



## INTERNAL/EXTERNAL JOB FORUM

Our policy is to provide equal employment opportunities to all qualified persons without regard to race, religious belief, age, national origin, marital status, physical disability, HIV status, gender, social origin, culture, political opinion, conscience and sexual orientation. Persons with disabilities are encouraged to apply. The City of Tshwane is committed to employment equity. Preference may be given to appointable applicants from the underrepresented designated groups in terms of the City of Tshwane Employment Equity Plan. The City retains the right not to make an appointment and to verify all information provided by candidates.

Applicants should note that they will be required to provide proof of their qualifications or any other relevant documents (certified copies or original documents) during the selection process. Appointments will be subject to the positive verification of qualifications (from Grade 12 upwards). Any misrepresentation of qualifications or information on the application of an applicant, failure to present proof of claimed qualifications or fraudulent qualifications will disqualify a candidate for appointment. If it is an internal candidate, he/she may be disciplined for misconduct.

The online system closes at midnight on the closing date and no late applications can be accepted. If you do not receive correspondence from our office within 21 days of the application's closing date, please consider your application unsuccessful.

The City of Tshwane seeks to fill the positions as indicated in this job forum.

**The complete job forum can be accessed by visiting the City of Tshwane public website (<https://www.tshwane.gov.za>) and clicking on *Documents* and then on *Job Forums* or alternatively clicking on *Notice board* or on *Quick Links*.**

**PLEASE APPLY ONLINE BY VISITING THE CITY OF TSHWANE PUBLIC WEBSITE AND CLICKING THE E-RECRUITMENT LINK (*not to be confused with e-Tshwane*) (e-Recruitment is also located under both the *E-services* and the *Careers* links)**

**Closing date: 30 January 2025**  
**(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

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

**DEPARTMENT: OFFICE OF THE CHIEF OPERATIONS OFFICER**

**Division: Enterprise Programme Management Unit**

**Section: Programme Planning, Management and Strategy**

**Location: Pretoria Central**

**Re-advertisement**

**Reference number** SDTM1174-2024

**Position** **PROGRAMME MANAGER: PROGRAMME PLANNING, MANAGEMENT AND STRATEGY (2 POSTS) (THREE-YEAR FIXED-TERM CONTRACT)**

**To be advertised** Internal External

**This position seeks to attract** African female African male Coloured female Coloured male Indian female  
Indian male White female White male Person with disability All categories

**Job level** T17

**Scale** R742 440,00 – R1 031 148,00 per annum

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

**Job purpose** To provide programme management leadership to several projects and be responsible for the standardisation, coordination, support programme and project planning, including records and contract management, in line with the City’s strategic intent and budget

**Appointment requirements** An appropriate three-year career-related tertiary qualification (BTech or degree) in Built Environment or any other study field related to the position  
Registered as a Professional Engineer or Engineering Technologist in the civil, electrical or mechanical field of expertise in terms of the Engineering Profession Act, 2000 (Act 46 of 2000) or registered as a Professional Project Manager in terms of the Project and Construction Management Professions Act, 2000 (Act 48 of 2000)  
At least eight years’ relevant working experience in a project and programme management environment, of which at least four years should be at managerial level  
Compliance with the MFMA unit standards, as prescribed by Regulation 493 of 15 June 2007, as published in *Government Gazette* 29967 of 15 June 2007, will be an added advantage  
A valid Code B driving licence

**Personal attributes and/or competencies** 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; good understanding of generally accepted accounting principles; ability to create spreadsheets and a demonstrated proficiency in the use of Microsoft Office software; ability to establish and maintain effective working relationships with employees, clients and the public; project facilitation skills; financial management skills; report writing skills; resource scheduling skills; time management skills; multiple task management skills

