office operations  
Manage correspondence and handle phone calls  
Schedule and coordinate meetings  
Prepare and distribute agendas  
Take and maintain minutes

**SAP**                                S70018312

**New/natural attrition**                    Natural attrition

**Enquiries**                        Elsie Malomane (012 358 4603) or Agnes Ndwamato (012 358 8637)

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

**DEPARTMENT: EMERGENCY SERVICES**

**Division: N/A**

**Section: Management and Administrative Support**

**Subsection: Finance Support**

**Location: Central Fire Station**

<b>Reference number</b>	<b>EMSS153-2024</b>										
<b>Position</b>	<b>ADMINISTRATIVE OFFICER: ACCOUNTS SERVICES (4 POSTS)</b>										
<b>To be advertised</b>	<table border="1"> <tr> <th>Internal</th> <th>External</th> </tr> </table>	Internal	External								
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Indian male	White female	White male	Person with disability	All categories							
<b>Job level</b>	T7										
<b>Scale</b>	R239 052,00 – R332 016,00 per annum										
<b>Estimated remuneration package</b>	R336 203,00 – R454 528,00 per annum										
<b>Job purpose</b>	To provide a financial administrative support service in an effective, efficient and economical manner to the Emergency Services Department										
<b>Appointment requirements</b>	Grade 12 with a pass in Accountancy Relevant six months' to one year's working experience in accounting or finance may be an added advantage A valid Code B driving licence will be an added advantage Computer literacy										
<b>Personal attributes and/or competencies</b>	Good written and verbal communication skills; ability to pay attention to detail; good time management skills in completing assigned tasks; ability to work as part of a team; ability to perform multiple tasks; ability to differentiate between tasks that are urgent and important; ability to work individually and in groups										
<b>Primary functions</b>	Conduct account services Oversee debtor administration Check information on source documents to ensure completeness and correctness Update information on the computer system to capture complete information on the computer system for future reference Send source documents to Group Financial Services for further processing File source documents for audit purposes										
<b>SAP</b>	S70019058; S70096192; S70096193; S70096194										
<b>New/natural attrition</b>	New										
<b>Enquiries</b>	Elsie Malomane (012 358 4603) or Agnes Ndwamato (012 358 8637)										

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

**DEPARTMENT: EMERGENCY SERVICES**

**Division: N/A**

**Section: Management and Administrative Support**

**Subsection: Finance Support**

**Location: Central Fire Station**

<b>Reference number</b>	<b>EMSS154-2024</b>										
<b>Position</b>	<b>ADMINISTRATIVE OFFICER: PROCUREMENT ADMINISTRATION</b>										
<b>To be advertised</b>	<table border="1"> <tr> <th>Internal</th> <th colspan="4">External</th> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </table>	Internal	External								
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Indian male	White female	White male	Person with disability	All categories							
<b>Job level</b>	T7										
<b>Scale</b>	R239 052,00 – R332 016,00 per annum										
<b>Estimated remuneration package</b>	R336 203,00 – R454 528,00 per annum										
<b>Job purpose</b>	To provide a financial administrative support service in an effective, efficient and economical manner to the Emergency Services Department										
<b>Appointment requirements</b>	Grade 12 with a pass in Accountancy Relevant six months' to one year's working experience in finance, supply chain management or procurement may be an advantage A valid Code B driving licence will be an added advantage Computer literacy in Microsoft Office										
<b>Personal attributes and/or competencies</b>	Good written and verbal communication skills; ability to pay attention to detail; good time management skills in completing assigned tasks; ability to work as part of a team; ability to perform multiple tasks; ability to differentiate between tasks that are urgent and important; ability to work individually and in groups										
<b>Primary functions</b>	Conduct procurement administration Process all purchase requisitions and reservations Oversee budget control and cash flow Process monthly contract requisitions Obtain official orders from the Supply Chain Management Division Check and hand over documents for payment (control to ensure all is up to date) Receive, inspect and confirm that the received stock and deliveries are correct Handle enquiries										
<b>SAP</b>	S70019038										
<b>New/natural attrition</b>	Natural attrition										
<b>Enquiries</b>	Elsie Malomane (012 358 4603) or Agnes Ndwamato (012 358 8637)										

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

**DEPARTMENT: EMERGENCY SERVICES**

**Division: N/A**

**Section: Management and Administrative Support**

**Subsection: Finance Support**

**Location: Central Fire Station**

<b>Reference number</b>	<b>EMSS155-2024</b>										
<b>Position</b>	<b>ADMINISTRATIVE OFFICER: TENDER ADMINISTRATION</b>										
<b>To be advertised</b>	<table border="1"> <tr> <td><b>Internal</b></td> <td><b>External</b></td> </tr> </table>	<b>Internal</b>	<b>External</b>								
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Indian male	White female	White male	Person with disability	All categories							
<b>Job level</b>	T7										
<b>Scale</b>	R239 052,00 – R332 016,00 per annum										
<b>Estimated remuneration package</b>	R336 203,00 – R454 528,00 per annum										
<b>Job purpose</b>	To provide a tender administration support service in an effective, efficient and economical manner to the Emergency Services Department										
<b>Appointment requirements</b>	<p>Grade 12 with a pass in Accountancy</p> <p>Relevant six months' to one year's working experience in finance, supply chain management or procurement may be an advantage</p> <p>A valid Code B driving licence will be an added advantage</p> <p>Computer literacy in Microsoft Office</p>										
<b>Personal attributes and/or competencies</b>	Good written and verbal communication skills; ability to pay attention to detail; good time management skills in completing assigned tasks; ability to work as part of a team; ability to perform multiple tasks; ability to differentiate between tasks that are urgent and important; ability to work individually and in groups										
<b>Primary functions</b>	<p>Render an administrative assistance function</p> <p>Handle correspondence and file all documents with regard to Emergency Services Department tenders</p> <p>Follow up on tenders to reach deadlines on the departmental procurement plan</p> <p>Be responsible for all administration related to reporting on tender progress</p> <p>Assist with the administration during supply chain management processes</p> <p>Create requisitions for requests in the Emergency Services Department</p> <p>Communicate with vendors daily to ensure timeous delivery of products</p> <p>Submit invoices for payment after delivery of goods and services</p>										
<b>SAP</b>	S70019048										
<b>New/natural attrition</b>	Natural attrition										
<b>Enquiries</b>	Elsie Malomane (012 358 4603) or Agnes Ndwamato (012 358 8637)										

