



## 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, 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: 1 October 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](mailto:erecruithelp@tshwane.gov.za).  
Do not submit your application to this email address – it will not be accepted.

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: Strategy Development and Implementation**

**Section: IDP and SDBIP**

**Location: Pretoria Central**

<b>Reference number</b>	<b>CSPM055-2025</b>										
<b>Position</b>	<b>SENIOR SPECIALIST: INTEGRATED DEVELOPMENT PLAN (IDP) AND SERVICE DELIVERY AND BUDGET IMPLEMENTATION PLAN (SDBIP)</b>										
<b>To be advertised</b>	<table border="0" style="width:100%; background-color:#f2f2f2;"> <tr> <td style="width:50%; text-align:center;"><b>Internal</b></td> <td style="width:50%; text-align:center;"><b>External</b></td> </tr> </table>	<b>Internal</b>	<b>External</b>								
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Indian male	White female	White male	Person with disability	<b>All categories</b>							
<b>Job level</b>	T17										
<b>Scale</b>	R791 352,00 – R1 099 056,00 per annum										
<b>Estimated remuneration package</b>	R1 178 103,00 – R1 569 752,00 per annum										
<b>Job purpose</b>	To assist in the development of the legislative IDP and SDBIP in line with the developmental objectives of local government										
<b>Appointment requirements</b>	<p>A three-year career-related tertiary qualification (degree or national diploma) in Development Studies, Town and Regional Planning or any other study field related to the position</p> <p>At least eight years' relevant working experience in an IDP and SDBIP development environment</p> <p>Compliance with the unit standards of the Local Government: Municipal Finance Management Act, 2003 (Act 56 of 2003), as prescribed by Regulation 493 of 15 June 2007, as published in <i>Government Gazette 29967</i> of 15 June 2007, will be an added advantage</p> <p>A valid Code B driving licence</p> <p>Computer literacy and proficiency in Microsoft Word, Excel, PowerPoint and Project</p> <p>Must undergo a criminal record check and such a person shall allow their fingerprints to be taken by the Tshwane Metro Police Department at own cost</p>										
<b>Competency requirements of the post</b>	<p><b>Information measuring and monitoring:</b> Displays an ability to collect, review and analyse information, identify trends and report on them</p> <p><b>Planning and organising:</b> Ability to plan and organise the work unit using goal setting, objectives and targets and creating work schedules and work plans with associated resources and budgets according to the municipality's procedures in order to achieve the tasks and functional results of the work unit</p> <p><b>Monitoring and reporting:</b> Ability to monitor the results of delegations, assignments or projects, considering the skills, knowledge and experience of the assigned individual and the characteristics of the assignment or project</p> <p><b>Project management:</b> Plans, manages, monitors and evaluates specific activities to deliver the desired outputs and outcomes</p>										

**Accountability and ethical conduct:** Ability to display and build the highest standards of ethical and moral conduct to promote confidence and trust in the public service and to adhere to codes of good corporate governance  
**Coaching and mentoring:** Ability to assess the skills, performance and potential of subordinates and to encourage their development with the view of optimising their talents

<b>Primary functions</b>	<p>Develop the City's medium-term plans and their translation into the IDP Develop the IDP and SDBIP Manage the establishment of short-term strategic objectives and targets for performance and service delivery in the City of Tshwane Translate the medium-term plan into IDPs and communicate these so that they are understood and can be translated into action and implemented in the City Develop and provide guidelines, tools and advice to City departments so that each one of them contributes to the development of the IDP and in the format required by the City Monitor, evaluate and report back to the City on the implementation of the IDP and SDBIP so that any deviations and/or unintended consequences can be dealt with as they arise and relevant changes can be made to the following year's IDP Coordinate and facilitate the planning process for the development and compilation of the IDP and SDBIP for the City, as well as to ensure full involvement of all relevant stakeholders in the process, including presentations at public meetings and applicable Council and intergovernmental structures when required</p>
<b>SAP</b>	S70001914
<b>New/natural attrition</b>	Natural attrition
<b>Enquiries</b>	Christo Geldenhuys (012 358 8446) or Dikagiso Mashaba (012 358 4754)

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: Organisational Performance Management**

