



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. A process of progressive elimination will be embarked upon in instances where a considerable number of applicants meet the minimum requirements for a position.

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.

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: 11 February 2025
(Online applications 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.
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: GROUP HUMAN CAPITAL MANAGEMENT
Division: Human Capital Recruitment and Administration Management
Section: Occupational and Employee Health, Safety and Wellness

Location: Belle Ombre Clinic (used at any occupational health clinic within Tshwane)

Reference number	CSHS391-2024										
Position	OCCUPATIONAL NURSING PRACTITIONER (2 POSTS)										
To be advertised	<table border="1"> <tr> <td>Internal</td> <td>External</td> </tr> </table>	Internal	External								
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African female	African male	Coloured female	Coloured male	Indian female							
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Job level	T12										
Scale	R421 284,00 – R585 120,00 per annum										
Estimated remuneration package	R568 150,00 – R776 683,00 per annum										
Job purpose	To manage an occupational health clinic and render a functional occupational nursing service to City of Tshwane employees										
Appointment requirements	<p>General Nursing Diploma or Degree Community Nursing Science or Public Health Nursing Diploma Diploma in Occupational Health Nursing Certificate/Diploma in Primary Healthcare, Clinical Nursing Science, Health Assessment, Treatment and Care Occupational Health Nurses to do audiometric tests in the workplace and trained in Instruction 171 to do Audiometry Certificate in Audiometry and registration with the South African Society of Occupational Health Nurses to do audiometric tests in the workplace Certificate in Spirometry Certificate in Pharmacology and licence to dispense A management qualification will be an added advantage Registration with the South African Nursing Council At least three years' experience in occupational health nursing practice A valid Code B driving licence and own transport Computer literacy</p>										
Personal attributes and/or competencies	Negotiation skills; budget management skills; ability to do presentations; leadership skills; technical skills; communication skills; independent functioning; analytical skills; organisational skills; integrity; decisiveness; intelligence; ability to pay attention to detail; patience; ongoing learning; energy; empathy; willingness to accept responsibility; flexibility; high hand-eye coordination; no disabling medical or physical conditional; good eyesight										
Primary functions	Manage minor ailments										

Develop occupational risk profiles
Order and control pharmacy stock
Conduct a medical surveillance programme
Manage injuries on duty
Perform fitness-for-work evaluations
Conduct workplace, home and hospital visits
Provide a specialist occupational health consultation and advisory service
Render a chief occupational nursing relief service
Render a functional occupational nursing service on a relief basis to other occupational health clinics
Conduct occupational-related health information programmes
Investigate occupational diseases and incidents
Render medical services, dispense medication and issue first aid stock
Provide occupational health advice and information
Provide absenteeism management support
Provide first aid supplies
Manage the occupational health clinic

SAP	S70016199; S70016201
New/natural attrition	Natural attrition
Enquiries	Lehlohonolo Tamela (012 358 5841) or Lucas Qakaza (012 358 2518)

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

DEPARTMENT: GROUP HUMAN CAPITAL MANAGEMENT
Division: Human Capital Recruitment and Administration Management
Section: Human Capital Provision and Maintenance
Location: Tshwane House

Reference number	CSHS392-2024				
Position	HUMAN CAPITAL OFFICER (2 POSTS)				
To be advertised	Internal		External		
This position seeks to attract	African female Indian male	African male White female	Coloured female White male	Coloured male Person with disability	Indian female All categories
Job level	T12				
Scale	R421 284,00 – R585 120,00 per annum				
Estimated remuneration package	R568 150,00 – R776 683,00 per annum				
Job purpose	To manage, maintain and oversee all administrative duties executed by Human Capital Management Officers necessary to support the rendering of an efficient remuneration and human capital management function per service group				
Appointment requirements	An appropriate three-year career-related tertiary qualification (degree or national diploma) in Human Resources or any other study field related to the position At least three years' relevant working experience in a human resources support environment of which at least one year should be at supervisory level Computer literacy SAP knowledge will be an added advantage				
Personal attributes and/or competencies	Ability to understand how a human resources department functions; basic knowledge of the City of Tshwane; basic industry knowledge; knowledge of the City's priorities and goals; ability to operate within the City's policies and procedures; guided application of sector policies and legislation in undertaking tasks; awareness of the issues impacting service delivery; displays an adequate understanding of the roles and responsibilities of human resources within the City; ability to understand the links between people, systems, practices and policy and how these contribute to the City's success; effective oral and written communication skills; ability to communicate effectively with colleagues and clients; ability to conduct self in accordance with organisational values; ability to undertake roles and responsibilities in a sincere and honest manner; ability to treat all employees with equal respect; ability to take responsibility for own actions				
Primary functions	Conduct salary and human capital administration of remuneration-related functions Handle enquiries and liaise with departments Manage, maintain and oversee captured information on the SAP HCM/Payroll system				

