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.

If applying by hard copy, please ensure that you have submitted a complete CV with updated information related to your employment, qualification(s) and contact details, and have attached certified copies of all relevant qualifications and documents (Grade 12 certificate, ID, tertiary diploma or degree, driver's licence, trade diploma, etc).

If a candidate does not comply with the appointment requirement(s) of a specific post, the application will not be considered.

No late applications will be accepted, and no faxed or emailed applications will be accepted. Hard-copy applications must be delivered by hand to any of the regional offices noted underneath, or applicants must apply online on the City of Tshwane's e-Recruitment system.

If you do not receive correspondence from our office within 21 days of the application closing date, please consider your application unsuccessful.

Applicants should note that they may be required to provide proof of original qualification documents during the selection process.

Information on the latest jobs can be accessed at any regional customer care centre or at the following link (alternately, visit the public website and click on “Services” and then on “Job Forums”):

APPLY ONLINE BY VISITING THE CITY OF TSHWANE’S PUBLIC WEBSITE AND CLICKING THE "SERVICES" LINK AND THEN ON E-RECRUITMENT.
(Internal candidates may apply through the intranet ESS-MSS portal or the public website.)
ALTERNATELY, VISIT ONE OF THE FOLLOWING TO APPLY:

<table>
<thead>
<tr>
<th>Region 1</th>
<th>Region 2</th>
<th>Region 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Room B1, Akasia Municipal Offices, 16 Dale Avenue, Akasia</td>
<td>Tembeka Municipal Offices, 4244 Molefe Makindra Street, Tembeka</td>
<td>Employee Interaction Centre (1st Floor), Bothongo Plaza West, 271 Francis Baard Street, Pretoria Central</td>
</tr>
<tr>
<td>Region 4</td>
<td>Region 5</td>
<td>Region 6</td>
</tr>
<tr>
<td>Rayton Municipal Offices, cnr Oakley and Montrose Street, Rayton</td>
<td>Room 59, Waltloo Electricity Depot, 1 Mundt Street, Waltloo</td>
<td>Room 59, Waltloo Electricity Depot, 1 Mundt Street, Waltloo</td>
</tr>
</tbody>
</table>

CLOSING DATE: 9 OCTOBER 2019

Please note that One-Stop Centre will close for applications on this day at 12:00, but online applications only close at midnight.

DEPARTMENT: CUSTOMER RELATIONS MANAGEMENT
Division: Customer Centre Operation
Section: Virtual Contact Centre
Location: Any call centre citywide

Re-advertisement

Reference number CRMD015-2019

Position CALL CENTRE AGENT (24-HOUR OPERATIONS) (7 POSTS)

To be advertised Internal External

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

Job level C1/2

Scale R243 912,00 – R341 820,00 per annum

Estimated remuneration package R310 454,45 – R436 073,05 per annum

Job purpose
To handle face-to-face, telephonic and email interactions and correspondence in general with customers on ALL City of Tshwane services
To identify and meet customers’ needs by analysing, processing and coordinating information on the service interruption process through requests or complaints from customers
To locate customers’ details on the system to resolve them efficiently in order to provide a service of consistent standard of quality

Appointment requirements
Grade 12 or equivalent qualification
An appropriate three-year tertiary qualification (degree or national diploma) or equivalent customer-related qualification will be an added advantage
Relevant experience in customer care, customer service or call centres
Computer literacy (extensive knowledge of Excel, Word and Outlook)
Knowledge of SAP CIC and CRM will be an added advantage

The candidate must be willing to work at any of the regional customer care centres (walk-in centres and call centres), depending on the operational requirements, and be willing and able to work shifts at any time of the day and on any day of the year.

Personal attributes and/or competencies
Negotiation skills; multilingualism; telephone skills; listening skills; communication skills (verbal and written); data entry skills; people skills; ability to convey information; customer focus; ability to render customer service; ability to pay attention to detail; professionalism; ability to multitask; analytical skills; organisational skills; ability to work in a team; advanced linguistic proficiency; technical skills (MS Excel, Access, Power Point and Word); ability to work under pressure; competence in business writing etiquette; strong personal and customer care skills; emotional intelligence as well as intellectual and cognitive abilities

**Primary functions**

Analyse, process and coordinate information on the service interruption process by:
- Receiving requests/complaints from customers and locating the customers’ details on the computer
- Analysing the request and capturing relevant information on the computer system using the appropriate software package
- Providing the customer with relevant information and updating the system
- Communicating planned outage warning calls and other proactive information to customers
- Completing required updating and follow-up procedures with affected customers by updating system information and calling customers to ensure satisfaction

Process and conduct account operations and customer service information and actions by:
- Advertising prepaying customers’ vending and other relevant information such as electricity usage
- Allocating the basic subsistence electricity tariff telephonically
- Processing telephonic transactions and updating customer information on the relevant systems
- Processing account queries and enquiries
- Initiating and responding to customer requests
- Liaising with other processes and giving instructions on the required actions that have been indicated to the customer
- Participating in and initiating continuous improvement and corrective actions
- Identifying system, process and customer problems, exceptions, needs and service improvement opportunities
- Reporting problems or opportunities to the supervisor
- Participating in information-sharing, development and implementation

**SAP**

S70011496; S70011505; S70011404; S70011405; S70011408; S70011413; S70011476

**New/natural attrition**

Natural attrition

**Enquiries**

B Tau (012 358 8857)/V Lekwape (012 358 1192)
DEPARTMENT: CUSTOMER RELATIONS MANAGEMENT
Division: Contact Centre Operations
Section: Walk-in Centre
Location: Any walk-in centre citywide

Reference number CRMD019-2019

Position CUSTOMER CARE CONSULTANT (3 POSTS)

To be advertised Internal External

This position seeks to attract Indian male African male White female White male coloured male Person with disability

Job level C1/2

Scale R243 912,00 – R341 820,00 per annum

Estimated remuneration package R310 454,45 – R436 073,05 per annum

Job purpose To handle face-to-face, telephonic and email interactions and correspondence in general with customers regarding ALL City of Tshwane services
To meet customers’ needs by analysing, processing and coordinating information on the service interruption process through requests or complaints from customers
To locate customers’ details on the system to resolve enquiries efficiently in order to provide a consistent standard of quality service

Appointment Requirements Grade 12 or equivalent qualification
An appropriate tertiary career-related call centre qualification will be an added advantage
Relevant customer care and call centre experience with experience in call centre technological systems
Relevant experience and knowledge of the City of Tshwane, its operations, billing processes and Batho Pele principles
Computer literacy (extensive knowledge of Excel, Word and Outlook)
Knowledge of SAP CIC and CRM will be an added advantage
The candidate must be willing to work at any of the regional customer care centres (walk-in centres and call centres), depending on the operational requirements.

Personal attributes and/or competencies Multilingualism; excellent communication skills (verbal and written); ability to work under pressure, ability to meet deadlines; good organisation skills; planning skills; leading and controlling skills; ability to cope with stress; team leader attributes; team player; ability to pay attention to details; coaching and mentoring skills; ability to handle people management issues with tact, diplomacy and maturity; ability to inspire and influence others positively; patience and ability to enforce discipline as a corrective measure; competence in business writing etiquette; strong personal and customer care skills; strong supervisory skills; emotional intelligence as well as intellectual and cognitive ability.

| **Primary functions** | Rendering a customer service to the public and attending to walk-in, telephonic and written complaints and enquiries  
Analysing requests and capturing relevant information on the computer system, using the appropriate software package  
Liaising with other departments and external role players to resolve complaints  
Participating in and initiating continuous improvement and corrective actions  
Implementing and maintaining systems  
Keeping statistical data of all complaints and enquiries  
Giving input to the monthly statistical data report on received and outstanding complaints and enquiries  
Participating in information-sharing, development and implementation |
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>SAP</strong></td>
<td>S70021877; S70030521; S70011591</td>
</tr>
<tr>
<td><strong>New/natural attrition</strong></td>
<td>Natural attrition</td>
</tr>
<tr>
<td><strong>Enquiries</strong></td>
<td>B Tau (012 358 8857)/V Lekwape (012 358 1192)</td>
</tr>
</tbody>
</table>
DEPARTMENT: CUSTOMER RELATIONS MANAGEMENT
Division: Contact Centre Operations
Section: Walk-in Centres
Location: Any walk-in centre citywide

Reference number: CRMD020-2019

Position: SENIOR CUSTOMER CARE CONSULTANT (2 POSTS)

To be advertised: Internal External

This position seeks to attract:
- African male
- White female
- White male
- Coloured male
- Person with disability

Job level: C3

Scale: R316 704,00 – R387 468,00 per annum

Estimated remuneration package: R403 105,07 – R493 174,44 per annum

Job purpose: Leading/supervising a team of call centre agents; providing overall leadership; ensuring the motivation, coaching and performance of the team

Appointment Requirements:
Grade 12 or equivalent qualification
An appropriate three-year tertiary career-related degree or national diploma or an equivalent qualification will be an added advantage
Project management experience or a related qualification will be an advantage.
Contact centre or call centre experience in a multisite environment
Computer literacy
Knowledge of SAP CIC and CRM will be an added advantage

The candidate must be willing to work at any of the regional customer care centres (walk-in centres and call centres), depending on the operational requirements.

Personal attributes and/or competencies:
Multilingualism; excellent communication skills (verbal and written); ability to work under pressure; ability to meet deadlines; good organisation skills; planning and organising skills; leading and controlling skills; ability to cope with stress; team leader attributes; team player; ability to pay attention to details; coaching and mentoring skills; ability to handle people management issues with tact, diplomacy and maturity; ability to inspire and influence others positively; patience and ability to enforce discipline as a corrective measure; competence in business writing etiquette; strong personal and customer care skills; strong supervisory skills; emotional intelligence as well as intellectual and cognitive ability

Primary functions:
Supervising customer consultants
Ensuring that consultants are logged in and ready to take calls/emails and are available to interact face-to-face with customers according to scheduled time (workforce management schedule)
Providing daily operational support to customer care centre agents/team) (engaging with the operational efficiency team with resource planning)

Identifying customer needs and referring the needs to contact centre management
Liaising with other departments and external role players to resolve complaints
Acting as facilitator between customers and City of Tshwane officials regarding disputes
Assisting customer care consultants with difficult enquiries/complaints
Ensuring the correctness of incoming information and attending to the statistical data of all cases
Managing appraisals with support from the contact centre manager
Providing appropriate training to all consultants and ensuring that all procedures are documented and implemented
Ensuring that consultants are kept informed of all new products, developments and problems
Ensuring the growth of consultants in the team through constant motivation, feedback, ongoing coaching, mentoring and assistance
Conducting effective performance appraisals by managing personal development plans, including contact-specific metrics for performance management
Managing customer escalations and queries appropriately
Conducting and evaluating call/email assessments and face-to-face interactions of all consultants in the team to ensure that quality is maintained
Implementing changes in accordance with the operational efficiency analysis, including quality assurance reports and recommendations
Creating and maintaining a highly motivated and positive working environment
Ensuring that the quality of information provided to internal and external customers is in line with the City of Tshwane’s Batho Pele principles and image
Demonstrating readiness to make decisions, taking the initiative and originating action
Reporting any system problems that influence own operations
Maintaining knowledge of contact centre telephony and quality and queue management systems
Performing other ad hoc duties requested by management to ensure the smooth operation of the contact centre

SAP
S70028310; S70031422

New/natural attrition
Natural attrition

Enquiries
B Tau (012 358 8857)/V Lekwape (012 358 1192)
DEPARTMENT: CUSTOMER RELATIONS MANAGEMENT
Division: Customer Relations Process Management
Section: Batho Pele Policy
Location: Centurion/Pretoria Central

Reference number: CRMD022-2019
Position: SECRETARY

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

Job level: C1
Scale:
- R243 912,00 – R304 332,00 per annum

Estimated remuneration package:
- R310 454,45 – R387 357,83 per annum

Job purpose:
To render an effective and efficient secretarial and administrative support service to the Director

Appointment Requirements:
Grade 12 or an equivalent qualification plus a secretarial qualification/training
Relevant experience in handling diverse secretarial, protocol or office administrative matters, including the arrangement of events, meetings, workshops and conferences
A valid Code B driver’s licence will be an added advantage
Computer literacy

Personal attributes and/or competencies:
Integrity; intelligence; patience; innovative thinking; flexibility; willingness to accept responsibility; strong organising skills; ability to pay attention to detail; ability to work independently; negotiation skills; multilingualism; telephone skills; listening skills; communication skills (verbal and written); data entry skills; people skills; ability to convey information; ability to pay attention to detail; professionalism; ability to multitask; analytical skills; organisational skills; ability to work in a team; advanced linguistic proficiency; technical skills (MS Excel, Access, Power Point and Word); ability to work under pressure; competence in business writing etiquette; emotional intelligence as well as intellectual and cognitive abilities

Primary functions:
- Providing a reception service
- Arranging and confirming appointments
- Communicating verbally and in writing to answer enquiries and provide information
- Providing a typing and computer operating service
- Providing an operational logistics service
- Executing diverse official secretarial duties
- Maintaining databases
- Implementing and maintaining office systems and managing records effectively

SAP:
S70011352

New/natural attrition:
Natural attrition
Enquiries:
B Tau (012 358 8857)/V Lekwape (012 358 1192)

(Please note that personal information is not necesary for this advertisement)
**DEPARTMENT: ECONOMIC DEVELOPMENT AND SPATIAL PLANNING**

**Division: City Planning and Development**

**Section: Geomatics**

**Location: Pretoria Central**

**Re-advertisement**

Reference number: ECDE102-2019

**Position**

GISc OPERATOR (2 POSTS)

To be advertised:

<table>
<thead>
<tr>
<th>Internal</th>
<th>External</th>
</tr>
</thead>
</table>

**This position seeks to attract**

| African male | African female | Coloured male | Coloured female | Indian male | Indian female | White male | White female | Person with disability |

**Job level**

C1/2/3

**Scale**

R243 912,00 – R387 468,00 per annum

**Estimated remuneration package**

R310 454,45 – R493 174,44 per annum

**Job purpose**

To analyse and manipulate vector and raster data in order to supply development information to client departments and the public.

To compile and provide maps, plans, zoning certificates, manuals and related information for development application purposes to external and internal clients.

**Appointment Requirements**

Grade 12 with mathematics (excluding mathematics literacy) or geography

At least six months’ relevant experience working with geospatial data (using ArcGIS software)

Experience working with clients will be an added advantage

Completed short courses in the ESRI suite of products will be an added advantage

Experience in MS Office computer software (Access, Excel, PowerPoint and Word)

A valid Code B driver’s licence

**Personal attributes and/or competencies**

Good technical and analytical skills with good hand-eye coordination and the added ability to pay attention to detail; ability to hear and see (must not suffer from colour blindness) and to communicate effectively; physical ability to load heavy paper into the necessary large-format printing devices

**Primary functions**

Capturing, interrogating and analysing geospatial data

Manipulating vector and raster data to visually present information

Interacting with clients and provide geospatial development information

Acquiring and preparing technical data for presentations and map reports

Performing general office supporting functions

**SAP**

S70001462; S7001458

**New/natural attrition**

Natural attrition

**Enquiries**

E Swart (012 358 7872)/C Geldenhuys (012 358 1713)

DEPARTMENT: ECONOMIC DEVELOPMENT AND SPATIAL PLANNING
Division: N/A
Section: Management and Administration Support
Location: Pretoria Central

Reference number: ECDE116-2019

Position: SENIOR REGISTRY OFFICER

To be advertised: Internal | External

This position seeks to attract:

<table>
<thead>
<tr>
<th>Ethnicity</th>
<th>Gender</th>
</tr>
</thead>
<tbody>
<tr>
<td>African male</td>
<td>African female</td>
</tr>
<tr>
<td>Coloured male</td>
<td>Coloured female</td>
</tr>
<tr>
<td>Indian male</td>
<td>Indian female</td>
</tr>
<tr>
<td>White male</td>
<td>White female</td>
</tr>
<tr>
<td>Person with disability</td>
<td></td>
</tr>
</tbody>
</table>

Job level: C1/2

Scale: R243 912,00 – R341 820,00 per annum

Estimated remuneration package: R310 454,45 – R435 073,05 per annum

Job purpose: To render an effective registry service to support the Economic Development and Spatial Planning Department and to provide management and administration support.