**Section: Compliance and Technical Reporting**

**Location: Pretoria Central**

<b>Reference number</b>	<b>CSPM056-2025</b>												
<b>Position</b>	<b>DIRECTOR: COMPLIANCE AND TECHNICAL REPORTING</b>												
<b>To be advertised</b>	<table border="0" style="width:100%; background-color:#f2f2f2;"> <tr> <td style="width:50%; text-align:center;"><b>Internal</b></td> <td style="width:50%; text-align:center;"><b>External</b></td> </tr> </table>	<b>Internal</b>	<b>External</b>										
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African female	African male	Coloured female	Coloured male	Indian female									
Indian male	White female	White male	Person with disability	<b>All categories</b>									
<b>Job level</b>	T18												
<b>Scale</b>	R886 296,00 – R1 230 960,00 per annum												
<b>Estimated remuneration package</b>	R1 300 149,00 – R1 738 842,00 per annum												
<b>Job purpose</b>	To manage the design, development, implementation and monitoring of a Citywide organisational performance monitoring, performance information management and compliance reporting system												
<b>Appointment requirements</b>	<p>A three-year career-related tertiary qualification (degree or national diploma) in Monitoring and Evaluation, Commerce (Auditing and/or Accounting), Public Policy, Development Studies, Public/Business Management and/or Administration or any other study field related to the position</p> <p>Professional registration with an auditing body will be an added advantage</p> <p>At least nine years' relevant working experience in organisational or institutional performance monitoring, performance information auditing and reporting, of which at least four years should be at managerial level</p> <p>A valid Code B driving licence</p> <p>Computer literacy (Microsoft Excel, Word, PowerPoint and Access)</p> <p>Must undergo a criminal record check and such a person shall allow their fingerprints to be taken by the Tshwane Metro Police Department at own cost</p>												
<b>Competency requirements of the post</b>	<p><b>Organisational awareness:</b> Ability to understand the municipality's objectives, and the impact of decisions on the community and the functioning of the department</p> <p><b>Planning and organising:</b> Ability to plan activities properly (within specific time frames) and to execute these activities according to plan</p> <p><b>Business processes:</b> Ability to engage with systems or component processes and make continuous improvements</p> <p><b>Communication:</b> The capacity to listen attentively, grasp issues, present information in a clear manner and respond appropriately to verbal and written communication</p> <p><b>Cognitive ability:</b> Ability to gather information, analyse issues, deal with complexity and ambiguity, show long-term thinking, follow through in a logical manner, be aware of consequences and implications, and see the "bigger picture"</p> <p><b>Direction setting:</b> Ability to create a clear sense of common purpose and vision for others with a view to obtaining buy-in and commitment to goals</p>												

<b>Primary functions</b>	<p>Lead the development of monthly, quarterly, mid-year, annual, mid-term and end-of-term organisational performance (compliance) reports</p> <p>Lead the collection and review, verification or audit of performance information as part of quality assurance in support of reliable reporting</p> <p>Lead the development, implementation, monitoring and review of data quality control measures, protocols, data collection templates or tools</p> <p>Conduct data analysis for analytical report writing</p> <p>Attend to all <i>ad hoc</i> organisational performance reports and reporting requirements as requested by various stakeholders</p> <p>Conduct routine on-site service delivery monitoring or frontline service delivery monitoring</p> <p>Provide technical support and assist in the development of organisational plans (long-term plans, the Integrated Development Plan, Service Delivery and Budget Implementation Plan, business plans and other City strategies and plans)</p> <p>Provide support in the execution of programme evaluations</p> <p>Implement or conduct capacity-building programmes or initiatives relating to performance information management and reporting</p> <p>Support the development of planning and performance information management and reporting systems (automated and manual systems)</p> <p>Coordinate and support all internal and external audits of performance against predetermined objectives</p> <p>Manage staff, work processes and resources in accordance with the line of responsibility</p> <p>Undertake other activities delegated or as instructed by the supervisor or management of the department or City</p>
<b>SAP</b>	S70001901
<b>New/natural attrition</b>	Natural attrition
<b>Enquiries</b>	Christo Geldenhuys (012 358 8446) or Dikagiso Mashaba (012 358 4754)

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: Organisational Performance Management**

**Section: Systems, Policies and Capacity and Materials Development**

**Location: Pretoria Central**

**Reference number**            **CSPM057-2025**

**Position**                            **DIRECTOR: SYSTEMS, POLICIES AND CAPACITY AND MATERIAL DEVELOPMENT**

<b>To be advertised</b>	<b>Internal</b>	<b>External</b>
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<b>This position seeks to attract</b>	African female Indian male	African male White female	Coloured female White male	Coloured male Person with disability	Indian female <b>All categories</b>
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**Job level**                            T18