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

**DEPARTMENT: EMERGENCY SERVICES**

**Division: Business Operations**

**Section: Training Academy**

**Location: Erasmuskloof Fire Station**

<b>Reference number</b>	<b>EMSS156-2024</b>										
<b>Position</b>	<b>ADMINISTRATIVE OFFICER: PROFESSIONAL TRAINING AND DEVELOPMENT</b>										
<b>To be advertised</b>	<table border="1"> <tr> <td>Internal</td> <td>External</td> </tr> </table>	Internal	External								
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<b>Job level</b>	T7										
<b>Scale</b>	R239 052,00 – R332 016,00 per annum										
<b>Estimated remuneration package</b>	R336 203,00 – R454 528,00 per annum										
<b>Job purpose</b>	To provide an effective and efficient administrative support service										
<b>Appointment requirements</b>	Grade 12 Relevant six months' to one year's working experience in an administrative environment may be an added advantage Computer literacy in Microsoft Office										
<b>Personal attributes and/or competencies</b>	Good written and verbal communication skills; ability to pay attention to detail; good time management skills in completing assigned tasks; ability to work as part of a team; ability to perform multiple tasks; ability to differentiate between tasks that are urgent and important; ability to work individually and in groups										
<b>Primary functions</b>	Perform administrative functions related to the work in an office environment Oversee day-to-day office operations, including maintaining office supplies, managing filing systems and ensuring that the administrative environment of the section is organised and functional Maintain accurate records, including personnel files and other important documents Provide administrative support, which may include preparing reports										
<b>SAP</b>	S70019125										
<b>New/natural attrition</b>	Natural attrition										
<b>Enquiries</b>	Elsie Malomane (012 358 4603) or Agnes Ndwamato (012 358 8637)										



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

**DEPARTMENT: EMERGENCY SERVICES**

**Division: N/A**

**Section: Management and Administrative Support**

**Location: Central Fire Station**

<b>Reference number</b>	<b>EMSS157-2024</b>										
<b>Position</b>	<b>ADMINISTRATIVE OFFICER: ASSET, MAINTENANCE AND INSURANCE MANAGEMENT</b>										
<b>To be advertised</b>	<table border="1"> <tr> <th>Internal</th> <th colspan="4">External</th> </tr> <tr> <td>African female Indian male</td> <td>African male White female</td> <td>Coloured female White male</td> <td>Coloured male Person with disability</td> <td>Indian female All categories</td> </tr> </table>	Internal	External				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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<b>This position seeks to attract</b>											
<b>Job level</b>	T7										
<b>Scale</b>	R239 052,00 – R332 016,00 per annum										
<b>Estimated remuneration package</b>	R336 203,00 – R454 528,00 per annum										
<b>Job purpose</b>	To deliver an efficient asset control service in the Emergency Services Department										
<b>Appointment requirements</b>	Grade 12 Relevant six months' to one year's working experience in asset management, finance, property valuation or insurance may be an added advantage A valid Code B driving licence Computer literacy										
<b>Personal attributes and/or competencies</b>	Good written and verbal communication skills; ability to pay attention to detail; good time management skills in completing assigned tasks; ability to work as part of a team; ability to perform multiple tasks; ability to differentiate between tasks that are urgent and important; ability to work individually and in groups										
<b>Primary functions</b>	Provide an asset control service in the Emergency Services Department Render an office, parking management service and furniture and asset relocation service to the Emergency Service Department										
<b>SAP</b>	S70019079										
<b>New/natural attrition</b>	Natural attrition										
<b>Enquiries</b>	Elsie Malomane (012 358 4603) or Agnes Ndwamato (012 358 8637)										

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

**DEPARTMENT: EMERGENCY SERVICES**

**Division: Business Operations**

**Section: Training Academy**

**Location: Erasmuskloof Fire Station**

<b>Reference number</b>	<b>EMSS158-2024</b>										
<b>Position</b>	<b>ADMINISTRATIVE OFFICER: OHS AUDIT AND REPORTING</b>										
<b>To be advertised</b>	<table border="1"> <tr> <td>Internal</td> <td>External</td> </tr> </table>	Internal	External								
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<b>This position seeks to attract</b>	<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
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Indian male	White female	White male	Person with disability	All categories							
<b>Job level</b>	T7										
<b>Scale</b>	R239 052,00 – R332 016,00 per annum										
<b>Estimated remuneration package</b>	R336 203,00 – R454 528,00 per annum										
<b>Job purpose</b>	To provide an effective and efficient administrative support service										
<b>Appointment requirements</b>	<p>Grade 12</p> <p>Relevant six months' to one year's working experience in an occupational health and safety environment may be an added advantage</p> <p>Computer literacy in Microsoft Office</p>										
<b>Personal attributes and/or competencies</b>	Good written and verbal communication skills; ability to pay attention to detail; good time management skills in completing assigned tasks; ability to work as part of a team; ability to perform multiple tasks; ability to differentiate between tasks that are urgent and important; ability to work individually and in groups										
<b>Primary functions</b>	<p>Perform administrative functions related to the work in an office environment</p> <p>Oversee day-to-day office operations, including maintaining office supplies, managing filing systems and ensuring that the administrative environment of the section is organised and functional</p> <p>Maintain accurate records, including personnel files and other important documents</p> <p>Provide administrative support, which may include preparing reports</p>										
<b>SAP</b>	S70019129										
<b>New/natural attrition</b>	Natural attrition										
<b>Enquiries</b>	Elsie Malomane (012 358 4603) or Agnes Ndwamato (012 358 8637)										