Appointment Requirements:

- Grade 12 or an equivalent qualification
- Records management course
- At least five years’ applicable experience in an administrative and/or registry environment
- Valid Code B driver’s licence
- Computer literacy

Personal attributes and/or competencies:

- Decisiveness; communication skills, innovative thinking skills; willingness to accept responsibility; integrity; ability to pay attention to detail; ability to work as a team and independently

Primary functions:

- Supervising the functions of the subsection (regional office) control of registry
- Being responsible for supervising personnel in the registry and messenger services
- Rendering effective control of the registry
- Distributing work in the office
- Ensuring that work is done regularly and functionally keeping records of annual, sick and short-time leave
- Completing performance reviews and discussing these with subordinates
- Being responsible for the maintenance of the photocopy and fax machines
- Participating in subsection meetings (regional office)
- Ensuring that all incoming post and interdepartmental correspondence is dealt with accordingly
- Being responsible for the correct numbering of all correspondence for possible enquiries in the future

Maintaining archives and ensuring sound control, conservation and maintenance of the archives
Maintaining a destruction register and ensuring that files are destroyed annually
Taking responsibility for the classification and allocation of reference numbers and maintaining the filling system

<table>
<thead>
<tr>
<th>SAP</th>
<th>S70001171</th>
</tr>
</thead>
<tbody>
<tr>
<td>New/natural attrition</td>
<td>Natural attrition</td>
</tr>
<tr>
<td>Enquiries</td>
<td>C Geldenhuyys (012 358 1713)</td>
</tr>
</tbody>
</table>
DEPARTMENT: ECONOMIC DEVELOPMENT AND SPATIAL PLANNING
Division: City Planning and Development
Section: Land Use Scheme, Toponymy and Application Management
Location: Pretoria Central

Reference number
ECDE117-2019

Position
PLANNING OFFICER

To be advertised
Internal
External

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

Job level
C1/2/3

Scale
R243 912,00 – R387 468,00 per annum

Estimated remuneration package
R310 454,45 – R493 174,44 per annum

Job purpose
To provide a comprehensive service in respect of the Town Planning Schemes and applicable land use legislation applicable in the City of Tshwane in the most effective and efficient manner in order to excel in the key performance areas of land use compliance and information management

Appointment Requirements
Grade 12 or equivalent qualification
At least two years’ relevant experience in local government town planning and/or legal dealing with the evaluation and administration of land use applications according the town planning scheme(s) and the amendment thereof
Computer literacy

Personal attributes and/or competencies
Well-developed communication and interpersonal skills; adaptability; decision-making skills; integrity; ability to pay attention to detail; analytical thinking skills; energy and flexibility

Primary functions
Assisting with the management and maintenance of the Land Use Scheme
Assisting with revision of the Land Use Scheme
Assisting with the updating of the ArcGis database
Assisting with the electronic provision of the Land Use Scheme and related documents
Providing an information service to all clients in respect of the Town Planning Scheme(s)
Maintaining and populating the LUS register
Processing and administrating the Promulagation Notice
Presenting City of Tshwane at the Gauteng Liquor Board
Performing general administration duties

SAP
S70001392

New/natural attrition
Natural attrition

Enquiries
C Geldenhuys (012 358 1713)/A Shanmugam (012 358 7944)

DEPARTMENT: ECONOMIC DEVELOPMENT AND SPATIAL PLANNING
Division: City Planning and Development
Section: Geomatics
Location: Pretoria Central

Reference number ECDE118-2019

Position LAND SURVEYOR

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

Job level D2/3

Scale R408 192,00 – R664 104,00 per annum

Estimated remuneration package R519 552,22 – R845 280,43 per annum

Job purpose To execute cadastral and related surveys

Appointment requirements An appropriate four-year tertiary career related qualification (degree) in Land Surveying or equivalent qualification and registration as a Professional Land Surveyor in accordance with the Geomatics Profession Act, 2013 (Act 19 of 2013) and who is authorised to perform work reserved for a professional land surveyor in terms of the Land Survey Act, 1997 (Act 8 of 1997)
Valid Code B driver’s licence
Own vehicle
Computer literacy

Personal attributes and/or competencies Integrity; intelligence; patience; innovative thinking skills; energy; imagination; decisiveness; ability to pay attention to detail; analytical thinking skills; confidence; negotiation skills; business acumen; leadership skills; project management skills; analytical skills; organisational skills; technical skills; the ability to meet strict deadlines and work under stress

Primary functions Cadastral surveys
Sectional title surveys
Sketch plan production
Beacon relocation
Professional advice and training

SAP S70001410

New/natural attrition Natural attrition

Enquiries S Bredenkamp (012 358 7870)/C Geldenhuys (012 358 8446)

DEPARTMENT: ECONOMIC DEVELOPMENT AND SPATIAL PLANNING  
Division: City Planning and Development  
Section: Land Use Scheme, Toponymy and Application Management  
Location: Pretoria Central

Reference number  
ECDE119-2019

Position  
PLANNING PROFESSIONAL

To be advertised  
Internal  
External

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

Job level  
D2/3

Scale  
R408 192,00 – R664 104,00 per annum

Estimated remuneration package  
R519 552,22 – R845 280,43 per annum

Job purpose  
Management, maintenance, amendment, interpretation, provision of opinions and advice on the interpretation and provision of comments on relevant land use legislation in terms of the Town Planning/Land Use Scheme(s) as well as the management of a GIS data basis

Appointment Requirements  
Appropriate three-year career-related tertiary qualification (degree or national diploma) in Town and Regional Planning or equivalent qualification with specific experience in the GIS zoning database regarding local government town planning and land use legislation  
At least five years’ experience in town-planning and or land use legislation, of which at least three years are applicable in a local government town planning, GIS and/or legal department  
Valid Code B/EB driver’s licence  
Computer literacy with experience in ArcGIS

Personal attributes and/or competencies  
Analytical thinking skills; decision-making skills; organising and delegating skills; communication skills; negotiating skills; a participative leadership style that inspires staff to strive towards a common goal or vision; applied strategic planning skills; ability to give presentations in various forms; ability to adapt to a fast-changing work environment; ability to see business opportunities that will benefit the organisation; ability to manage a project by planning and prioritising resources and tasks of staff in order to achieve the target; no colour blindness

Primary functions  
Execution of general responsibilities in the Subsection  
Management and maintenance of the Town Planning/Land Use Scheme(s)  
Assistance with the compilation of a Land Use Scheme as prescribed by the prevailing legislation  
Updating of the GIS database  
Compilation of the Town Planning/Land Use Scheme (clauses)

Drafting and legal revision of documentation in terms of legal requirements
Provision of an information service and interpretation to all clients in respect of the Town Planning/Land Use Scheme(s)
Give inputs and comments on new planning-related legislation and court cases
Training of internal clients in the latest information relating to the Town Planning/Land Use Scheme(s), land use legislation and legal interpretations
Confirmation and verification of land use rights for the issuing of business, liquor and gambling licences; amendment and registration of sectional title schemes;
Representation at the Gauteng Liquor Board
Representation at the Municipal Planning Tribunal
Management and maintenance of the Town Planning/Land Use Scheme(s).
Revision of critical problems in all the Town Planning/Land Use Scheme(s) and amending where necessary
Compilation of the Town Planning/Land Use Scheme (clauses), drafting and legal revision of documentation in terms of legal requirements
Implementation of the Tshwane Town Planning Scheme, 2008 (revised 2014) for the Municipality and its computerisation (GIS-based)
Electronic provision (intranet access) of the information of the Town Planning/Land Use Scheme
Electronic provision (internet access) of the information of the Town Planning/Land Use Scheme(s) and legal interpretations/opinions on the Municipality’s website
Communication of all amendments and general information of the Town Planning/Land Use Scheme(s), land use legislation and legal interpretations to all clients
Evaluation and provision of comments in terms of the Business Act (Act 71 of 1991), Liquor Act, 1989 (Act 27 of 1989) and the Gambling Act, 2001 as well as section 28(9) of the City of Tshwane Land Use Management By-law 2016 on applications in respect of the Town Planning/Land Use Scheme(s)

SAP

S70001392

New/natural attrition

Natural attrition

Enquiries

L van den Berg (012 3583457)/C Geldenhuys (012 358 8446)
DEPARTMENT: ECONOMIC DEVELOPMENT AND SPATIAL PLANNING
Division: Built Environment and Enforcement
Section: Building Plan Management
Location: Operating in all regions

Re-advertisement

Reference number ECDE104-2019

Position BUILDING CONTROL PROFESSIONAL

To be advertised Internal External

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

Job level D2/3

Scale R408 192,00 – R664 104,00 per annum

Estimated remuneration package R519 552,22 – R845 280,43 per annum

Job purpose
To oversee the building plan approval process for certain classes of buildings in terms of applicable legislation
To oversee the processing of applications for approval of siting and appearance in terms of applicable legislation and delegated authority
To participate in a multidisciplinary team to facilitate certain applications on a project basis

Appointment Requirements
Appropriate three-year career-related tertiary qualification (degree or national diploma) in Architecture or equivalent qualification
Registration with the South African Council for Architectural Professionals (SACAP) will be an added advantage
At least five years’ experience as a practitioner or local government experience in a building control office and being responsible for approval of building plan applications
Valid Code B driver’s licence
Computer literacy

Personal attributes and/or competencies
Energy; good team-playing qualities; ability to work under pressure; exceptional commitment to the work; innovative thinking skills; good communication skills; initiative; negotiation skills

Primary functions
Assisting the Deputy Director to approve building plan applications recommended by the Building Control Officer, provided that they comply with delegated authority
Taking responsibility for the approval of applications related to town planning schemes in effect in the municipal area of jurisdiction in terms of delegated authority
Taking responsibility for the approval of applications for demolition
Providing feedback so as to inform the spatial planning/land-use management process

Providing information and advice to architects, developers and the public
Conducting site visits to clarify and determine interpretation

**SAP**
S70001722

**New/natural attrition**
Natural attrition

**Enquiries**
D Donald (012 358 4630)/C Geldenhuys (012 358 8446)

DEPARTMENT: EMERGENCY SERVICES
Division: Fire and Rescue Operations
Section: Fire and Rescue Cluster
Location: City of Tshwane regions

Reference number EMSS107-2019

Position COMPANION COMMANDER (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 C3

Scale R316 704,00 – R387 468,00 per annum

Estimated remuneration package R403 105,07 – R493 174,44 per annum

Job purpose
To supervise and take charge of a crew on a shift basis as the officer in charge at an assigned station
To perform various command, administrative and technical tasks at the level of responsibility associated with the rendering of fire and rescue operations
To manage the station, crew and resources
To maintain emergency readiness in order to ensure the delivery of effective and efficient emergency services in accordance with emergency services procedures, protocols and directives

Appointment Requirements
Grade 12 certificate
Basic Ambulance Course (HPCSA registered)
Valid Code C driver’s licence
At least three years’ applicable operational experience in a recognised emergency services environment.
Graduate/Second year of national diploma in Fire Technology (T2)
Willingness be assigned to any geographical fire station in Tshwane
Willingness and ability to work shifts, and overtime with little or no notice

Personal attributes and/or competencies
Good communication skills; adaptability and flexibility; ability to work independently; physical and mental fitness; physical capability to operate under operational requirements and external conditions; capacity to operate under extreme stressful and often traumatic conditions; ability to perform under physically threatening situations and social trauma; demonstration of high-level hand-eye coordination; no fear of heights or closed/tight spaces; integrity; decisiveness; intelligence; patience; energy; innovative thinking and willingness to accept responsibility

Primary functions
Management and supervision of personnel
Command and control in emergency incidents
Combating and extinguishing fire

<table>
<thead>
<tr>
<th>Positions for JF14/2019</th>
<th>Rendering rescue, hazardous material, humanitarian and other related emergency services</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>SAP</strong></td>
<td>S70017900, S70017960</td>
</tr>
<tr>
<td><strong>New/natural attrition</strong></td>
<td>Natural attrition</td>
</tr>
<tr>
<td><strong>Enquiries</strong></td>
<td>A Ndwamato (012 358 8637)</td>
</tr>
</tbody>
</table>

DEPARTMENT: EMERGENCY SERVICES
Division: Emergency Medical Operations
Section: Emergency Medical Operations
Location: City of Tshwane regions

Reference number EMSS108-2019

Position ADVANCED LIFE SUPPORT OFFICER (6 POSTS)

To be advertised Internal External

This position seeks to attract

<table>
<thead>
<tr>
<th></th>
<th>African female</th>
<th>African male</th>
<th>Coloured female</th>
<th>Coloured male</th>
<th>Indian female</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Indian male</td>
<td>White female</td>
<td>White male</td>
<td>Person with disability</td>
<td>All categories</td>
</tr>
</tbody>
</table>

Job level C3

Scale R316 704,00 – R387 468,00 per annum

Estimated remuneration package R403 105,07 – R493 174,44 per annum

Job purpose To supervise and take charge of ambulance crews and resources on a shift basis as the officer in charge at an assigned station
To perform various command, administrative and technical tasks at the level of responsibility associated with the rendering of and emergency medical operations
To manage the station, crew and resources
To maintain emergency readiness in order to ensure the delivery of effective and efficient emergency services in accordance with emergency services procedures, protocols and directives

Appointment Requirements Grade 12 or equivalent qualification
Registration with HPCSA as an independent practitioner
Ambulance Emergency Assistant, Critical Care Assistant Course or relevant qualification as determined by the HPCSA
Registration with the HPCSA
At least three years’ continuous experience as an Ambulance Emergency Assistant in an operational emergency medical and ambulance services
A valid Code C1 driver’s licence and a valid PrDP
Willingness to be assigned to any geographical fire station in Tshwane
Willingness and ability to work shifts, and overtime with little or no notice

Personal attributes and/or competencies Good communication skills; adaptability and flexibility; ability to work independently; physical and mental fitness; physical capability to operate under operational requirements and external conditions; capacity to operate under extreme stressful and often traumatic conditions; ability to perform under physically threatening situations and social trauma; integrity; decisiveness; intelligence; patience; energy; innovative thinking skills; willingness to accept responsibility; negotiating skills; leadership skills; analytical skills; organisational skills; technical skills

Primary functions

Planning the operational division’s work schedule with regard to leave, overtime and standby
Determining requirements and creating performance standards work procedures
Ensuring that planned training is applicable and scheduled accordingly
Providing a safe working place for other employees
Being responsible for the implementation of an accountable system to manage operational income
Executing City policy and ensuring adherence to applicable acts
Holding personnel meetings
Encouraging and promoting communication to the lowest level to stimulate unrestricted conversation and grievance management
Being responsible for all assets allocated to the Operational Ambulance Division in his/her section.
Being responsible for the operational reports
Administering all operational correspondence
Doing work as required by City policy or the HPCSA
Ensuring that security measures are in place and adhered to
Being responsible for the compilation and revision of subordinates’ post and job descriptions
Managing the activities of the operational division
Being responsible for implementation of policy in the operational division
Ensuring the documentation of procedures and methods
Being responsible for the implementation of the operational control system
Being responsible for coordination, evaluation, leadership and command during ambulance emergencies
Being responsible for motivation of subordinates and the promotion of sound labour relations
Being responsible for delegating responsibilities to subordinates
Supervising subordinates by means of work procedures, policy advice and evaluation of operational activities
Being responsible for the enforcement of discipline in order to ensure effective functioning of the operational division
Being responsible for the regular evaluation of procedures and performance

SAP

S70018426, S70018439, S70018440, S70018453, S70018454, S70018469

New/natural attrition

Natural attrition

Enquiries

A Ndwamato (012 358 8637)
# DEPARTMENT: EMERGENCY SERVICES

## Division: Business Operations

**Section: Emergency Communication Centre**

**Location: Station 1 (Bosman Fire Station)**

### Reference number

EMSS109-2019

### Position

TECHNICAL SUPPORT OFFICER

### To be advertised

<table>
<thead>
<tr>
<th>Internal</th>
<th>External</th>
</tr>
</thead>
</table>

### This position seeks to attract

<table>
<thead>
<tr>
<th>African female</th>
<th>African male</th>
<th>Coloured female</th>
<th>Coloured male</th>
<th>Indian female</th>
<th>Indian male</th>
<th>White female</th>
<th>White male</th>
<th>Person with disability</th>
<th>All categories</th>
</tr>
</thead>
<tbody>
<tr>
<td>Indian male</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Job level

C3

### Scale

R316 704,00 – R387 468,00 per annum

### Estimated remuneration package

R403 105,07 – R493 174,44 per annum

### Job purpose

To monitor and maintain the Emergency Services Department’s computer systems

To installs and configure hardware and software

To solve technical problems

### Appointment Requirements

Grade 12 or equivalent qualification

A relevant three-year tertiary qualification (degree or national diploma) in ICT or equivalent qualification (added advantage)

At least four years’ relevant experience in an ICT environment

### Personal attributes and/or competencies

Technical skills; analytical skills; flexibility (working hours); physical fitness; innovative thinking skills; ability to pay attention to detail

### Primary functions

Installing and configuring new technology to be used by the department, such as hardware, operating systems and programs or applications as developed by the ICT Division

Carrying out regular maintenance of existing hardware and computer systems

Providing assistance to Emergency Services employees with regard to technology-related issues

Troubleshooting systems and applications

Setting up profiles and emails, issuing access passes for new employees, and assisting with all password-related issues

### SAP

S70019261

### New/natural attrition

Natural attrition

### Enquiries

A Ndwamato (012 358 8637)

---

DEPARTMENT: EMERGENCY SERVICES
Division: Business Operations
Section: Emergency Planning
Location: Citywide

Reference number: EMSS110-2019

Position: DISTRICT COMMANDER: URBAN DEVELOPMENT

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: D1/2

Scale: R354 336,00 – R546 300,00 per annum

Estimated remuneration package: R451 003,59 – R695 337,92 per annum

Job purpose: To perform various managerial, administrative and skilled tasks associated with the interpretation, application and enforcement of fire protection regulations and technical fire safety requirements as they relate to town planning scheme applications, changes in building occupancy
To scrutinise fire protection plans for code compliance and to conduct the final inspection of buildings in accordance with approved fire protection plans

Appointment Requirements: Diploma (graduate) in Fire Technology (SAESI) or Technician Grade in Fire Engineering Science (IFE) or third-year statement of credits of a national diploma in Fire Technology
Law Enforcement/Peace Officers Course
At least eight years’ continuous institutional experience in a recognised emergency services environment
Valid code B driver’s licence

Personal attributes and/or competencies: Negotiating skills; advanced linguistic proficiency; business acumen; ability to do presentations; leadership skills; technical skills; project management skills; communication skills; analytical skills; organisational skills

Primary functions: To coordinate, manage and analyse the reporting on town planning scheme applications and to forecast the situational context of applications in terms of the prevailing fire safety codes and fire response coverage
To manage the application of relevant fire codes and standards as they relate to the design, installation and storage of dangerous and classified goods and substances
To manage and report on the vulnerable localities index in order to identify priority areas for targeting fire safety services
To carry out personnel and performance management

SAP: S70018319
New/natural attrition: Natural attrition
Enquiries: A Ndwamato (012 358 8637)

DEPARTMENT: EMERGENCY SERVICES  
Division: N/a  
Section: Management and Administrative Support  
Location: Headquarters

Reference number  
EMSS111-2019

Position  
MANAGEMENT SUPPORT 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  
D2/3

Scale  
R408 192,00 – R664 104,00 per annum

Estimated remuneration package  
R519 552,22 – R845 280,43 per annum

Job purpose  
To execute, on an operational matrix basis, departmental managerial support services, finance managerial support services and strategic managerial support services

Appointment Requirements  
An appropriate career-related tertiary qualification (three-year national diploma or degree) or equivalent qualification  
At least five years’ relevant experience  
A valid Code B driver’s licence  
Computer literacy (ability to work on complex Excel sheets with comprehensive knowledge of PowerPoint to assist in the development of presentations)

Personal attributes and/or competencies  
Integrity; intelligence; patience; innovative thinking; energy; imagination; flexibility; willingness to accept responsibility; decisiveness; ability to pay attention to detail; ability to work under pressure; negotiating skills; business acumen; leadership skills; project management skills; communication skills; analytical skills; organisational skills

Primary functions  
To provide directives and/or strategic guidance in the preparation of individual scorecards and departmental inputs with regard to performance management, planning and new administrative processes pertaining to strategic and/or business planning  
To conduct strategic sessions, seminars, workshops, etc to explain amendments to current processes as well as new processes  
To provide assistance to Divisional Heads, Directors, Deputy Directors, etc as and when needed  
To advise Divisional Heads in advance with regard to deviations that emanated from the departmental Service Delivery Budget Implementation Plan in order to develop action plans for remediation before entering into one-on-one coaching sessions with the Chief of Emergency Services

(Positions for JF14/2019)  
To consolidate and quality-check all departmental inputs with regard to performance management, planning and other related matters in order to prepare for in-year submissions to the Office of the City Manager and to be reviewed by internal auditors (on a quarterly basis) as well as preparations to be reviewed by external auditors at the end of a financial year.