<b>Primary functions</b>	<p>Provide programme management leadership to several projects and be responsible for the overall management, control and delivery of projects (project and cycle)</p> <p>Take accountability for end-to-end delivery across business and infrastructure to scope, time and budget, and oversee all functions and processes relating to the activities of any project resource working on the project</p> <p>Lead and be accountable for the overall delivery of a portfolio of projects at strategic level</p> <p>Implement the Cities Infrastructure Delivery Management System (CIDMS) toolkit</p> <p>Provide input to the overall capex programme strategy</p> <p>Ensure implementation and compliance with the stage gate system</p> <p>Drive the approvals process by implementing the stage gate system</p> <p>Maintain and develop standards for implementation on all projects and programmes</p> <p>Focus on standards relating to contract documents</p> <p>Consolidate the analysis of the total capex demand captured</p> <p>Verify project readiness for implementation</p> <p>Compile the capex budget as part of the Caps Technical Task Team</p> <p>Develop a capital works plan, including cash flow and deliverables, as part of the Integrated Development Plan</p> <p>Verify and approve tender specifications for appointments from panels for professional service providers</p> <p>Coordinate meetings</p> <p>Implement the electronic filing system</p> <p>Develop policies and procedures for project and contract management</p> <p>Provide a single point of focus for all project issues, governance, escalation of risk and consideration of alternative options, according to the active management of the portfolio, project scope and boundaries</p> <p>Be responsible for leading, planning, executing, monitoring and controlling mega and catalytic projects</p> <p>Manage cross-functional teams and have the ability to communicate to all levels of management</p> <p>Track project activities and progress</p> <p>Monitor project performance (cost, schedule, resources and deliverables)</p> <p>Manage and track project issues and defects, and work with a team to determine resolutions</p> <p>Manage multiple project timelines and within budget</p> <p>Ensure that the project management approach is kept current (project management methodology) and deliver relevant, revenue-enabling results at all times</p> <p>Communicate across all stakeholders</p> <p>Manage stakeholder interactions</p> <p>Manage and guide professional and technical inputs into projects</p> <p>Manage the budget and priorities in relation to the broader contextual priorities of the City</p> <p>Facilitate community and private sector investment in projects</p> <p>Undertake financial planning, budgeting, monitoring and reporting on projects</p> <p>Identify and access external finance for projects</p> <p>Manage funding applications</p> <p>Manage programme packaging by fostering a systems approach</p>
<b>SAP</b>	S70003759; S70003761
<b>New/natural attrition</b>	New
<b>Enquiries</b>	Annaline Cronje (012 358 7657) or Keitumetse Mogashoa (012 358 1766)

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

**DEPARTMENT: OFFICE OF THE CHIEF OPERATIONS OFFICER**

**Division: Enterprise Programme Management Unit**

**Section: N/A**

**Location: Tshwane House**

**Reference number**      **SDTM1177-2024**

**Position**                      **SENIOR ADMINISTRATIVE 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	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 execute administrative support services

**Appointment requirements**                      Grade 12  
A post-matric qualification will be an added advantage  
At least two years' relevant experience in an administrative support environment  
Supervisory experience will be an added advantage  
A valid Code B driving licence  
Computer literacy

**Personal attributes and/or competencies**                      Ability to scrutinise own work and that of others to ensure accuracy and compliance with the relevant municipal standards; ability to plan activities within specific time frames and then execute those activities according to plan; ability to use technology in the workplace to optimise the functioning of the City; capacity to listen attentively, grasp issues, present information in a clear manner and respond appropriately to verbal and written communication of others; ability to gather information, analyse issues and deal with complexity and ambiguity; ability to show long-term thinking, follow through in a logical manner and be aware of consequences and implications; macro thinking skills; ability to create a clear sense of common purpose and vision for others with a view to obtaining buy-in and commitment to goals

**Primary functions**                      Ensure effective personnel management  
Ensure induction of new staff  
Handle all personnel-related queries  
Follow up on reports in order to ensure timeous results  
Ensure effective and efficient financial management  
Ensure the effective management of financial activities  
Interpret applicable financial policies  
Provide efficient administrative support  
Maintain all relevant procedures and ensure accessibility by all staff  
Develop an archive of appropriate templates

Oversee the procurement of goods and services within the section  
Oversee the management of assets within the section  
Ensure the coordination and integration of projects and programmes  
Ensure effective communication with relevant stakeholders  
Manage the filing system  
Administer human resources  
Organise training courses for staff and administration of personnel and salary matters

**SAP**

S70001870

**New/natural  
attrition**

Natural attrition

**Enquiries**

Thea Louw (012 358 1226)

