



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 on a permanent basis.

The complete job forum can be accessed by visiting the City of Tshwane public website (<https://www.tshwane.gov.za>) and clicking on the *Tshwane Careers* link and then on *Job Forum*.

BOTH INTERNAL AND EXTERNAL CANDIDATES MUST APPLY VIA THE EXTERNAL PORTAL USING PRIVATE EMAIL ADDRESSES IN THE DOMAIN BELOW

Please apply online by visiting the City of Tshwane public website (<https://www.tshwane.gov.za>) and click on the *Tshwane Careers* link (*Tshwane Careers* is also located under the *E-SERVICES* link on the website).

Closing date: 20 March 2026
(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 to this email address – it will not be accepted.

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

DEPARTMENT: GROUP HUMAN CAPITAL MANAGEMENT

Division: Organisational Efficiency Improvement

Section: Individual Performance Management

Location: Tshwane House (Pretoria Central)

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|--|--|------------------------------|-------------------------------|---|---------------------------------|
| Reference number | CSHS451-2026 | | | | |
| Position | FUNCTIONAL HEAD: INDIVIDUAL PERFORMANCE MANAGEMENT | | | | |
| To be advertised | Internal | | External | | |
| This position seeks to attract | African female Indian male | African male White female | Coloured female White male | Coloured male Person with disability | Indian female All categories |
| Job level | T15 | | | | |
| Scale | R652 932,00 – R906 864,00 per annum | | | | |
| Estimated remuneration package | R862 995,00 – R1 186 203,00 per annum | | | | |
| Job purpose | To ensure the rendering of an individual performance management enabling and implementation service, as well as individual performance management adjudication and reward operations | | | | |
| Appointment requirements | <p>An appropriate three-year career-related tertiary qualification (degree or national diploma) in Human Resource Management, Public Management, Administration or any other study field related to the position</p> <p>At least six years' relevant working experience in a human resource support environment</p> <p>Supervisory experience will be an added advantage</p> <p>A valid Code B driving licence</p> <p>Computer literacy</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> | | | | |
| Personal attributes and/or competencies | Integrity; ability to pay attention to detail; calm disposition and strength of character; people management skills; innovative thinking skills; willingness to accept responsibility | | | | |
| Primary functions | <p>Monitor the management of multiple tasks and balance priorities and conflicts between tasks</p> <p>Move others to action by translating objectives and goals into day-to-day activities</p> <p>Present ideas and beliefs in a manner which is consistent with the rules and regulations of the organisation</p> <p>Facilitate the implementation of an appropriate performance management system</p> <p>Ensure that the performance management system is integrated with other human resource policies and practices</p> <p>Prepare documents in accordance with approved methodology, format and standards</p> | | | | |

Adequately review, analyse and conduct quality control
Accurately report back on approved templates for reporting information required with regard to financial processes
Set up feedback mechanisms to monitor work in progress
Read situations, understand interests and positions taken and respond appropriately
Secure, manage and design large-scale interventions
Execute personnel management functions
Execute policy operations
Execute planning operations
Coordinate coaching operations
Manage and oversee reviewing operations
Coordinate individual performance management and the reward and recognition programme for permanent employees
Facilitate individual performance management advocacy programmes
Execute administrator functions for employee performance management on SAP SuccessFactors

SAP

S70016422

New/natural attrition WPC Approved

Enquiries Charmaine de Villiers (012 358 4345) or Themba Shabane (012 358 3523)

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

DEPARTMENT: GROUP HUMAN CAPITAL MANAGEMENT

Division: Organisational Efficiency Improvement

Section: Individual Performance Management

Location: Pretoria Central

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|--|---|------------------------------|-------------------------------|---|---------------------------------|
| Reference number | CSHS452-2026 | | | | |
| Position | INDIVIDUAL PERFORMANCE MANAGEMENT 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 | R464 760,00 – R645 492,00 per annum | | | | |
| Estimated remuneration package | R623 487,00 – R853 525,00 per annum | | | | |
| Job purpose | To deliver support to ensure that individual performance management services are rendered throughout the City | | | | |
| Appointment requirements | <p>An appropriate three-year career-related tertiary qualification (degree or national diploma) in Human Resource Management, Public Management, Administration or any other study field related to the position</p> <p>At least three years' relevant working experience in a human resource environment</p> <p>A valid Code B driving licence</p> <p>Computer literacy</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> | | | | |
| Personal attributes and/or competencies | Excellent communication skills; ability to work under pressure and in stressful situations; ability to meet deadlines; good organisational skills; emotional intelligence; intellectual and cognitive ability; innovative thinking skills; report-writing skills | | | | |
| Primary functions | <p>Assist with policy operations</p> <p>Deliver support services with planning operations</p> <p>Deliver support services with coaching operations</p> <p>Assist with reviewing operations</p> <p>Assist with secretariat functions during moderations</p> <p>Deliver support services in performance management and the reward and recognition programme for permanent employees</p> <p>Coordinate individual performance management information sessions and advocacy programmes</p> <p>Administer the SAP SuccessFactors performance management system</p> | | | | |
| SAP | S70016730 | | | | |