Submission of final departmental inputs with regard to performance management, planning and other related matters to relevant role players according to set timeframes and standards.

To represent the Emergency Services Department at all related Planning Forum meetings in accordance with the directive from the BPME Unit in the Office of the City Manager.

SAP  
New/natural attrition  
Enquiries  
S70019165  
New  
A Ndwamato (012 358 8637)
DEPARTMENT: EMERGENCY SERVICES
Division: Fire and Rescue Operations
Section: Fire and Rescue Operations Cluster
Location: All regions

Re-advertisement

Reference number
EMSS106-2019

Position
ASSISTANT CHIEF: FIRE AND RESCUE OPERATIONS (3 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

Job level
E1

Scale
R587 364,00 – R777 720,00 per annum

Estimated remuneration package
R886 697,33 – R1 128 984,99 per annum

Job purpose
To take responsibility for operational management; exercise leadership; take command and control of the critical and key performance areas of the Fire and Rescue Operations Division in all seven regions

Appointment Requirements
Graduate diploma in Fire Technology (SAESI) or graduate diploma in Fire Engineering Science (IFE) or national diploma in Fire Technology
At least eight years’ continuous institutional experience in a recognised emergency services
A valid Code EC1/C1 driver’s licence
Computer literacy (Microsoft Windows and Office: Word, Outlook/Express, PowerPoint, Excel, Access)
Willingness to be assigned to any geographical fire station in Tshwane
Willingness and ability to work shifts, and overtime with little or no notice.

Personal attributes and/or competencies
Ability to work under extreme conditions in emergency situations; negotiation skills; leadership skills; communication skills; organisational skills; technical skills; computer literacy; interpersonal skills; problem-solving skills; incident command and control skills

Primary functions
Managing; administering and leading the rendering of operational fire, rescue and emergency medical services in the regions, including special operations
Commanding and controlling at incidents that involve firefighting, rescue, and hazmat
Providing humanitarian services

SAP
S70017875, S70018258, S70017957

New/natural attrition
New

Enquiries
A Ndwamato (012 358 8637)

DEPARTMENT: EMERGENCY SERVICES
Division: Business Operations
Section: Training Academy
Location: Erasmuskloof Emergency Station

Reference number EMSS112-2019

Position TRAINING OFFICER (2 POSTS)

To be advertised Internal External

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

Job level C2/3/D1

Scale R279 408,00 – R454 464,00 per annum

Estimated remuneration package R355 634,23 – R578 447,84 per annum

Job purpose To function as a training officer by identifying, planning, developing, scheduling, coordinating and implementing a full range of training programmes for the Emergency Services Department
To teach classes in classrooms and at training grounds, in practice, and testing the knowledge and performance of Emergency Services employees

Appointment Requirements
- Emergency Care Technician or Critical Care Assistant or higher qualification in Emergency Care
- Diploma (graduate) in Fire Technology (SAESI) or Technician Grade in Fire Engineering Science (IFE) or second-year statement of credits of a national diploma in Fire Technology or relevant equivalent qualification
- Fire Service Instructor 1 or relevant equivalent instructors’/training qualification
- At least five years’ continuous institutional experience in a recognised emergency services environment
- A valid C1 drivers licence with valid PrDP

Personal attributes and/or competencies
- Negotiating skills; advanced linguistic proficiency; business acumen; ability to do presentations; leadership skills; technical skills; project management skills; communication skills; analytical skills; organisational skills

Primary functions
- Training, development and implementation of emergency services department training curriculum

SAP S70019122, S70019123
New/natural attrition New
Enquiries A Ndwamato (012 358 8637)

DEPARTMENT: EMERGENCY SERVICES

Division: Business Operations
Section: Emergency Planning
Location: City of Tshwane regions

Re-advertisement

Reference number EMSS099-2019

Position EVENTS SAFETY OFFICER (2 POSTS)

To be advertised Internal External

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

Job level D1

Scale R354 336,00 – R454 464,00 per annum

Estimated remuneration package R451 003,59 – R578 447,84 per annum

Job purpose To function as an inspector as contemplated in the Safety at Sports and Recreational Events Act
To administrate and coordinate procedural applications
To enforce emergency services statutory powers related to event public safety risk management and responsibilities

Appointment Requirements
Associate diploma in Fire Technology/national diploma in Fire Technology or relevant equivalent qualification in disaster or emergency services
Law Enforcement/Peace Officers Course
At least five years’ proven relevant experience in a fire and/or emergency services environment
Valid Code B driver’s licence
Computer literacy

Personal attributes and/or competencies Negotiating skills; leadership skills; communication skills; analytical skills; organisational skills; technical skills

Primary functions Administering and coordinating procedural event applications
Enforcing the provisions of event and public safety statutory responsibilities as a designated Fire Officer
Representing Emergency Services at event planning meetings
Representing Emergency Services in the Event Venue Operations Centre (VOC) in accordance with the event categorisation
Collating, analysing and reporting on events

SAP S70018409, S70018410

New/natural attrition Natural attrition

Enquiries A Ndwamato (012 358 8637)

DEPARTMENT: EMERGENCY SERVICES  
Division: Business Operations  
Section: Emergency Planning  
Location: Any region

Re-advertisement

Reference number  EMSS100-2019

Position  DISTRICT COMMANDER: PRE-INCIDENT PLANNING

To be advertised  
<table>
<thead>
<tr>
<th></th>
<th>Internal</th>
<th>External</th>
</tr>
</thead>
</table>

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

Job level  D1/2

Scale  R354 336,00 – R546 300,00 per annum

Estimated remuneration package  R451 003,59 – R695 337,92 per annum

Job purpose  
To manage and maintain the Pre-incident Emergency Planning Office and its functional areas of responsibility, which involves the development and maintenance of emergency management and emergency operational plans, critical infrastructure contingency planning and business continuity plans. 
To coordinate transversal regional emergency readiness response planning and exercises across Tshwane in anticipation of any disruptive incident or threat to public safety.

Appointment requirements  
Associate diploma in Fire Technology, national diploma in Fire Technology or relevant equivalent qualification in disaster or emergency services.  
At least eight years’ applicable operational service in recognised fire and/or emergency services.  
Valid Code B driver’s licence.  
Computer literacy.  
Ability to work shifts, standby and overtime.

Personal attributes and/or competencies  
Considerable demonstrable knowledge of emergency planning, business continuity planning, major hazard installations and fire risk assessment methodologies, negotiating skills; business acumen; leadership skills; project management skills; communication skills; analytical skills; organisational skills; budget management skills; advanced linguistic proficiency; ability to do presentations; technical skills; ability to work effectively on multiple tasks; adaptability; interpersonal skills; time management skills; problem-solving skills; ability to formulate understandable and professional written communication, reports and documents; ability to interpret instructions; good judgement skills.

**Primary functions**
Managing the Pre-incident Emergency Planning Unit, which is responsible for risk identification and mitigation as a strategic function with the aim to enhance emergency readiness and response planning for identified risks in Tshwane, subject to legislated context responsibilities and subject to the directives of the Assistant Chief/Deputy Chief: Emergency Planning as well as the Divisional Chief for Business Operations and the Chief of Emergency Services

**SAP**
S70018392

**New/natural attrition**
Natural attrition

**Enquiries**
A Ndwamato (012 358 8637)

DEPARTMENT: EMERGENCY SERVICES

Division: Business Operations
Section: Disaster Risk Management
Location: City of Tshwane regions

Re-advertisement

Reference number EMSS080-2019

Position DISASTER MANAGEMENT OFFICER (4 POSTS)

To be advertised Internal External

This position seeks to attract

<table>
<thead>
<tr>
<th>Category</th>
<th>African female</th>
<th>African male</th>
<th>Coloured female</th>
<th>Coloured male</th>
<th>Indian female</th>
<th>White female</th>
<th>White male</th>
<th>Person with disability</th>
<th>All categories</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gender</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ethnicity</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Job level C2/3/D1

Scale R279 408,00 – R454 464,00 per annum

Estimated remuneration package R355 634,23 – R578 447,84 per annum

Job purpose To oversee, coordinate and implement disaster management activities in Tshwane

Appointment Requirements

A three-year career-related tertiary qualification (degree or national diploma) or equivalent qualification in the disaster management or emergency services environment
Two years’ experience in a recognised disaster management or emergency services environment
Valid Code B driver’s licence
Computer literacy

Willingness to work overtime during emergencies and disasters

Personal attributes and/or competencies

Good communication and interpersonal skills; ability to understand and interpret legislation; policies, procedures and regulations; conflict management skills; crisis management skills; ability to function under pressure; honesty and a strong sense of responsibility; report-writing skills

Primary functions

Overseeing, coordinating and implementing disaster management activities in order to build institutional capacity by assessing disaster risk, reducing risk and implementing response and recovery measures in the broader context of sourcing and applying disaster-related information, effective communication, training and awareness, research and sound financial arrangements

SAP S70018960, S70018993, S70019004, S70019005

New/natural attrition Natural attrition

Enquiries A Ndwamato (012 358 8637)

### DEPARTMENT: EMERGENCY SERVICES
#### Division: Fire and Rescue Operations
#### Section: Fire and Rescue Cluster
#### Location: Any region

**Reference number**
EMSS101-2019

**Position**
DISTRICT COMMANDER: FIRE AND RESCUE OPERATIONS (10 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**
D1/2

**Scale**
R354 336,00 – R546 300,00 per annum

**Estimated remuneration package**
R451 003,59 – R695 337,92 per annum

**Job purpose**
To ensure operational management and performance, leadership, command and control of critical key performance areas of a Fire and Rescue Operations Functional Unit that consists of a set of geographically assigned Emergency Services stations in Tshwane

**Appointment Requirements**
Associate diploma in Fire Technology, national diploma in Fire Technology or graduate diploma in Fire Engineering Science (IFE). At least eight years’ applicable operational service in a recognised fire and/or emergency service environment
Valid Code C driver’s licence
Computer literacy

**Willingness to be assigned to any geographical fire station in Tshwane**
Willingness and ability to work shifts, and overtime with little or no notice

**Personal attributes and/or competencies**
Ability to work under extreme conditions in emergency situations; negotiation skills; leadership skills; communication skills; organisational skills; technical skills; computer literacy; interpersonal skills; problem-solving skills; incident command and control skills

**Primary function**
Managing, administrating, coordinating and leading the rendering of operational fire, rescue, hazardous materials and special operations responses in a geographically defined Emergency Services district in accordance with the Emergency Services Command and Control Framework and related SOPs, as well as the directives of senior officers, the Divisional Chief: Fire and Rescue Operations and the Chief of Emergency Services

**SAP**
S70017679, S70017797, S70017877, S70017936, S70017959, S70017974, S70017987, S70018019, S70018080, S70018150

**New/natural attrition**
Natural attrition

**Enquiries**
A Ndwamato (012 358 8637)
DEPARTMENT: EMERGENCY SERVICES
Division: Emergency Medical Operations
Section: Emergency Medical Cluster
Location: Any region

Re-advertisement

Position
AMBULANCE SUPERINTENDENT (3 POSTS)

Reference number
EMSS102-2019

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
D1/2

Scale
R354 336,00 – R546 300,00 per annum

Estimated remuneration package
R451 003,59 – R695 337,92 per annum

Job purpose
To ensure operational management and performance, leadership, command and control of critical key performance areas of an Emergency Medical Operations Functional Unit that consists of a set of geographically assigned emergency services stations in Tshwane

Appointment Requirements
Ambulance Emergency Assistant, Emergency Care Technician or Critical Care Assistant qualification or appropriate qualification as determined by the Health Professions Council of South Africa for independent practice
Current registration with the Health Professions Council of South Africa
At least eight years’ operational experience in a recognised Emergency Services environment
Valid C1 driver’s licence with a valid PrDP
Computer literacy
Ability to work shifts, standby and overtime

Personal attributes and/or competencies
Ability to work under extreme conditions in emergency situations; negotiation skills; leadership skills; communication skills; organisational skills; technical skills; computer literacy; interpersonal skills; problem-solving skills; incident command and control skills

Primary functions
Managing, administering, coordinating and leading the rendering of operational ambulance and emergency medical rescue and intervention services, including special operations and mass casualty responses in a geographically defined emergency services district in accordance with the Emergency Services Command and Control Framework and related SOPs as well as the directives of senior officers, the Divisional Chief: Emergency Medical Operations and Chief of Emergency Services

SAP
S70018513, S70018526, S70018540

New/natural attrition
Natural attrition

Enquiries
A Ndwamato (012 358 8637)

DEPARTMENT: EMERGENCY SERVICES
Division: Business Operations
Section: Emergency Planning
Location: Headquarters

Re-advertisement

Reference number
EMSS103-2019

Position
DEPUTY CHIEF: EMERGENCY 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
E2

Scale
R699 984,00 – R910 836,00 per annum

Estimated remuneration package
R1 032 441,57 – R1 300 816,81 per annum

Job purpose
To coordinate, manage, provide, deliver and maintain an emergency planning service within the boundaries of the City of Tshwane
To be responsible, within the City of Tshwane, for rendering emergency planning service duties and any other activities in relation to risk identification and planning to minimise losses of life and property through preventing, eliminating and reducing hazards that contribute to the occurrence and spread of fire and other incidents
To evaluate emergency/operational and critical infrastructure contingency plans, emergency planning strategies, etc
To manage and facilitate overall optimisation and end-to-end cross-functional integration of emergency planning, control and coordination of operational effort across the department and for other stakeholders

Appointment Requirements
Advanced diploma in Fire Technology (SAESI Associate)
National diploma in Fire Technology or IFE (graduate) or equivalent qualification
At least ten years’ relevant experience in an emergency planning and management environment, of which five years must be at management level
A valid Code B driver’s licence
Computer literacy

Personal attributes and/or competencies
Negotiating skills; business acumen; leadership skills; project management skills; communication skills; analytical skills; organising skills; budget management skills; advanced linguistic proficiency; ability to do presentations; technical skills; ability to work effectively on multiple tasks; adaptability; interpersonal skills; time management skills; problem-solving skills; ability to formulate understandable, professional, written communication, reports and documents; ability to interpret instructions; good judgment ability

| **Primary functions** | Management of cross-functional integration analyses and emergency planning processes  
|                       | Oversight of emergency operational planning, control and coordination in concert with the priorities of the department  
|                       | Management of the emergency planning functions with the aim to maintain an impartial, accountable, transparent and efficient design of built environment response  
|                       | Emergency planning to identify risks and to control the event safety and urban development functions in the City of Tshwane, subject to legislated responsibilities, national standards and the directives of the Divisional Chief: Business Operations |
| **SAP**               | S70018349 |
| **New/natural attrition** | Natural attrition |
| **Enquiries**         | A Ndwamato (012 358 8637)/T Terblanche (012 358 3524) |
Department: Emergency Services
Division: Special Operations and Command
Section: Aviation Operations
Location: Emergency Services Headquarters/Wonderboom National Airport

Re-advertisement

Reference number: EMSS104-2019
Position: Assistant Chief: Aviation Operations

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: E1
Scale: R587 364,00 – R777 720,00 per annum

Estimated remuneration package: R886 697,33 – R1 128 984,99 per annum

Job purpose:
To plan, direct and supervise the Emergency Services Aviation Operations Subsection
To administer the Emergency Services Special Operations Air Response (SOAR) Programme
To exercise full operational command and control authority of aircraft rescue and firefighting (ARFF) services at the municipal airport, subject to chain of command standards and protocols and the directives of the Chief of Emergency Services

Appointment requirements:
- Diploma in Fire Technology (SAESI) or graduate diploma in Fire Engineering Science (IFE) or national diploma in Fire Technology, or military/civil qualification in aviation (NQF 6) or relevant equivalent qualification
- ICAO language proficiency, Level 6
- At least eight years’ continuous institutional experience in a recognised emergency services or civil aviation or air force environment
- Computer literacy

Personal attributes and/or competencies:
- Negotiating skills; advanced linguistic proficiency; business acumen; leadership skills; technical skills; project management skills; command and control skills; analytical skills; organisational skills

Primary functions:
- Managing and coordinating Emergency Services’ Special Operations Air Response (SOAR) Programme
- Exercising operational command and control authority over ARFF responsibilities at Wonderboom National Airport
- Serving as the Aviation Operations Liaison Officer

SAP: S70009626
New/natural attrition:
New
Enquiries:
A Ndwamato (012 358 8637)

DEPARTMENT: EMERGENCY SERVICES
Division: Office of the Chief of Emergency
Section: Special Operations and Command
Location: Emergency Services HQ
Re-advertisement

