



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 also 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: 17 February 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

If you have trouble registering your profile or applying for these positions, send an email with a detailed description of the error or problem to erecruithelp@tshwane.gov.za.

Do not submit your application here – it will not be accepted.

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

DEPARTMENT: ECONOMIC DEVELOPMENT AND SPATIAL PLANNING

Division: City Planning and Development

Section: Land Use Management Administration

Location: Pretoria Central

Reference number	ECDE157-2025				
Position	PLANNING OFFICER (3 POSTS)				
To be advertised	Internal		External		
This position seeks to attract	African female Indian male	African male White female	Coloured female White male	Coloured male Person with disability	Indian female All categories
Job level	T11				
Scale	R376 152,00 – R522 420,00 per annum				
Estimated remuneration package	R510 705,00 – R696 877,00 per annum				
Job purpose	To administer the processes and policies of land use applications in the most effective and efficient manner				
Appointment requirements	Grade 12 At least two years' relevant experience in administration support Computer literacy				
Competency requirements of the post	Adaptability; time management skills; good written and verbal communication skills; ability to work under pressure; willingness and ability to work as part of a team; ability to network				
Primary functions	<p>Conduct the administration and processing of land use applications of the regional office</p> <p>Provide, explain and clarify the administration policies and processes of land use applications</p> <p>Monitor the workflow and progress of applications</p> <p>Provide monthly statistics of applications to the superior</p> <p>Provide inputs for improved processes and policies to improve service delivery</p> <p>Implement new processes and policies</p> <p>Monitor the success of the new processes and policies to ensure that the section functions efficiently and is integrated with other sectional and divisional processes and policies</p> <p>Provide client services and information regarding the progress of land use applications and the applicable policies and procedures</p> <p>Answer enquiries related to applications</p> <p>Compile monthly management statistics of land use applications' status</p> <p>Compile quarterly statistics of land use applications' status</p> <p>Provide, explain and clarify applicable policies and procedures to clients</p> <p>Ensure that clients are correctly and timeously informed on the status of their land use applications</p>				

Provide client services and information regarding the town planning scheme and the latest relevant land uses

SAP S70001327; S70001329; S70001331

New/natural attrition Natural attrition

Enquiries Christo Geldenhuys (012 358 8446) or Ashok Sudu (012 358 7933)

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: Development Facilitation and Implementation

Location: Pretoria Central

Reference number	ECDE158-2025										
Position	DEPUTY DIRECTOR: DEVELOPMENT FACILITATION										
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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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 expertise and capacity about facilitation and related processes in support of the City’s strategic investments										
Appointment requirements	<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 a spatial planning, urban design or project management environment of which at least four years should be at managerial level</p> <p>A valid Code B driving licence</p> <p>Computer literacy in Microsoft Word and PowerPoint</p>										
Competency requirements of the post	Capacity to listen attentively, grasp issues, present information in a clear manner and respond appropriately to verbal and written communication of others; programme and project management skills; ability to plan, manage, monitor and evaluate specific activities in order to deliver the desired outputs and outcomes; ability to maximise the City’s business sense and display a sound business understanding in applying the most effective management practices to achieve municipal financing goals and objectives; ability to establish and maintain productive relationships with people within and outside the City; ability to explore and implement new ways of delivering services that contribute to the improvement of municipal processes in order to achieve municipal goals										
Primary functions	<p>Ensure a climate conducive to promoting and sustaining motivational levels, productivity and performance by directing and controlling outcomes associated with the use, productivity and performance of personnel within the section</p> <p>Monitor and control the sectional budget so that income and expenditure are in line with Council requirements</p> <p>Oversee the functioning of the Strategic Investment Committee (STRIC)</p> <p>Provide administrative and compliance support to the STRIC</p>										

Ensure that the STRIC adopts, monitors and oversees strategic investment initiatives, catalytic infrastructure projects and strategic urban developments
Ensure that responsible departments report progress monthly to the STRIC on strategic urban developments, strategic investment initiatives and catalytic infrastructure projects, including required interventions
Set the agenda and formalise items for STRIC meetings
Provide liaison between the Office of the City Manager, STRIC secretariat and all STRIC member departments
Monitor the implementation of STRIC resolutions
Oversee the functioning of the Tshwane Property Development Forum
Facilitate strategic urban developments
Assist developers with the submission of land development applications and related government processes
Facilitate land development-related technical training sessions for internal and external stakeholders
Compile an annual land development training plan for the division and manage all logistical arrangements related to the training sessions

SAP

S70001482

New/natural attrition

Natural attrition

Enquiries

Christo Geldenhuys (012 358 8446) or Lucy Nkadimeng (012 358 6401)

Deal with complaints received from top management and politicians
Identify cases for further prosecution
Ensure that investigations are conducted properly and that case files are prepared correctly as prescribed by legislation
Attend court to give evidence
Ensure the successful prosecution of city development contraventions
Ensure compliance with court decisions and refer non-compliance matters for further legal action (civil or criminal)
Attend to and assist compliance officers during joint operations
Update details of initial inspections on electronic risk
Conduct integrated joint law enforcement to most effectively promote health, safety, order, amenity, convenience and general welfare as well as efficiency and economy in the development process in Tshwane

SAP	S70021565
New/natural attrition	Natural attrition
Enquiries	Christo Geldenhuys (012 358 8446) or Tshepiso Chuene (012 358 4570)