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

**DEPARTMENT: OFFICE OF THE CHIEF OPERATIONS OFFICER**

**Division: Enterprise Programme Management Unit**

**Section: Programme Monitoring and Evaluation**

**Location: Tshwane House**

<b>Reference number</b>	<b>SDTM1178-2024</b>				
<b>Position</b>	<b>FUNCTIONAL HEAD: PROGRAMME MONITORING AND EVALUATION</b>				
<b>To be advertised</b>	Internal		External		
<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
<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 perform a monitoring and evaluation role focusing on collection, analysis and reporting on capital project performance				
<b>Appointment requirements</b>	An appropriate three-year tertiary qualification (degree or BTech) in Built Environment or any other study field related to the position At least six years' relevant working experience in the built environment Supervisory experience will be an added advantage A valid Code B driving licence Computer literacy				
<b>Personal attributes and/or competencies</b>	High degree of accuracy in managing project performance; knowledge of project management principles and methodologies; ability to track and measure progress against objectives; ability to identify areas of improvement and advise on adjustment plans; ability to analyse project and programme planning and implementation schedules; ability to effectively communicate progress and provide informed advice for improvement; knowledge of applicable norms and standards, including construction contracts; verbal and written communication and analytical skills; ability to work under pressure; good interpersonal skills; planning and organising skills; negotiation and conflict management skills				
<b>Primary functions</b>	Monitor the financial and non-financial performance on capital projects implemented by departments and conduct periodic site verification to assess and evaluate the overall progress on-site Guide departmental project managers on required performance reporting standards and requirements Collaborate with the senior specialist to resolve any difficulties with programme activities and compliance Report to the senior specialist (monitoring and evaluation) and work in close collaboration with relevant project managers to ensure that quality performance information is provided				

Compile the monthly, quarterly and annual progress reports and submit to the senior specialist (including impromptu reports, presentations and meeting attendances)  
Facilitate the implementation of capacity-building initiatives to ensure that reporting requirements are adhered to  
Conduct site verification to confirm project status as reported by implementing departments  
Review and confirm evidence filed on the e-filing system

**SAP** S70079527

**New/natural attrition** Natural attrition

**Enquiries** Thea Louw (012 358 1226)

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

**DEPARTMENT: OFFICE OF THE CHIEF OPERATIONS OFFICER**

**Division: Enterprise Programme Management Unit**

**Section: Programme Support**

**Location: Tshwane House**

<b>Reference number</b>	<b>SDTM1179-2024</b>				
<b>Position</b>	<b>SENIOR SPECIALIST: CONSTRUCTION HEALTH AND SAFETY</b>				
<b>To be advertised</b>	<b>Internal</b>		<b>External</b>		
<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
<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 render construction health and safety functions to ensure that the City complies with all health, safety and environment legislation requirements				
<b>Appointment requirements</b>	<p>A three-year career-related tertiary qualification (degree or BTech) in Construction Health and Safety or any other study field related to the position</p> <p>Registration with the South African Council for the Project and Construction Management Professions (SACPCMP) as a Professional Construction Health and Safety Agent (PrCHSA) will be an added advantage</p> <p>At least eight years' working experience within the construction health and safety sector of which four years should be at management level</p> <p>A valid driving licence</p> <p>Computer literacy</p>				
<b>Personal attributes and/or competencies</b>	Strategic management skills; ability to work under pressure; business management skills; good interpersonal and leadership skills; negotiation and conflict handling skills; planning and organising skills; good verbal and written communication skills				
<b>Primary functions</b>	<p>Ensure that projects are planned and implemented in line with construction regulations, other health and safety-related legislation and environmental guidelines</p> <p>Verify that all capital projects are registered with the Department of Employment and Labour</p> <p>Verify that contractors have notified the Department of Employment and Labour about construction activities</p> <p>Ensure that the client's documents (risk and specifications) are done accordingly</p> <p>Develop, review and update construction health and safety policies, guidelines and standards</p> <p>Oversee and verify the City's compliance with environmental policies, guidelines and standards during a project lifecycle</p> <p>Compile monthly, quarterly and annual progress reports and submit to the director (including impromptu reports, presentations and meeting attendances)</p> <p>Prepare construction, health, safety and environment templates</p>				



Facilitate the implementation of capacity-building initiatives to ensure the City's compliance with construction, health, safety and environment policies, guidelines and standards

Conduct site verification to confirm construction, health, safety and environment compliance as reported by implementing departments