**Scale**                                    R886 296,00 – R1 230 960,00 per annum

**Estimated remuneration package**    R1 300 149,00 – R1 738 842,00 per annum

**Job purpose**                        To lead the development, implementation, monitoring and review of the planning, performance information management and reporting system (both automated and manual systems and/or related processes) as well as to participate in organisational performance reporting

**Appointment requirements**            An appropriate three-year career-related tertiary qualification (diploma or degree) in Information Systems, Management Information Systems and/or Information Technology or any other study field related to the position  
Professional registration will be an added advantage  
At least nine years' working experience in developing and/or managing information management systems (such as systems development, systems maintenance, data collection and storage in the system), of which at least four years should be at managerial level  
A valid Code B driving licence  
Computer literacy  
Must undergo a criminal record check and such a person shall allow their fingerprints to be taken by the Tshwane Metro Police Department at own cost

**Competency requirements of the post**                                    **Organisational awareness:** Ability to understand the municipality's objectives, and the impact of decisions on the community and the functioning of the department  
**Planning and organising:** Ability to plan activities properly (within specific time frames) and to execute these activities according to plan  
**Business processes:** Ability to engage with systems or component processes and make continuous improvements  
**Communication:** The capacity to listen attentively, grasp issues, present information in a clear manner and respond appropriately to verbal and written communication of others  
**Cognitive ability:** Ability to gather information, analyse issues, deal with complexity and ambiguity, show long-term thinking, follow through in a logical manner, be aware of consequences and implications, and see the "bigger picture"

**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**

Lead the development, implementation, monitoring and review of planning, organisational performance and performance information management and reporting system(s)  
Lead the automation of a manual system for planning, performance, performance information management and reporting  
Manage the planning, performance information management and reporting system (user access control, integration to other systems, maintenance of the system, etc)  
Conduct analysis of information technology system(s) relating to planning, performance information management and reporting to support process optimisation and business operations of the City  
Provide ongoing support to all users of the planning, performance and performance information management system  
Undertake process flow mapping, reengineering and improvement to adapt and align processes to the systems  
Conduct systems reviews or audits to ensure compliance and relevance  
Conceptualise, develop and implement capacity development programmes or initiatives relating to planning, performance information management and reporting systems  
Support data collection and storage, data processing and analysis as well as systems optimisation  
Develop instruments (frameworks, policies, standard operating procedures, practice notes, templates and other materials) in support of planning, performance information management and reporting as these relate to the system used  
Conduct performance information audits or reviews to support reliable reporting (performance information reporting)  
Assist in managing performance information in the performance management system expressed in the form of developing adaptable templates, uploading and retrieving performance information in the system and analysing performance information against all standards set to support reporting  
Provide support in the planning processes of the City (Integrated Development Plan, Service Delivery and Budget Implementation Plan, business plans and other planning strategies)  
Support all internal and external audits of performance against predetermined objectives  
Manage staff, work processes and resources in accordance with the line of responsibility  
Undertake other activities delegated by the supervisor or management of the department or City

**SAP**

S70001897

**New/natural attrition**

New

**Enquiries**

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

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: Strategy Development and Implementation**

**Section: Business Planning and Portfolio Assessment**

**Location: Pretoria Central**

Reference number **CSPM058-2025**

Position **SENIOR SPECIALIST: BUSINESS PLANNING**

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 **R791 352,00 – R1 099 056,00 per annum**

Estimated remuneration package **R1 178 103,00 – R1 569 752,00 per annum**

Job purpose **To support the development of the legislative departmental business plans (Service Delivery and Budget Implementation Plans) in line with the developmental objectives of local government as translated in the Integrated Development Plan, to facilitate the quality assurance process of all business plans to align to the City’s strategic priorities in line with the Integrated Development Plan and to ensure that these are measurable in line with performance management standards**

Appointment requirements **An appropriate three-year career-related tertiary qualification (degree or national diploma) in Development Planning, Business Management, Public Management, Performance Management and Audit or any other study field related to the position  
At least eight years’ working experience in an Integrated Development Plan and Service Delivery and Budget Implementation Plan development environment  
Compliance with the unit standards of the Local Government: Municipal Finance Management Act, 2003 (Act 56 of 2003), 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 in Microsoft Office, specifically Excel  
Must undergo a criminal record check and such a person shall allow their fingerprints to be taken by the Tshwane Metro Police Department at own cost**