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: Pretoria Central

Reference number	ECDE160-2025															
Position	CHIEF BUILDING SURVEYOR (BUILDING PLANS EVALUATION AND RECOMMENDATIONS)															
To be advertised	<table border="1"> <tr> <th>Internal</th> <th colspan="4">External</th> </tr> <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>	Internal	External				African female	African male	Coloured female	Coloured male	Indian female	Indian male	White female	White male	Person with disability	All categories
Internal	External															
African female	African male	Coloured female	Coloured male	Indian female												
Indian male	White female	White male	Person with disability	All categories												
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 oversee the building plan approval process in terms of applicable legislation															
Appointment requirements	<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 three years' relevant working experience in a building control environment in local government</p> <p>Supervisory experience will be an added advantage</p> <p>The successful completion of the Law Enforcement Course and appointment as Law Enforcement Officer in terms of the Criminal Procedure Act, 1977 (Act 51 of 1977)</p> <p>A valid Code B driving licence with own vehicle</p> <p>Computer literacy</p>															
Competency requirements of the post	Good communication skills; interpersonal abilities; adaptability; stress management ability; ability to work as part of a team and/or independently															
Primary functions	<p>Examine and approve all building plan applications</p> <p>Examine all building plan applications within the prescribed time frames in order to control the quality and safety of structures in compliance with the National Building Regulations and Building Standards Act, 1977 (Act 103 of 1977), the Tshwane Land Use Scheme, 2024 as well as any other related legislation</p> <p>Ensure that all information on building plan applications and documentation is correctly completed</p> <p>Calculate areas of all building plan applications</p> <p>Determine fees in accordance with the approved fee structure</p> <p>Ensure that title deed conditions have been adhered to</p>															

Ensure that the coverage, building lines and land uses are in agreement with the relevant Tshwane Land Use Scheme, 2024

Provide advice to public and other role players regarding the requirements for the approval of building plan applications and compliance with the National Building Regulations and Building Standards Act, 1977, Tshwane Land Use Scheme, 2024 as well as any other related legislation

Keep statistical data of all applications evaluated, recommended and approved

Approve all building plan applications in terms of Section 7 of the National Building Regulations and Building Standards Act, 1977

Keep statistical data of all building plan applications approved

Conduct site inspections as and when necessary

Provide recommendations regarding the approval of site development plan applications in terms of the Tshwane Land Use Scheme, 2024

Examine all site development plan applications within the prescribed time frames in order to control the quality and safety of structures in compliance with the National Building Regulations and Building Standards Act, 1977, the Tshwane Town-planning Scheme, 2008 as well as any other related legislation

Ensure that all information on site development plan applications and documentation is correctly completed

Provide advice to public and other role players regarding the requirements for the approval of site development plan applications and compliance with the National Building Regulations and Building Standards Act, 1977, the Tshwane Land Use Scheme, 2024 as well as any other related legislation

Provide recommendations regarding the approval of building line relaxation applications in terms of the Tshwane Land Use Scheme, 2024

Examine all building line relaxation applications within the prescribed time frames in order to control the quality and safety of structures in compliance with the National Building Regulations and Building Standards Act, 1977, the Tshwane Land Use Scheme, 2024 as well as any other related legislation

Ensure that all information on building line applications and documentation is correctly completed

Provide recommendations regarding the approval of demolition applications in terms of the National Building Regulations and Building Standards Act, 1977

Examine all demolition applications within the prescribed time frames in order to control the quality and safety of structures in compliance with the National Building Regulations and Building Standards Act, 1977, the Tshwane Land Use Scheme, 2024 as well as any other related legislation

Ensure that all information on demolition applications and documentation is correctly completed

Provide advice to public and other role players regarding the requirements of and compliance with the National Building Regulations and Building Standards Act, 1977 as well as any other related legislation

Attend court cases as witness with regard to cases not resolved as a result of the approval or refusal to approve of building plan applications in terms of the National Building Regulations and Building Standards Act, 1977

Communicate with public prosecutors regarding court cases

Provide recommendations regarding the withdrawal of contravention notices after compliance with the requirements of a contravention notice issued in terms of the National Building Regulations and Building Standards Act, 1977 as well as any other related legislation

SAP

S70001550

New/natural attrition

Natural attrition

Enquiries

Christo Geldenhuys (012 358 8446) or Dougie Donald (012 358 4630)

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

Reference number	ECDE161-2024										
Position	BUILDING SURVEYOR (BUILDING PLANS EVALUATION AND RECOMMENDATIONS) (2 POSTS)										
To be advertised	<table border="0" 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	T11										
Scale	R376 152,00 – R522 420,00 per annum										
Estimated remuneration package	R510 705,00 – R696 877,00 per annum										
Job purpose	To assist in safe, healthy and environmentally friendly buildings by the examination and approval of all building plans in line with the National Building Regulations and Building Standards Act, 1977 (Act 103 of 1977), the Tshwane Town-planning Scheme, 2008 and all other applicable laws										
Appointment requirements	<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>										
Competency requirements of the post	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>Examine, recommend and approve all building plan applications against compliance with the National Building Regulations and Building Standards Act, 1977, the Tshwane Land Use Scheme, 2024 and other relevant applicable laws</p> <p>Ensure that all information on building plan applications and documentation is correctly completed</p> <p>Calculate areas of all building plan applications</p> <p>Determine fees in accordance with the approved fee structure</p> <p>Ensure that title deed conditions have been adhered to</p> <p>Examine all demolition applications within the prescribed time frames in order to control the quality and safety of structures in compliance with the National Building Regulations and Building Standards Act, 1977, the Tshwane Land Use Scheme, 2024 as well as any other related legislation</p>										