Reference number EMSS105-2019

Position ASSISTANT CHIEF: TACTICAL COORDINATION

To be advertised Internal External

This position seeks to attract

<table>
<thead>
<tr>
<th>Category</th>
<th>African female</th>
<th>African male</th>
<th>Coloured female</th>
<th>Coloured male</th>
<th>Indian female</th>
<th>Indian male</th>
<th>White female</th>
<th>White male</th>
<th>Person with disability</th>
<th>All categories</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Job level E1

Scale R587 364.00 – R777 720.00 per annum

Estimated remuneration package R886 697.33 – R1 128 984.99 per annum

Job purpose To plan, direct and supervise Special Operations Tactical Coordination across Emergency Services Operations Divisions and Sections in order to ensure a constant state of special operations emergency readiness to deal with specialised and complex technical emergency responses; subject to chain of command standards and protocols, and directives of the Chief of Emergency Services

Appointment Requirements Graduate diploma in Fire Technology (SAESI), or graduate diploma in Fire Engineering Science (IFE), or national diploma in Fire Technology, or relevant equivalent qualification related to the emergency services environment

At least eight years’ continuous institutional experience in a recognised emergency services or military environment

NFPA certified Rescue Technician and certified Hazardous Materials Technician

A valid Code EC1/C1 driver’s licence

Computer literacy (Microsoft Windows and Office Word, Outlook/Express, PowerPoint, Excel, Access)

Personal attributes and/or competencies Negotiating skills; leadership skills; project management skills; communication skills; advanced linguistic proficiency; willingness to accept responsibility; ability to pay attention to detail; ability to work under pressure

Primary functions Leading and directing the tactical coordination of Special Operations’ response readiness

Managing the implementation of the Special Operations Tactical Response Plan

Coordinating the systematic provision and maintenance of Special Operations skills needs

Managing and coordinating Special Operations Task Force deployment

SAP S70019226

New/natural attrition New

Enquiries A Ndwamato (012 358 8637)

DEPARTMENT: EMERGENCY SERVICES

Division: Emergency Medical Operations; Fire and Rescue Operations; Business Operations

Section: N/A

Location: Emergency Services HQ

Reference number: EMSS113-2019

Position: ASSISTANT CHIEF: STAFF OFFICER (3 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: E1

Scale: R587 364,00 – R777 720,00 per annum

Estimated remuneration package: R886 697,33 – R1 128 984,99 per annum

Job purpose:
To manage and facilitate overall optimisation and end-to-end cross-functional integration of planning, control and coordination of operational effort across the division in the Office of the Divisional Chief

Appointment Requirements:
An appropriate three-year career-related tertiary qualification (national diploma or degree) in human resources, business, commerce or emergency services discipline or equivalent qualification
At least eight years’ continuous experience in a recognised emergency services environment
Compliance with 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
Valid Code B driver’s licence

Personal attributes and/or competencies:
Negotiating skills; advanced linguistic proficiency; business acumen; ability to do presentations; leadership skills; technical skills; project management skills; communication skills; analytical skills; organisational skills

Primary functions:
Managing cross-functional integration analyses and planning processes
Directing and maintaining a consolidated approach across the division towards the achievement of acceptable standards of performance
Monitoring divisional management practices in line with departmental strategic objectives, policies, standing orders and service instructions through cross-functional integration of priorities and goals at every level in the department
Overseeing day-to-day operational planning, control and coordination in concert with the priorities of the division
Coordinating and tracking work processes and multiple projects across functions

SAP
S70073596; S70073595; S70017667

New/natural attrition
New

Enquiries
A Ndwamato (012 358 8637)
DEPARTMENT: ENVIRONMENT AND AGRICULTURE MANAGEMENT
Division: Environmental Management and Parks
Section: Parks, Recreation and Crematorium Operations
Location: Booysens Nursery

Reference number AEMA196-2019

Position HORTICULTURIST

To be advertised Internal External

This position seeks to attract

Job level C1/2/3

Scale R243 912,00 – R387 468,00 per annum

Estimated remuneration package R310 454,45 – R493 174,44 per annum

Job purpose To propagate plants in the nursery, to maintain plants in the production units, to provide plant hiring and plant sales to the public, and to issue plants to the regions

Appointment Requirements An appropriate three-year tertiary career-related qualification (degree or national diploma) in Horticulture or equivalent qualification
At least two years’ relevant experience in nursery related experience propagating plants
Valid Code B driver’s licence
Computer literacy (MS Word, MS Excel)

Personal attributes and/or competencies Good communication skills; physical fitness; friendliness and ability to work with a group of people as well as internal and external customers; good management of time and work

Primary functions To propagate plant material to meet the regional needs of Environment and Agriculture Management
To provide an effective and efficient plant sales and plant hiring service
To maintain the production units efficiently and effectively so that the production targets of the nursery are maintained, and to maintain gardens around the offices
To provide effective and efficient issuing of plants to internal and external clients
To provide an effective management and administration service
To apply principles and guidelines as stated in the Occupational Health and Safety Act in the workplace

SAP S70002431
New/natural attrition Natural attrition
Enquiries S Paul (012 358 6090)/L Mpshane (012 358 5695)

DEPARTMENT: ENVIRONMENT AND AGRICULTURE MANAGEMENT
Division: Environmental Management and Parks
Section: Nature Conservation Operations
Location: Groenkloof Nature Reserve

Reference number: AEMA198-2019
Position: NATURE CONSERVATIONIST

To be advertised

<table>
<thead>
<tr>
<th>Internal</th>
<th>External</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

Job level: C1/2/3
Scale: R243 912,00 – R387 468,00 per annum

Estimated remuneration package: R310 454,45 – R493 174,44 per annum

Job purpose: To manage green areas and nature reserves in a sustainable way while also providing access to the public and protecting the environment

Appointment Requirements: An appropriate three-year tertiary qualification (Degree or National diploma) in Nature Conservation or Game Ranch Management or a Degree in Wildlife management
A management course will be an added advantage
Relevant experience in nature conservation
Valid Code B driver’s licence
Computer literacy

Personal attributes and/or competencies: Negotiating skills; business acumen; leadership skills; project management skills; communication skills

Primary functions:
- Ecological management of nature areas
- Visitors’ management
- Law enforcement
- Personnel management
- Administrative duties

SAP: S70024400

New/natural attrition: Natural attrition

Enquiries: T Prinsloo (012 358 1742)


(Position for JF14/2019)
DEPARTMENT: ENVIRONMENT AND AGRICULTURE MANAGEMENT
Division: Environmental Management and Parks
Section: Resort Operations
Location: Region 1: Klip-Kruisfontein Resort and Region 5: Derdepoort Resort

Reference number AEMA199-2019

Position RESORT SUPERINTENDENT (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

Job level C2/3

Scale R279 408,00 – R387 468,00 per annum

Estimated remuneration package R355 634,23 – R493 174,44 per annum

Job purpose To promote the effective functioning of the department by providing leisure facilities and activities to the general public by means of a resort and caravan park

Appointment Requirements Grade 12 or equivalent qualification
At least five years relevant experience
Supervisory experience
Valid Code C/EC driver’s licence
Computer literacy

Personal attributes and/or competencies Attention to detail; good communication skills; patience; good interpersonal skills; integrity; numerical skills; budget management skills; project management skills; good business acumen; ability to work independently; being assertive in dealing and liaising with the public; ability to work under pressure.

Primary functions To establish resort and caravan park/camp services
To assist and ensure that resorts are managed properly
To assist and promote financial control
To assist with the determination of leisure needs of the community
To assist with the promotion of resort services and facilities
To assist with the general administration and management of the resort
To assist with the implementation of a network of information about resorts and leisure facilities

SAP S70073130; S70056484
New/natural attrition Natural attrition
Enquiries N Ramavhona (012 358 6189)

Enquiries N Ramavhona (012 358 6189)

DEPARTMENT: ENVIRONMENT AND AGRICULTURE MANAGEMENT
Division: Office of the Group Head
Section: Management and Admin Support
Location: Pretoria Central

Reference number: AEMA200-2019

Position: FINANCIAL SUPPORT OFFICER

To be advertised: Internal

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: C2/3/D1

Scale: R279 408,00 – R454 464,00 per annum

Estimated remuneration package: R355 634,23 – R578 447,84 per annum

Job purpose: To render complete financial support services to the department

Appointment Requirements: An appropriate three-year tertiary qualification (degree or national diploma) or equivalent qualification
Relevant experience
Valid Code B driver’s licence
Computer literacy

Personal attributes and/or competencies: Ability to pay attention to detail; good communication skills; patience; good interpersonal skills; integrity; numerical skills; willingness to accept responsibility; innovative thinking skills

Primary functions: Managing IDP, capital budget and projects
Managing revenue budget for the department
Managing audit reports and enquiries
Managing actions related to SAP revenue and expenditure
Managing petty cash
Managing communication network
Managing messenger services
Managing payment to creditors
Conducting budget control and related actions

SAP: S70002288
New/natural attrition: Natural attrition
Enquiries: P de Wit (012 358 0439)

DEPARTMENT: COMMUNICATION, MARKETING AND EVENTS
Division: Strategic Marketing
Section: N/A
Location: Pretoria Central

Reference number CMED052-2019

Position SENIOR SECRETARY

To be advertised Internal External

This position seeks to attract

<table>
<thead>
<tr>
<th>African female</th>
<th>African male</th>
<th>Coloured female</th>
<th>White male</th>
<th>Person with disability</th>
<th>Indian female</th>
</tr>
</thead>
</table>

Job level C2

Scale R279 408,00 – R341 820,00 per annum

Estimated remuneration package R355 634,23 – R435 073,05 per annum

Job purpose To provide an effective and efficient secretarial support service to the Divisional Head: Strategic Marketing

Appointment Requirements
Grade 12 or an equivalent qualification plus a secretarial qualification/training
Relevant secretarial and office administration experience
Valid Code B driver’s licence will be an added advantage
Computer literacy

Personal attributes and/or competencies
Good communication skills (verbal and written): ability to work under pressure and meet deadlines; good organisational skills; time management skills; integrity; innovative thinking; energy and positive attitude; flexibility; ability to pay attention to detail; excellent human relations

Primary functions
Providing executive secretarial services
Providing an office administration service
Providing a meeting administration service
Providing a typing and computer operating service
Managing internal and external stakeholders
Performing miscellaneous job-related duties as assigned by the Divisional Head

SAP S70002004

New/natural attrition Natural attrition

Enquiries M Matloa (012 358 6065)/F Mangwegape (012 350 5350)

DEPARTMENT: GROUP FINANCIAL SERVICES  
Division: Revenue Management  
Section: Cashier Management  
Location: Region 1 (Akasia)

Reference number  
FISE543-2019

Position  
SENIOR CASHIER (2 POSTS)

To be advertised  
Internal          External

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

Job level  
C1

Scale  
R243 912,00 – R304 332,00 per annum

Estimated remuneration package  
R310 454,45 – R387 357,83 per annum

Job purpose  
Providing an uninterrupted cashier service at all times.

Appointment Requirements  
Grade 12 or equivalent qualification with Accountancy and/or Mathematics as subjects
Relevant experience as a cashier
Supervisory experience will be an added advantage
Computer literacy
Willingness and ability to work shifts

Personal attributes and/or competencies  
Ability to pay attention to detail; good communication skills; good interpersonal skills; initiative and flexibility; listening skills; time management skills; adaptability

Primary functions  
Rendering a cashier service at pay points
Controlling the receipt of money and balancing it
Controlling the safekeeping and banking of money
Controlling the general administration of the office
Attending to problems and queries
Attending meetings

SAP  
S70011196; S70011194

New/natural attrition  
Natural attrition

Enquiries  
B Matseke (012 358 4453)/L Mphago (012 358 9012)

(Positions for JF14/2019)  
DEPARTMENT: GROUP FINANCIAL SERVICES
Division: Supply Chain Management
Section: Logistics
Location: C de Wet Building

Reference number  FISE545-2019
Position  SENIOR STOREKEEPER (2 POSTS)

To be advertised  Internal External

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

Job level  C1/2/3

Scale  R243 912,00 – R387 468,00 per annum

Estimated remuneration package  R310 454,45 – R493 174,44 per annum

Job purpose  To be responsible for the unrestricted and continuous work performance of the store under the jurisdiction of this post with regards to managing, receiving, safe storing, record-keeping and the issuing of material, in order to render an efficient and effective provisioning service to all the components of the City to enable the City of Tshwane to fulfil its commitments

Appointment requirements
Grade 12 or an equivalent qualification
Relevant experience in store operations
Valid Code B driver’s licence
Computer literacy

Personal attributes and/or competencies
Excellent eyesight; excellent hand-eye coordination; energy and patience; innovative thinking; ability to work independently

Primary functions
Being responsible for the management of the specific store under the jurisdiction of this post
Seeing to it that the objectives of the Municipality’s stock system adhered
Assisting in yearly as well as continuous stock takings of specific store under the jurisdiction of this post
Investigating and determining the cause of stock items been damaged
Determining in cooperation with the user departments, which items must be kept in stock
Reviewing and revising stock quantities in the specific store
Organising the specific store
Being responsible for inputting all store transactions on the computer

SAP  S70010937; S70010941
New/natural attrition  Natural attrition
Enquiries  B Matseke (012 358 4453)/E Ramonoana (012 358 0212)

DEPARTMENT: GROUP FINANCIAL SERVICES
Division: Supply Chain Management
Section: Logistics
Location: C de Wet Building

Reference number FISE546-2019

Position STOCK CONTROLLER

To be advertised Internal External

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

Job level C1/2/3

Scale R243 912,00 – R387 468,00 per annum

Estimated remuneration package R310 454,45 – R493 174,44 per annum

Job purpose To manage and control annual stocktakings
To manage redundant/obsolete and damaged stock
To conduct regular store inspections in order to control whether all procedures are followed and that corrections are done on a continuous basis
To compile and manage the DDA register for specific stores as allocated on a rotation basis as well as training operational officials of the stores allocated

Appointment requirements Grade 12 or an equivalent qualification
Relevant experience in store and stock management
Valid Code B driver’s licence
Computer literacy

Personal attributes and/or competencies Good communication skills; ability to pay attention to details; ability to meet strict deadlines

Primary functions Ensuring that all goods receipts are processed
Ensuring that all non-stock items are kept in a designated area and are clearly marked
Ensuring that all corrections have been processed up to the date of stocktaking
Ensuring that all redundant and obsolete stock has been removed from bins and placed in a designated area
Ensuring that all bins and rows have been marked according to SAP specifications

SAP S70010921

New/natural attrition Natural attrition

Enquiries B Matseke (012 358 4453)/E Ramonoana (012 358 0212)

DEPARTMENT: GROUP FINANCIAL SERVICES
Division: Treasury
Section: Funding and Investment Relations
Location: Pretoria Central

Re-advertisement

Reference number FISE535-2019

Position DEPUTY DIRECTOR: INVESTMENT RELATIONS

To be advertised Internal External

This position seeks to attract

<table>
<thead>
<tr>
<th>Ethnicity</th>
</tr>
</thead>
<tbody>
<tr>
<td>African female</td>
</tr>
<tr>
<td>African male</td>
</tr>
<tr>
<td>Coloured male</td>
</tr>
<tr>
<td>Coloured female</td>
</tr>
<tr>
<td>White male</td>
</tr>
<tr>
<td>Person with disability</td>
</tr>
<tr>
<td>Indian female</td>
</tr>
</tbody>
</table>

Job level E1

Scale R587 364,00 – R777 720,00 per annum

Estimated remuneration package R886 697,33 – R1 128 984,99 per annum

Job purpose
To maintain constant communication with investors and other lenders to the City, through messages that inform investors of what is happening in the City
To ensure that the City receives positive news coverage
To advance and protect the City’s good image and reputation, in order for investors to maintain their faith and confidence in the ability of the City, not only to deliver on its mandated obligations, but also having the assurance that the City is a reliable issuer of debt that meets all its financial obligations when they fall due

Appointment Requirements
An appropriate career-related tertiary qualification (three-year national diploma or degree) in Accounting or Municipal Finance or equivalent qualification
A postgraduate degree in Accounting and/or Financial Management and/or Investment Management will be an added advantage
At least five years’ relevant experience in managing investment and borrowing processes as well as the managing and administration of short- and long-term investments
At least two years’ management/supervisory experience
Compliance with 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
Valid Code B driver’s licence
Computer literacy

Personal attributes and/or competencies
Ability to pay attention to detail; ability to be goal-oriented; analytical thinking skills; interpersonal skills; communication skills; problem-solving skills; ability to work under pressure; accountability; ability to lead and manage people

**Primary functions**

To enhance the good image of the City by continuously providing the investment community with positive news about the City and being frank and upfront about challenges the City faces

To prepare and distribute fact sheets about the City on the website and elsewhere relevant in order to keep investors constantly informed of developments

To ensure that the City’s website is always updated with relevant information such as the AFS, interim management reports and speeches by the Executive Mayor.

To arrange for roadshows where senior management is present to be presented to investors and bankers on developments in the City, including forward plans

To hold regular and well-planned engagements with investors and banks, where the City’s financial and other business affairs are shared and discussed

To make presentations of financial and other relevant information to investors

To ensure that senior management is given the opportunity to discuss the City’s strategy with investors and to clarify issues where required

To prepare talking briefs for senior management and the Mayoral Committee to be used when addressing investors

To hold regular engagements with the City’s leadership with the objective of keeping abreast of developments in the City and offering appropriate advice

To act as the internal critic of the City, with a view to image improvement

To conduct interviews with the CFOs and CEOs of entities and other senior officials in order to get a balanced view of the status of the City

To develop investor relations material for dissemination to investors and other interested stakeholders

To engage with the City’s appointed Credit Rating Agency (CRA) and to be the City’s ambassador in the process of formulating credit rating opinions awarded the City

To provide any necessary guidance to the appointed CRA when they perform the rating assignment

To coordinate the rating process assignment throughout the City when the process is underway

To ensure that all the City’s participants in the credit rating process are sufficiently prepared to meaningfully engage with the CRA

To contribute to the compilation of the City’s Annual Report through the inclusion of information required for ongoing opinion forming by investors and other interested parties

To create the “city story”, with clear messages as to what the City is about and what it stands for

To create an official profile of the City’s key decision makers and to ensure that this is widely propagated in the public space

To include recent reports compiled by the appointed CRA and indicate what importance the City attaches to the reports

To create official information dissemination platforms on the City’s public website, at customer care centres and through regular engagements, and to keep up bankable relationships

To include recent reports compiled by the appointed CRA and indicate what importance the City attaches to the reports.