Competency requirements of the post **Information measuring and monitoring: Displays an ability to collect, review and analyse information, identify trends and report on them  
Planning and organising: Ability to plan and organise the work unit using goal setting, objectives and targets and creating work schedules and work plans with associated resources and budgets according to the municipality’s procedures in order to achieve the tasks and functional results of the work unit**

**Monitoring and reporting:** Ability to monitor the results of delegations, assignments or projects, considering the skills, knowledge and experience of the assigned individual and the characteristics of the assignment or project

**Project management:** Plans, manages, monitors and evaluates specific activities to deliver the desired outputs and outcomes

**Accountability and ethical conduct:** Ability to display and build the highest standards of ethical and moral conduct to promote confidence and trust in the public service and to adhere to codes of good corporate governance

**Coaching and mentoring:** Ability to assess the skills, performance and potential of subordinates and to encourage their development with the view of optimising their talents

**Primary functions** Develop departmental business plans and Service Delivery and Budget Implementation Plans  
Set clearly defined organisational measures in terms of the Integrated Development Plan and any other strategic plans of the municipality  
Develop and implement processes in line with the annual planning and budget process plan towards the development and/or adjustment of the departmental business plans  
Develop and provide guidelines, tools and advice to City departments so that each one of them develops a business plan in line with the Integrated Development Plan and in the format required by the City  
Manage the integration of departmental interventions towards similar outcomes and objectives as contained in the Integrated Development Plan  
Develop and implement institutional controls that will enable achieving and maintaining a clean audit opinion  
Manage the expectations of all stakeholders by directing and controlling management activities with good systems and processes  
Facilitate the process of reducing business processes to support the ease of doing business in the City  
Manage the development and implementation of policies to enhance integration where applicable  
Ensure adherence to clearly defined organisational measures in terms of legal and regulatory requirements, including budget and planning guidelines of the National Treasury and any other performance management guidelines issued by any sphere of government not contradictory to the City's policies

**SAP** S70001928

**New/natural attrition** New

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

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: Organisational Performance Management**

**Section: Organisational Performance Evaluation**

**Location: Pretoria Central**

<b>Reference number</b>	<b>CSPM059-2025</b>				
<b>Position</b>	<b>DIRECTOR: ORGANISATIONAL PERFORMANCE EVALUATION</b>				
<b>To be advertised</b>	<b>Internal</b>		<b>External</b>		
<b>This position seeks to attract</b>	African female Indian male	African male White female	Coloured female White male	Coloured male Person with disability	Indian female <b>All categories</b>
<b>Job level</b>	T18				
<b>Scale</b>	R886 296,00 – R1 230 960,00 per annum				
<b>Estimated remuneration package</b>	R1 300 149,00 – R1 738 842,00 per annum				
<b>Job purpose</b>	To lead the implementation of evaluations (policy, programme or project) in order to support planning and service delivery improvement in the City through conducting and coordinating evaluation studies				
<b>Appointment requirements</b>	<p>An appropriate three-year career-related tertiary qualification (degree or national diploma) in Monitoring and Evaluation, Public Policy, Future Studies, Development Studies, Business or Public Management or Administration, Economics, Demography, Social or Economic Policy and Research or any other study field related to the position</p> <p>Professional registration in line with the job description will be an added advantage</p> <p>At least nine years' proven experience in conducting evaluation studies or evaluations applied in the government environment or non-profit organisation sector (focusing on development programmes), of which at least four years should be at managerial level</p> <p>A valid Code B driving licence</p> <p>Computer literacy (Microsoft Word, Excel (advanced) and PowerPoint) as well as working understanding of a data analysis package</p> <p>Must undergo a criminal record check and such a person shall allow their fingerprints to be taken by the Tshwane Metro Police Department at own cost</p>				
<b>Competency requirements of the post</b>	<p><b>Organisational awareness:</b> Ability to understand the municipality's objectives, and the impact of decisions on the community and the functioning of the department</p> <p><b>Planning and organising:</b> Ability to plan activities properly (within specific time frames) and to execute these activities according to plan</p> <p><b>Business processes:</b> Ability to engage with systems or component processes and make continuous improvements</p> <p><b>Communication:</b> The capacity to listen attentively, grasp issues, present information in a clear manner and respond appropriately to verbal and written communication of others</p>				