Provide advice to public and other role players regarding the requirements for the approval of site development plan applications and compliance with the National Building Regulations and Building Standards Act, 1977, the Tshwane Land Use Scheme, 2024 as well as any other related legislation
Keep statistical data of all applications evaluated, recommended and approved
Assist administrative staff and building surveyors with technical internal rules
Assist other departments with technical problems and queries
Assist and advice the public on all queries related to the National Building Regulations and Building Standards Act, 1977

SAP

S70001593; S70001618

New/natural attrition

Natural attrition

Enquiries

Christo Geldenhuys (012 358 8446) or Johan Jacobs (012 358 9255)

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: Fresh Produce Market

Section: Market Financial Management

Location: Tshwane Market

Reference number ECDE162-2024

Position DEPUTY DIRECTOR: MARKET ACCOUNTING SERVICE

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 financial operations support to the Tshwane Market

Appointment requirements An appropriate three-year career-related tertiary qualification (national diploma or degree) in Management, Accounting or Finance, or a National Diploma: Public Finance Management and Administration (SAQA Qualification ID No 49554) or in a study field related to the position
At least eight years' relevant working experience in a financial operations support 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
Computer literacy

Personal attributes and/or competencies Good understanding of generally accepted revenue management principles as well as corporate accounting policies, procedures and standards; ability to analyse and solve problems using learned techniques and tools; analytical and statistical examination skills; ability to understand and apply learned concepts; ability to pay attention to detail; demonstrated ability to plan and accomplish work to ensure that critical deadlines are met; ability to establish and maintain effective working relationships with employees, clients and the public; ability to analyse the relevant legal requirement that will impact on the function to be executed; integrity; intelligence; innovative thinking skills; flexibility; decisiveness; imagination; willingness to accept responsibility; negotiation skills; business acumen; leadership skills; project management skills; communication skills; analytical thinking skills; organisational skills; budget management skills; ability to do presentations; technical skills

Primary functions Consolidate and submit the Tshwane Market's budget to the department's Management and Administrative Support Section
Compile and submit the market's budget performance reports to the department's Management and Administrative Support Section

Compile and submit the market's progress report on outstanding audit findings to the department's Management and Administrative Support Section

Manage the Tshwane Market's store

Compile, monitor and control the section's budget to ensure that budget targets are realised and deviations mitigated

Conduct strategic planning through environmental analysis, collect information on the internal and external environment and take part in the strategic planning process

Revise the section's fees and identify additional income streams

Compile and submit the market's fees to the department's Management and Administrative Support Section

Manage personnel

Monitor the progress of the section with short- and long-term goals and objectives and take remedial action where applicable

Review operational reports and take remedial action where required

Implement credit control measures to collect overdue accounts

Monitor outstanding debtor accounts, report overdue debtors and take remedial action, including but not limited to arranging that the water and electrical supply to tenants is cut off

Hand overdue debtors for collection to legal services and to evict tenants where applicable

Issue leases for all tenants, timeously renew leases and arrange for vacant facilities to be advertised and filled

Approve monthly closing journals and review debtor, creditor, bank and other balance sheet reconciliations and submit for approval

Ensure that correcting journals are processed in the following month

Review and approve journals processed in the Tshwane Market's financial accounting system

Approve month-end journals captured on SAP

Review petty cash and top-up requests and submit for approval on SAP

Prepare the quarterly risk register report for the section and annually review the risk management programme

Prepare, review and submit reconciliations for balance sheet and income accounts to the Director: Market Financial Management for approval

Review the gap analysis for the division annually

Prepare presentations and attend workshops and meetings where required

Manage and supervise the market accounts management function as and when required

SAP

S70002615

New/natural attrition

Natural attrition

Enquiries

Christo Geldenhuys (012 358 8446) or Ruben Jones (012 358 2307)

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: Outdoor Advertising Management

Location: Pretoria Central

Reference number	ECDE163-2024				
Position	SENIOR ADMINISTRATIVE OFFICER				
To be advertised	Internal		External		
This position seeks to attract	African female Indian male	African male White female	Coloured female White male	Coloured male Person with disability	Indian female All categories
Job level	T11				
Scale	R376 152,00 – R522 420,00 per annum				
Estimated remuneration package	R510 705,00 – R696 877,00 per annum				
Job purpose	To provide an effective and efficient administrative support service				
Appointment requirements	Grade 12 At least two years' relevant experience in office administration Computer literacy and ability to work on Word, Excel, PowerPoint and GIS				
Competency requirements of the post	Adaptability; time management skills; good written and verbal communication skills; ability to work under pressure; willingness and ability to work as part of a team; ability to network				
Primary functions	Perform administrative functions related to the work in an office environment Ensure effective and efficient logistical support services Administer and monitor financial management support in order to ensure that the finances are maintained in an accurate and timely manner Provide a secretariat service Provide effective personnel management support Prepare documents necessary to carry out workshops and meetings				
SAP	S70002061				
New/natural attrition	Natural attrition				
Enquiries	Christo Geldenhuys (012 358 8446) or Clyde Petersen (012 358 8035)				

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: Physical Development Services

Location: Pretoria Central

Reference number **ECDE164-2024**

Position **WORKS INSPECTOR**

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 T11

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

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

Job purpose To conduct supervision and quality control of workmanship and materials on construction sites and liaise with contractors, professional teams and departments