To keep up good bankable relationships: The City’s image and reputation are paramount to its ability to have good access to the debt capital markets and to raise funding of a desired tenure at the lowest possible cost.

To ensure that the City’s image is always kept upbeat by constantly communicating the right messages to lenders and other investors, which imbue a positive outlook in the investors’ eyes. In order for the City to achieve this, the position of Deputy Director: Banking and Investment Relations must inter alia carry out the following:

- To continuously motivate staff to perform to their best ability
- To continuously manage and oversee all functions of this section
To contribute overall to the Treasury Office top management discussions and initiatives
To plan, organise, implement and control the mandated functions of this section
To contribute material for professional purposes to the treasury profession at large and specifically to the investor relations profession, particularly in local government
To innovatively assist the City of Tshwane to minimise its cost of doing business and to be the leading institution in local government administration
To effectively apply the Batho Pele principles

SAP S70073580

New/natural attrition Natural attrition

Enquiries B Matseke (012 358 4453)/C Thipe (012 358 0522)

DEPARTMENT: GROUP HUMAN CAPITAL MANAGEMENT
Division: Human Capital Management
Section: Human Capital Strategic Operational Support Services (Water and Sanitation)

Location: Capitol Towers North, Pretoria Central

Reference number  CSHS346-2019

Position  SENIOR ADMINISTRATIVE OFFICER

To be advertised  Internal  External

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

Job level  C1/2/3

Scale  R243 912,00 – R387 468,00 per annum

Estimated remuneration package  R310 454,45 – R493 174,44 per annum

Job purpose  To provide end-to-end human resource operational support with regard to human resources administration to the Water and Sanitation Division

Appointment requirements  
- Grade 12 or an equivalent qualification
- A relevant tertiary qualification will be an added advantage
- At least three years’ relevant experience in the field of human resources data maintenance in a local government sector
- Computer literacy and experience in Microsoft Office programmes as well as SAP proficiency

Personal attributes and/or competencies  
- Good communication skills (verbal and written); analytical skills; organisational skills; patience; demonstration of high levels of professionalism; innovative thinking skills; energy; flexibility; efficiency; self-motivation; willingness to accept responsibility; ability to pay attention to detail; being proactive; ability to work independently

Primary functions  
- Providing benefit administration and enquiry services to the Water and Sanitation Division
- Managing payroll data on SAP for the Water and Sanitation Division
- Administering and maintaining allowances for the Water and Sanitation Division
- Providing general personnel administration services to the Water and Sanitation Division
- Rendering an administrative and personnel record system function to the Water and Sanitation Division
- Assisting with skills development and facilitator’s functions
- Assisting with the creation and management of databases for internal and external training
- Assisting with bursary administration

Receiving and logging role mappings for the division
Ensuring effective and efficient logistical support services with regard to training and bursaries
Attending the meetings of the divisional training committee
Compiling the monthly reports with regard to training and bursaries

SAP
S70003853

New/natural attrition
Natural attrition

Enquiries
M Nkadimeng (012 358 6043)/D Nkhuna (012 358 3821)

DEPARTMENT: GROUP HUMAN CAPITAL MANAGEMENT
Division: Human Capital Management
Section: Human Capital Strategic Operational Support Services (Roads and Transport)
Location: Pretoria Central

Reference number: CSHS347-2019
Position: SENIOR ADMINISTRATIVE OFFICER
To be advertised: Internal

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

Job level: C1/2/3
Scale: R243 912,00 – R387 468,00 per annum
Estimated remuneration package: R310 454,45 – R493 174,44 per annum

Job purpose: To provide end-to-end human resource operational support with regard to human resources administration to the Roads and Transport Department

Appointment requirements:
- Grade 12 or an equivalent qualification
- A relevant tertiary qualification will be an added advantage
- At least three years’ relevant experience in the field of human resources data maintenance in the local government sector
- Computer literacy and experience in Microsoft Office programmes as well as SAP proficiency

Personal attributes and/or competencies:
- Good communication skills (verbal and written); analytical skills; organisational skills; patience; high levels of professionalism; innovative thinking; energetic; flexibility; efficiency; self-motivation; willingness to accept responsibility; ability to pay attention to detail; being proactive; ability to work independently

Primary functions:
- Providing a benefit administration and enquiry services to the Roads and Transport Department
- Managing payroll data on SAP for Roads and Transport Department
- Administering and maintaining allowances for the Roads and Transport Department.
- Providing general personnel administration services to the Roads and Transport Department
- Rendering an administrative and personnel record system function to the Roads and Transport Department
- Assisting with skills development and facilitator’s functions
- Assisting with the creation and management of databases for internal and external training
- Assisting with bursary administration

Receiving and logging role mappings for the department
Ensuring effective and efficient logistical support services with regard to training and bursaries
Attending the meetings of the divisional training committee
Compiling the monthly reports with regard to training and bursaries

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>SAP</td>
<td>S70008278</td>
</tr>
<tr>
<td>New/natural attrition</td>
<td>Natural attrition</td>
</tr>
<tr>
<td>Enquiries</td>
<td>J Masilela (012 358 0255)</td>
</tr>
</tbody>
</table>
## DEPARTMENT: OFFICE OF THE CHIEF WHIP
### Division: Strategic Management Support
#### Section: N/A
##### Location: Pretoria Central

<table>
<thead>
<tr>
<th>Reference number</th>
<th>OFCW079-2019</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Position</strong></td>
<td>SENIOR SECRETARY</td>
</tr>
<tr>
<td><strong>To be advertised</strong></td>
<td>Internal External</td>
</tr>
<tr>
<td><strong>This position seeks to attract</strong></td>
<td>Indian male African male Coloured female White female White male Person with disability Indian female</td>
</tr>
<tr>
<td><strong>Job level</strong></td>
<td>C2</td>
</tr>
<tr>
<td><strong>Scale</strong></td>
<td>R279 408,00 – R341 820,00 per annum</td>
</tr>
<tr>
<td><strong>Estimated remuneration package</strong></td>
<td>R355 634,23 – R435 073,05 per annum</td>
</tr>
<tr>
<td><strong>Job purpose</strong></td>
<td>To render secretariat and administrative support services to the Office of the Chief Whip</td>
</tr>
<tr>
<td><strong>Appointment Requirements</strong></td>
<td>Grade 12 or an equivalent qualification plus a secretarial qualification/training Relevant secretarial experience Computer literacy SAP training and experience will be an added advantage</td>
</tr>
<tr>
<td><strong>Personal attributes and/or competencies</strong></td>
<td>Excellent communication skills; ability to work under pressure and in stressful situations; ability to meet deadlines; good organisational skills; ability to work with limited supervision; ability to make decisions and establish work priorities; emotional intelligence; intellectual and cognitive ability</td>
</tr>
<tr>
<td><strong>Primary functions</strong></td>
<td>Rendering a secretarial function Rendering an office administration function Rendering a telephone and reception service Rendering a typing function Organising diaries Ensuring meeting arrangements Conducting general office management</td>
</tr>
<tr>
<td><strong>SAP</strong></td>
<td>S70001063</td>
</tr>
<tr>
<td><strong>New/natural attrition</strong></td>
<td>Natural attrition</td>
</tr>
<tr>
<td><strong>Enquiries</strong></td>
<td>T Louw (012 358 1226)</td>
</tr>
</tbody>
</table>

DEPARTMENT: OFFICE OF THE SPEAKER
Division: Strategic Support and Special Programmes
Section: Special Programme Management and Civil Support
Location: Pretoria Central

Reference number OFSP121-2019

Position SENIOR ADMINISTRATIVE OFFICER

To be advertised Internal External

This position seeks to attract

<table>
<thead>
<tr>
<th></th>
<th>African male</th>
<th>Coloured female</th>
<th>Coloured male</th>
<th>Person with disability</th>
</tr>
</thead>
<tbody>
<tr>
<td>Indian male</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>White female</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Job level C1/2/3

Scale R243 912,00 – R387 468,00 per annum

Estimated remuneration package R310 454,45 – R493 174,44 per annum

Job purpose To monitor and manage administrative support services

Appointment requirements Grade 12 or equivalent qualification
Relevant experience in office administration support
Computer literacy

Personal attributes and/or competencies Good communication skills; organisational skills; negotiation skills; integrity; ability to pay attention to detail; independence regarding the execution of assigned duties; ability to work under pressure; willingness to accept responsibility; ability to work with deadlines.

Primary functions To ensure effective administration support
To ensure that any tasks given are done effectively
To provide efficient administrative support

SAP S70000807

New/natural attrition Natural attrition

Enquiries M Mabotja (012 358 4409)

DEPARTMENT: OFFICE OF THE SPEAKER

Division: Council and Committees Secretariat Services

Section: Council and Committees Oversight Services

Location: Pretoria Central

Reference number OFSP122-2019

Position SECRETARY

To be advertised Internal External

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

Job level C1

Scale R243 912,00 – R304 332,00 per annum

Estimated remuneration package R310 454,45 – R387 357,83 per annum

Job purpose To render effective and efficient secretarial, clerical and other administrative tasks in support service to the Director

Appointment requirements Grade 12 or an equivalent qualification plus a secretarial qualification/training
Relevant experience
A valid Code B drivers licence will be an added advantage
Computer literacy

Personal attributes and/or competencies Integrity; intelligence; patience; innovative thinking; energy; imagination; flexibility; ability to meet strict deadlines; willingness to accept responsibility

Primary functions Performing secretarial, clerical and other administrative tasks in support of the Director
Responding to telephone and electronic enquiries and forwarding to the appropriate person
Greeting and receiving clients and visitors
Filing and processing mail
Screening requests for meetings or appointments and helping to organise meetings
Executing diverse official secretarial duties

SAP S70000766

New/natural attrition Natural attrition

Enquiries M Mabotja (012 348 4409)

DEPARTMENT: OFFICE OF THE SPEAKER
Division: Ward Administration and Community Mobilisation
Section: Ward Committee, Community Mobilisation and Development
Location: Pretoria Central

Re-advertisement

Reference number  OFSP114-2019

Position  LIAISON OFFICER (8 POSTS)

To be advertised  Internal  External

This position seeks to attract

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

Job level  C2/3/D1

Scale  R279 408,00 – R454 464,00 per annum

Estimated remuneration package  R355 634,23 – R578 447,84 per annum

Job purpose  To liaise with ward committees, other community stakeholders and NGOs, public and businesses as well as other departments with regard to civil and mayoral events and other relevant issues in order to ensure local protocol and to establish and maintain a database

Appointment requirements  Grade 12 or equivalent qualification
An appropriate three-year tertiary career-related degree/national diploma or equivalent qualification will be an added advantage
Relevant experience in community participation
A valid Code B driver’s licence
Computer literacy

Personal attributes and/or competencies  Integrity; intelligence; patience; innovative thinking skills; energy; imagination; flexibility; willingness to accept responsibility; good communication skills; ability to work under pressure; ability to meet deadlines; good organisational skills; ability to carry out duties and responsibilities with limited supervision; ability to make appropriate decisions and establish work priorities

Primary functions  Liaising between the community and the municipality with regard to the IDP and budget processes
Providing administrative support to councillors and ward committees
Arranging public meetings for the ward councillor’s feedback meetings
Arranging public/stakeholder meetings for feedback on the IDP and budget processes
Ensuring the compilation of a database of local NGOs, CBOs, BFOs, etc
Frequently investigating new possibilities to communicate with internal and external target groups

Facilitating the participation of ward committees and the larger community in scheduled meetings when their input is required
Forwarding the priority issues/needs tabled by ward committees to the City of Tshwane’s responsible division for inclusion in the IDP documents
Assisting and advising the City of Tshwane and the provincial and national departments on the progress or lack of process with regard to projects, especially those budgeted for and executed by the various departments in the City of Tshwane
Distributing information on role players in the regions

**SAP**
S70000975; S70000978; S70000983; S70000986; S70000993; S70000996; S70000997; S70000998

**New/natural attrition**
Natural attrition

**Enquiries**
M Mabotja (012 358 4409)
DEPARTMENT: REGIONAL OPERATIONS AND COORDINATION
Division: Technical Services
Section: Network Operations and Control Management
Location: Capital Park

Reference number SDTM965-2019

Position FOREMAN

To be advertised Internal External

This position seeks to attract African female African male Coloured female Coloured male Indian female

Job level C3

Scale R316 704,00 – R387 468,00 per annum

Estimated remuneration package R403 105,07 – R493 174,44 per annum

Job purpose To supervise and monitor dispatching personnel at the control room.
To attend to single consumer complaints, single power failures or area interruptions for restoration of electricity supply as soon as possible from the Fault Report Centre.
To attend to any request or complaint in order to ensure a safe electricity supply.

Appointment requirements N6 or equivalent qualification
Trade certificate as Electrician (red seal)
Wireman licence (Installation Electrician – Three Phase)
LV and MV switching certificate
Safety regulations certificate
ORHVS certificate
Appropriate career-related training and experience
At least three years’ technical experience as an electrician in a local authority electrical distribution network.
Valid Code B Driver’s licence
Computer literacy

Willingness and ability to work shifts, standby and overtime

Personal attributes
and/or competencies Excellent communication skills; ability to work under pressure; analytical skills; good organisation skills; time management skills; ability to work independently; good interpersonal relations; leadership skills; mental ability to work in a stressful environment; problem-solving and decision-making skills

Primary functions To supervise and monitor dispatching personnel at the control room.
To attend to single consumer complaints, single power failures or area interruptions for restoration of electricity supply as soon as possible.
To attend to any request or complaint in order to ensure a safe electricity supply.

SAP S70006147

<table>
<thead>
<tr>
<th>New/natural attrition</th>
<th>Natural attrition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enquiries</td>
<td>M Londt (012 358 2416)/A Mnisi (012 358 4185)</td>
</tr>
</tbody>
</table>

DEPARTMENT: REGIONAL OPERATIONS AND COORDINATION
Division: Regional Technical Operations and Support
Section: Regional Technical Services
Location: Capital Park

Reference number SDTM966-2019

Position CONTROL ROOM OPERATOR

To be advertised Internal External

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

Job level C1

Scale R243 912,00 – R304 332,00 per annum

Estimated remuneration package R310 454,45 – R387 357,83 per annum

Job purpose To monitor the SCADA system and to report indications and faults on the SCADA system
To keep records and provide general office assistance to all control room functions in order to ensure optimal control room function and service delivery to all internal and external clients

Appointment requirements Grade 12, N3 or equivalent qualification
Safety regulations certificate
At least three years’ relevant career-related experience
Experience to operate on SCADA and DMS system
Computer literacy
Willingness and ability to work shifts, standby and overtime

Personal attributes and/or competencies Analytical thinking; adaptability; skilled in radio and telephone communication; interpersonal abilities; mental ability in stress handling; problem-solving and decision-making skills; thorough geographic knowledge of the electrical network; ability to relate and communicate to all social levels; sound industrial relations skills

Primary functions To monitor the SCADA system, report indications and faults on the SCADA system
To keep records and provide general office assistance to all control room functions in order to ensure optimal control room function and service delivery to all internal and external clients

SAP S70006084

New/natural attrition Natural attrition
Enquiries M Londt (012 358 2416)/A Mnisi (012 358 4185)

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

Reference number: SDTM968-2019

Position: ARTISAN (4 POSTS)

To be advertised: Internal  External

This position seeks to attract:  
- African female  
- African male  
- Coloured female  
- Coloured male  
- Indian female  
- White male  
- Indian male  
- White female  
- Person with disability

Job level: C1/2

Scale: R243 912,00 – R341 820,00 per annum

Estimated remuneration package: R310 454,45 – R435 073,05 per annum

Job purpose: To supervise and organise an operational team for the execution of operations maintenance, road-building and storm water system maintenance by ensuring that all day-to-day operational tasks are executed effectively and cost-efficiently

Appointment Requirements:  
- Trade certificate as qualified Bricklayer/Mason (red seal), or being a trained construction road maker  
- At least five years’ relevant experience in the maintenance of road and storm water systems  
- Competence in operating all road construction machinery will be an added advantage  
- Valid Code C1 driver’s licence with a valid PrDP  
- Physical fitness and health  
- An OHS representative course will be an added advantage  
- Willingness to work shifts and, when required, and to work overtime and standby

Personal attributes and/or competencies:  
- Ability to understand and analyse technical drawings; understand and implement technical working methods; competent in operating all road construction machinery; good interpersonal skills; leadership skills; willingness to work in areas where criminal elements or road vehicle traffic is a threat

Primary functions:  
- Repairing, rebuilding and maintaining storm water structures, pavements, channels and storm water pipes  
- Doing concrete work by preparing and casting according to drawings  
- Laying pipes according to drawings and specifications  
- Inspecting contractors who are working on site  
- Supervising the operations team and assigning duties  
- Organising equipment and material for the execution of tasks

(Positions for JF14/2019)  
Handling vehicles and equipment
Ensuring the safety of on-site staff by enforcing OHS standards

SAP
S70020016; S70020049; S70020127; S70020153

New/natural attrition
Natural attrition

Enquiries
J Marx (012 358 0652)/A Komote (012 358 0612)
DEPARTMENT: REGIONAL OPERATIONS AND COORDINATION
Division: Regional Technical Operations Coordination
Section: Roads and Storm Water Infrastructure Maintenance Management
Location: Belle Ombre Depot