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

**DEPARTMENT: EMERGENCY SERVICES**

**Division: N/A**

**Section: Management and Administrative Support**

**Subsection: Infrastructure and Asset Management**

**Location: Centurion Fire Station**

<b>Reference number</b>	<b>EMSS159-2024</b>										
<b>Position</b>	<b>FUNCTIONAL HEAD: INFRASTRUCTURE MANAGEMENT, VEHICLE, EQUIPMENT AND MACHINERY MANAGEMENT</b>										
<b>To be advertised</b>	<table border="1"> <tr> <th>Internal</th> <th colspan="5">External</th> </tr> </table>	Internal	External								
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<b>This position seeks to attract</b>	<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
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Indian male	White female	White male	Person with disability	All categories							
<b>Job level</b>	T15										
<b>Scale</b>	R591 864,00 – R822 036,00 per annum										
<b>Estimated remuneration package</b>	R785 266,00 – R1 078 232,00 per annum										
<b>Job purpose</b>	To deliver an efficient infrastructure management, vehicle, equipment and machinery service to the Emergency Services Department										
<b>Appointment requirements</b>	<p>Grade 12</p> <p>An appropriate three-year career-related tertiary qualification in Supply Chain Management, Logistics or Fleet Management</p> <p>A degree or higher qualification in Supply Chain Management, Logistics or Fleet Management may be an added advantage</p> <p>At least six years' relevant working experience in infrastructure and asset management, fleet management and machinery or equipment management, of which at least three years must have been at supervisory level</p> <p>A valid Code B driving licence</p> <p>Computer literacy in Microsoft Office</p>										
<b>Competency requirements of the post</b>	Verbal and written communication skills; planning and organising skills; financial management skills; ability to work under pressure; good interpersonal skills; negotiation skills; conflict-handling skills										
<b>Primary functions</b>	<p>Conduct personnel management</p> <p>Manage preventative and emergency building maintenance</p> <p>Render project management</p> <p>Manage cleaning and sanitary services</p> <p>Manage horticultural services</p> <p>Conduct tender and contract compilation and administration</p> <p>Oversee maintenance of security systems and access control</p> <p>Oversee fleet control functions in the department</p> <p>Manage all equipment and machinery operations in the department</p> <p>Conduct day-to-day management of the unit</p>										

Organise activities of the subsection by optimally using resources, thereby ensuring the accomplishment of goals and the effective functioning of the unit

**SAP** S70019080

**New/natural attrition** Natural attrition

**Enquiries** Elsie Malomane (012 358 4603) or Agnes Ndwamato (012 358 8637)

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

**DEPARTMENT: EMERGENCY SERVICES**

**Division: N/A**

**Section: Management and Administrative Support**

**Subsection: Infrastructure and Asset Management**

**Location: Centurion Fire Station**

<b>Reference number</b>	<b>EMSS160-2024</b>										
<b>Position</b>	<b>FUNCTIONAL HEAD: REHABILITATION, PROTECTIVE EQUIPMENT AND UNIFORM SERVICES</b>										
<b>To be advertised</b>	<table border="0" style="width: 100%; background-color: #cccccc;"> <tr> <td style="text-align: center;">Internal</td> <td style="text-align: center;">External</td> </tr> </table>	Internal	External								
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Indian male	White female	White male	Person with disability	All categories							
<b>Job level</b>	T15										
<b>Scale</b>	R591 864,00 – R822 036,00 per annum										
<b>Estimated remuneration package</b>	R785 266,00 – R1 078 232,00 per annum										
<b>Job purpose</b>	To render rehabilitation, protective equipment and uniform and operational depot services to the Emergency Services Department										
<b>Appointment requirements</b>	<p>Grade 12</p> <p>An appropriate three-year career-related tertiary qualification in Supply Chain Management or Logistics</p> <p>A degree or higher qualification in Supply Chain Management or Logistics may be an added advantage</p> <p>At least six years' relevant working experience in supply chain and logistics, of which at least three years must have been at supervisory level</p> <p>A valid Code B driving licence</p> <p>Computer literacy in Microsoft Office</p>										
<b>Competency requirements of the post</b>	Verbal and written communication skills; planning and organising skills; financial management skills; ability to work under pressure; good interpersonal skills; negotiation skills; conflict-handling skills										
<b>Primary functions</b>	<p>Conduct personnel management</p> <p>Provide on-site rehabilitation services 24/7 during operational incidents</p> <p>Procure provisions for rehabilitation services</p> <p>Acquire stock, conduct stock control, maintain the uniform database, and collect and issue uniforms and protective clothing (fire, management, reservists and disaster management services)</p> <p>Render a tender and contract administration service</p> <p>Perform financial control and record-keeping</p> <p>Ensure that a proper record-keeping system is in place and updated for operational equipment</p> <p>Oversee the procurement, maintenance and repair of operational equipment</p> <p>Manage all operational depots within the Emergency Services Department</p>										

<b>SAP</b>	S70019117
<b>New/natural attrition</b>	Natural attrition
<b>Enquiries</b>	Elsie Malomane (012 358 4603) or Agnes Ndwamato (012 358 8637)

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

**DEPARTMENT: EMERGENCY SERVICES**

**Division: N/A**

**Section: Management and Administrative Support**

**Subsection: Finance Support**

**Location: Emergency Services Department Headquarters (Pieter Delpont Centre)**

<b>Reference number</b>	<b>EMSS161-2024</b>																		
<b>Position</b>	<b>FUNCTIONAL HEAD: PROCUREMENT MANAGEMENT</b>																		
<b>To be advertised</b>	<table border="1"> <tr> <th>Internal</th> <th colspan="5">External</th> </tr> <tr> <td>African female</td> <td>African male</td> <td>Coloured female</td> <td>Coloured male</td> <td>Indian female</td> <td></td> </tr> <tr> <td>Indian male</td> <td>White female</td> <td>White male</td> <td>Person with disability</td> <td>All categories</td> <td></td> </tr> </table>	Internal	External					African female	African male	Coloured female	Coloured male	Indian female		Indian male	White female	White male	Person with disability	All categories	
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<b>This position seeks to attract</b>																			
<b>Job level</b>	T15																		
<b>Scale</b>	R591 864,00 – R822 036,00 per annum																		
<b>Estimated remuneration package</b>	R785 266,00 – R1 078 232,00 per annum																		
<b>Job purpose</b>	To provide project, procurement and financial administrative support services in an effective, efficient and economical manner to the Emergency Services Department																		
<b>Appointment requirements</b>	<p>Grade 12</p> <p>A relevant three-year tertiary qualification in Supply Chain Management or Procurement</p> <p>A degree or higher qualification in Supply Chain Management or Procurement may be an added advantage</p> <p>At least six years' relevant working experience in supply chain management or procurement, of which at least three years must have been at supervisory level</p> <p>A valid Code B driving licence</p> <p>Computer literacy in Microsoft Office</p>																		
<b>Competency requirements of the post</b>	Negotiation skills; advanced linguistic proficiency; business acumen; ability to do presentations; leadership skills; technical skills; project management skills; communication skills; analytical skills; organisational skills; budget management skills																		
<b>Primary functions</b>	<p>Manage the Contract and Project Management Subsection</p> <p>Provide departmental financial advisory services (capital)</p> <p>Conduct contract management</p> <p>Conduct project management</p> <p>Liaise with product and service suppliers</p> <p>Conduct day-to-day management and supervision of the Contract and Project Management Subsection to ensure optimal performance</p> <p>Compile guidelines according to which personnel must execute tasks</p> <p>Compile monthly and quarterly reports relating to projects and contracts</p> <p>Attend internal meetings and functions relating to procurement management</p>																		
<b>SAP</b>	S70019040																		
<b>New/natural attrition</b>	Natural attrition																		
<b>Enquiries</b>	Elsie Malomane (012 358 4603) or Agnes Ndwamato (012 358 8637)																		