Supervise the effective appointment, promotion, transfer and secondment of all City of Tshwane officials, office-bearers and Section 57 employees
Supervise termination processes performed by the section

SAP S70016127; S70016128

New/natural attrition Natural attrition

Enquiries Sam Ramabu (012 358 4234) or Lucas Qakaza (012 358 2518)

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

DEPARTMENT: GROUP HUMAN CAPITAL MANAGEMENT

Division: Learning and Development

Section: Competency Development and Training

Location: Tshwane Leadership and Management Academy, Pretoria West

Reference number	CSHS393-2024				
Position	DIRECTOR: COMPETENCY DEVELOPMENT AND TRAINING				
To be advertised	Internal		External		
This position seeks to attract	African female Indian male	African male White female	Coloured female White male	Coloured male Person with disability	Indian female All categories
Job level	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 and maintain the identification of appropriate training and development requirements and provide for appropriate training so that the City of Tshwane complies with the training and development requirements stipulated in the Skills Development Act, 1998 (Act 97 of 1998)				
Appointment requirements	<p>An appropriate three-year career-related tertiary qualification (degree or national diploma) in Training or Human Resources or any other study field related to the position</p> <p>At least nine years' applicable experience in an adult training environment, of which four years should be at managerial level</p> <p>A valid Code B driving licence</p> <p>Computer literacy</p>				
Personal attributes and/or competencies	<p>Sound knowledge of the relevant legislation that governs employment practices, such as the Local Government: Municipal Finance Management Act, 2003 (Act 56 of 2003), the Employment Equity Act, 1998 (Act 55 of 1998), the Skills Development Act, 1998 (Act 97 of 1998), the Basic Conditions of Employment Act, 1997 (Act 75 of 1997) and the Labour Relations Act, 1995 (Act 66 of 1995) and corporate governance; in-depth understanding of government strategic thinking and policies in relation to human capital management and how these can practically be applied; considerable knowledge of modern policies and practices of public personnel administration; ability to understand and interpret policies and procedures and explain these to others; ability to efficiently and effectively administer personnel systems; ability to establish and maintain effective working relationships with employees, City officials, labour unions and the public; knowledge of principles and practices of municipal budget preparation and administration; ability to plan activities, goals and objectives of staff members and the department and monitor compliance to same as</p>				

dictated by group policy; knowledge of principles and practices of project management; business acumen

Primary functions Executive general administration management
Execute generic management functions
Execute generic financial functions
Execute generic planning functions
Oversee competency development training operational services
Oversee technical and VEM training operational services

SAP S70016316

New/natural attrition Natural attrition

Enquiries Lucas Qakaza (012 358 2518)

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

DEPARTMENT: GROUP HUMAN CAPITAL MANAGEMENT

Division: Learning and Development

Section: Competency Development and Training

Location: Tshwane Leadership and Management Academy, Pretoria West

Reference number	CSHS394-2024										
Position	COMPETENCY DEVELOPMENT AND TRAINING OFFICER (TECHNICAL AND VEM TRAINING: VEHICLE)										
To be advertised	<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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This position seeks to attract											
Job level	T12										
Scale	R421 284,00 – R585 120,00 per annum										
Estimated remuneration package	R568 150,00 – R776 683,00 per annum										
Job purpose	To execute junior management and operational staff competency training										
Appointment requirements	An appropriate three-year career-related tertiary qualification (degree or national diploma) in Training or any other study field related to the position Trade certificate as a motor mechanic (petrol and diesel) (red seal) At least three years' relevant working experience in a technical training environment of which at least one year should be at supervisory level Computer literacy										
Personal attributes and/or competencies	Ability to understand how a human resources department functions; basic knowledge of the City of Tshwane; basic industry knowledge; knowledge of the City's priorities and goals; ability to operate within the City's policies and procedures; guided application of sector policies and legislation in undertaking tasks; awareness of the issues impacting service delivery; displays an adequate understanding of the roles and responsibilities of human resources within the City; ability to understand the links between people, systems, practices and policy and how these contribute to the City's success; effective oral and written communication skills; ability to communicate effectively with colleagues and clients; ability to conduct self in accordance with organisational values; ability to undertake roles and responsibilities in a sincere and honest manner; ability to treat all employees with equal respect; ability to take responsibility for own actions										
Primary functions	Render operational staff skills and capacity development										
SAP	S70016331										
New/natural attrition	Natural attrition										
Enquiries	Cesar Ramaube (012 358 0111) or Lucas Qakaza (012 358 2518)										