**New/natural
attrition**

WPC Approved

Enquiries

Charmaine de Villiers (012 358 4345) or Kerotse Nthutang (012 358 5349)

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

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

Re-advertisement

Reference number **CSHS453-2026**

Position **DIRECTOR: HUMAN CAPITAL PROVISION AND MAINTENANCE**

To be advertised Internal External

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

Job level T18

Scale R917 328,00 – R1 274 052,00 per annum

Estimated remuneration package R1 338 614,00 – R1 792 657,00 per annum

Job purpose To plan, manage and direct human capital provision and maintenance initiatives and functions, including human resource acquisition, benefits administration, salary administration and master data and auxiliary services

Appointment requirements An appropriate three-year career-related tertiary qualification (national diploma or degree) in Human Resource Management or any other study field related to the position
At least nine years' relevant working experience in a benefit and salary administration environment, 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

Personal attributes and/or competencies 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 to monitor compliance with same as dictated by group policy; knowledge of principles and practices of project management; ability to work long hours and meet deadlines; physical health; ability to visit outside the workplace when needed or attending meetings after hours; ability to develop communication for various audiences; ability to read situations and respond appropriately; ability to communicate sensitive or controversial information effectively; ability to communicate effectively at senior level; ability to handle sensitive one-on-one discussions effectively; ability to anticipate organisational problems and strategise to counteract potential impact; ability to grasp and articulate the City's vision and mission and its implications; ability to maintain a clear focus on long-term goals and consider alternatives; forward-thinking skills; ability to produce innovative ideas

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| Primary functions | Execute generic planning functions Execute generic management functions Execute generic financial functions Oversee core business activities of human capital provision and maintenance |
| SAP | S70016041 |
| New/natural attrition | WPC Approved |
| Enquiries | Charmaine de Villiers (012 358 4345) or Thobela Javu (012 358 6244) |

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

DEPARTMENT: GROUP HUMAN CAPITAL MANAGEMENT

Division: Learning and Development

Section: Competency Development and Training

Location: Tshwane Leadership and Management Academy, Pretoria West

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|--|--|------------------------------|-------------------------------|---|---------------------------------|
| Reference number | CSHS454-2026 | | | | |
| Position | COMPETENCY DEVELOPMENT AND TRAINING OFFICER (TECHNICAL AND VEM TRAINING) | | | | |
| To be advertised | Internal | | External | | |
| This position seeks to attract | African female Indian male | African male White female | Coloured female White male | Coloured male Person with disability | Indian female All categories |
| Job level | T12 | | | | |
| Scale | R464 760,00 – R645 492,00 per annum | | | | |
| Estimated remuneration package | R623 487,00 – R853 525,00 per annum | | | | |
| Job purpose | To provide competency training to apprentice artisans to enable them to become fully qualified for the fitting and turning trade | | | | |
| Appointment requirements | <p>An appropriate career-related qualification (N5/N6)</p> <p>Trade certificate as a Fitter and Turner (red seal)</p> <p>Being a qualified Education, Training and Development Practitioner (ETDP) will be an added advantage</p> <p>At least three years' relevant working experience in a technical training environment</p> <p>Supervisory experience can be an added advantage</p> <p>A valid Code B driving licence</p> <p>Computer literacy</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> | | | | |
| Personal attributes and/or competencies | <p>Understanding of how a human resource department functions; basic knowledge of the City; basic industry knowledge; knowledge of the City's priorities and goals; ability to operate within the City's policies and procedures; guided application of sector policies and legislation in undertaking tasks; awareness of the issues that have an impact on service delivery; adequate understanding of the roles and responsibilities of human resources within the City; ability to understand links between people, systems, practices and policy and how these contribute to the City's success; effective oral and written communication skills; ability to communicate effectively with colleagues and clients; ability to conduct self in accordance with organisational values; ability to undertake roles and responsibilities in a sincere and honest manner; ability to treat all employees with equal respect; ability to take responsibility for own actions</p> | | | | |