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

**DEPARTMENT: EMERGENCY SERVICES**

**Division: Business Operations**

**Section: Emergency Planning**

**Location: Tshwane regions**

<b>Reference number</b>	<b>EMSS162-2024</b>										
<b>Position</b>	<b>DISTRICT COMMANDER: URBAN DEVELOPMENT OFFICE</b>										
<b>To be advertised</b>	<table border="0" style="width:100%; background-color:#cccccc;"> <tr> <td style="width:50%; text-align:center;"><b>Internal</b></td> <td style="width:50%; text-align:center;"><b>External</b></td> </tr> </table>	<b>Internal</b>	<b>External</b>								
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<b>Job level</b>	T14										
<b>Scale</b>	R528 468,00 – R733 944,00 per annum										
<b>Estimated remuneration package</b>	R704 575,00 – R966 108,00 per annum										
<b>Job purpose</b>	To perform various managerial, administrative and skilled tasks associated with the interpretation, application and enforcement of fire protection regulations and technical fire safety requirements as these relate to town planning scheme applications, changes in building occupancy, scrutiny of fire protection plans for code compliance and the final inspection of buildings in accordance with approved fire protection plans										
<b>Appointment requirements</b>	<p>Grade 12</p> <p>National Diploma in Fire Technology or Associate Diploma in Fire Technology (SAESI) or Graduate Diploma in Fire Engineering Science (IFE)</p> <p>BTech Degree in Fire Technology or Postgraduate Diploma in Fire Technology or higher may be an added advantage</p> <p>Law Enforcement or Peace Officers Certificate</p> <p>At least five years' continuous experience in an operational fire services environment, of which at least two years must have been at supervisory level</p> <p>A valid Code B driving licence</p> <p>Computer literacy in Microsoft Office</p> <p>Must have reasonable levels of physical and medical fitness</p> <p><b>Willingness to be subjected to medical evaluation</b></p> <p><b>Willingness to be assigned to any geographical fire station in Tshwane</b></p> <p><b>Willingness and ability to be on standby and work after hours on weekends and public holidays</b></p>										
<b>Personal attributes and/or competencies</b>	Integrity; intelligence; concealment skills; patience; innovative thinking skills; being energetic; imagination; flexibility; willingness to accept responsibility; decisiveness; ability to pay attention to detail; communication skills										
<b>Primary functions</b>	Coordinate, manage and analyse the reporting on town planning scheme applications and forecast the situational context of applications against prevailing fire safety codes and fire response coverage										

Manage the application of relevant fire codes and standards as these relate to design, installation and storage of dangerous and classified goods and substances  
Manage and report on the vulnerable localities index to identify priority areas for targeting fire safety services  
Conduct personnel and performance management

**SAP** S70018392

**New/natural attrition** New

**Enquiries** Elsie Malomane (012 358 4603) or Agnes Ndwamato (012 358 8637)

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

**DEPARTMENT: EMERGENCY SERVICES**

**Division: Business Operations**

**Section: Fire Safety Enforcement**

**Location: Tshwane regions**

<b>Reference number</b>	<b>EMSS163-2024</b>										
<b>Position</b>	<b>DISTRICT COMMANDER: FIRE SAFETY ENFORCEMENT (2 POSTS)</b>										
<b>To be advertised</b>	<table border="0" style="width:100%; background-color:#cccccc;"> <tr> <td style="width:50%; text-align:center;"><b>Internal</b></td> <td style="width:50%; text-align:center;"><b>External</b></td> </tr> </table>	<b>Internal</b>	<b>External</b>								
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<b>Job level</b>	T14										
<b>Scale</b>	R528 468,00 – R733 944,00 per annum										
<b>Estimated remuneration package</b>	R704 575,00 – R966 108,00 per annum										
<b>Job purpose</b>	To coordinate, manage, provide, deliver and maintain fire safety enforcement through the rendering of fire safety enforcement duties and any other activities to minimise losses pertaining to life and property through preventing, eliminating and reducing hazards that contribute to the occurrence and spread of fire within Tshwane										
<b>Appointment requirements</b>	<p>Grade 12  National Diploma in Fire Technology or Associate Diploma in Fire Technology (SAESI) or Graduate Diploma in Fire Engineering Science (IFE)  BTech Degree in Fire Technology or Postgraduate Diploma in Fire Technology or higher may be an added advantage  Law Enforcement or Peace Officers Certificate  At least five years' continuous experience in an operational fire services environment, of which at least two years must have been at supervisory level  A valid Code B driving licence  Must have reasonable levels of physical and medical fitness  Computer literacy in Microsoft Office  <b>Willingness to be subjected to medical evaluation</b>  <b>Willingness to be assigned to any geographical fire station in Tshwane</b>  <b>Willingness and ability to be on standby and work overtime after hours, on weekends and on public holidays with little or no notice</b></p>										
<b>Personal attributes and/or competencies</b>	Integrity; intelligence; concealment skills; patience; innovative thinking skills; being energetic; imagination; flexibility; willingness to accept responsibility; decisiveness; ability to pay attention to detail; communication skills										
<b>Primary functions</b>	<p>Manage and oversee that routine proactive, reactive and programmed technical fire safety inspections of buildings and installations are conducted  Manage and oversee the implementation and execution of the risk-based fire inspection programme  Manage and oversee the implementation of fire safety law enforcement actions</p>										