**Cognitive ability:** Ability to gather information, analyse issues, deal with complexity and ambiguity, show long-term thinking, follow through in a logical manner, be aware of consequences and implications, and see the “bigger picture”  
**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**

- Lead the development, implementation and review (maintenance) of an evaluation policy, framework and strategies
- Provide technical and operational support in the institutionalisation of evaluations in the City
- Lead the development of the City’s evaluation programme or agenda and annual evaluation plans
- Lead in conducting insourced evaluations and/or coordinating outsourced evaluations conducted on the City’s policies, programmes, projects or interventions (formative or summative evaluations)
- Lead or coordinate the design of evaluation projects in line with the evaluation plan
- Design and develop evaluation instruments or tools, including survey instruments
- Assist programme managers in their programmes to improve programme implementation and evaluability design (theory of change and logic model development)
- Lead the processes of data collection and data analysis in support of evaluation projects
- Lead the development of evaluation reports (evaluation report writing) and dissemination thereof
- Drive all initiatives that promote the uptake of evaluation findings and evidence in the planning processes and other decision-making processes within the City
- Establish and maintain cooperative relationships with all key stakeholders, including the Department of Planning, Monitoring and Evaluation, relevant private and public research and survey institutions as well as other evaluation institutions
- Provide technical assistance in the City’s planning process through the development of Service Delivery and Budget Implementation Plan and business plan scorecards, protocoling key performance indicators, systems and business process descriptions and the SMART review of indicators and targets, standard operating procedures and processes for performance monitoring and reporting
- Provide support in the development and review of tools, processes, templates and systems in support of performance monitoring and reporting
- Provide support in conducting on-site or service delivery monitoring through on-site monitoring visits
- Provide support to internal and external audit processes relating to performance audits against predetermined objectives
- Provide support in the verification of evidence supporting reported results
- Attend other tasks or relevant work or activities as may be required or delegated by the supervisor and management in the department and the City as and when requested

**SAP** S70001889

**New/natural attrition** New

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

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: Organisational Performance Management**

**Section: Organisational Performance Evaluation**

**Location: Pretoria Central**

**Reference number** CSPM063-2025

**Position** SENIOR SPECIALIST: PERFORMANCE EVALUATION  
(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** T17

**Scale** R791 352,00 – R1 099 056,00 per annum

**Estimated remuneration package** R1 178 103,00 – R1 569 752,00 per annum

**Job purpose** To provide technical and operational support in the implementation of policy, programme or project evaluations by assisting in the development of policies, frameworks and plans for evaluation and conducting evaluation studies and other related research studies

**Appointment requirements** An appropriate three-year career-related tertiary qualification (degree or national diploma) in Monitoring and Evaluation, Public Policy, Future Studies, Development Studies, Business or Public Management or Administration, Economics, Demography, Social or Economic Policy and Research or any other study field related to the position  
At least eight years' working experience in conducting evaluation studies or evaluations applied in the government environment or non-profit organisation sector (focusing on development programmes)  
Compliance with the unit standards of the Local Government: Municipal Finance Management Act, 2003 (Act 56 of 2003), 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 in Microsoft Office, specifically Excel  
Must undergo a criminal record check and such a person shall allow their fingerprints to be taken by the Tshwane Metro Police Department at own cost

**Competency requirements of the post** **Organisational awareness:** Ability to understand the municipality's objectives, and the impact of decisions on the community and the functioning of the department  
**Planning and organising:** Ability to plan activities properly (within specific time frames) and to execute these activities according to plan  
**Business processes:** Ability to engage with systems or component processes and make continuous improvements

**Communication:** The capacity to listen attentively, grasp issues, present information in a clear manner and respond appropriately to verbal and written communication of others

**Cognitive ability:** Ability to gather information, analyse issues, deal with complexity and ambiguity, show long-term thinking, follow through in a logical manner, be aware of consequences and implications, and see the “bigger picture”