Appointment requirements

A career-related qualification in Building Science, Building Management, Building Surveying, Construction Management or any other study field related to the building environment
A relevant Tradesmen Certificate related to the building environment
At least two years’ relevant working experience in the building environment in a local government
Supervisory experience on a building site will be an added advantage
A valid Code B driving licence with own vehicle
Computer literacy (Microsoft Office suite)

Competency requirements of the post

Good understanding of the National Building Regulations and Building Standards Act, 1977 (Act 103 of 1977) and the South African National Standards (SANS) 10400; energetic and team oriented; ability to work under pressure; exceptional commitment to the work; innovative thinking skills; good communication skills; initiative; negotiation skills

Primary functions

Supervise contractors to build according to approved drawings and specifications
Assist architectural professionals and quantity surveyors with building measurements and other building-related information
Inspect building work and do quality control checks
Ensure that building lines and servitudes are not violated
Ensure that building plans and building work correspond
Check levels, heights and excavations
Check specifications, drawings and details
Identify mistakes made by builders and help to rectify these
Ensure that damp-proof course and brick force are built correctly
Pressure test sewer systems and check levels

Conduct slump tests
Check and control mortar, plaster and concrete mix strengths
Check if materials comply with SABS standards
Keep record of water meters and new sewer points
Assist architects with measuring as-built plans

SAP S70001513

New/natural attrition Natural attrition

Enquiries Christo Geldenhuys (012 358 8446) or Adwoa Agyei (012 358 7825)

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: Fresh Produce Market

Section: Market Operations

Location: Tshwane Market

Reference number	ECDE166-2024										
Position	PRODUCT CONTROL OFFICER (2 POSTS) (ACCESS CONTROL)										
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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 ensure that the City of Tshwane receives its revenue through the prescribed market commission on all deliveries to the Tshwane Market										
Appointment requirements	<p>Grade 12</p> <p>At least six months’ relevant working experience in an environment where goods are received, properly recorded and verified and stock audits are carried out</p> <p>Sector-specific experience in a fresh produce market environment will be an added advantage</p> <p>Computer literacy</p> <p>Willingness and ability to work shifts outside usual working hours as per the employer’s operational requirements</p>										
Competency requirements of the post	Good communication and interpersonal skills; customer care skills; good numerical skills; ability to work under pressure; ability to analyse and understand dynamics where goods are received, properly recorded, verified and stock audits are carried out										
Primary functions	<p>Process delivery trucks and accompanying documentation</p> <p>Issue goods received notes to market agents</p> <p>Capture deliveries on the sales system</p> <p>Scan all documentation to the sales system for auditing at the back office</p> <p>Conduct daily reconciliation of deliveries</p> <p>Conduct daily reconciliation of consignments received to system records</p> <p>Investigate and rectify delivery anomalies and discrepancies</p> <p>Perform stocktakes and related audits</p> <p>Issue stock shortages and payment notices to market agents</p> <p>Perform other <i>ad hoc</i> consignment control duties as and when required</p> <p>Handle enquiries and complaints for all deliveries and sales-related matters</p> <p>Enforce the Market By-law and other relevant legislation and regulations</p>										
SAP	S70002531; S70002526										
New/natural attrition	Natural attrition										
Enquiries	Christo Geldenhuys (012 358 8446) or Patrick Mphahlele (012 358 2352)										

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: Fresh Produce Market

Section: Market Operations

Location: Tshwane Market

Reference number	ECDE167-2024										
Position	PRODUCT CONTROL OFFICER (3 POSTS) (DELIVERY AUDIT AND PRODUCT CONTROL)										
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
Internal	External										
African female Indian male	African male White female	Coloured female White male	Coloured male Person with disability	Indian female All categories							
This position seeks to attract											
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 ensure that the City receives its revenue through the prescribed market commission on all deliveries to the Tshwane Market										
Appointment requirements	<p>Grade 12</p> <p>At least six months' relevant working experience in an environment where goods are received, properly recorded and verified and stock audits are carried out</p> <p>Experience in a fresh produce market environment will be an added advantage</p> <p>Computer literacy</p> <p>Willingness and ability to work as a six-day worker</p> <p>Willingness and ability to work shifts outside usual working hours as and when operational requirements demand it</p>										
Competency requirements of the post	Good communication and interpersonal skills; customer care skills; good numerical skills; ability to work under pressure; ability to analyse and understand dynamics where goods are received, properly recorded, verified and stock audits are carried out; good negotiation, analytical and reporting skills										
Primary functions	<p>Conduct daily reconciliation of deliveries received to the Refresh system's records</p> <p>Investigate and rectify delivery anomalies and discrepancies</p> <p>Perform stocktakes and related audits</p> <p>Ensure that all stock shortages are processed at the quantity and price as stipulated in the stock shortage letter to market agencies</p> <p>Regularly follow up on all outstanding consignment queries</p> <p>Perform other <i>ad hoc</i> consignment control duties as and when required</p> <p>Handle enquiries and complaints for all deliveries and sales-related matters</p> <p>Amend consignments on the Tshwane Market's system</p> <p>Handle producer enquiries</p> <p>Ensure that market agencies adhere to the Market By-law, other relevant legislation and regulations, standard operating procedures and other market directives</p> <p>Ensure the orderly running of market floor activities and transactions</p>										

SAP	S70002530; S70002533; S70073836
New/natural attrition	Natural attrition
Enquiries	Christo Geldenhuys (012 358 8446) or Patrick Mphahlele (012 358 2352)

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: Economic Development
Section: Strategic Trade and Investment Attraction, Facilitation and Aftercare
Location: All regions