Manage and oversee the activities related to cause of fire, spread of fire and prevention of reoccurrence of fire  
Conduct personnel and performance management

**SAP** S70018319; S70018323

**New/natural attrition** Natural attrition

**Enquiries** Elsie Malomane (012 358 4603) or Agnes Ndwamato (012 358 8637)

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

**DEPARTMENT: EMERGENCY SERVICES**

**Division: N/A**

**Section: Management and Administrative Support**

**Subsection: Infrastructure and Asset Management**

**Location: Emergency Services Department Fire Stations**

<b>Reference number</b>	<b>EMSS164-2024</b>										
<b>Position</b>	<b>GENERAL WORKER (4 POSTS)</b>										
<b>To be advertised</b>	<table border="1"> <tr> <td align="center" colspan="3">Internal</td> <td align="center" colspan="3">External</td> </tr> </table>	Internal			External						
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<b>Job level</b>	T1										
<b>Scale</b>	R150 048,00 – R175 368,00 per annum										
<b>Estimated remuneration package</b>	R222 917,00 – R255 145,00 per annum										
<b>Job purpose</b>	To provide an effective and efficient cleaning, furniture removal, infrastructure maintenance and horticultural service to the Emergency Services Department										
<b>Appointment requirements</b>	<p>Basic literacy</p> <p>Relevant experience in performing hard labour</p> <p>Physical fitness and health with no musculoskeletal problems</p> <p><b>Willingness to be subjected to medical evaluation</b></p> <p><b>Willingness and ability to work standby and overtime if required</b></p>										
<b>Personal attributes and/or competencies</b>	Ability to do physical work for continuous periods; integrity; physically strong with no musculoskeletal problems										
<b>Primary functions</b>	<p>Clean buildings, terrains and vehicle bays</p> <p>Assist with the moving of furniture, equipment and other items</p> <p>Provide horticultural services, such as grass cutting, plant maintenance, etc</p>										
<b>SAP</b>	S70019089; S70019096; S70019090; S70019095										
<b>New/natural attrition</b>	Natural attrition										
<b>Enquiries</b>	Elsie Malomane (012 358 4603) or Agnes Ndwamato (012 358 8637)										

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

**DEPARTMENT: EMERGENCY SERVICES**  
**Division: Office of the Chief of Emergency Services**  
**Section: Strategic Support**

**Location: Emergency Services Department Headquarters (Pieter Delpont Centre)**

**Reference number** EMSS165-2024

**Position** EXECUTIVE SUPPORT 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** T11

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

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

**Job purpose** To render operational and executive administrative support to the Chief of Emergency Services within the generic framework of local government by means of the control, management, planning, coordination and implementation of management information to ensure the timeous and effective achievement of Council, departmental and divisional goals

**Appointment requirements** Grade 12  
Certificate in Public Administration, Business Administration or Administrative Management  
National Diploma in Public Administration, Business Administration or Administrative Management may be an added advantage  
At least two years' relevant experience in an executive support environment  
A valid Code B driving licence  
Computer literacy in Microsoft Office

**Personal attributes and/or competencies** Good communication and interpersonal skills; planning and organising skills; excellent organisational skills; integrity; patience; flexibility; intelligence; willingness to accept responsibility; innovative thinking skills; ability to work under pressure

**Primary function** Render support to the Office of the Chief of Emergency Services  
Provide executive support to departmental work streams  
Coordinate and manage Chief of Emergency Services administration  
Provide enquiry support services  
Provide information and feedback to other divisions and sections in the City of Tshwane and the public entity  
Perform all other administrative duties and tasks handed down by the Chief of Emergency Services

**SAP** S70017666

**New/natural attrition** Natural attrition

**Enquiries** Elsie Malomane (012 358 4603) or Agnes Ndwamato (012 358 8637)

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

**DEPARTMENT: EMERGENCY SERVICES**

**Division: Business Operations**

**Section: Emergency Communication Centre**

**Subsection: ECC System Support**

**Location: Emergency Services Department Headquarters (Pieter Delpont Centre)**

**Reference number**            **EMSS166-2024**

**Position**                            **TECHNICAL SUPPORT OFFICER**

<b>To be advertised</b>	<b>Internal</b>		<b>External</b>		
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<b>This position seeks to attract</b>	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**                                    R376 152,00 – R522 420,00 per annum

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

**Job purpose**                        To provide technical assistance and support to end users within the Emergency Services Department, ensuring that all IT systems, hardware and software operate efficiently

**Appointment requirements**            Grade 12 with a pass in Information and Communication Technology or Computer Application Technology  
A tertiary qualification in Information and Communication Technology or Computer Application Technology may be an added advantage  
At least two years' relevant experience in an ICT support environment  
A valid Code B driving licence  
Computer literacy in Microsoft Office  
**Willingness to be assigned to any geographical fire station in Tshwane**  
**Willingness and ability to be on standby and work after hours on weekends and public holidays**

**Personal attributes and/or competencies**    Technical skills; analytical skills; flexibility (working hours); physical fitness; innovative thinking skills; ability to pay attention to detail

**Primary function**                        Install and configure new technology to be used by the department, such as hardware, operating systems and programs or applications as developed by the Shared Services Department  
Provide application maintenance and ICT support services in the department  
Diagnose, troubleshoot and resolve technical issues related to IT systems, hardware and software for end users in the department  
Assist users with their technical needs to maintain operational efficiency and minimise disruptions  
Manage and oversee ICT assets in terms of verification, distribution, collection, etc