Review and confirm evidence filed on the e-filing system

Manage subordinates

Assist implementing departments with acquiring construction work permits

Assist implementing departments with managing the appointed safety agents

**SAP**

S70003763

**New/natural  
attrition**

Natural attrition

**Enquiries**

Thea Louw (012 358 1226)

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

**DEPARTMENT: OFFICE OF THE CHIEF OPERATIONS OFFICER**

**Division: Enterprise Programme Management Unit**

**Section: Programme Monitoring and Evaluation**

**Location: Tshwane House**

**Reference number**      **SDTM1180-2024**

**Position**                      **DIRECTOR: PROGRAMME MONITORING AND EVALUATION**

<b>To be advertised</b>	<b>Internal</b>	<b>External</b>
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<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**                      T18

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

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

**Job purpose**                      To oversee, coordinate and support the programme monitoring and evaluation capability in the City of Tshwane

**Appointment requirements**      An appropriate three-year career-related tertiary qualification (degree or BTech) in Built Environment or any other study field related to the position  
Registration with a professional body linked to the Council for the Built Environment will be an added advantage  
At least nine years' applicable experience in a project and programme management environment with at least four years at managerial level  
Compliance with the MFMA unit standards, as prescribed by Regulation 493 of 15 June 2007, as published in *Government Gazette* 29967 of 15 June 2007, will be an added advantage  
A valid Code B driving licence  
Computer literacy

**Personal attributes and/or competencies**      High degree of accuracy in managing project performance; knowledge of project management principles and methodologies; ability to track and measure progress against objectives; ability to identify areas of improvement and advise on adjustment plans; ability to analyse project and programme planning and implementation schedules; ability to effectively communicate progress and provide informed advice for improvement; knowledge of applicable norms and standards, including construction contracts; verbal and written communication and analytical skills; ability to work under pressure; good interpersonal skills; planning and organising skills; negotiation and conflict management skills; strategic management skills; business management skills; good interpersonal and leadership skills; ability to pay attention to detail; analysis and problem-solving skills

**Primary functions**

- Monitor the financial and non-financial performance of capital projects implemented by departments
- Conduct periodic site verification to assess and evaluate the overall progress on-site
- Evaluate and analyse performance reports and give recommendations
- Guide departmental project managers on required performance reporting standards and requirements
- Resolve any difficulties with programme and project progress activities and compliance
- Work in close collaboration with relevant project managers to ensure that quality performance information is provided
- Compile monthly, quarterly and annual progress reports (including impromptu reports, presentations and meeting attendances)
- Manage the reporting of grant-funded projects implemented within the section and ensure adherence to the grant conditions (including compiling business plans and progress reports)
- Facilitate the implementation of capacity-building initiatives to ensure that reporting requirements are adhered to
- Conduct site visits to verify progress reported and do analysis
- Ensure an efficient and effective performance management process and system monitoring
- Keep abreast of trends, theories and practices underlying monitoring and evaluation
- Compile the section's business and strategic plans and associated short- and long-term performance and service delivery plans
- Monitor the progress of specific key performance indicators and measures
- Ensure that performance indicators are identified, objectives are aligned and appropriate procedures are developed and implemented
- Analyse and align requirements with operating capacity and capability
- Review and confirm evidence filed on the e-filing system
- Manage subordinates

**SAP** S70075480

**New/natural attrition** Natural attrition

**Enquiries** Thea Louw (012 358 1226)

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

**DEPARTMENT: OFFICE OF THE CHIEF OPERATIONS OFFICER**

**Division: Enterprise Programme Management Unit**

**Section: Programme Planning Management and Strategy**

**Location: Tshwane House**

**Reference number**      **SDTM1181-2024**

**Position**                      **PROGRAMME MANAGER: PROGRAMME PLANNING  
MANAGEMENT AND STRATEGY**

**To be advertised**              Internal                                      External

**This position seeks to attract**

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

**Job level**                      T17

**Scale**                              R742 440,00 – R1 031 148,00 per annum

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

**Job purpose**                      To provide programme management leadership to several projects and be responsible for the standardisation, coordination and support programme and project planning in line with the City’s strategic intent and budget