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| Primary functions | Conduct operational staff skills development Conduct operational staff capacity development Provide operational job-related technical training Provide operational vehicle, equipment and machinery (VEM) training Provide course content development and maintenance |
| SAP | S70094476 |
| New/natural attrition | WPC Approved |
| Enquiries | Magomarela Ramaube (012 358 0111) or Charmaine de Villiers (012 358 4345) |

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

DEPARTMENT: GROUP HUMAN CAPITAL MANAGEMENT

Division: Learning and Development

Section: Competency Development and Training

Location: Tshwane Leadership and Management Academy, Pretoria West

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| Reference number | CSHS455-2025 |
| Position | COMPETENCY DEVELOPMENT AND TRAINING OFFICER (MANAGEMENT COMPETENCY DEVELOPMENT AND TRAINING) |
| 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 | R464 760,00 – R645 492,00 per annum |
| Estimated remuneration package | R623 487,00 – R853 525,00 per annum |
| Job purpose | To render competency training services to the City of Tshwane |
| Appointment requirements | An appropriate three-year career-related tertiary qualification (degree or national diploma) in Training and Development or Human Resource Management or any other study field related to the position Being a qualified Education, Training and Development Practitioner (ETDP) will be an added advantage At least three years' applicable experience in an adult training environment 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 |
| Personal attributes and/or competencies | Leadership/supervisory skills; good communication, analytical, organisational, interpersonal, presentation, negotiation and technical skills; patience; high level of professionalism; innovative thinking; being energetic, flexible, decisive, efficient and self-motivated; willingness to accept responsibility; ability to pay attention to detail; being proactive; ability to work with people |
| Primary functions | Translate project objectives into specific plans Organise, prioritise and schedule tasks so that they can be performed within budget and with efficient use of time and resources Measure progress and monitor performance and results Provide employees with access to information on learning and development opportunities Analyse training needs and provide a consultative service Understand the need for basic literacy training and encourage adult education training where required |

Provide training administration and logistic services
Demonstrate effective oral and written communication
Communicate effectively with colleagues and clients
Explain the potential impact of problems on own working environment
Demonstrate a logical problem-solving approach and provide the rationale for proposed solutions
Determine the root causes of problems and evaluate whether solutions address the root causes
Give direction to the team for meeting objectives and deadlines
Define roles and responsibilities for team members and clearly communicate expectations
Provide leadership and management skills development
Provide leadership and management capacity development

SAP

S70016320

New/natural attrition WPC Approved

Enquiries Thabang Moloi (012 358 8052) or Charmaine de Villiers (012 358 4345)

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

DEPARTMENT: GROUP HUMAN CAPITAL MANAGEMENT

Division: Human Capital Recruitment and Administration Management

Section: Occupational and Employee Health, Safety and Wellness

Location: Bellé Ombre Clinic (functioning at all occupational health and safety clinics of the City of Tshwane)

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|--|---|------------------------------|-------------------------------|---|---------------------------------|
| Reference number | CSHS456-2026 | | | | |
| Position | OCCUPATIONAL MEDICINE PRACTITIONER | | | | |
| To be advertised | Internal | | External | | |
| This position seeks to attract | African female Indian male | African male White female | Coloured female White male | Coloured male Person with disability | Indian female All categories |
| Job level | T15 | | | | |
| Scale | R652 932,00 – R906 864,00 per annum | | | | |
| Estimated remuneration package | R862 995,00 – R1 186 203,00 per annum | | | | |
| Job purpose | To implement and render a comprehensive occupational health service, including basic medical services, to employees of the City of Tshwane | | | | |
| Appointment requirements | <p>An appropriate three-year tertiary qualification or degree (national diploma or degree)</p> <p>MBChB degree</p> <p><i>Registration with the Health Professions Council of South Africa as a medical practitioner</i></p> <p>Post-graduate diploma or degree in Occupational Medicine that is registered with the South African Society of Occupational Medicine</p> <p>At least six years' relevant working experience</p> <p>Supervisory experience will be an added advantage</p> <p>Valid Code B driving licence and own transport</p> <p>Computer literacy</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> | | | | |
| Personal attributes and/or competencies | Leadership/supervisory skills; good communication, analytical, organisational, interpersonal, presentation, negotiation and technical skills; patience; high level of professionalism; innovative thinking; being energetic, flexible, decisive, efficient and self-motivated; willingness to accept responsibility; ability to pay attention to detail; being proactive; ability to work with people | | | | |
| Primary functions | <p>Perform employee fitness-for-work evaluations, including initial, pre-placement and exit health evaluations, as well as evaluation of prolonged sick absenteeism and medical incapacity</p> <p>Implement and render a comprehensive occupational health service, including basic medical services, to employees of the City of Tshwane</p> | | | | |