Reference number **ECDE168-2024**

Position **INVESTMENT 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 provide effective administrative and project support services and assist with investment facilitation, attraction and aftercare

Appointment requirements

An appropriate three-year career-related tertiary qualification (degree or national diploma) in Economics or in a study field related to the position
At least three years' relevant working experience in an investment and research environment
A valid Code B driving licence
Computer literacy

Competency requirements of the post Adaptability; time management skills; good written and verbal communication skills; ability to work under pressure; willingness and ability to work as part of a team; ability to network

Primary functions

Provide administrative support for allocated projects, such as booking venues, scheduling meetings, circulating agendas and taking minutes
Assist in tracking project deadlines
Assist with conducting primary and secondary market analysis (research) in relation to global trade and investment trends, as allocated
Assist with the facilitation of the investment pipeline of the City
Manage and attend to investment enquiries and reroute these accordingly, such as advising on permits in South Africa, identifying and locating buildings and factories, and tending to incentive and investor service delivery enquiries
Conduct filing and record-keeping electronically and manually
Liaise with internal and external stakeholders, such as developers, investors, various forums, the Department of Trade and Industry, the Gauteng Growth and Development Agency and international trade and investment officers
Assist with rendering comments on investment-related reports, as required
Implement the Trade and Investment Policy Strategy and Process that will transform the economy of Tshwane to be globally competitive
Maintain appropriate databases and record-keeping practices

Compile draft Section 9 reports if necessary
Collect, analyse, update, review and report on economic data and indicators (statistics)
Maintain and update the economic content for the economic development website

SAP S70001794

New/natural attrition Natural attrition

Enquiries Christo Geldenhuys (012 358 8446) or Riaan Labuschagne (012 358 4563)

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: Economic Development

Section: Co-operative Development and Support

Location: Pretoria Central

Reference number	ECDE169-2024																		
Position	SENIOR SPECIALIST: CO-OPERATIVE DEVELOPMENT AND SUPPORT																		
To be advertised	<table border="1"> <tr> <th>Internal</th> <th colspan="5">External</th> </tr> <tr> <td>African female</td> <td>African male</td> <td>Coloured female</td> <td>Coloured male</td> <td colspan="2">Indian female</td> </tr> <tr> <td>Indian male</td> <td>White female</td> <td>White male</td> <td>Person with disability</td> <td colspan="2">All categories</td> </tr> </table>	Internal	External					African female	African male	Coloured female	Coloured male	Indian female		Indian male	White female	White male	Person with disability	All categories	
Internal	External																		
African female	African male	Coloured female	Coloured male	Indian female															
Indian male	White female	White male	Person with disability	All categories															
This position seeks to attract																			
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 facilitate and manage the effective development and implementation of policies, programmes and strategies for co-operatives in all regions																		
Appointment requirements	<p>An appropriate career-related tertiary qualification (three-year national diploma or degree) in Economics or Project Management or in a study field related to the position</p> <p>At least eight years' relevant working experience in support and analytical experience within an economic development environment of which at least four years should be at managerial level</p> <p>A valid Code B driving licence</p> <p>Computer literacy (proficient in Microsoft Word and PowerPoint)</p>																		
Competency requirements of the post	Strategic thinking and problem-solving skills; analytical skills in identifying and evaluating best practices; exceptional written and verbal communication skills; strong interpersonal skills; presentation, budget management and facilitation skills; project management skills; innovative thinking skills; ability to work under pressure and within group dynamics; strong work ethic; honesty; trustworthy; responsible; professional; systematic; confident; diplomatic; assertive; ability to effectively communicate through written reports and presentations																		
Primary functions	<p>Develop and maintain the database of co-operatives in all seven regions of Tshwane</p> <p>Provide support in terms of facilitation of synergistic linkages to support robust development and growth of co-operatives across the value chain for financial and non-financial interventions</p> <p>Liaise with stakeholders and role players to create awareness of co-operative opportunities</p> <p>Identify the training needs of various groups within the different co-operative sectors and identify linkages based on a set of tools available on the database from either internal organs of state or supplied by service providers and provide recommendations</p>																		

Assess the impact of the Co-operative Development Programme on the economic development of communities

Harness good working relations between co-operative movements and the department

Ensure a climate conducive to promoting and sustaining motivational levels, productivity and performance by directing and controlling outcomes associated with the use, productivity and performance of personnel within the section

Monitor and control the sectional budget so that income and expenditure are in line with Council requirements

SAP

S70001793

New/natural attrition

Natural attrition

Enquiries

Christo Geldenhuys (012 358 8446) or Lolita Dyi (012 358 5687)

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: Economic Development

Section: Business Compliance and Regulation

Location: Pretoria Central

Reference number	ECDE170-2024										
Position	DIRECTOR: BUSINESS COMPLIANCE AND REGULATION										
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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This position seeks to attract	<table border="0" style="width:100%; background-color:#cccccc;"> <tr> <td style="width:16.6%;">African female</td> <td style="width:16.6%;">African male</td> <td style="width:16.6%;">Coloured female</td> <td style="width:16.6%;">Coloured male</td> <td style="width:16.6%;">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	T18										
Scale	R831 528,00 – R1 154 892,00 per annum										
Estimated remuneration package	R1 231 807,00 – R1 643 389,00 per annum										
Job purpose	To provide strategic leadership and guidance towards the management of informal and formal businesses through the formulation of policies, strategies and support programmes for informal traders and to ensure compliance of informal traders										
Appointment requirements	<p>An appropriate career-related tertiary qualification (three-year national diploma or degree) in Economics or Project Management or in a study field related to the position</p> <p>At least nine years' relevant working experience in support and analytical experience within an economic development environment of which at least four years should be at managerial level</p> <p>A valid Code B driving licence</p> <p>Computer literacy</p>										
Competency requirements of the post	<p>Integrity; intelligence; patience; innovative thinking skills; energy; imagination; flexibility; willingness to accept responsibility; decisiveness; ability to pay attention to detail; time management skills; 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 administer personnel systems efficiently and effectively; 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 with same as dictated by group policy; knowledge of principles and practices of project management; business acumen</p>										