Reference number SDTM969-2019

Position FOREMAN (2 POSTS)

To be advertised Internal External

This position seeks to attract African female African male Coloured female Coloured male Indian female

Job level C3

Scale R316 704,00 – R387 468,00 per annum

Estimated remuneration package R403 105,07 – R493 174,44 per annum

Job purpose To manage, coordinate and monitor contracts, contractors, staff, material, equipment and machinery in order to ensure that operational tasks related to roads, storm water systems, traffic signs and road markings are performed economically, efficiently and effectively

Appointment Requirements N3 or equivalent qualification will be an added advantage Trade certificate as qualified Bricklayer/Mason (red seal), or being a trained construction road maker Relevant experience in the maintenance of roads, storm water systems, traffic signs and road markings Project management experience will be an added advantage A valid Code B driver’s licence Physically fit and healthy Willingness to work shifts Willingness to work overtime and standby when required

Personal attributes and/or competencies Being self-assertive in dealing and liaising with the public; good communication skills (verbal and written); good interpersonal skills; ability to work under pressure; willingness and ability to work as a team; reliability; independence regarding the execution of assigned duties; positive attitude; trainability; ability to make technical decisions regarding the method of work; management abilities

Primary functions To carry out daily maintenance operations and site supervision of: Operational work/tasks related to roads, storm water systems and concrete work, traffic signs and road markings Budget monitoring Maintenance operations personnel management Information management

<table>
<thead>
<tr>
<th>Project management</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>SAP</strong></td>
</tr>
<tr>
<td>S70019982, S70020100</td>
</tr>
<tr>
<td><strong>New/natural attrition</strong></td>
</tr>
<tr>
<td>New</td>
</tr>
<tr>
<td><strong>Enquiries</strong></td>
</tr>
<tr>
<td>J Marx (012 358 0652)/A Komote (012 358 0612)</td>
</tr>
</tbody>
</table>
DEPARTMENT: REGIONAL OPERATIONS AND COORDINATION  
Division: Regional Technical Operations Coordination  
Section: Roads and Storm Water Infrastructure Maintenance Management  
Location: Bon Accord Asphalt Plant and Stone Quarry

Re-advertisement

Reference number  SDTM897-2019

Position  FOREMAN

To be advertised  
<table>
<thead>
<tr>
<th>Internal</th>
<th>External</th>
</tr>
</thead>
</table>

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

Job level  C3

Scale  R316 704,00 – R387 468,00 per annum

Estimated remuneration package  R403 105,07 – R493 174,44 per annum

Job purpose  
To render a support service to the Functional Head: Asphalt Plant and Stone Quarry, and for the mining and production of road-building construction materials  
To deliver a technical and technologic support service  
To provide resources to execute maintenance

Appointment requirements  
N3 or equivalent qualification will be an added advantage  
Trade certificate as an Artisan (Millwright, Diesel or Electrical)  
Valid blasting certificate or completed training as a Blasting Assistant will be an added advantage  
Relevant experience in the maintaining of crusher, asphalt or equivalent plants  
Physical fitness and health  
Computer literacy  
Valid Code EB driver’s licence  
Willingness to work shifts  
Willingness to work overtime and standby when required

Personal attributes and/or competencies  
Assertiveness in dealing and liaising with the public; good communication skills (written and verbal); good interpersonal skills; ability to work under pressure; willingness and ability to work as part of a team; reliability; good human relations skills; independence regarding the execution of assigned duties; positive attitude; trainability

Primary functions  
Planning the maintenance of the operational plants

Managing the maintenance of operational plants (crusher screening and asphalt) to ensure that asphalt is manufactured for the repair of potholes in all regions of Tshwane.

Allocating daily tasks to the supervisors and workers in order to ensure effective operations.

Ensuring that Mine Health and Safety is implemented at the mine.

SAP: S70020239

New/natural attrition: Natural attrition

Enquiries: T Botha (012 358 9576)/A Komote (012 358 0612)
DEPARTMENT: REGIONAL OPERATIONS AND COORDINATION

Division: Regional Operations: Region 1
Section: Roads and Transport
Location: Mabopane Roads Depot

Reference number SDTM971-1-2019
Position FOREMAN (2 POSTS)
To be advertised Internal External

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

Job level C3
Scale R316 704,00 – R387 468,00 per annum
Estimated remuneration package R403 105,07 – R493 174,44 per annum

Job purpose To manage, coordinate and monitor contracts, contractors, staff, material, equipment and machinery in order to ensure that operational tasks that consist of roads, storm water systems, traffic signs and road markings are performed economically, efficiently and effectively

Appointment Requirements N6 or equivalent qualification
At least five years’ relevant experience and training in roads and storm water system and traffic signal maintenance
Valid Code B driver’s licence
Supervisory experience
Computer literacy
Willingness and ability to work shifts
Willingness and ability to work overtime and standby when required

Personal attributes and/or competencies Reliability; good human relations; independence regarding the execution of assigned duties; positive attitude; communication skills (verbal and written); trainability; ability to work with people and under pressure; ability to make technical decisions regarding the method of work

Primary functions Organising materials for the teams by reserving the required materials from the store
Ensuring that teams have the required equipment
Ensuring that workers are wearing the required protective clothing
Inspecting worksites to check on the work being done by the teams
While on inspection, recording any faults on the road infrastructure to fix in future
Inspecting all the work carried out by contractors by checking the quality of the work done

Verifying the quantities for payment purposes

**SAP**

S70021694; S70021713

**New/natural attrition**

Natural attrition

**Enquiries**

J Mokwena (012 358 2995)/L Ncube (012 358 7040)
DEPARTMENT: REGIONAL OPERATIONS AND COORDINATION
Division: Regional Operations: Region 1
Section: Energy and Electricity
Location: Distribution Operations Services: Rosslyn (1 position) and Soshanguve (2 positions)

Reference number: SDTM972-1-2019

Position: ARTISAN (ELECTRICIAN) (3 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: C1/2

Scale: R243 912,00 – R341 820,00 per annum

Estimated remuneration package: R310 454,45 – R435 073,05 per annum

Job purpose:
To execute projects (operations) in an effective way by keeping to the set targets of time, cost, resources and standards of each project
To adhere to the OHS Act

Appointment requirements:
- Trade certificate as Electrician
- Valid C1 driver’s licence with valid PrDP
- Relevant experience in local authority electrical networks
- Physical fitness and health
- Willingness and ability to work shifts, standby and overtime

Personal attributes and/or competencies:
- No colour blindness; no serious physical disabilities; no back problems;
- Interpersonal skills; ability to concentrate for prolonged periods;
- Communication skills (written and verbal); no fear of heights (acrophobia);
- Dependability and trustworthiness; ability to understand and execute instructions of supervisor

Primary functions:
- Optimally utilising resources for cost-effectiveness of vehicles tools and material
- Constructing electrical network to ensure effective service delivery
- Maintaining the existing electrical network to ensure network stability
- Adhering to the OHS Act

SAP:
- S70020871; S70020726; S70020587

New/natural attrition:
- Natural attrition

Enquiries:
M Chikolo (012 358 9483)/L Ncube (012 358 7040)
DEPARTMENT: REGIONAL OPERATIONS AND COORDINATION
Division: Regional Operations Region 2
Section: Community Services (Parks, Horticulture and Cemeteries)
Location: Mayville Depot

Reference number: SDTM973-2-2019

Position: HORTICULTURIST

To be advertised: Internal External

This position seeks to attract: African female African male Coloured female Coloured male Indian female Indian male White female People with disability

Job level: C1/2/3

Scale: R243 912,00 – R387 468,00 per annum

Estimated remuneration package: R310 454,45 – R493 174,44 per annum

Job purpose: To establish and maintain horticultural services.

Appointment requirements: An appropriate three-year tertiary career-related (degree or national diploma) in Horticulture or equivalent qualification Relevant experience in horticultural maintenance of parks and sport facilities Physical fitness and health A valid code B or EB driver’s licence Computer literacy Willingness to work shifts Willingness to work overtime and standby when required

Personal attributes and/or competencies: Ability to work independently; assertiveness in dealing and liaising with the public; ability to work under pressure; good written and verbal communication skills; good interpersonal skills; emotional intelligence as well as intellectual and cognitive abilities

Primary functions: Maintaining decorative parks and play parks Doing horticultural upgrading and maintenance of traffic islands, urban malls, boulevards, squares, sports facilities, cemeteries, crematoria and resorts Doing horticultural upgrading and maintenance of municipal facilities (crèches, old-age homes, hostels, fire stations etc), road reserves and undeveloped open spaces Effectively managing the section with all the personnel, equipment, infrastructure and budget Carrying out horticultural pest control

SAP: S70022383

New/natural attrition: Natural attrition

Enquiries: D Caudron (012 3583171)

DEPARTMENT: REGIONAL OPERATIONS AND COORDINATION
Division: Regional Operations: Region 2
Section: Energy and Electricity
Location: Wonderboom

Reference number: SDTM974-2-2019

Position: ARTISAN (ELECTRICIAN)

To be advertised: Internal  External

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

Job level: C1/2

Scale: R243 912,00 – R341 820,00 per annum

Estimated remuneration package: R310 454.45 – R435 073.05 per annum

Job purpose: To render support to the operational team members by executing duties/instructions received from the immediate supervisor in order to reach the set target dates of the project. To only execute tasks on the non-energis ed distribution electrical network.

Appointment Requirements:
- Trade certificate as electrician
- Valid C1 driver’s licence with valid PrDP
- Relevant experience in local authority electrical networks
- Physical fitness and health
- Willingness and ability to work shifts, standby and overtime

Personal attributes and/or competencies:
- Not being colour blind; not having serious physical disabilities; not having back problems; interpersonal skills; ability to concentrate for prolonged periods;
- Communication skills (written and verbal); being unafraid of heights; dependability and trustworthiness; ability to understand and execute instructions of supervisor

Primary functions:
- Executing instructions received from the supervisor for maintaining all related tasks/duties regarding the electrical distribution network to ensure safe and reliable service delivery
- Maintaining all tools and equipment to ensure continuous and safe operations onsite
- Adhering to the Occupational Health and Safety Act
- Executing tasks or duties on a rotation basis between various operational teams to enhance multi-skilling

SAP: S70022175

New/natural attrition: Natural attrition

DEPARTMENT: REGIONAL OPERATIONS AND COORDINATION
Division: Regional Operations Region 2
Section: Energy and Electricity
Location: Wonderboom depot

Reference number: SDTM975-2-2019

Position: SYSTEM OPERATOR

To be advertised: Internal External

This position seeks to attract:
<table>
<thead>
<tr>
<th>Gender</th>
<th>Category</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>African male</td>
</tr>
<tr>
<td></td>
<td>African female</td>
</tr>
<tr>
<td></td>
<td>Coloured male</td>
</tr>
<tr>
<td></td>
<td>Coloured female</td>
</tr>
<tr>
<td></td>
<td>Indian male</td>
</tr>
<tr>
<td></td>
<td>Indian female</td>
</tr>
<tr>
<td></td>
<td>White male</td>
</tr>
<tr>
<td></td>
<td>White female</td>
</tr>
<tr>
<td></td>
<td>Person with disability</td>
</tr>
</tbody>
</table>

Job level: C1/2

Scale:
- R243 912,00 – R341 820,00 per annum

Estimated remuneration package:
- R310 454,45 – R435 073,05 per annum

Job purpose:
To operate 11 kV network; isolate 11 kV components for other departments to perform tasks on the network. To commission new 11 kV faulty components during power failures, and restore power in the shortest time possible. To restore low-tension (230 V to 400 V) power failures and repair minor faults on the 400 V network.

Appointment Requirements:
- Trade certificate as electrician
- Having completed an LV, MV or 11 kV switching course will be an added advantage
- Valid Code B or C1 driver’s licence
- Relevant experience on electrical network (ranging from 400 V to 11 000 V) in low- and medium-voltage switching
- Willingness and ability to work shifts
- Willingness and ability to work overtime and standby when required

Personal attributes and/or competencies:
- Positive attitude; good health; good communication skills; dependability and trustworthiness; ability to work with high tension; ability to work in a dangerous environment; not being colour blind

Primary functions:
- Operating the 11 kV network; isolating 11 kV components for other departments to perform tasks on the network and commissioning of new 11 kV faulty components during power failures, and restoring power in the shortest time possible;
- Restoring low-tension (230 V to 400 V) power failures and repairing minor faults on the 400 V network;
- Isolating 11 000 V network components;
- Restoring 11 000 V power supply after failure;
- Repairing 400 V cable faults;

Enquiries: MK Khosa (012 358 5468)/A Tsoai (012 358 4113)

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

Locating 400 V cable points

<table>
<thead>
<tr>
<th>SAP</th>
<th>S70022241</th>
</tr>
</thead>
<tbody>
<tr>
<td>New/natural attrition</td>
<td>Natural attrition</td>
</tr>
<tr>
<td>Enquiries</td>
<td>MK Khosa (012 358 5468)/A Tsoai (012 358 4113)</td>
</tr>
</tbody>
</table>

DEPARTMENT: REGIONAL OPERATIONS AND COORDINATION
Division: Regional Operations Region 2
Section: Community Services: Human Settlements
Location: Temba Urban Council

Reference number: SDTM976-2-2019

Position: SENIOR ADMINISTRATIVE OFFICER

To be advertised: Internal External

This position seeks to attract:

<table>
<thead>
<tr>
<th>Category</th>
<th>Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>African male</td>
<td></td>
</tr>
<tr>
<td>African female</td>
<td></td>
</tr>
<tr>
<td>Coloured male</td>
<td></td>
</tr>
<tr>
<td>Coloured female</td>
<td></td>
</tr>
<tr>
<td>Indian male</td>
<td></td>
</tr>
<tr>
<td>Indian female</td>
<td></td>
</tr>
<tr>
<td>White male</td>
<td></td>
</tr>
<tr>
<td>White female</td>
<td></td>
</tr>
<tr>
<td>Person with disability</td>
<td></td>
</tr>
</tbody>
</table>

Job level: C1/2/3

Scale: R243 912,00 – R387 468,00 per annum

Estimated remuneration package: R310 454,45 – R493 174,44 per annum

Job purpose: To administrate and promote home-ownership to the various communities by transferring Council properties to respective beneficiaries, and to render an effective sales and after-sales support service.

Appointment Requirements:

<table>
<thead>
<tr>
<th>Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grade 12 or equivalent qualification</td>
</tr>
<tr>
<td>At least two years’ relevant experience in administration</td>
</tr>
<tr>
<td>No criminal record</td>
</tr>
<tr>
<td>Valid Code B driver’s licence</td>
</tr>
<tr>
<td>Computer literacy</td>
</tr>
</tbody>
</table>

Personal attributes and/or competencies:

<table>
<thead>
<tr>
<th>Attribute/Competency</th>
</tr>
</thead>
<tbody>
<tr>
<td>Good written and verbal communication skills; capacity to plan and prioritise tasks</td>
</tr>
<tr>
<td>in a systematic manner; ability to work under pressure; ability to work in a team;</td>
</tr>
<tr>
<td>assertiveness in dealing and liaising with the public; interpersonal skills, capacity</td>
</tr>
<tr>
<td>to withstand stress; analytical thinking; interpersonal abilities</td>
</tr>
</tbody>
</table>

Primary functions:

<table>
<thead>
<tr>
<th>Function</th>
</tr>
</thead>
<tbody>
<tr>
<td>Providing property administration services</td>
</tr>
<tr>
<td>Administering and co-ordinating title deeds</td>
</tr>
<tr>
<td>Rendering an enquiry and information service</td>
</tr>
<tr>
<td>Attending to disputes</td>
</tr>
<tr>
<td>Attending meetings</td>
</tr>
<tr>
<td>Supervising subordinates</td>
</tr>
<tr>
<td>Conducting inspections in-loco</td>
</tr>
<tr>
<td>Rendering general administration</td>
</tr>
</tbody>
</table>

SAP: S70022609

New/natural attrition: Natural attrition

Enquiries: B Motsepe (012 358 8774)/A Tsoai (012 358 4113)
DEPARTMENT: REGIONAL OPERATIONS AND COORDINATION  
Division: Regional Operations: Region 3  
Section: Roads and Transport  
Location: Belle Ombré Depot  
Re-advertisement

Reference number: SDTM873-3-2019  
Position: ARTISAN (2 POSTS)

To be advertised:  
Internal  
External

This position seeks to attract:  
African female  
African male  
Coloured female  
Coloured male  
Indian female  
Indian male  
Person with disability  

Job level: C1/2

Scale:  
R243 912,00 – R341 820,00 per annum

Estimated remuneration package:  
R310 454,45 – R435 073,05 per annum

Job purpose:  
To supervise maintenance work on the road and stormwater network, and on traffic signs and markings to ensure an acceptable standard and quality.

Appointment Requirements:  
Trade certificate as qualified bricklayer/mason (red seal) or training as a construction road-maker  
At least five years’ relevant experience in the maintenance of road and stormwater systems  
Valid Code C1 driver’s licence with a valid PrDP  
Physical fitness and health  
Willingness to work shifts and, when required, to work overtime and standby

Personal attributes and/or competencies:  
Ability to understand and analyse technical drawings, and understand and implement technical working methods; competence in operating all road construction machinery; good interpersonal skills; leadership skills; willingness to work in areas where criminal elements and vehicle traffic are a threat

Primary functions:  
Repairing, rebuilding and maintaining stormwater structures, pavements, channels and stormwater pipes  
Doing concrete work by preparing and casting according to drawings  
Laying pipes according to drawings and specifications  
Carrying out inspections on contractors working on site  
Supervising the operations team and assigning duties  
Organising equipment and material for the execution of tasks  
Handling vehicles and equipment  
Ensuring the safety of staff on site by enforcing OHS standards

SAP:  
S70026064; S70026005

New/natural attrition:  
Natural attrition

Enquiries:  
H Rorke (012 358 0622)

(Positions for JF14/2019)  
DEPARTMENT: REGIONAL OPERATIONS AND COORDINATION
Division: Regional Operations: Region 3
Section: Community Services: Parks
Location: Proclamation Hill and Mayville

Reference number SDTM977-3-2019

Position HORTICULTURIST (3 POSTS)

To be advertised Internal External

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

Job level C1/2/3

Scale R243 912,00 – R387 468,00 per annum

Estimated remuneration package R310 454,45 – R493 174,44 per annum

Job purpose To do the horticultural development and maintenance of natural resources and facilities and to manage personnel and equipment optimally in order to improve the quality of the environment.