Support departments regarding sick absenteeism management, including verifying sick certificates and following up sick certificates
Ensure and participate in the investigation of occupational diseases and some injuries on duty
Ensure rendering of and render medical services to employees, including consultations for injuries on duty, ailments and emergencies, monitoring of chronic diseases, directly observed therapy, home visits, examinations for professional driving permits and influenza immunisation
Execute generic personnel management functions

SAP

S70016210

New/natural attrition WPC Approved

Enquiries

Lehlohonolo Tamela (012 358 5841) or Charmaine de Villiers (012 358 4345)

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

DEPARTMENT: GROUP HUMAN CAPITAL MANAGEMENT

Division: Learning and Development

Section: Competency Development and Training

Location: Tshwane Leadership and Management Academy, Pretoria West

Reference number **CSHS457-2026**

Position **ARTISAN: TECHNICAL TRAINING**

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 T10

Scale R370 512,00 – R514 596,00 per annum

Estimated remuneration package R503 527,00 – R686 919,00 per annum

Job purpose To provide effective training in the artisan field

Appointment requirements Trade certificate as an Artisan (red seal)
 Being a qualified Education, Training and Development Practitioner (ETDP) will be an added advantage
 At least two years' relevant working experience in a technical training environment
 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

Personal attributes and/or competencies Leadership/supervisory skills; good communication, analytical, organisational, interpersonal, presentation, negotiation and technical skills; patience; high level of professionalism; innovative thinking; being energetic, flexible, decisive, efficient and self-motivated; willingness to accept responsibility; ability to pay attention to detail; being proactive; ability to work with people

Primary functions Execute internal operational functional training
 Execute operational staff capacity development
 Provide external operational functional training

SAP S70016341

New/natural attrition WPC Approved

Enquiries Magomarela Ramaube (012 358 0111) or Charmaine de Villiers (012 358 4345)

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

DEPARTMENT: GROUP HUMAN CAPITAL MANAGEMENT

Division: Labour Relations Management

Section: Grievance, Conciliation and Arbitration

Location: Tshwane House

Reference number **CSHS458-2026**

Position **LEGAL ADVISOR: CONCILIATION AND ARBITRATION**

To be advertised Internal External

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

Job level T15

Scale R652 932,00 – R906 864,00 per annum

Estimated remuneration package R862 995,00 – R1 186 203,00 per annum

Job purpose To provide counsel on issues related to employment and labour laws and human resource practices

Appointment requirements An appropriate three-year career-related tertiary qualification (degree or national diploma) in Labour Relations, Law or any other study field related to the position
 At least six years' relevant working experience in a labour relations environment
 Supervisory experience will be an added advantage
 A valid Code B driving licence
 Computer literacy with SAP and advanced Excel knowledge
 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

Personal attributes and/or competencies Verbal and written communication skills; planning and organising skills; financial management skills; ability to work under pressure; good interpersonal skills; negotiation skills; conflict-handling skills.

Primary functions Deliver general personnel management functions
 Conduct conciliation, arbitration and litigation of disputes at the South African Local Government Bargaining Council (SALGBC), the Commission for Conciliation, Mediation and Arbitration (CCMA) and other forums
 Attend to all cases referred or allocated for advice, conciliation or arbitration
 Compile and keep statistics of all cases received and handled
 Keep safe record of all cases referred, allocated or handled
 Investigate and gather information on the allocated cases
 Consult with the client department or division to gather information
 Prepare for the allocated cases by taking statements from the witnesses, consulting with witnesses and discussing the merits of each case
 Take proper and adequate instructions from the client department or division about each case to be handled
 Prepare witnesses for the case and inform or sensitise them about the litigation processes of each case

Do research about each case and present or handle it with the utmost care and diligence
 Appear on behalf of the employer and represent the interests of the employer in all cases
 Do constant reporting and provide feedback to client departments or divisions about all cases handled
 Receive information and the notices from the SALGBC, the CCMA and other forums on all cases and ensure that cases are handled as per the directives and/or rules of the applicable forum
 Comply with the time frames regarding interaction with the SALGBC, the other party(ies), including the CCMA, in all cases referred for conciliation and arbitration
 Give proper legal advice to all client departments or divisions about cases handled
 Receive information and notices from the SALGBC, the CCMA and other forums on all cases and ensure that cases are handled in accordance with the directives and/or rules of the applicable forum
 Give proper legal advice to all client departments about all cases allocated or handled
 Provide legal comments on reports from the client department or division
 Do monthly reporting of all cases allocated or handled by or on behalf of the section
 Handle labour law litigation
 Give constant feedback to client departments or divisions
 Provide labour law advisory services
 Provide correct and proper of legal advice generally
 Keep abreast of trends, theories and practices that underlie the rendering of services
 Implement scorecards to achieve the objectives of the department, division or section
 Implement the department's business and strategic plans and associated short- or long-term performance and service delivery plans
 Compile statistics for the section of all the cases referred, allocated and handled