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

DEPARTMENT: GROUP HUMAN CAPITAL MANAGEMENT

Division: Labour Relations Management

Section: Grievance, Conciliation and Arbitration

Location: Tshwane House

Re-advertisement

Reference number	CSHS395-2024														
Position	FUNCTIONAL HEAD: GRIEVANCE (2 POSTS)														
To be advertised	<table border="1" style="width:100%; background-color:#cccccc;"> <tr> <td align="center" colspan="2">Internal</td> <td align="center" colspan="3">External</td> </tr> </table>					Internal		External							
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Job level	T15														
Scale	R591 864,00 – R822 036,00 per annum														
Estimated remuneration package	R785 266,00 – R1 078 232,00 per annum														
Job purpose	To ensure the rendering of support services in terms of grievance functions														
Appointment requirements	<p>An appropriate three-year tertiary qualification (degree or national diploma) in Labour Relations or any other study field related to the position</p> <p>At least six years' relevant working experience in a labour relations environment</p> <p>Must undergo vetting</p> <p>A valid Code B driving licence</p> <p>Computer literacy</p>														
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 skills; conflict-handling skills														
Primary functions	<p>Provide advice on and monitor the application of the grievance procedure in the City</p> <p>Advise management and employees on the application of the grievance procedure</p> <p>Attend Step 2 meetings and advise role players on possible solutions to grievances</p> <p>Act as facilitator between the aggrieved and the relevant department to resolve a grievance as close to its source of origin</p> <p>Ensure that the outcomes of Step 2 grievance meetings are implemented</p> <p>Ensure that decisions and solutions of grievances are implemented through written notifications and to monitor the implementation thereof</p> <p>Communicate with employees, unions and other relevant role players regarding grievance matters</p> <p>On request, provide inputs on the development and maintenance of policies and procedures regarding labour matters</p>														

SAP S70016283; S70016284

New/natural attrition Natural attrition

Enquiries Charmaine de Villiers (012 358 4345) or Lucas Qakaza (012 358 2518)

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

DEPARTMENT: GROUP HUMAN CAPITAL MANAGEMENT

Division: Labour Relations Management

Section: Collective Bargaining

Location: Tshwane House

Re-advertisement

Reference number	CSHS396-2024				
Position	FUNCTIONAL HEAD: COLLECTIVE BARGAINING				
To be advertised	Internal		External		
This position seeks to attract	African female Indian male	African male White female	Coloured female White male	Coloured male Person with disability	Indian female All categories
Job level	T15				
Scale	R591 864,00 – R822 036,00 per annum				
Estimated remuneration package	R785 266,00 – R1 078 232,00 per annum				
Job purpose	To ensure the rendering of support services in the collective bargaining directorate				
Appointment requirements	<p>An appropriate three-year tertiary qualification (degree or national diploma) in Labour Relations or any other study field related to the position At least six years' relevant working experience in a labour relations environment Supervisory experience will be an added advantage Must undergo vetting A valid Code B driving licence Computer literacy</p>				
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 skills; conflict-handling skills				
Primary functions	<p>Render a professional labour relations consulting service to departmental heads and line managers regarding the application of the City's labour relations policies and strategies as contained in the South African Local Government Bargaining Council collective agreements, Council resolutions, Executive Committee and Mayoral Committee decisions, etc and the application of the relevant labour legislation Advise on the application of collective bargaining procedures to supervisors and line management, human resources officers, departmental heads and/or their representatives Conduct labour relations training Finalise all administrative work regarding training provided to departments Provide training and information sessions to departments</p>				