**Appointment requirements**

A three-year career-related tertiary qualification (degree or BTech) in Built Environment or any other study field related to the position  
Registered as a Professional Engineer or Engineering Technologist in the civil field in terms of the Engineering Profession Act, 2000 (Act 46 of 2000) or registered as a Professional Project Manager in terms of the Project and Construction Management Professions Act, 2000 (Act 48 of 2000)  
Compliance with the MFMA unit standards, as prescribed by Regulation 493 of 15 June 2007, as published in *Government Gazette* 29967 of 15 June 2007, will be an added advantage  
At least eight years’ working experience within the project and programme management environment, of which four years should be at management level  
A valid driving licence  
Computer literacy

**Personal attributes and/or competencies**                      Strategic management skills; ability to work under pressure; business management skills; good interpersonal and leadership skills: negotiation and conflict handling skills; planning and organising skills; good verbal and written communication skills

**Primary functions**                      Provide programme and project management in the City for several projects and be responsible for the overall management, control and delivery of projects (full programme and project life cycle)  
Take accountability for end-to-end delivery across business and infrastructure to scope, time and budget and oversee all functions and processes relating to the activities of any project resource working on the project

Lead and be accountable for the overall delivery of the portfolio of projects at a strategic level

Implement the Cities Infrastructure Delivery Management System (CIDMS) toolkit

Provide input to the overall capex programme strategy

Ensure the implementation of and compliance with the stage gate system

Drive the approvals process by implementing the stage gate system

Maintain and develop standards for implementation on all projects and programmes

Focus on standards relating to contract documents

Consolidate the analysis of the total capex demand captured

Verify project readiness for implementation

Compile the capex budget as part of the CAPS technical task team

Develop a capital works plan, including cash flow and deliverables, as part of the Integrated Development Plan

Verify and approve tender specifications for appointments from panels for professional service providers

Coordinate meetings with stakeholders

Develop policies and procedures for project and contract management

Provide a single point of focus for all project issues, governance, escalation of risk and consideration of alternative options, according to the active management of portfolio and project scope and boundaries

Be responsible for leading and planning mega and catalytic projects

Manage cross-functional teams and have the ability to communicate to all levels of management

Track project activities and progress

Manage multiple project timelines and within budget

Ensure that the project management approach is kept current (project management methodology) and deliver relevant, revenue-enabling results at all times

Manage stakeholder interactions

Manage and guide professional and technical inputs into projects

Manage the budget and priorities in relation to the broader contextual priorities of the City

Facilitate community and private sector investment in projects

Undertake financial planning, budgeting, monitoring and reporting on projects

Identify and access external finance for projects

Manage funding applications, including grant management and reporting

Manage programme packaging by fostering a systems approach

Prepare and package strategic programmes and projects in the City

Manage projects with different contract conditions

**SAP** S70001926

**New/natural attrition** Natural attrition

**Enquiries** Thea Louw (012 358 1226)

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

**DEPARTMENT: REGIONAL OPERATIONS AND COORDINATION**  
**Division: Regional Technical Operations Coordination**  
**Section: Roads and Storm Water Infrastructure Maintenance Management**  
**Location: Belle Ombre Depot**

<b>Reference number</b>	<b>SDTM1175-2024</b>				
<b>Position</b>	<b>DEPUTY DIRECTOR: ROADS AND STORM WATER CONSTRUCTION, MAINTENANCE AND QUARRY OPERATIONS</b>				
<b>To be advertised</b>	<b>Internal</b>		<b>External</b>		
<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
<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 render a technical and technological support service required for the Roads and Storm Water Infrastructure Maintenance Management Section for the construction of roads, storm water and related services and to provide and maintain the necessary resources such as labour, equipment, material, vehicles, buildings, etc to be used to ensure an effective and productive construction operation				
<b>Appointment requirements</b>	<p>An appropriate three-year career-related tertiary qualification (national diploma or degree) in Civil Engineering or any other study field related to the position  Registered as Professional Engineer or Technologist with the Engineering Council of South Africa will be an added advantage  At least eight years' relevant experience in a civil engineering environment with regard to roads and storm water maintenance system construction projects and quality control, roads and storm water system construction planning and project management as well as stone and gravel quarry management, of which at least four years should be at managerial level  A valid Code B driving licence  Computer literacy</p>				
<b>Competency requirements of the post</b>	Good management skills; analytical thinking skills; being self-motivated; problem-solving skills; negotiation skills; leadership skills; good communication skills; ability to work independently; ability to take decisions; ability to guide and develop subordinates as well as provide guidance and leadership in technical matters related to the position				
<b>Primary functions</b>	Conduct project management Perform financial budget control and performance evaluation Schedule projects, implementation and resource management				