Primary functions	<p>Coordinate processes towards the effective development and implementation of policies, programmes and strategies for informal and formal businesses</p> <p>Ensure compliance of formal and informal businesses with the Businesses Act, 1991 (Act 71 of 1991) and the Street Trading By-law</p> <p>Ensure the implementation of the Informal Trade Policy and Street Trading By-law</p> <p>Provide support in terms of facilitation of synergistic linkages to support the robust development and growth of informal traders across the value chain for financial and non-financial interventions</p> <p>Develop and maintain the database for informal and formal businesses</p> <p>Identify the training needs of various groups within the sector and identify linkages based on a set of tools available on the database from either internal organs of state or supplied by service providers and provide recommendations</p> <p>Develop systems that will improve the registration and management of informal traders in Tshwane</p> <p>Put systems in place to improve revenue collection</p> <p>Liaise with stakeholders and role players to create awareness of informal trader opportunities and support requirements to promote business activities in the informal sector</p> <p>Harness good working relations between informal and formal businesses</p> <p>Facilitate meetings, workshops, conferences, functions and interviews</p> <p>Provide guidance to the executive body that represents the informal traders in Tshwane (seven regions)</p> <p>Facilitate and manage the strategic partnership between the section and key partners in the sector</p> <p>Link informal and formal businesses for the development of informal traders</p> <p>Assist in designing partnership agreements with donors, departments, agencies and non-governmental organisations</p> <p>Assist in the formulation of financial policy instruments and support programmes regarding access to finance for informal traders</p> <p>Ensure that informal traders access the market or they manage to access procurement opportunities provided by the government and other government institutions</p> <p>Ensure that there is proper infrastructure for the development of informal traders in all regions</p> <p>Establish informal trade markets in all seven regions</p> <p>Develop infrastructure plans for all the projects to be implemented that are in the Integrated Development Plan</p> <p>Facilitate the development of stalls, paving, etc in all areas that informal traders are allowed to trade</p> <p>Ensure the maintenance of informal trader infrastructure in all seven regions</p> <p>Interact with other City departments to include the informal trader infrastructure when implementing their projects</p> <p>Facilitate the mentorship of informal traders</p> <p>Provide support programmes for the development of informal traders through training</p> <p>Conduct skills audits for the development of informal traders</p> <p>Ensure that informal traders are incubated to develop their skills in relevant sectors</p>
SAP	S70001777
New/natural attrition	Natural attrition
Enquiries	Christo Geldenhuys (012 358 8446) or Benjamin Manasoe (012 358 2497)

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: Regional Built Enforcement Inspectorate

Location: Any region

Reference number	ECDE171-2024										
Position	DEPUTY DIRECTOR: REGIONAL BUILT ENFORCEMENT INSPECTORATE										
To be advertised	<table border="1"> <tr> <td>Internal</td> <td>External</td> </tr> </table>	Internal	External								
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This position seeks to attract	<table border="1"> <tr> <td>African female</td> <td>African male</td> <td>Coloured female</td> <td>Coloured male</td> <td>Indian female</td> </tr> <tr> <td>Indian male</td> <td>White female</td> <td>White male</td> <td>Person with disability</td> <td>All categories</td> </tr> </table>	African female	African male	Coloured female	Coloured male	Indian female	Indian male	White female	White male	Person with disability	All categories
African female	African male	Coloured female	Coloured male	Indian female							
Indian male	White female	White male	Person with disability	All categories							
Job level	T17										
Scale	R742 440,00 – R1 031 148,00 per annum										
Estimated remuneration package	R1 116 014,00 – R1 483 486,00 per annum										
Job purpose	To ensure the management, interpretation and implementation of the Tshwane Town-planning Scheme and/or Land Use Scheme and any other related legislation as revised, and the City of Tshwane Control of Outdoor Advertising By-law										
Appointment requirements	<p>An appropriate three-year career-related tertiary qualification (degree or national diploma) in Law, Town and Regional Planning or Built Environment or a relevant qualification</p> <p>At least eight years' relevant working experience in law, policing or built environment discipline of which at least four years should be at managerial level</p> <p>A valid Code B driving licence</p> <p>Computer literacy in Microsoft Word, Excel, PowerPoint and Outlook</p>										
Competency requirements of the post	Organisational awareness; problem solving skills; planning and organising skills; ethics and professionalism; accountability										
Primary functions	<p>Oversee the enforcement of the Tshwane Town-planning Scheme and/or Tshwane Land Use Scheme and any other related legislation as revised from time to time, and the City of Tshwane Control of Outdoor Advertising By-law</p> <p>Monitor deliverables against milestones and critically examine interim reports with the intent to identify and address deviations</p> <p>Attend meetings and consultations with all relevant stakeholders and internal departments regarding matters of mutual interest and analyse strengths, weaknesses, constraints and alternatives and/or provide recommendations and explanations with respect to specific strategies</p> <p>Prepare reports outlining specific constraints and opportunities for changing key performance areas to sustain the quality of output</p>										