Assist the employer in gathering information for collective bargaining purposes
Coordinate and monitor the proper functioning of departmental management and labour forums
Monitor and report on strikes in departments in line with the City of Tshwane Strike Management Plan
Monitor and compile statistics on strikes and report findings to the relevant role players, such as the City Manager and relevant managers and structures in the City
Correspond and negotiate with unions on a continuous basis as part of the City's dispute resolution and prevention initiatives
Communicate with employees, unions and other relevant role players
Provide inputs on the development and maintenance of policies and procedures regarding labour matters

SAP	S70016288
New/natural attrition	Natural attrition
Enquiries	Charmaine de Villiers (012 358 4345) or Lucas Qakaza (012 358 2518)

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

DEPARTMENT: GROUP HUMAN CAPITAL MANAGEMENT

Division: Labour Relations Management

Section: Discipline Management: Labour Litigation

Location: Tshwane House

Re-advertisement

Reference number CSHS397-2024

POSITION LEGAL ADVISOR (LABOUR LITIGATION)

To be advertised

Internal	External
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This position seeks to attract

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

Job level

T15

Scale

R591 864,00 – R822 036,00 per annum

Estimated remuneration package

R785 266,00 – R1 078 232,00 per annum

Job purpose

To oversee and manage the delivery of an effective and efficient service on South African Local Government Bargaining Council and Commission for Conciliation, Mediation and Arbitration (CCMA) disputes, labour-related litigation and the implementation of organisational policies, collective agreements and strategies

Appointment requirements

An appropriate three-year tertiary qualification (degree or national diploma) in Labour Relations or any other field of study related to the position
 At least six years' relevant working experience in a labour relations environment
 Supervisory experience will be an added advantage
Must undergo vetting
 A valid Code B driving licence
 Computer literacy

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 skills; conflict-handling skills

Primary functions

Deliver general human resources management functions
 Represent the City in the conciliation, arbitration and litigation of disputes at the South African Local Government Bargaining Council, Commission for Conciliation, Mediation and Arbitration (CCMA), Labour Court and other dispute resolution forums
 Attend to cases referred or allocated for advice, conciliation and/or arbitration
 Compile and keep statistics of all cases received, allocated, referred and finalised

Consult with client departments to gather information and seek mandates from the relevant departmental heads
 Prepare for cases by engaging potential witnesses and strategising on the best and correct approach in representing the City in hearings
 Take proper and adequate instructions from relevant departments and managers in the preparation of cases
 Conduct research on cases and present or handle these with the utmost care and diligence
 Represent the City in all labour relation disputes
 Conduct constant reporting and provide accurate and proper feedback to client departments and managers about cases handled
 Communicate with and receive correspondence and notices from the South African Local Government Bargaining Council, CCMA and other relevant dispute resolution forums on disputes and ensure that cases are handled in accordance with the directives and/or rules of the applicable forum
 Comply with the time frames regarding interaction with the South African Local Government Bargaining Council and CCMA-referred disputes
 Give correct and proper advice to all client departments on disputes
 Compile monthly reports on all cases allocated or handled by or on behalf of the City
 Provide regular feedback to the immediate supervisor on each case allocated or handled
 Keep abreast of trends, amendments to legislation, court decisions, practices and policy changes or directives impacting directly on the execution of duties

SAP	S70017182
New/natural attrition	Natural attrition
Enquiries	Charmaine de Villiers (012 358 4345) or Lucas Qakaza (012 358 2518)

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

DEPARTMENT: GROUP HUMAN CAPITAL MANAGEMENT

Division: Human Capital Recruitment and Administration Management

Section: Human Capital Strategic and Operational Support Services

Location: Tshwane House (but functioning in the whole municipal area and all regions of Tshwane)