Appointment Requirements An appropriate three-year tertiary career-related (degree or national diploma) in Horticulture, or equivalent qualification Relevant experience in horticultural maintenance of parks and sport facilities Physical fitness and health A valid Code B driver’s licence Computer literacy Willingness to work shifts Willingness to work overtime and standby when required

Personal attributes and/or competencies Ability to do physical work for continuous periods related to operations and maintenance activities; ability to work under pressure; ability to work in a team; good communications skills

Primary functions Providing and maintaining decorative parks and play parks Attending to the horticultural development and maintenance of traffic islands, urban malls, boulevards, squares, sport facilities, cemeteries, crematoria and resorts Attending to the horticultural development and maintenance of Council facilities (sport and recreation facilities, crèches, old-age homes, hostels, fire stations, etc), road reserves and undeveloped open spaces Effectively managing the section with all the personnel, equipment, infrastructure and budget

SAP S70024359; S70024244; S70024141

<table>
<thead>
<tr>
<th>New/natural attrition</th>
<th>Natural attrition</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Enquiries</strong></td>
<td>V Mzingaye (012 358 0916)/F Mokgalaka (012 358 3177)/S Liphauphau (012 358 2955)/CB Diale (012 358 8323)</td>
</tr>
</tbody>
</table>

DEPARTMENT: REGIONAL OPERATIONS AND COORDINATION  
Division: Regional Operations Region 3  
Section: Energy and Electricity  
Location: Atteridgeville, Fortsig and Princess Park  

Reference number SDTM978-3-2019  

Position ARTISAN (ELECTRICIAN) (10 POSTS)  

To be advertised Internal External  

This position seeks to attract  

<table>
<thead>
<tr>
<th>Category</th>
<th>African female</th>
<th>African male</th>
<th>Coloured female</th>
<th>Coloured male</th>
<th>Indian female</th>
<th>People with Disability</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Job level C1/2  

Scale R243 912,00 – R341 820,00 per annum  

Estimated remuneration package R310 454,45 – R435 073,05 per annum  

Job purpose To execute projects (operations) in an effective way by keeping to the set targets of time, cost, resources and standards of each project and adhering to the OHS Act.  

Appointment Requirements  
Trade certificate as electrician (red seal)  
Relevant experience in electricity network distribution in a local government environment  
An LV and MV cable joining certificate will be an added advantage  
A valid Code EC1 or C1 driver’s licence with valid PrDP  
Physical fitness and health  
Willingness to work shifts  
Willingness to work overtime and standby when required  

Personal attributes and/or competencies  
Good interpersonal and communication skills; ability to work under pressure; ability to complete tasks in short time frames, with accuracy and attention to detail  

Primary functions  
Ensuring the optimal utilisation of resources for cost effectiveness  
Constructing an electrical network to ensure effective service delivery  
Maintaining the existing electrical network to ensure network stability  
Adhering to the OHS Act  

SAP S70023579; S70023534; S70023535, S70023394, S70023445, S70023417; S70023340; S70023642; S70028923; S70023582  

New/natural attrition New  

Enquiries CB Diale (012 358 8323)/E Notoane (012 358 4110)  

DEPARTMENT: REGIONAL OPERATIONS AND COORDINATION
Division: Regional Operations: Region 4
Section: Energy and Electricity
Location: Wonderboom

Reference number: SDTM980-4-2019

Position: ARTISAN (ELECTRICIAN)

To be advertised: Internal

This position seeks to attract:
- African female
- African male
- Coloured female
- Coloured male
- Indian female
- Indian male
- White female
- White male
- Person with disability

Job level: C1/2

Scale: R243 912,00 – R341 820,00 per annum

 Estimated remuneration package: R310 454,45 – R435 073,05 per annum

Job purpose: To execute projects (operations) in an effective way by keeping to the set targets of time, cost, resources and standards of each project and by adhering to the OHS Act.

Appointment Requirements:
- Trade certificate as electrician
- Relevant experience in local authority electrical networks
- Valid Code C1 driver’s licence with valid PrDP
- Physical fitness and health

Willingness and ability to work shifts, standby and overtime

Personal attributes and/or competencies:
- Not being colour blind; not having any serious physical disabilities; not having back problems; interpersonal skills; ability to concentrate for prolonged periods; excellent communication skills (written and verbal); being unafraid of heights; dependability and trustworthiness; ability to understand and execute instructions of the supervisor; good interpersonal skills; ability to concentrate for long hours; project planning skills; assertiveness and decisiveness in decision-making

Primary functions:
- Ensuring the optimal utilisation of resources for cost-effectiveness
- Constructing of electrical network to ensure effective service delivery
- Maintaining the existing electrical network to ensure network stability
- Adhering to the OHS Act

SAP: S70026770

New/natural attrition: Natural attrition

Enquiries: M Hendricks (012 358 4971) / S Deetlefs (012 358 3393)

DEPARTMENT: REGIONAL OPERATIONS AND COORDINATION
Division: Regional Operations Region 4
Section: Community Services: Parks
Location: Centurion

Reference number  SDTM981-4-2019

Position  HORTICULTURIST

To be advertised  Internal  External

This position seeks to attract  
African female  African male  Coloured male  People with disability  Indian female

Job level  C1/2/3

Scale  R243 912,00 – R387 468,00 per annum

Estimated remuneration package  R310 454,45 – R493 174,44 per annum

Job purpose  To do the horticultural development and maintenance of natural resources and facilities and to manage personnel and equipment optimally in order to improve the quality of the environment.

Appointment Requirements  An appropriate three-year tertiary career-related (degree or national diploma) in Horticulture, or equivalent qualification
Relevant experience in horticultural maintenance of parks and sport facilities
Physical fitness and health
A valid Code B driver’s licence
Computer literacy
Willingness to work shifts
Willingness to work overtime and standby when required

Personal attributes and/or competencies  Ability to do physical work for continuous periods related to operations and maintenance activities; ability to work under pressure; ability to work in a team; good communications skills

Primary functions  Providing and maintaining decorative parks and play parks
Attending to the horticultural development and maintenance of traffic islands, urban malls, boulevards, squares, sports facilities, cemeteries, crematoria and resorts.
Attending to the horticultural development and maintenance of Council facilities (sport and recreation facilities, crèches, old age homes, hostels, fire stations etc), road reserves and undeveloped open spaces
Effectively managing the section with all the personnel, equipment, infrastructure and budget

SAP  S70027115
New/natural attrition  Natural attrition
Enquiries  M Hendricks (012 358 4971)

DEPARTMENT: REGIONAL OPERATIONS AND COORDINATION
Division: Regional Operations Region 6
Section: Roads and Transport
Location: Mamelodi West Depot

Re-advertisement

Reference number  SDTM853-6-2019

Position  ARTISAN

To be advertised  Internal   External

This position seeks to attract

<table>
<thead>
<tr>
<th>Ethnicity</th>
<th>Gender</th>
</tr>
</thead>
<tbody>
<tr>
<td>African female</td>
<td></td>
</tr>
<tr>
<td>African male</td>
<td></td>
</tr>
<tr>
<td>Coloured female</td>
<td></td>
</tr>
<tr>
<td>Coloured male</td>
<td></td>
</tr>
<tr>
<td>Indian female</td>
<td></td>
</tr>
<tr>
<td>Indian male</td>
<td></td>
</tr>
<tr>
<td>White female</td>
<td></td>
</tr>
<tr>
<td>White male</td>
<td></td>
</tr>
<tr>
<td>Person with disability</td>
<td></td>
</tr>
<tr>
<td>All categories</td>
<td></td>
</tr>
</tbody>
</table>

Job level  C1/2

Scale  R243 912,00 – R341 820,00 per annum

Estimated remuneration package  R310 454,45 – R435 073,05 per annum

Job purpose  To supervise and organise an operational team in execution of operations maintenance, road building and stormwater maintenance by ensuring that all day-to-day operational tasks are executed effectively and cost-efficiently.

Appointment Requirements

Trade certificate as qualified bricklayer/mason (red seal) or trained construction road maker
At least three years’ relevant experience in the maintenance of roads and stormwater systems
Valid Code C1 driver’s licence with a valid PrDP
Physical fitness and health
Having completed an OHS representative course will be an added advantage

Willingness to work shifts and, when required, to work overtime and standby

Personal attributes and/or competencies  Ability to understand and analyse technical drawings; ability to understand and implement technical working methods; competence in operating all road construction machinery; good interpersonal skills; leadership skills; willingness to work in areas where criminal elements or road vehicle traffic are a threat

Primary functions  Repairing, rebuilding and maintaining stormwater structures, pavements, channels and stormwater pipes
Doing concrete work by preparing and casting according to drawings
Laying pipes according to drawings and specifications
Inspecting contractors working on site
Supervising the operations team and assigning duties
Organising equipment and material for the execution of tasks
Handling vehicles and equipment
Ensuring the safety of staff on site by enforcing OHS standards

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>SAP</td>
<td>S70030454</td>
</tr>
<tr>
<td>New/natural attrition</td>
<td>Natural attrition</td>
</tr>
<tr>
<td>Enquiries</td>
<td>L Havenga (012 358 5313)/L Crofford (012 358 1358)</td>
</tr>
</tbody>
</table>

DEPARTMENT: REGIONAL OPERATIONS AND COORDINATION
Division: Regional Operations Region 6
Section: Energy and Electricity
Location: Pretorius Park (5 posts); Waltloo (5 Posts)

Re-advertisement

Reference number SDTM788-6-2019

Position ARTISAN (ELECTRICIAN) (10 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

Job level C1/2

Scale R243 912,00 – R341 820,00 per annum

Estimated remuneration package R310 454,45 – R435 073,05 per annum

Job purpose To execute projects (operations) in an effective way by keeping to the set targets of time, cost, resources and standards of each project and adhering to the OHS Act.

Appointment Requirements Trade certificate as electrician (red seal)
Relevant experience in electricity network distribution in a local government environment
An LV and MV cable joining certificate will be an added advantage
A valid Code EC1 or C1 driver’s licence with valid PrDP
Physical fitness and health
Willingness to work shifts
Willingness to work overtime and standby when required

Personal attributes and/or competencies Good interpersonal and communication skills; ability to work under pressure; ability to complete tasks in short time-frames, with accuracy and attention to detail

Primary functions Ensuring the optimal utilisation of resources for cost-effectiveness
Constructing the electrical network to ensure effective service delivery
Maintaining the existing electrical network to ensure network stability
Adhering to the OHS Act

SAP S70028804; S70028854; S70028824; S70028850; S70028869; S70029102; S70028843; S70029018; S70028900; S70028867

New/natural attrition Natural attrition

Enquiries J Mashilo (012 358 5418)/J Mudau (012 358 5467)/M Erasmus (012 358 2606)/L Crofford (012 358 1358)

DEPARTMENT: REGIONAL OPERATIONS AND COORDINATION
Division: Regional Operations Region 6
Section: Community Services: Parks
Location: Silverton

Reference number SDTM982-6-2019

Position HORTICULTURIST (2 POSTS)

To be advertised

<table>
<thead>
<tr>
<th>Internal</th>
<th>External</th>
</tr>
</thead>
</table>

This position seeks to attract

<table>
<thead>
<tr>
<th>African female</th>
<th>Indian female</th>
<th>Coloured female</th>
<th>Coloured male</th>
<th>Indian male</th>
<th>People with Disability</th>
</tr>
</thead>
<tbody>
<tr>
<td>White female</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Job level C1/2/3

Scale R243 912,00 – R387 468,00 per annum

Estimated remuneration package

R310 454,45 – R493 174,44 per annum

Job purpose To develop and manage natural resources and facilities in order to improve the quality of the environment.

Appointment Requirements

An appropriate three-year tertiary career-related (degree or national diploma) in Horticulture or equivalent qualification
Relevant experience in horticultural maintenance of parks and sport facilities
Physical fitness and health
A valid Code B driver’s licence
Computer literacy

Willingness to work shifts
Willingness to work overtime and standby when required

Personal attributes and/or competencies

Ability to do physical work for continuous periods related to operations and maintenance activities; ability to work under pressure; ability to work in a team; good communications skills

Primary functions

Providing a beautiful environment that will contribute towards a healthy and safe lifestyle for residents, stimulate economic growth, and ensure investment
Compiling and managing operational and capital budgets
Ensuring the delivery of a professional horticultural service
Managing personnel
Attending to occupational health and safety requirements

SAP S70029530, S70029511

New/natural attrition Natural attrition

Enquiries R Stone (012 358 0396)/L Crofford (012 358 1358)

DEPARTMENT: REGIONAL OPERATIONS AND COORDINATION

Division: Regional Operations Region 6
Section: Community Services: Parks
Location: Eersterust Civic Centre

Reference number SDTM983-6-2019

Position SENIOR ADMINISTRATIVE OFFICER

To be advertised Internal

External

This position seeks to attract African female
Indian male
African male
White female
Coloured female
Coloured male
People with Disability
Indian female

Job level C1/2/3

Scale R243 912,00 – R387 468,00 per annum

Estimated remuneration package R310 454,45 – R493 174,44 per annum

Job purpose To render a support and administrative service to the Director of Community Services by providing services of office administration, report writing, logistics, financial administration, insurance and risk, personnel, assets and OHS.

Appointment requirements Grade 12 or equivalent qualification
Relevant experience in office administration
A valid Code B driver’s licence
Computer literacy

Personal attributes and/or competencies Good communication skills; good understanding of compiling of reports; self-discipline and ability to work independently; ability to work under pressure and prepare documentation in a short period of time; analytical thinking

Primary functions Rendering a support service on a strategic and managerial level
Rendering support in relation to office administration, meetings and event support operations
Maintaining the asset register and inventory control system
Inspecting assets and inventory items on an annual basis
Registering new assets and inventory items on the asset register and the inventory control system.
Recommissioning serviceable assets and inventory items.
Writing off or scrapping obsolete and unserviceable assets and inventory items
Managing and coordinating the implementation and compliance of the OHS policy of the municipality
Arranging sectional OHS meetings, maintaining OHS registers, ensuring compliance with policy and legislation.
Administrating and keeping record of all OHS-related matters in the section
Ensuring that all safety training and compliance is up to date

Rendering a support service in terms of financial management
Rendering a support service in terms of insurance management (short term insurance)
Maintaining a recordkeeping system regarding insurance claims for the section; and handling the administration of the loss of/damage to municipal property.
Assisting with the administering of the sectional risk management register
Managing injuries-on-duty cases of the section
Assisting with the administering of the annual insurance underwriting questionnaire
Assisting with the administration of fleet and equipment in terms of policies and legislation
Rendering a personnel support service
Providing general office administration and assistance with report writing
Coordinating and compiling submissions from subsections in terms of strategic reports

SAP
S70029295

New/natural attrition
Natural attrition

Enquiries
C Myburg (012 358 1027)/L Crofford (012 358 1358)
DEPARTMENT: REGIONAL OPERATIONS AND COORDINATION  
Division: Regional Operations Region 6  
Section: Energy and Electricity  
Location: Waltloo

Reference number SDTM984-6-2019

Position SENIOR LINESMAN

To be advertised Internal External

This position seeks to attract  

<table>
<thead>
<tr>
<th>Category</th>
<th>Male</th>
<th>Female</th>
</tr>
</thead>
<tbody>
<tr>
<td>African male</td>
<td></td>
<td></td>
</tr>
<tr>
<td>African female</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Coloured male</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Coloured female</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Indian male</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Indian female</td>
<td></td>
<td></td>
</tr>
<tr>
<td>White male</td>
<td></td>
<td></td>
</tr>
<tr>
<td>White female</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Person with disability</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Job level C1

Scale R243 912,00 – R304 332,00 per annum

Estimated remuneration package R310 454,45 – R387 357,83 per annum

Job purpose To execute projects (operations) in an effective way by keeping to the set targets of time, cost, resources and standards of each project and adhering to the OHS Act. In this post the incumbent only executes tasks on the non-energised electrical network.

Appointment requirements Grade 10 or an equivalent certificate  
Relevant experience in local authority electrical networks  
A linesman course certificate and a cable course certificate  
Valid Code C1 driver’s licence with a valid PrDP  
Willingness to work shifts and, when required, overtime and standby

Personal attributes and/or competencies Good health; being unafraid of heights (might be required to climb a transmission tower of ±35 m high and to climb structures at night); communication skills; ability to do physical work under pressure; interpersonal skills; ability to concentrate for prolonged periods; ability to work with others or in a team; knowledge of hand tools and materials; ability to solve problems; ability to frequently stand or walk, using hands to finger, handle, feel or operate objects, tools or controls, and reaching with hands and arms; ability to sit, climb or balance, stoop, kneel, crouch or crawl; ability to talk and hear and smell; ability to frequently lift ± 40 kg of equipment or occasionally pull 132 kV power lines; good close vision, distance vision and colour vision

Primary functions Optimally utilising resources to ensure cost-effectiveness and to meet target dates of projects
Constructing electrical networks to ensure effective service delivery
Maintaining the existing electrical network to ensure network stability
Adhering to the Occupational Health and Safety Act

<table>
<thead>
<tr>
<th><strong>SAP</strong></th>
<th>S70029115</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>New/natural attrition</strong></td>
<td>Natural attrition</td>
</tr>
<tr>
<td><strong>Enquiries</strong></td>
<td>J Mashilo (012 358 5467)/ L Crofford (012 358 1358)</td>
</tr>
</tbody>
</table>

DEPARTMENT: REGIONAL OPERATIONS AND COORDINATION
Division: Regional Operations: Region 6
Section: Energy and Electricity
Location: Waltloo Depot

Reference number SDTM985-6-2019

Position FOREMAN (2 POSTS)

To be advertised Internal External

This position seeks to attract
African female
Indian male
White female
Coloured female
Coloured male
People with Disabilities
Indian female

Job level C3

Scale R316 704,00 – R387 468,00 per annum

Estimated remuneration package R403 105,07 – R493 174,44 per annum

Job purpose To supervise operational projects to ensure timeous completion, cost-effectiveness and quality control.