Manage construction personnel  
Oversee the operation and maintenance of the concrete plant and precast concrete product manufacturing plant  
Oversee the operation and management of stone and gravel quarries

**SAP** S70019893

**New/natural attrition** Natural attrition

**Enquiries** Abe Komote (012 358 0612) or Etricha Becker (012 358 7604)

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

**DEPARTMENT: GROUP AUDIT AND RISK**  
**Division: Special Audits, Corporate Entities and Financial Auditing**  
**Section: Financial and Transversal Auditing**  
**Location: Pretoria CBD**

**Reference number**      **AUDT118-2024**

**Position**                      **DIRECTOR: FINANCIAL AND TRANSVERSAL AUDITING**

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

**This position seeks to attract**

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

**Job level**                      T18

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

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

**Job purpose**                      To manage Citywide independent, objective assurance and consulting activities within the financial auditing remit that adds value to and improves City of Tshwane operations as well as evaluating and improving the effectiveness of governance, stewardship, risk compliance and control management processes within the area of responsibility

**Appointment requirements**                      An appropriate three-year career-related tertiary qualification (degree or national diploma) in Internal Audit or any other study field related to the position  
Being a Certified Internal Auditor (CIA) will be an added advantage  
Being a member of the Institute of Internal Auditors (IIA) will be an added advantage  
Completed articles will be an added advantage  
At least nine years' experience in an internal audit function, with special focus on financial and compliance audits as well as performance management audits (advantage if in a local government environment) of which at least four years must be at management level  
Compliance with the MFMA unit standards, as prescribed by Regulation 493 of 15 June 2007, as published in *Government Gazette 29967* of 15 June 2007, will be an added advantage  
A valid Code B driving licence  
Computer literacy

**Personal attributes and/or competencies**                      Integrity; professionalism; good interpersonal skills; innovative thinking skills; decisiveness; ability to pay attention to detail; emotional intelligence; good communication skills; flexibility; adaptability; customer orientation; people management skills; problem-solving abilities

**Primary functions**                      Manage the implementation of audit programmes and projects, focusing on financial, technical and treasury activities



Maintain and apply knowledge of the technical aspects of financial, managerial and cost accounting concepts, standards, systems and reporting processes appropriate to audit engagements

Provide assurance and advisory services on critical matters and relevant regulatory requirements

Implement the rolling audit coverage programme (three-year rolling audit coverage plans) within the area of responsibility to obtain the optimum level of financial assurance Citywide

Provide proactive and continuous auditing and monitoring using relevant audit tools to enhance and improve the status of the internal control environment of the City

Implement continuous audit logs and continuous updates to management, oversight committees, audit committees and regulatory authorities Citywide on a quarterly basis

Implement projects aligned with the combined assurance programme within the area of responsibility

Assist Council to coordinate efforts executed to ensure clean governance and administration within the area of responsibility

Coordinate and facilitate financial audit inputs for audits

Define and implement the financial audit process

Contribute to quality assurance programmes

Implement the performance management system on a quarterly basis

Participate in various meetings (committees and internal and external forums) and provide specialist professional advice, comments or opinions on matters affecting or concerning functionality

Manage the administrative and reporting requirements associated with the key performance and result indicators of the area of responsibility

Manage the section to ensure efficient and effective operations through planning, organisation, leadership and control

Compile divisional audit committee reports, as well as reports to the Quarterly Performance Review (QPR), Executive Committee, Mayoral Committee, Municipal Public Accounts Committee and other oversight committees

**SAP** S70010024

**New/natural attrition** Natural attrition

**Enquiries** Deon R Isaacs (012 358 0680) 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: ECONOMIC DEVELOPMENT AND SPATIAL PLANNING**