Reference number	CSHS398-2024										
Position	FUNCTIONAL HEAD: HUMAN CAPITAL OPERATIONAL SUPPORT SERVICES (2 POSTS)										
To be advertised	<table border="0" style="width:100%; background-color:#cccccc;"> <tr> <td style="width:50%; text-align:center;">Internal</td> <td style="width:50%; text-align:center;">External</td> </tr> </table>	Internal	External								
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Job level	T15										
Scale	R591 864,00 – R822 036,00 per annum										
Estimated remuneration package	R785 266,00 – R1 078 232,00 per annum										
Job purpose	To provide end-to-end human resources strategic operations support for client departments in support of City of Tshwane strategic objectives										
Appointment requirements	<p>An appropriate three-year tertiary qualification (degree or national diploma) in Human Resources or any other study field related to the position</p> <p>At least six years' relevant working experience in a human resources support management environment</p> <p>Supervisory experience will be an added advantage</p> <p>A valid Code B driving licence</p> <p>Computer literacy</p>										
Personal attributes and/or competencies	Good knowledge of the City's human resources policies and procedures; 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										
Primary functions	<p>Execute generic personnel management functions</p> <p>Manage, coordinate and implement staffing processes</p> <p>Ensure effective implementation of and adherence to human resources plans, policies, procedures and legislation</p> <p>Ensure effective implementation and coordination of human resources processes, practices, systems and solutions aimed at improving human resources service delivery</p> <p>Develop and maintain productive relationships with line management, employees and centres of excellence</p> <p>Manage the administration of employee benefits and conditions of service</p>										

Ensure human resources data integrity

SAP

S70019838; S70015568

New/natural attrition

Natural attrition

Enquiries

Lucas Qakaza (012 358 2518)

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

DEPARTMENT: GROUP HUMAN CAPITAL MANAGEMENT

Division: Human Capital Recruitment and Administration Management

Section: Human Capital Strategic and Operational Support Services

Location: Tshwane House (but functioning in the whole municipal area and all regions of Tshwane)

Reference number **CSHS399-2024**

Position **ADMINISTRATIVE OFFICER (2 POSTS)**

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 T7

Scale R239 052,00 – R332 016,00 per annum

Estimated remuneration package R336 203,00 – R454 528,00 per annum

Job purpose To provide an effective and efficient administrative human capital operational support service to client departments

Appointment requirements Grade 12
At least six months' relevant working experience in administrative support services
Computer literacy

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 skills; conflict-handling skills

Primary functions Conduct remuneration and benefit administration
Perform recruitment and selection functions
Perform labour relations functions
Conduct skills development and training
Perform occupational health and safety functions
Conduct individual performance management

SAP S70015572; S70019817

New/natural attrition Natural attrition

Enquiries Lucas Qakaza (012 358 2518)

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

DEPARTMENT: GROUP HUMAN CAPITAL MANAGEMENT

Division: Labour Relations Management

Section: Disciplinary Management

Location: Tshwane House

Reference number	CSHS400-2024										
Position	FUNCTIONAL HEAD: DISCIPLINARY CASES										
To be advertised	<table border="1"> <tr> <td>Internal</td> <td>External</td> </tr> </table>	Internal	External								
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Job level	T15										
Scale	R591 864,00 – R822 036,00 per annum										
Estimated remuneration package	R785 266,00 – R1 078 232,00 per annum										
Job purpose	To render a consultation service regarding all aspects of discipline to client departments										
Appointment requirements	<p>An appropriate three-year tertiary qualification (degree or national diploma) in Labour Relations or any other study field related to the position</p> <p>At least six years' relevant working experience in a labour relations environment</p> <p>Supervisory experience will be an added advantage</p> <p>Must undergo vetting</p> <p>A valid Code B driving licence</p> <p>Computer literacy</p>										
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 skills; conflict-handling skills										
Primary functions	<p>Render a professional labour relations consulting service to departmental heads and line management regarding the application of the City of Tshwane Labour Relations Policy and strategies as contained in the Conditions of Service, collective agreements, the South African Local Government Bargaining Council Disciplinary Code and Procedure Collective Agreement, the Labour Relations Act, 1995 (Act 66 of 1995), the Basic Conditions of Employment Act, 1997 (Act 75 of 1997), etc</p> <p>Advise on the application of disciplinary procedures to supervisors and line management, human resources officers and departmental heads</p> <p>Monitor the application of discipline with the purpose of determining trends and advise management on corrective actions to be taken</p> <p>Monitor departments implementing disciplinary measures consistently at their level</p> <p>Ensure that disciplinary matters in departments are coordinated by their support staff</p>										