Attend to complaints timeously

Conduct surveys in the geographical area in order to be proactive in terms of law enforcement

Ensure the issuing of contravention notices in terms of the relevant City of Tshwane Town-planning Scheme or Land Use Scheme and the City of Tshwane Control of Outdoor Advertising By-law

Participate in the process of legislative drafting in order to ensure its executability

Be part of the task team when all applicable legislation is being amended and/or revised

Provide inputs and comments on drafting changes and or revisions to by-laws, operational systems and all applicable legislation

Ensure that amendments are in line with the desired outcomes

Communicate any amendments to staff

Implement processes and standard operating procedures in order to promote uniformity in the understanding and implementation of the Tshwane Town-planning Scheme and/or Land Use Scheme and any other related legislation, as revised, and the City of Tshwane Control of Outdoor Advertising By-law

Facilitate queries lodged by contraveners, complainants, petitioners and other affected interested parties by attending meetings with regard to law enforcement in order to achieve desirable outcomes

Ensure effective planning within the section by planning activities for the section

Assess the section's strong and weak points

Assess the section's external and internal environment

Develop long-term objectives and strategies and implement, monitor, evaluate and review strategies and plans

Ensure effective financial planning and control by planning the section's total budget

Authorise and control all budgeting measures

Implement and control financial control measures

Comply with the financial measures and policies of the City as guided by the Local Government: Municipal Finance Management Act, 2003 (Act 56 of 2003)

Ensure effective personnel management by authorising overtime and registers, and approving and deploying personnel in terms of work distribution, leave, etc

Ensure good personnel management practices

Render general management practices

Oversee the implementation of the Integrated Development Plan and business and operational plans for the section

Facilitate High Court litigation by referring matters for prosecution to Group Legal and Secretariat Services

Respond to instructions and queries from Group Legal and Secretariat Services timeously

Attend consultations with Group Legal and Secretariat Services, attorneys and advocates

SAP

S70030263

New/natural attrition

Natural attrition

Enquiries

Christo Geldenhuys (012 358 8446) or Tshepiso Chuene (012 358 4570)

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: Geomatics

Location: All regions

Reference number	ECDE172-2024				
Position	GISc TECHNICIAN				
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 provide GIS support to Cadastral Survey Management				
Appointment requirements	<p>An appropriate career-related tertiary qualification (three-year national diploma or degree) in the field of Geomatics</p> <p>Registered as GISc Technician or higher at the South African Geomatics Council</p> <p>At least three years' work experience in a GIS environment</p> <p>Work experience in a cadastral survey environment will be an added advantage</p> <p>A valid Code B driving licence with own vehicle</p> <p>Knowledge of Model Maker and Arc GIS will be an added advantage</p> <p>Computer literacy</p>				
Competency requirements of the post	<p>Information management skills; knowledge of geomatics systems and software; learning orientation; service delivery orientation; team orientation</p>				
Primary functions	<p>Capture and update topo-cadastral information</p> <p>Capture sketch plans and diagrams from survey data</p> <p>Produce technical documentation for submission to the Surveyor General's Office, such as diagrams, general plans, working plans, township establishment plans, etc</p> <p>Populate and manipulate attribute data in the relevant database tables</p> <p>Establish links between the spatial and attribute data records</p> <p>Ensure data integrity by capturing data according to data quality and standards</p> <p>Verify data using raster imagery as backdrop to the vector data</p> <p>Maintain historical information</p> <p>Conduct cadastral draughting through computer-aided draughting of sketches, plans, diagrams, general plans, working plans and sectional title plans</p> <p>Conduct data verification and quality control by transforming spatial entities to comply with the current cadastral layout</p> <p>Geo-reference spatial features</p> <p>Improve information quality by analysis when changes in data occur</p>				

Ensure that topology rules are adhered to
Investigate and rectify topological errors
Eliminate slivers and overlaps in spatial information
Render a specialised GIS service to the City of Tshwane and external clients
Prepare thematic presentations in the form of spatial maps and reports
Participate as part of a team implementing corporate GIS projects
Conduct spatial and attribute analysis
Liaise with internal and external clients to address specific needs and requests
Manipulate data from different databases
Conduct training and mentoring
Ensure knowledge and skills transfers
Acquaint new colleagues with current systems, workflow procedures and processes
Provide mentoring to GIS operators
Provide specialised technical training and support to colleagues
Compile and provide information
Liaise with clients to address information needs
Creatively manipulate data obtained from data sets
Compile maps to meet a client's specific needs
Supply spatial and non-spatial information on request

SAP S70001415

New/natural attrition Natural attrition

Enquiries Christo Geldenhuys (012 358 8446) or Rikus Joubert (012 358 7868)