**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**

- Support the development, implementation and review (maintenance) of an evaluation policy, framework and strategies
- Provide technical and operational support in the institutionalisation of evaluations in the municipality
- Provide technical and operational support in the development of the City’s evaluation programme or agenda and yearly evaluation plans
- Provide technical and operational support in conducting insourced evaluations and/or coordinating outsourced evaluations conducted on the City’s policies, programmes, projects or interventions (formative or summative evaluations)
- Provide support in the coordination of the design of evaluation projects in line with the evaluation plan
- Provide support in the design and development of evaluation instruments or tools, including survey instruments
- Conduct or coordinate qualitative and quantitative data collection and analysis to support evaluation projects
- Assist in writing analytical evaluation reports
- Assist line function departments with programme design (defining causality or causal inferences, theory of change and logic models for their interventions or programmes)
- Conduct performance data analysis to generate insights or views and reports on related topics
- Assist in the establishment and maintenance of cooperative relationships with all key stakeholders, including the Department of Planning, Monitoring and Evaluation, relevant private and public research and survey institutions as well as other evaluation institutions
- Support the design and delivery of evaluation training and/or capacity-building for City of Tshwane personnel
- Provide technical assistance in the City’s planning process (indicator protocolling, systems descriptions, SMART review of indicators and targets, development of business plans, etc)
- Participate in the monthly, quarterly and annual verification or audit of the portfolio of evidence supporting results reported against service delivery targets in the Service Delivery and Budget Implementation Plan and other plans of the City
- Participate and provide support in service delivery monitoring processes (on-site monitoring) undertaken by the division and the department
- Participate, provide support and assist in the development of statutory compliance (quarterly Service Delivery and Budget Implementation Plan and business plan) reports and *ad hoc* reports that the division and department is responsible for and is requested to develop for the City
- Assist with other relevant work requests made by the supervisor or management in the department and in the City at large
- Manage delegated work processes and resources

**SAP** S70079512; S70001890

**New/natural attrition** Natural attrition

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



**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** Assist and support the development, implementation, monitoring and review of planning, organisational performance and performance information management and reporting systems (automated and/or manual systems)  
Support the automation of a manual system for planning, performance and performance information management and reporting  
Provide ongoing support to all users of the planning, performance and performance information management system  
Assist and support in undertaking process flow mapping, reengineering and improvement to adapt and align business processes to the planning, performance and performance information management systems used  
Assist in integrating or aligning the performance information management system to other relevant business systems of the City  
Assist in conducting system reviews or audits to ensure that systems used are always aligned, compliant and adapted appropriately and enable the realisation of the City's planning and reporting requirements  
Assist and support in the conceptualisation, development and implementation of capacity development programmes or initiatives relating to planning, performance information management and reporting systems  
Ensure that correct and accurate inputs on the Integrated Development Plan, Service Delivery and Budget Implementation Plan and business plans are captured in the planning and reporting system  
Assist in managing performance information in the performance management system through developing adaptable templates, uploading and retrieving performance information in the system and analysing performance information against all standards set to support reliable reporting  
Assist and support the planning processes of the City (Integrated Development Plan, Service Delivery and Budget Implementation Plan, business plans and other planning strategies)  
Assist and support all internal and external audits of performance against predetermined objectives  
Manage staff, work processes and resources in accordance with the line of responsibility  
Deliver efficient and effective stakeholder consultation  
Undertake other activities delegated by the supervisor or management of the department or City

**SAP** S70001928

**New/natural attrition** Natural attrition

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



**Cognitive ability:** Ability to gather information, analyse issues, deal with complexity and ambiguity, show long-term thinking, follow through in a logical manner, be aware of consequences and implications, and see the “bigger picture”  
**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** Assist in the development, implementation, monitoring and review of organisational performance management policy, framework, processes, audit evidence review standards or procedures, performance indicator descriptors and protocols or protocolling, standard operating procedures, etc  
Provide technical support in the development of the Integrated Development Plan, Service Delivery and Budget Implementation Plan, business plans and other strategic plans of the City  
Provide support in the development of the City’s organisational performance reports (monthly, quarterly, mid-year, annual, mid-term and end-of-term reports)  
Coordinate internal divisional budgeting, planning and reporting processes  
Assist in performance information quality assurance activities (auditing, verification or review of performance-supporting documents or evidence)  
Assist in the monitoring and auditing of evidence supporting performance on financial performance indicators  
Participate in data collection, processing and analysis  
Participating in on-site monitoring visits or frontline service delivery monitoring  
Support the implementation of the evaluation agenda of the City  
Undertake other activities delegated by the supervisor and/or by other managers within the division, department and City

**SAP** S70079511

**New/natural attrition** Natural attrition

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

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