Give advice on all disciplinary measures and the appropriate steps to be taken, such as formal disciplinary hearings or progressive discipline
Draft charge sheets
Represent the City in disciplinary hearings
Communicate the outcome of disciplinary hearings to departmental heads
Monitor and audit the implementation of disciplinary measures instituted by departments and collate and verify statistics on a monthly basis
Schedule and notify parties of disciplinary hearings
Record disciplinary proceedings
Facilitate hearings by liaising with departmental heads, the chairperson of the disciplinary hearing and trade unions
Monitor whether applicable policy, procedure and agreements are implemented correctly
Monitor and compile information on disciplinary hearings on a monthly basis
Advise management and employees on the application of the South African Local Government Bargaining Council Disciplinary Code and Procedure Collective Agreement

SAP S70017201

New/natural attrition Natural attrition

Enquiries Charmaine de Villiers (012 358 4345) or Lucas Qakaza (012 358 2518)

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

DEPARTMENT: GROUP HUMAN CAPITAL MANAGEMENT
Division: Human Capital Recruitment and Administration Management
Location: Tshwane House

Reference number	CSHS401-2024										
Position	SENIOR SECRETARY										
To be advertised	Internal										
This position seeks to attract	<table> <tr> <td>African female</td> <td>African male</td> <td>Coloured female</td> <td>Coloured male</td> <td>Indian female</td> </tr> <tr> <td>Indian male</td> <td>White female</td> <td>White male</td> <td>Person with disability</td> <td>All categories</td> </tr> </table>	African female	African male	Coloured female	Coloured male	Indian female	Indian male	White female	White male	Person with disability	All categories
African female	African male	Coloured female	Coloured male	Indian female							
Indian male	White female	White male	Person with disability	All categories							
Job level	T10										
Scale	R335 844,00 – R466 452,00 per annum										
Estimated remuneration package	R459 401,00 – R625 640,00 per annum										
Job purpose	To provide effective secretarial support to the Divisional Head: Human Capital Recruitment and Administration Management										
Appointment requirements	Grade 12 plus a secretarial qualification or training in office management At least two years' relevant secretarial experience Computer literacy										
Personal attributes and/or competencies	Excellent communication skills; ability to work under pressure and in stressful situations; ability to meet deadlines; good organisational skills; ability to work with limited supervision; ability to make decisions and establish work priorities; emotional intelligence; intellectual and cognitive ability; innovative thinking skills; report writing skills										
Primary functions	Render a secretarial and administrative support service function to the Divisional Head: Human Capital Recruitment and Administration Management Render telephone and reception services Provide a typing and computer operating service Manage the divisional head's diary Provide an operational logistics service Prepare meetings and take minutes File documents on the shared drive or online system										
SAP	S70016040										
New/natural attrition	Natural attrition										
Enquiries	Charmaine de Villiers (012 358 4345) or Lucas Qakaza (012 358 2518)										

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

DEPARTMENT: ROADS AND TRANSPORT

Division: Licencing Services

Section: Licencing Services

Location: Centurion Driving Licence Testing Centre

Re-advertisement

Reference number **TRRO530-2024**

Position **CHIEF DRIVING LICENSE TESTING 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 T12

Scale R421 284,00 – R585 120,00 per annum

Estimated remuneration package R568 150,00 – R776 683,00 per annum

Job purpose To supervise and oversee all functions, responsibilities and activities related to the driving licence testing environment

Appointment requirements An appropriate three-year career-related tertiary qualification (national diploma or degree) in a study field related to the position
Registration as an Examiner for driving licences (Grade A)
At least three years' relevant experience in a driving licence testing environment, of which at least one year should be at supervisory level
A valid Code B driving licence
Computer literacy
NaTIS user registration will be an added advantage

Personal attributes and/or competencies Strategic 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

Primary functions Be responsible for the management representative responsibility as outlined in *Government Gazette 28446* of 7 April 2006
Participate in drafting and controlling the budget
Conduct meetings with the South African Police Service, registering authorities, vehicle testing stations, Gauteng Provincial Government and the Deputy Director: Licencing Services
Continually monitor procedures and records to detect, eliminate and prevent any suspicious inspection results, and ensure that corrective actions are effective

Promote and identify the training requirements for specific technical or quality assurance functions and regular review or nomination of candidates
Manage and control the disaster recovery plan
Manage and control any changes, amendments or modifications to any work instructions or test methods of the driving licence testing centres, one stop shops and registering authorities throughout Tshwane
Manage occupational health and safety-related duties
Attend safety meetings with safety representatives and senior staff
Manage and control testing equipment so that it is compliant with the National Road Traffic Act, 1996 (Act 93 of 1996)
Process testing appeals through to the province