**SAP**    S70019261

**New/natural attrition**            Natural attrition

**Enquiries**                                Elsie Malomane (012 358 4603) or Agnes Ndwamato (012 358 8637)

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

**DEPARTMENT: EMERGENCY SERVICES**

**Division: N/A**

**Section: Management and Administrative Support**

**Subsection: Infrastructure and Asset Management**

**Location: Central Fire Station**

<b>Reference number</b>	<b>EMSS167-2024</b>																		
<b>Position</b>	<b>INVENTORY CONTROL OFFICER</b>																		
<b>To be advertised</b>	<table border="1"> <tr> <th>Internal</th> <th colspan="5">External</th> </tr> <tr> <td>African female</td> <td>African male</td> <td>Coloured female</td> <td>Coloured male</td> <td colspan="2">Indian female</td> </tr> <tr> <td>Indian male</td> <td>White female</td> <td>White male</td> <td>Person with disability</td> <td colspan="2">All categories</td> </tr> </table>	Internal	External					African female	African male	Coloured female	Coloured male	Indian female		Indian male	White female	White male	Person with disability	All categories	
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<b>This position seeks to attract</b>																			
<b>Job level</b>	T11																		
<b>Scale</b>	R376 152,00 – R522 420,00 per annum																		
<b>Estimated remuneration package</b>	R510 705,00 – R696 877,00 per annum																		
<b>Job purpose</b>	To be responsible for controlling, receiving, safeguarding, storing, issuing and distributing emergency services store and inventory products, tools and materials for operational use when needed																		
<b>Appointment requirements</b>	<p>Grade 12</p> <p>A certificate in Property Asset Management, Finance or Property Valuation</p> <p>A diploma or higher in Property Asset Management, Finance or Property Valuation may be an added advantage</p> <p>At least two years' relevant experience in property asset management, finance or property valuation</p> <p>Supervisory experience will be an added advantage</p> <p>A valid Code B driving licence</p> <p>Computer literacy in Microsoft Office</p>																		
<b>Personal attributes and/or competencies</b>	Technical skills; analytical skills; flexibility (working hours); physical fitness; innovative thinking skills; ability to pay attention to detail																		
<b>Primary function</b>	<p>Receive and safely store inventory stock, including products, tools and materials</p> <p>Adhere to applicable asset management standards in accordance with corporate and departmental policies and procedures</p> <p>Accurately and effectively issue depot inventory item transactions in the department</p> <p>Assist in controlling and maintaining an accurate electronic inventory stock availability database, reports and receiving and issuing records</p> <p>Advise the functional head on issues regarding available stock, including needs, shortages, quality and condition of stock items</p> <p>Identify inventory items for maintenance, repair and disposal purposes</p>																		
<b>SAP</b>	S70073590																		
<b>New/natural attrition</b>	Natural attrition																		
<b>Enquiries</b>	Elsie Malomane (012 358 4603) or Agnes Ndwamato (012 358 8637)																		





Participate in public education programmes to teach fire safety to communities, schools and businesses

**SAP** S70019122; S70019123; S70019124; S70019133; S70019134; S70019135; S70019137; S70019138; S70019139

**New/natural attrition** Natural attrition

**Enquiries** Elsie Malomane (012 358 4603) or Agnes Ndwamato (012 358 8637)

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

**DEPARTMENT: EMERGENCY SERVICES**

**Division: Business Operations**

**Section: Training Academy**

**Subsection: OHS Audit and Reporting, Fitness and Well-being**

**Location: Erasmuskloof Fire Station**

<b>Reference number</b>	<b>EMSS169-2024</b>															
<b>Position</b>	<b>OCCUPATIONAL HEALTH AND SAFETY OFFICER</b>															
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<b>This position seeks to attract</b>																
<b>Job level</b>	T12															
<b>Scale</b>	R421 284,00 – R585 120,00 per annum															
<b>Estimated remuneration package</b>	R568 150,00 – R776 683,00 per annum															
<b>Job purpose</b>	To ensure compliance by the department and its employees to the legal requirements pertaining to safety in the workplace by assisting in the prevention of accidents and the safeguarding against safety hazards, which may arise out of work-related activities															
<b>Appointment requirements</b>	<p>Grade 12</p> <p>National Diploma in Workplace Safety, Risk Management or Occupational Health and Safety</p> <p>A degree or higher in Workplace Safety, Risk Management or Occupational Health and Safety may be an added advantage</p> <p>At least three to five years' relevant experience in an occupational health and safety environment</p> <p>A valid Code B driving licence</p> <p>Computer literacy in Microsoft Office</p>															
<b>Personal attributes and/or competencies</b>	Verbal and written communication skills; planning and organising skills; financial management skills; ability to work under pressure; good interpersonal skills; negotiation and conflict-handling skills; ability to establish and maintain effective working relationships with employees, clients and the public; time management skills; multiple task management skills															
<b>Primary functions</b>	<p>Ensure compliance with occupational health and safety-related policies, procedures, standards and guidelines</p> <p>Conduct pre-audits in the department or region and assist the corporate occupational health and safety officer during quarterly occupational health and safety audits</p> <p>Conduct incident investigations</p> <p>Conduct occupational health and safety information, communication and awareness</p> <p>Conduct occupational health and safety workplace inspections</p> <p>Conduct hazard identification and risk assessments</p>															
<b>SAP</b>	S70019127															
<b>New/natural attrition</b>	Natural attrition															
<b>Enquiries</b>	Elsie Malomane (012 358 4603) or Agnes Ndwamato (012 358 8637)															

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

**DEPARTMENT: EMERGENCY SERVICES**

**Division: N/A**

**Section: Management and Administrative Support**

**Location: Central Fire Station**

<b>Reference number</b>	<b>EMSS170-2024</b>										
<b>Position</b>	<b>SUPPORT SERVICES OFFICER: ASSET, MAINTENANCE AND INSURANCE MANAGEMENT, LOGISTICS, OFFICE ACCOMMODATION AND PARKING</b>										
<b>To be advertised</b>	<table border="0" style="width:100%; background-color:#cccccc;"> <tr> <td align="center" style="width:50%;"><b>Internal</b></td> <td align="center" style="width:50%;"><b>External</b></td> </tr> </table>	<b>Internal</b>	<b>External</b>								
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Indian male	White female	White male	Person with disability	All categories							
<b>Job level</b>	T12										
<b>Scale</b>	R421 284,00 – R585 120,00 per annum										
<b>Estimated remuneration package</b>	R568 150,00 – R776 683,00 per annum										
<b>Job purpose</b>	To provide comprehensive asset value chain, insurance claims management and loss and damage administrative services to the Emergency Services Department										
<b>Appointment requirements</b>	<p>Grade 12</p> <p>An appropriate three-year career-related tertiary qualification in Property Asset Management, Finance, Property Valuation or Insurance</p> <p>A degree or higher in Property Asset Management, Finance, Property Valuation or Insurance may be an added advantage</p> <p>Three to five years' relevant experience, of which at least one year must have been at supervisory level</p> <p>A valid Code B driving licence</p> <p>Computer literacy in Microsoft Office</p>										
<b>Personal attributes and/or competencies</b>	Verbal and written communication skills; planning and organising skills; financial management skills; ability to work under pressure; good interpersonal skills; negotiation and conflict-handling skills; ability to establish and maintain effective working relationships with employees, clients and the public; time management skills; multiple task management skills										
<b>Primary functions</b>	<p>Provide a one-stop asset value chain administration service</p> <p>Provide a public liability claim administration service</p> <p>Provide a loss and damage committee administration service</p> <p>Provide written feedback with regard to all insurance claims</p> <p>Ensure that records are kept of approved policies and standard operating procedures</p>										
<b>SAP</b>	S70019077										
<b>New/natural attrition</b>	New										
<b>Enquiries</b>	Elsie Malomane (012 358 4603) or Agnes Ndwamato (012 358 8637)										