**Division: City Planning and Development**

**Section: Spatial Planning**

**Location: Pretoria Central**

**Re-advertisement**

<b>Reference number</b>	<b>ECDE154-2024</b>										
<b>Position</b>	<b>DEPUTY DIRECTOR: CAPITAL INVESTMENT PLANNING</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>	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 successful delivery of a capital investment programme on time and within budget, including overseeing the planning, organisation, implementation and monitoring of a series of projects where the day-to-day management is carried out by planning professionals under this position’s guidance										
<b>Appointment requirements</b>	<p>An appropriate three-year career-related tertiary qualification (degree or national diploma) in Town and Regional Planning or any other study field related to the position</p> <p>Registration with the South African Council for Planners (SACPLAN)</p> <p>At least eight years’ relevant working experience in spatial planning and land use management of which at least three years should be at managerial level</p> <p>A valid code B driving licence</p> <p>Computer literacy</p>										
<b>Personal attributes and/or competencies</b>	<p>Knowledge of planning, budgeting and monitoring capital projects; in-depth understanding of government strategic thinking and policies in relation to spatial planning and how these can practically be applied; considerable knowledge of the modern or latest policies and practices related to spatial planning; ability to understand and interpret policies and procedures; strategic thinking and problem-solving skills; analytical skills in identifying and evaluating best practices; exceptional written and verbal communication skills; strong interpersonal skills; presentation skills; budget management skills; ability to plan, budget and monitor capital projects; innovative thinking skills; ability to work under pressure and within group dynamics; strong work ethics; being honest and trustworthy; proficient in Microsoft Word and PowerPoint; ability to effectively communicate through written reports and presentations</p>										
<b>Primary functions</b>	Ensure the delivery of an effective capital investment programme										

Provide team leadership to ensure investment profile optimisation in a metropolitan spatial planning environment

Conduct long-term investment planning

Format and present the capital budget

Monitor processes and key performance indicators to ensure the success of capital initiatives in the city

Evolve stakeholder relationship skills internally and externally

Oversee capital assessment, planning and asset management in the metropolitan spatial environment

Prepare the Capital Expenditure Framework (CEF)

Effectively manage the subsection

Ensure that the project purpose, scope, objectives, constraints and risks are fully understood, documented and complied with

Ensure that all practices conform to the necessary legal requirements, such as health and safety, environmental, legislation and other requirements, as governed through applicable legislation

Conduct project reviews to improve delivery and performance

Ensure the proper closeout of capital projects

Manage and monitor planning professionals to ensure quality control

Liaise with the public, consultants, contractors, councillors, management and other departments

Ensure proper auditing, monitoring and control in all areas of functional responsibilities

Manage legislative requirements

Set out objectives that reflect the desired spatial form of Tshwane

Compile strategies and policies regarding the way to achieve objectives

Set out a capital investment framework for the City's development programmes

Identify programmes and projects for the development of land within Tshwane

Provide a visual representation of the desired spatial form of Tshwane

Focus on priority spending areas

<b>SAP</b>	S70001249
<b>New/natural attrition</b>	Natural attrition
<b>Enquiries</b>	Christo Geldenhuys (012 358 8446) or Dennis Madumo (012 358 1529)

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

**DEPARTMENT: ECONOMIC DEVELOPMENT AND SPATIAL PLANNING**

**Division: Built Environment and Enforcement**

**Section: Building Plans Management**

**Location: Pretoria Central**

**Re-advertisement**

**Reference number**      **ECDE155-2024**

**Position**                      **BUILDING CONTROL PROFESSIONAL**

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

**This position seeks to attract**

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

**Job level**                      T15

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

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

**Job purpose**                      Oversee the building plan approval process in terms of applicable legislation

**Appointment requirements**

An appropriate three-year career-related tertiary qualification (degree or national diploma) in Architecture or any other study field related to the position  
 Registration with the South African Council for the Architectural Profession (SACAP) as an Architect or Senior Architectural Technologist will be an added advantage  
 At least six years' relevant working experience as a practitioner or local government experience in a building control office and being responsible for approval of building plan applications  
 Supervisory experience will be an added advantage  
 A valid Code B driving licence  
 Computer literacy

**Competency requirements of the post**                      Integrity; intelligence; patience; innovative thinking skills; energy; imagination; flexibility; willingness to accept responsibility; decisiveness; ability to pay attention to detail