SAP S70016296

New/natural attrition WPC Approved

Enquiries Virginia Ndhlovu (012 358 7379) or Charmaine de Villiers (012 358 4345)

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

DEPARTMENT: GROUP HUMAN CAPITAL MANAGEMENT
Division: Human Capital Recruitment and Administration Management
Section: Occupational and Employee Health, Safety and Wellness
Location: Tshwane House

Reference number **CSHS459-2026**

Position **SENIOR EMPLOYEE WELLNESS SPECIALIST**

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

Job level T17

Scale R819 048,00 – R1 137 540,00 per annum

Estimated remuneration package R1 212 322,00 – R1 617 703,00 per annum

Job purpose To ensure support functions to all employees by providing preventive programmes and treatment of psychosocial problems to minimise loss of productivity and to return employees to their highest level of work performance

Appointment requirements An appropriate three-year career-related tertiary qualification (national diploma or degree) in Organisational Psychology, Human Resources, Social Work or any other study field related to the position
A postgraduate qualification will be an added advantage
A coaching programme with an accredited service provider will be an added advantage
Registration with the Health Professions Council of South Africa will be an added advantage
At least eight years' relevant working experience in an executive coaching and leadership wellness and development environment
Managerial experience will be an added advantage
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

Personal attributes and/or competencies Strategic management skills; ability to work under pressure; business management skills; good interpersonal and leadership skills; negotiation skills; conflict-handling skills; planning and organising skills; good verbal and written communication skills; ability to maintain confidentiality; psychological safety skills

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| Primary functions | <p>Identify and act on opportunities to partner with other departments</p> <p>Develop partnership agreements that ensure positive outcomes for all parties</p> <p>Project and forecast short-, medium- and long-term needs for the City</p> <p>Ensure sustainability of human resource practices within the City</p> <p>Plan and implement human resource service delivery in line with the City's internal and external operating environment, business and capability needs for today and the future</p> <p>Support the effective management of human resources in the City by means of an effective human resource service delivery model and system</p> <p>Establish functional standards for accurate human resource record-keeping and administration</p> <p>Measure employee engagement and satisfaction with the delivery of human resource services</p> <p>Design, implement and review human resource policies</p> <p>Evaluate the organisational need and set objectives and boundaries for wellness programmes, paying particular attention to high-risk groups</p> <p>Formulate an employee wellness strategy, policies and procedures that are fair to all employees in order to promote and manage wellness programmes and risks</p> <p>Review the effectiveness of wellness programmes and interventions in support of operational objectives</p> <p>Develop communication geared towards various audiences</p> <p>Have the ability to read situations and to respond appropriately</p> <p>Communicate sensitive or controversial information effectively</p> <p>Communicate effectively at senior levels</p> <p>Handle sensitive one-on-one discussions effectively and use the appropriate language and style to capture the attention of the audience</p> <p>Anticipate organisational problems and strategise to counteract potential impact</p> <p>Grasp and articulate the City's vision and mission and their implications</p> <p>Maintain a clear focus on the long-term goals and consider alternatives</p> <p>Be forward-thinking and produce innovative ideas</p> <p>Manage the internal response of the City of Tshwane to the HIV/AIDS epidemic and high prevalence of chronic diseases and conditions by developing, coordinating and monitoring a comprehensive HIV/AIDS and chronic disease policy and programme that meet the needs of all employees</p> <p>Execute generic management functions</p> <p>Execute generic financial functions</p> <p>Manage and execute employee wellness services: Industrial psychology services</p> <p>Manage and execute employee wellness services: Employee Assistance Programme services</p> <p>Manage and execute employee wellness services: Employee wellness administration</p> <p>Manage the planning, development and implementation of HIV/AIDS policies and programmes</p> <p>Organise the implementation of the HIV/AIDS and Chronic Disease Programme</p> <p>Secure the sustainability of the programme</p> <p>Capacitate all role players in the programme</p> |
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SAP S70016234

New/natural attrition WPC Approved

Enquiries L Tamela (012 358 5841) or Charmaine de Villiers (012 358 4345)

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