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

**DEPARTMENT: EMERGENCY SERVICES**

**Division: N/A**

**Section: Management and Administrative Support**

**Location: Central Fire Station**

<b>Reference number</b>	<b>EMSS171-2024</b>										
<b>Position</b>	<b>SUPPORT SERVICES OFFICER: REHABILITATION, PROTECTIVE EQUIPMENT, UNIFORM SERVICES AND OPERATIONAL DEPOT SERVICES</b>										
<b>To be advertised</b>	<table border="0" style="width:100%; background-color:#cccccc;"> <tr> <td style="width:50%; text-align:center;"><b>Internal</b></td> <td style="width:50%; text-align:center;"><b>External</b></td> </tr> </table>	<b>Internal</b>	<b>External</b>								
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Indian male	White female	White male	Person with disability	All categories							
<b>Job level</b>	T12										
<b>Scale</b>	R421 284,00 – R585 120,00 per annum										
<b>Estimated remuneration package</b>	R568 150,00 – R776 683,00 per annum										
<b>Job purpose</b>	To provide rehabilitation, uniform, personal protective equipment (PPE) management and operational depot services to the Emergency Services Department										
<b>Appointment requirements</b>	<p>Grade 12</p> <p>National Diploma in Supply Chain Management or Logistics</p> <p>A degree or higher qualification in Supply Chain Management or Logistics may be an added advantage</p> <p>Three to five years' relevant experience, of which at least one year must have been at supervisory level</p> <p>A valid Code B driving licence</p> <p>Computer literacy in Microsoft Office</p> <p>Physical fitness and health with no musculoskeletal problems</p> <p><b>Willingness to be subjected to medical evaluation</b></p> <p><b>Willingness and ability to work standby and overtime if required</b></p>										
<b>Personal attributes and/or competencies</b>	Verbal and written communication skills; planning and organising skills; financial management skills; ability to work under pressure; good interpersonal skills; negotiation and conflict-handling skills; ability to establish and maintain effective working relationships with employees, clients and the public; time management skills; multiple task management skills										
<b>Primary functions</b>	<p>Provide a 24/7 rehabilitation service to the department at major operations</p> <p>Provide a uniform service to the department</p> <p>Provide a comprehensive operational depot service to the department</p> <p>Provide a comprehensive PPE management service to the department</p>										
<b>SAP</b>	S70019189										
<b>New/natural attrition</b>	New										
<b>Enquiries</b>	Elsie Malomane (012 358 4603) or Agnes Ndwamato (012 358 8637)										

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

**DEPARTMENT: EMERGENCY SERVICES**

**Division: N/A**

**Section: Management and Administrative Support**

**Subsection: Staff Compliance**

**Location: Emergency Services Department Headquarters (Pieter Delpont Centre)**

<b>Reference number</b>	<b>EMSS172-2024</b>										
<b>Position</b>	<b>SENIOR ADMINISTRATIVE OFFICER</b>										
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Indian male	White female	White male	Person with disability	All categories							
<b>Job level</b>	T11										
<b>Scale</b>	R376 152,00 – R522 420,00 per annum										
<b>Estimated remuneration package</b>	R510 705,00 – R696 877,00 per annum										
<b>Job purpose</b>	To deliver an administrative support service to the Staff Compliance Subsection in the Emergency Services Department										
<b>Appointment requirements</b>	<p>Grade 12</p> <p>A tertiary qualification in Law, Labour Relations or Compliance may be an added advantage</p> <p>At least two years' relevant working experience in a law, labour relations or compliance environment will be an added advantage</p> <p>Computer literacy in Microsoft Office</p>										
<b>Personal attributes and/or competencies</b>	Technical skills; analytical skills; flexibility (working hours); physical fitness; innovative thinking skills; ability to pay attention to detail										
<b>Primary function</b>	<p>Assist with disciplinary process monitoring and advice services to all employees in the Emergency Services Department</p> <p>Provide efficient administrative support for the training of employees</p> <p>Create and maintain administrative systems for the registering, updating and finalisation of all grievances within the Emergency Services Department</p>										
<b>SAP</b>	S70019190										
<b>New/natural attrition</b>	Natural attrition										
<b>Enquiries</b>	Elsie Malomane (012 358 4603) or Agnes Ndwamato (012 358 8637)										