**Primary functions**

Assist the deputy director in enforcing the requirements of the National Building Regulations  
 Oversee and participate in the building plan approval process for all buildings  
 Be responsible for the approval process of applications related to existing town planning schemes in effect in the municipal area of jurisdiction in terms of delegated authority  
 Be responsible for the approval process of applications for demolition  
 Provide feedback to inform the spatial planning and land use management process  
 Provide information and advice to architects, developers and the public

Oversee the processing of applications for approval of siting and appearance in terms of applicable legislation and delegated authority  
Participate in a multidisciplinary team environment to facilitate certain aspects  
Consider recommendations by the building control officer pertaining to the approval or refusal to approve building plan applications in compliance with the National Building Regulations and Building Standards Act, 1977 (Act 103 of 1977) and other related legislation  
Conduct oversight regarding the compliance of applications with development control measures emanating from land use rights legislation  
Be responsible for certification that applications are in compliance with approved site development plans  
Ensure that the relevant departments and divisions sign off applications and that requirements set at site development plan stage were complied with  
Ensure that tariffs are counter-calculated and levied  
Improve time frames to such level as agreed upon in consultation with industry and other stakeholders  
Be responsible for the approval process of permission applications related to existing land use schemes in operation in the municipal area of jurisdiction in terms of delegated authority  
Be responsible for the evaluation process of site development plan applications leading to the recommendation for the approval or refusal to approve site development plan applications  
Conduct site visits to clarify and determine interpretations

<b>SAP</b>	S70001724
<b>New/natural attrition</b>	Natural attrition
<b>Enquiries</b>	Christo Geldenhuys (012 358 8446) or Moja Mogoje (012 358 1953)

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

**DEPARTMENT: ECONOMIC DEVELOPMENT AND SPATIAL PLANNING**

**Division: Built Environment and Enforcement**

**Section: Building Control Office**

**Location: All regions**

**Re-advertisement**

<b>Reference number</b>	<b>ECDE156-2024</b>										
<b>Position</b>	<b>BUILDING SURVEYOR (BUILDING INSPECTIONS) (2 POSTS)</b>										
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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 control the building process by doing inspections in terms of the National Building Regulations and related legislation, to initiate the law enforcement process and to assist the building public with advice										
<b>Appointment requirements</b>	<p>An appropriate career-related tertiary qualification (three-year diploma or degree) in Civil Engineering, Structural Engineering, Architecture, Building Management, Building Science, Building Surveying or Quantity Surveying or any other study field related to the position</p> <p>At least two years' relevant working experience in a building control environment in local government</p> <p>A valid Code B driving licence with own vehicle</p> <p>Computer literacy</p>										
<b>Competency requirements of the post</b>	Strategic management skills; business management skills; verbal and written communication skills; planning and organising skills; financial management skills; ability to work under pressure										
<b>Primary functions</b>	<p>Inspect buildings and building work to control the quality and safety of structures in compliance with the National Building Regulations and Building Standards Act, 1977 (Act 103 of 1977) as well as other related legislation</p> <p>Study building plans to ensure compliance with SABS 0400 and relevant codes</p> <p>Conduct site inspections to ensure that the building plan and site correlate</p> <p>Conduct foundation inspections, open sewerage inspections and final building inspections</p> <p>Approve occupation of buildings or parts of buildings to ensure compliance with the National Building Regulations and Building Standards Act, 1977</p> <p>Enquire into complaints received from the general public, other sections, City departments and councillors</p>										

Follow up on complaints from the public and other parties as named above and follow up with notices and court reports  
Initiate the law enforcement process by identifying contraventions by doing proactive policing in their respective areas  
Actively police areas of Tshwane and identify transgressions  
Prosecute transgressions and follow up on expired contravention notices for the purpose of taking cases to court  
Conduct inspections with regard to demolishing, building line encroachments and height restriction relaxation of sites  
Issue occupation certificates for above-mentioned purposes  
Investigate and report on land use rights with regard to businesses on residential premises from time to time  
Train newly appointed building surveyors in accordance with the National Building Regulations and other related legislation  
Provide training to newly appointed building surveyors, health inspectors and students from various technical universities and universities  
Finalise building files and compile statistical reports (updated daily and finalised monthly)

**SAP** S70001567; S70001542

**New/natural attrition** Natural attrition

**Enquiries** Christo Geldenhuys (012 358 8446) or Peter Phala (012 358 7998)

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