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: N/A

Section: Building Control Office

Location: All regions

Reference number	ECDE173-2024				
Position	BUILDING CONTROL SUPPORT OFFICER				
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 efficiently manage an information, support and general administrative service to the public, a financial, administrative, personnel and logistical management service as well as general office administration of the office of the director				
Appointment requirements	<p>An appropriate career-related tertiary qualification (three-year national diploma or degree) in Administration</p> <p>At least three years' relevant working experience</p> <p>Working knowledge of applicable legislation</p> <p>A valid Code B driving licence with own vehicle</p> <p>Computer literacy</p>				
Competency requirements of the post	Good communication skills; interpersonal abilities; adaptability; stress management skills; ability to work as part of a team and/or independently				
Primary functions	<p>Manage the administrative processes for the submission and approval of building and site development plans</p> <p>Liaise with all relevant departments, divisions, the public and clients</p> <p>Manage a financial administrative service</p> <p>Act as occupational health and safety officer</p> <p>Compile the yearly income and capital budget for the unit</p> <p>Execute control over the approved budget for the office</p> <p>Manage the asset register of the Building Control Subsection to ensure that assets within the section are safeguarded and that the relevant statutory regulations concerning assets are adhered to</p> <p>Manage incoming and outgoing correspondence</p> <p>Capture information on the computer and send files back to registry</p> <p>Give relevant inputs to management regarding the quarterly and annual reporting of the section</p>				

SAP S70001719

New/natural attrition Natural attrition

Enquiries Christo Geldenhuys (012 358 8446) or Tsholofelo Makgwa (012 358 7618)

Conduct all fleet-related administrative duties within the division
Schedule services, RTQs, licences, operational VEM lease tenders, etc
Conduct all fleet-related administrative duties on short-term insurance-related matters with respect to VEM in the division, including insurance claims and fines
Conduct all fleet-related administrative duties on communication systems
Conduct all asset-related administrative duties of the division
Conduct all asset-related administrative duties on all short-term insurance-related matters within the division, including insurance claims
Conduct all asset-related administrative duties on all periodical contracts of the division

SAP S70002311

New/natural attrition Natural attrition

Enquiries Christo Geldenhuys (012 358 8446) or Thabani Khanyile (012 358 2893)

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

Reference number	ECDE175-2024										
Position	DEPUTY DIRECTOR: REGIONAL SPATIAL PLANNING										
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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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 strategic guidance for spatial planning, investment and development in Tshwane at regional and local level, to conceptualise, draft, update and compile the regionalised spatial development frameworks and to identify and formulate precincts that are of importance for the entire metropolitan area										
Appointment requirements	<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 a spatial planning, urban design or project management environment of which at least two years should be at managerial level</p> <p>A valid Code B driving licence</p> <p>Computer literacy in Microsoft Word and PowerPoint</p>										
Competency requirements of the post	In-depth understanding of government strategic thinking and policies in relation to spatial planning and how these can practically be applied; considerable knowledge of modern policies and practices related to spatial planning; ability to understand and interpret policies and procedures and explain these to others; strategic thinking and problem-solving skills; analytical skills in identifying and evaluating best practices; ability to effectively communicate through written reports and presentations by displaying exceptional written and verbal communication skills; strong interpersonal skills; presentation skills; budget management skills; innovative thinking skills; ability to work under pressure and within group dynamics; strong work ethics; honesty; trustworthy										
Primary functions	<p>Manage the drafting and revision of the regionalised spatial development frameworks and any local spatial development frameworks and/or precinct plans emanating from the need for spatial development and transformation</p> <p>Monitor and facilitate the implementation and application of the regional and local spatial development frameworks and precinct plans</p>										

Train colleagues to ensure that regionalised spatial development frameworks, precinct plans and other current accepted planning practices and related legislation are properly understood and applied

Attend to any other matters related to spatial planning on metropolitan, regional and local level

Provide strategic guidance for spatial planning, investment and development in Tshwane at regional and local level

Conceptualise, draft, update and compile the regionalised spatial development frameworks

Identify and formulate precincts that are of importance for the entire metropolitan area

Execute generic management functions

Execute generic financial functions

Ensure the creation and maintenance of a sound information database

SAP

S70001249

New/natural attrition

Natural attrition

Enquiries

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: CITY STRATEGY AND ORGANISATIONAL PERFORMANCE

Division: N/A

Section: Management and Administrative Support

Location: Pretoria Central

Reference number **CSPM059-2024**

Position **FUNCTIONAL HEAD: ADMINISTRATIVE SUPPORT**

To be advertised	Internal	External
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This position seeks to attract	African female Indian male	African male White female	Coloured female White male	Coloured male Person with disability	Indian female All categories
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Job level 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 deliver effective administrative support services to enhance performance in the City Strategy and Organisational Performance Department

Appointment requirements An appropriate three-year career-related tertiary qualification (national diploma or degree) in Public Administration, Office Administration, Human Resources Management or any other study field related to the position
At least six years' relevant working experience in an administrative support, auxiliary and logistical support environment of which at least three years should be at supervisory role
A valid Code B driving licence
Computer literacy

Personal attributes and/or competencies **Attention to detail:** Ability to scrutinise own work and that of others to ensure accuracy and compliance with the relevant municipal standards
Problem solving: Ability to identify potential problem areas, break the problem into component parts, generate potential solutions, select an option and implement it
Planning and organising: Ability to plan activities within specific time frames and then execute these activities according to plan
Communication: Capacity to listen attentively, grasp issues, present information in a clear manner and respond appropriately to verbal and written communication of others
Direction setting: 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 Deliver administration, auxiliary and logistical support services
Execute daily office administration
Ensure compliance regarding assets
Control the records or registry office of the department
Ensure compliance with insurance claims management
Control the fleet management of the department
Ensure telecommunication and IT management control

Manage office accommodation, parking and building maintenance
Assist with occupational health and safety audit and reporting
Execute a generic personnel function
Execute other related administrative duties as required by the departmental head

SAP

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**New/natural
attrition**

Natural attrition

Enquiries

Christo Geldenhuys (012 358 8446) or Dikagiso Mashaba (012 358 4754)

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