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

**DEPARTMENT: EMERGENCY SERVICES**

**Division: N/A**

**Section: Management and Administrative Support**

**Subsection: Infrastructure and Asset Management**

**Location: Central Fire Station**

<b>Reference number</b>	<b>EMSS173-2024</b>										
<b>Position</b>	<b>FLEET CONTROLLER</b>										
<b>To be advertised</b>	<table border="1"> <tr> <td>Internal</td> <td>External</td> </tr> </table>	Internal	External								
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<b>Job level</b>	T11										
<b>Scale</b>	R376 152,00 – R522 420,00 per annum										
<b>Estimated remuneration package</b>	R510 705,00 – R696 877,00 per annum										
<b>Job purpose</b>	To deliver fleet operations support services to the Emergency Services Department										
<b>Appointment requirements</b>	<p>Grade 12</p> <p>A diploma or higher in Fleet Management may be an added advantage</p> <p>At least two years' relevant experience in fleet management</p> <p>A valid Code B driving licence</p> <p>Computer literacy in Microsoft Office</p>										
<b>Personal attributes and/or competencies</b>	Technical skills; analytical skills; flexibility (working hours); physical fitness; innovative thinking skills; ability to pay attention to detail										
<b>Primary function</b>	<p>Render fleet management services</p> <p>Provide, maintain and upgrade the fleet</p> <p>Dispose of obsolete fleet assets</p> <p>Oversee budget use</p> <p>Provide an efficient client service (internally and externally)</p> <p>Assist with contract management regarding service providers</p> <p>Set up contracts according to contract specifications</p> <p>Inspect all vehicles and machinery on delivery</p> <p>Monitor operational costs that include maintenance, fuel and hiring of fleet</p> <p>Monitor vehicle maintenance records</p> <p>Ensure that correct processes and policy are followed regarding accidents and incidents, including the completion of relevant systems</p> <p>Monitor and manage vehicle GPS tracking systems and generate detailed reports</p> <p>Identify work process improvements that will lead to increased productivity and effectiveness in the fleet environment</p> <p>Refuel vehicles at stations and at major incidents 24/7</p>										
<b>SAP</b>	S70073588										
<b>New/natural attrition</b>	Natural attrition										
<b>Enquiries</b>	Elsie Malomane (012 358 4603) or Agnes Ndwamato (012 358 8637)										

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

**DEPARTMENT: EMERGENCY SERVICES**

**Division: N/A**

**Section: Management and Administrative Support**

**Location: Central Fire Station**

<b>Reference number</b>	<b>EMSS175-2024</b>										
<b>Position</b>	<b>DRIVER</b>										
<b>To be advertised</b>	<table border="1"> <tr> <th>Internal</th> <th>External</th> </tr> </table>	Internal	External								
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Indian male	White female	White male	Person with disability	All categories							
<b>Job level</b>	T6										
<b>Scale</b>	R213 444,00 – R296 448,00 per annum										
<b>Estimated remuneration package</b>	R303 608,00 – R409 257,00 per annum										
<b>Job purpose</b>	To provide an effective, efficient and affordable distribution service to the Emergency Service Department and the City of Tshwane										
<b>Appointment requirements</b>	<p>Grade 10</p> <p>Relevant two years' working experience as a driver</p> <p>Defensive driving course will be an added advantage</p> <p>A valid Code B driving licence</p>										
<b>Personal attributes and/or competencies</b>	Integrity; patience; being energetic; flexibility; communication skills										
<b>Primary functions</b>	<p>Transport goods and/or documents</p> <p>Render an external and internal distribution service from other municipal offices and/or other offices and organisations, including regional offices</p> <p>Deliver and collect internal and external correspondence</p> <p>Render a messenger service in the absence of the internal messenger and driver messenger</p> <p>Ensure vehicle maintenance management and compliance with corporate and departmental policies to take proper care of the official motor vehicle used</p>										
<b>SAP</b>	S70019183										
<b>New/natural attrition</b>	Natural attrition										
<b>Enquiries</b>	Elsie Malomane (012 358 4603) or Agnes Ndwamato (012 358 8637)										



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

**DEPARTMENT: EMERGENCY SERVICES**

**Division: Business Operations**

**Section: Emergency Planning**

**Location: Citywide**

**Reference number**            **EMSS176-2024**

**Position**                        **HYDRANT OFFICER (3 POSTS)**

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

<b>This position seeks to attract</b>	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 ensure that all street fire hydrants are in a functional condition

**Appointment requirements**

- Grade 12
- 1475 SAQCC Fire Technician Course
- A plumbing qualification may be an added advantage
- At least one year’s relevant experience in a fire hydrant maintenance environment
- A valid Code B driving licence
- Computer literacy in Microsoft Office

**Personal attributes and/or competencies**    Good communication skills; integrity; intelligence; concealment skills; patience; innovative thinking skills; being energetic; imagination; flexibility; willingness to accept responsibility; decisiveness; ability to pay attention to detail

**Primary functions**

- Ensure that all street fire hydrants are in a functional condition for use in the event of a fire through inspection, maintenance, service and measure of flow and pressure annually
- Establish whether hydrants conform to fire safety standards

**SAP**                                S70018374; S70018375; S70018378

**New/natural attrition**                        Natural attrition

**Enquiries**                        Elsie Malomane (012 358 4603) or Agnes Ndwamato (012 358 8637)

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

**DEPARTMENT: EMERGENCY SERVICES**

**Division: N/A**

**Section: Management and Administrative Support**

**Subsection: Finance Support**

**Location: Emergency Services Department Headquarters (Pieter Delpont Centre)**

<b>Reference number</b>	<b>EMSS177-2024</b>										
<b>Position</b>	<b>SENIOR ADMINISTRATIVE OFFICER</b>										
<b>To be advertised</b>	<table border="1"> <tr> <th>Internal</th> <th>External</th> </tr> </table>	Internal	External								
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Indian male	White female	White male	Person with disability	All categories							
<b>Job level</b>	T11										
<b>Scale</b>	R376 152,00 – R522 420,00 per annum										
<b>Estimated remuneration package</b>	R510 705,00 – R696 877,00 per annum										
<b>Job purpose</b>	To provide a contract management support service in an effective, efficient and economical manner to the Emergency Services Department to execute their operational responsibilities										
<b>Appointment requirements</b>	<p>Grade 12 with a pass in Accountancy</p> <p>A tertiary qualification in Contract Management, Supply Chain Management or Procurement may be an added advantage</p> <p>At least two years' working experience in contract management, supply chain management or procurement</p> <p>A valid Code B driving licence will be an added advantage</p> <p>Computer literacy in Microsoft Office</p>										
<b>Personal attributes and/or competencies</b>	Technical skills; analytical skills; flexibility (working hours); physical fitness; innovative thinking skills; ability to pay attention to detail										
<b>Primary function</b>	<p>Compile technical specifications for quotations and tender documents</p> <p>Conduct contract management</p> <p>Conduct contract administration and reporting</p> <p>Compile contract documentation for approval</p> <p>Coordinate and facilitate all contracts</p>										
<b>SAP</b>	S70019043										
<b>New/natural attrition</b>	Natural attrition										
<b>Enquiries</b>	Elsie Malomane (012 358 4603) or Agnes Ndwamato (012 358 8637)										



**SAP** S70018280; S70017816; S70018163

**New/natural attrition** Natural attrition

**Enquiries** Elsie Malomane (012 358 4603) or Agnes Ndwamato (012 358 8637)

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