SAP S70015916

New/natural attrition Natural attrition

Enquiries Maria Mphahlele (012 358 1078)

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

DEPARTMENT: ROADS AND TRANSPORT

Division: Licencing Services

Section: Licencing Services

Location: Waltloo and Head Office Specialised Services

Re-advertisement

Reference number **TRRO531-2024**

Position **CHIEF LICENCE OFFICER (2 POSTS)**

To be advertised	Internal	External
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This position seeks to attract	African female Indian male	African male White female	Coloured female White male	Coloured male Person with disability	Indian female All categories
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Job level T12

Scale R421 284,00 – R585 120,00 per annum

Estimated remuneration package R568 150,00 – R776 683,00 per annum

Job purpose To manage and oversee all functions, responsibilities and activities related to the Licence and Registering Authority Unit and to render effective and efficient service delivery within the Licence and Registering Authority Unit by ensuring compliance with national legislation and provincial regulations through policy and procedural-driven management and the optimal management of best practice technology

Appointment requirements An appropriate three-year career-related tertiary qualification (national diploma or degree) in a study field related to the position
At least three years' relevant experience in a motor vehicle registration and licencing environment, of which at least one year should be at supervisory level
A valid Code B driving licence
Computer literacy
NaTIS user registration will be an added advantage

Personal attributes and/or competencies Strategic 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

Primary function Take responsibility for any management aspect within the licence and registering authority as delegated by the deputy director or functional head
Implement organisational planning in order to ensure consistency and efficacy
Address concerns of the public or clients in respect of legislative issues, service delivery, personnel conduct, etc in order to ensure customer care and satisfaction
Participate in drafting and controlling the budget
Check audits from eNaTIS and implement changes to operating procedures

Respond to audit queries raised by the inspectorate
Implement and maintain various record systems in order to ensure accountable administration
Continually monitor procedures and records in order to detect, eliminate and prevent any suspicious inspection results, and ensure that corrective actions are effective
Control and verify administrative functions as performed by senior personnel in order to ensure performance and compliance
Render a professional and competitive administrative service to clients in order to ensure customer satisfaction
Ensure the collection of all prescribed fees in respect of motor vehicle registration and licencing in order to comply with the provincial service-level agreement
Manage and control any changes, amendments or modifications to any work instructions of the registering authority throughout Tshwane
Provide safety training to external and internal staff members in accordance with the Occupational Health and Safety Act, 1993 (Act 85 of 1993)
Attend safety meetings with safety representatives and senior staff

SAP S70015831; S70015832

New/natural attrition Natural attrition

Enquiries Maria Mphahlele (012 358 1018)

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

DEPARTMENT: ROADS AND TRANSPORT

Division: Transportation Planning

Section: Intelligent Transport Systems and Traffic Engineering

Location: Belle Ombre Roads and Storm Water Depot

Re-advertisement

Reference number **TRRO532-2024**

Position **TRAFFIC SIGNAL TECHNICIAN (2 POSTS)**

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 maintain the optimum functionality of signalised intersections in Tshwane

Appointment requirements An appropriate trade certificate as Electrician (red seal)
 At least one year's relevant experience in the maintenance, repair and construction of traffic signals
 Physical fitness and health
 A valid Code EC1 driving licence with valid PrDP
 Computer literacy
Willingness and ability to work shifts and after hours as requested

Personal attributes and/or competencies Good knowledge of Auto motor and Syntell controllers, both electrical and mechanical, being self-assertive in dealing and liaising with the public; good written and verbal communication skills; good interpersonal skills; ability to work under pressure; willingness and ability to work as part of a team; reliability; ability to be independent in the execution of assigned duties; positivity; trainability

Primary functions Conduct maintenance, repair and construction of traffic signals, including wiring, electronics controllers, fault finding, PLCs, cable jointing and reticulation
 Operate the cherry picker machine
 Repair accident damage at intersections
 Organise, control and use material, personnel and machinery to perform operational services efficiently

SAP	S70094953; S70094954
New/natural attrition	Natural attrition
Enquiries	G Rivers (012 358 0720), P Jacobs (012 358 0721) or M Mphahlele (012 358 1018)

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