Appointment requirements N4 or equivalent qualification
An appropriate trade certificate as electrician
At least five years’ relevant experience as an electrician in local authority electrical networks
Valid Code B or C1 driver’s licence
Supervisory experience
Computer literacy
Willingness and ability to work shifts
Willingness and ability to work overtime and standby when required

Personal attributes and/or competencies
Integrity, intelligence and high level of patience; innovative thinking and decisiveness; flexibility; willingness to accept responsibility; ability to pay attention to detail; good interpersonal and communication skills

Primary functions Supervising operational projects to ensure timeous completion, cost-effectiveness and quality control
Optimising resources to enhance effectiveness
Ensuring safe operations by adhering to safety rules and regulations
Managing personnel and activities by planning, organising, leading, coordinating and control
Organising tools, equipment, vehicles and material for personnel to ensure effective execution of projects
Communicating the management information of each project to the relevant role players to ensure effective operations

Ensuring the repairing of the network components during breakdowns to minimise downtime and to adhere to NRS standards
Ensuring the development of subordinates to create a competent workforce
Overseeing and administering daily operations to ensure an effective and auditable administration function

SAP
S70029011; S70029071

New/natural attrition
Natural attrition

Enquiries
M Maseko (012 358 2607)/L Crofford (012 358 1358)
DEPARTMENT: REGIONAL OPERATIONS AND COORDINATION
Division: Regional Operations Region 6
Section: Energy and Electricity
Location: Waltloo depot

Reference number  SDTM986-6-2019

Position  SYSTEM OPERATOR (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  Person with disability

Job level  C1/2

Scale  R243 912,00 – R341 820,00 per annum

Estimated remuneration package  R310 454,45 – R435 073,05 per annum

Job purpose  To operate 11 kV network, isolate 11 kV components for other departments to perform tasks on the network, commission new 11 kV faulty components during power failures, and restore power in the shortest time possible. To restore low-tension (230 V to 400 V) power failures and repair minor faults on the 400 V network.

Appointment Requirements  Trade certificate as electrician
An LV, MV or 11 kV switching course will be an added advantage
Completed course in special equipment for cable tracing and pressure testing and Cable ID
Valid Code B or C1 driver’s licence
At least three years’ relevant experience on electrical network (ranging from 400 V to 11 000 V) in low- and medium-voltage switching
Willingness and ability to work shifts
Willingness and ability to work overtime and standby when required

Personal attributes and/or competencies  Leadership skills; ability to do specialised work that’s dangerous and life threatening; ability to work on specialised equipment; ability to effectively work under pressure, physical fitness; being unafraid of heights; ability to communicate with team members, superiors and the control centre; analytical thinking skills; adaptability; interpersonal abilities; not being colour blind

Primary functions  Locating 11 kV faulty components during power failures
Operating 11 kV network component
Isolating 11 kV network component
Restoring 11 kV power supply in the shortest time possible after failure
Finding 400 V cable faults and locating cable points
Attending to 400 V power failures.
Monitoring the quality of 400 V electricity supply
Identifying 400 V cables
Performing 400 V Zellweger testing
Restoring low-tension (230 V to 400 V) power failures and repairing minor faults on 400 V network
Conducting safety inspections
Keeping vehicles well-maintained
Managing the acquisition of new 11 kV equipment

SAP
S70029195, S70029196

New/natural attrition
Natural attrition

Enquiries
E Malebe (012 358 5247)/L Crofford (012 358 1358)
DEPARTMENT: REGIONAL OPERATIONS AND COORDINATION
Division: Regional Operations: Region 3
Section: Energy and Electricity
Location: Princess Park

Reference number SDTM988-3-2019

Position ENGINEERING TECHNICIAN

To be advertised Internal External

This position seeks to attract African female African male Coloured female Coloured male Indian female

Job level C2/3/D1

Scale R279 408,00 – R454 464,00 per annum

Estimated remuneration package R355 634,23 – R578 447,84 per annum

Job purpose To gather, identify, process, compile, keep record and maintain secondary distribution information to ensure that the area offices provide optimal electricity service delivery according to the individual customer needs.

Appointment Requirements An appropriate three-year tertiary career-related qualification (degree, national diploma or national N-diploma plus trade certificate as Electrician) in Electrical Engineering – Heavy Current or equivalent qualification Relevant experience in provision and maintenance of electricity Valid Code B driver’s licence Computer literacy Knowledge of SAP plant maintenance will be an added advantage

Personal attributes and/or competencies Integrity; decisiveness; intelligence; ability to pay attention to detail; patience; innovative thinking skills; being energetic; imaginativeness; flexibility; willingness to accept responsibility; adaptability

Primary functions Gathering, identifying, processing, compiling, keeping record of and maintaining secondary distribution information to ensure that the area offices provide an optimal electricity service delivery according to the individual customer needs

SAP S70023685

New/natural attrition Natural attrition

Enquiries CB Diale (012) 358 8323/E Notoane (012) 358 4110

DEPARTMENT: REGIONAL OPERATIONS AND COORDINATION
Division: Regional Operations: Region 2
Section: Energy and Electricity
Location: Wonderboom depot

Reference number: SDTM989-2-2019

Position: FUNCTIONAL HEAD: ADVISORY AND REPORTING

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

Job level: D2/3

Scale: R408 192,00 – R664 104,00 per annum

Estimated remuneration package: R519 552,22 – R845 280,43 per annum

Job purpose: To ensure that energy advisory services operations are rendered.

Appointment Requirements: An appropriate three-year tertiary qualification (degree or national diploma) or equivalent qualification

Relevant experience in electricity network distribution in a local government environment

At least two years’ relevant experience in management and leading staff component;

Physical fitness and health

A valid Code B driver’s licence;

Computer literacy

Willingness to work flexitime (after hours and over weekends)

Personal attributes and/or competencies: Integrity; project management skills, communication skills, advanced linguistic proficiency, ability to do presentations, integrity, patience, innovative thinking, willingness to accept responsibility, decisiveness

Primary functions: Total managing of energy advisory services operations

Engaging competent personnel to manage advisory services operations

Ensuring provision of efficient client service, in terms of marketing and consumer projects

Ensuring adequate, ongoing development and empowerment of personnel

Compiling, designing and ensuring implementation of standard operating systems and procedures

Compiling and constantly submitting progress reports to Advisory and Reporting Centre Services management

SAP: S70022309

New/natural attrition: Natural attrition

Enquiries: MK Khosa (012 358 5468)/A Tsoai (012 358 4113)

DEPARTMENT: REGIONAL OPERATIONS AND COORDINATION
Division: Regional Operations: Region 5
Section: Energy and Electricity
Location: Rayton

Reference number SDTM990-5-2019

Position PRINCIPAL URBAN FORESTER

To be advertised Internal External

This position seeks to attract African female Hair colour
Indian male Hair length
White female
Coloured male Person with disability
Coloured female
Indian female

Job level C2/3/D1

Scale R279 408,00 – R454 464,00 per annum

Estimated remuneration package R355 634,23 – R578 447,84 per annum

Job purpose To provide an effective and efficient urban forestry service within the region.

Appointment Requirements
An appropriate three-year tertiary qualification (degree or national diploma) in Horticulture or equivalent qualification
At least eight years’ relevant experience in urban forestry, arboriculture and horticulture
A valid Code EB driver’s licence
Physical fitness and health
Computer literacy

Personal attributes and/or competencies Enthusiasm for trees and urban greenscape; excellent presentation skills; good interpersonal communication skills as well as people, motivational and task-orientated managing skills, ability to work long hours, without lunch or other breaks, being energetic; commitment; enthusiasm

Primary functions Creating, developing and managing a sustainable urban forestry section in Region 5 to ensure the environmental wellbeing of the City of Tshwane, using the following strategic initiatives:
- Afforestation (planting of trees) on road reserves throughout Region 5
- Pro-active and reactive maintenance of all trees within region 5
- Development and management of an Integrated Development Plan for urban forestry, disaster management services relating to trees, the creation, development and management of an information technology system for urban forestry as a whole

SAP S70028083

New/natural attrition Natural attrition
Enquiries B Dry (012 358-7201)/L Qakaza (012 358 2518)

DEPARTMENT: REGIONAL OPERATIONS AND COORDINATION
Division: Regional Operations Region 7
Section: Water and Sanitation
Location: Bronkhorstspruit

Reference number SDTM991-7-2019

Position DEPUTY DIRECTOR: WATER DISTRIBUTION

To be advertised Internal External

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

Job level E1

Scale R587 364,00 – R777 720,00 per annum

Estimated remuneration package R886 697,33 – R1 128 984,99 per annum

Job purpose To operate and maintain water networks through the management of the operational depots for water distribution in Region 7, and some allocated cross-regional boundary areas.

Appointment Requirements An appropriate three-year tertiary career-related (degree or national diploma) in Engineering (Civil or Water) or equivalent qualification
A postgraduate qualification (honours or masters) degree in a relevant field will be an added advantage
Registration or eligibility to register as professional engineer or professional technologist will be an added advantage
Relevant experience in operations, maintenance, construction and design of municipal water networks and related aspects, such as paving, fencing, building work, etc
Managerial/supervisory experience
Valid Code B driver’s licence
Computer literacy

Availability to work after hours and weekends, if required

Personal attributes and/or competencies Integrity; decisiveness; intelligence; ability to pay attention to detail; patience; innovative thinking skills; imagination; flexibility; willingness to accept responsibility; adaptability

Primary functions Exercising responsibility for the operation and maintenance of water networks through the management of the depot allocated to the region
Overseeing construction repairs to existing water pipe infrastructure
Overseeing the maintenance of existing infrastructure structural assets
Overseeing the preventative maintenance on water distribution infrastructure
Ensuring and managing the execution of operational contracts
Managing logistical, personnel and administrative operations
Managing water distribution customer care operations

<table>
<thead>
<tr>
<th>SAP</th>
<th>S70031494</th>
</tr>
</thead>
<tbody>
<tr>
<td>New/natural attrition</td>
<td>Natural attrition</td>
</tr>
<tr>
<td>Enquiries</td>
<td>PM Makgopa (012 358 5895)/E Becker (012 358 7604)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Administration</th>
<th>IT</th>
<th>Managerial</th>
<th>Political</th>
<th>Professional</th>
<th>Safety, Sec and EMS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Secretarial</td>
<td>Semi-skilled labour</td>
<td>Support services</td>
<td>Technical</td>
<td>Unskilled labour</td>
<td></td>
</tr>
</tbody>
</table>

**DEPARTMENT: REGIONAL OPERATIONS AND COORDINATION**

**Division: Regional Operations Region 6**

**Section: Management And Administration Support**

**Location: Waltloo Electricity depot**

**Reference number**

SDTM992-6-2019

**Position**

FUNCTIONAL HEAD: ADMINISTRATION AND AUXILIARY SUPPORT

**To be advertised**

Internal    | External

**This position seeks to attract**

<table>
<thead>
<tr>
<th>African female</th>
<th>African male</th>
<th>Coloured female</th>
<th>Coloured male</th>
<th>Person with disability</th>
<th>Indian female</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Job level**

D2/3

**Scale**

R408 192,00 – R664 104,00 per annum

**Estimated remuneration package**

R519 552,22 – R845 280,43 per annum

**Job purpose**

To execute functions pertaining to administrative support to the unit, including auxiliary and logistical support services.

**Appointment requirements**

- An appropriate three-year tertiary qualification (degree or national diploma) or equivalent qualification
- At least three years’ experience in administration and auxiliary support
- Supervisory experience will be an added advantage
- Valid Code B driver’s licence and own transport
- Computer literacy and proficiency in all Microsoft Office programmes

**Personal attributes and/or competencies**

Good communication skills, good interpersonal skills, leadership skills, project management skills, ability to do presentations, analytical skills, integrity, intelligence, patience, innovative thinking, willingness to accept responsibility and ability to pay attention to detail

**Primary functions**

Rendering an administrative support and registry service to the Region
- Ensuring that the assets and inventory system is maintained and kept up to date
- Ensuring that a driver/messenger service is rendered
- Ensuring that control is exercised over all additional IT-related and telecommunication services in the Region
- Ensuring that an insurance management support function is rendered to the Region
- Ensuring the handling of all sundries-related auxiliary matters in the Region
- Ensuring that a facility maintenance function is rendered to the Region
- Coordinating fleet management in the Region
- Executing generic management functions

Ensuring a climate conducive to promoting and sustaining motivational levels, productivity and performance by directing and controlling outcomes associated with utilisation, productivity and performance or personnel within the section Adhering to the Basic Conditions of Employment Act

SAP
S70019881

New/natural attrition
Natural attrition

Enquiries
L Crofford (012 358 1358)

DEPARTMENT: REGIONAL OPERATIONS AND COORDINATION

Division: Regional Operations: Region 6
Section: Energy and Electricity
Location: Pretorius Park Depot

Reference number: SDTM993-6-2019

Position: FUNCTIONAL HEAD: TECHNICAL PLANNING

To be advertised: Internal

This position seeks to attract:
- African male
- Coloured female
- Coloured male
- Indian male
- Indian female
- Person with disability

Job level: D2/3

Scale: R408 192.00 – R664 104.00 per annum

Estimated remuneration package: R519 552.22 – R845 280.43 per annum

Job purpose: To gather, identify, analyse, compile and maintain secondary distribution information to ensure that the area offices provide optimal electricity service delivery according to the individual customer needs.

Appointment Requirements:
- B Tech in Electrical Engineering (heavy current) career-related qualification or Certified Engineer
- Professional registration with ECSA will be an added advantage
- Relevant industry-specific work-related experience
- Previous work-related, relevant supervisory experience will be an added advantage
- A valid Code B driver’s licence with own transport
- Computer literacy
- Willingness to work flexitime (after hours and over weekends)

Personal attributes and/or competencies:
- Integrity; intelligence, patience, innovative thinking, energy, imagination, flexibility; willingness to accept responsibility; decisiveness; ability to pay attention to detail; ability to make high risk decision of long term and strategic nature; ability to meet strict deadlines; willingness to work in an environment which is physically threatening

Primary functions:
- Ensuring community involvement
- Creating and implementing operational policies and strategies
- Gathering, identifying, analysing, compiling and maintaining secondary distribution information to ensure that the area offices provide an optimal electricity service delivery according to the individual customer needs.
- Facilitating the electrical plans and project costing for network capacity building by proposing electrical network refurbishment projects

SAP: S70028975
New/natural attrition: Natural attrition
Enquiries: M Maseko (012 358 2607)/L Crofford (012 358 1358)

DEPARTMENT: REGIONAL OPERATIONS AND COORDINATION
Division: Regional Operations Region 6
Section: Energy and Electricity, Technical Support, Workshop
Location: Waltloo depot

Reference number SDTM994-6-2019

Position ARTISAN (ELECTRICIAN)

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
- People with disability
- Indian female

Job level C1/2

Scale R243 912,00 – R341 820,00 per annum

Estimated remuneration package R310 454,45 – R435 073,05 per annum

Job purpose To maintain and repair City of Tshwane buildings, facilities, equipment, systems and tools.

Appointment Requirements
- Trade certificate (electrical)
- At least two years’ experience in low-voltage electrical installations (household)
- Valid Code B driver’s licence with valid PrDP
- Physical fitness and health
- **Willingness to work shifts**
- **Willingness to work overtime and standby when required**

Personal attributes and/or competencies Good interpersonal and communication skills; ability to work under pressure; ability to complete tasks in short time frames, with accuracy and attention to detail

Primary functions
- Maintaining buildings, facilities, sites, equipment, tools and electrical and electronic systems
- Supervising personnel
- Driving to various work-sites in Region 6
- Supervising team members
- Communicating relevant tasks to the team
- Ensuring that work is done in the most effective/efficient way
- Managing subordinates on a daily basis
- Inspecting all buildings regularly by testing illumination (lights), switches and sockets to ensure sound installations
- Reporting all defects, wiring and installations to the Foreman (supervisor)
- Doing general administration relating to maintenance
- Utilising resources optimally

Ensuring the roadworthiness and licensing of vehicles
Conducting inspection as per inspection form (log sheet/check list)
Ensuring that tools and equipment are in safe working condition
Completing the safety register regarding tools and equipment
Ensuring the correct usage of material on site
Ensuring that the correct quantity of material is available on site
Ensuring that surplus material is credited back to stores
Ensure compliance with the Occupational Health and Safety Act

SAP

S70028901

New/natural attrition

New

Enquiries

J De Koker (012 358 5448)/L Crofford (012 358 1358)
DEPARTMENT: REGIONAL OPERATIONS AND COORDINATION
Division: Regional Operations: Region 2
Section: Water and Sanitation: Waste Water Collection
Location: Region 2

Reference number
SDTM995-2-2019

Position
FOREMAN

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

Job level
C3

Scale
R316 704,00 – R387 468,00 per annum

Estimated remuneration package
R403 105,07 – R493 174,44 per annum

Job purpose
To control employees responsible for maintaining and upgrading the sewer distribution network, liaise between the technologist and the artisan, and control the section responsible for installing and replacing water meters.

Appointment Requirements
N3 or equivalent qualification
Appropriate trade certificate as artisan (plumber) (red seal)
Relevant experience in the operation and maintenance of municipal water networks and related aspects, such as paving, fencing and building work
Valid Code C1/EC1 driver’s licence with a valid PrDP
Physical fitness and health
Computer literacy
Willingness and ability to work shifts
Willingness and ability to work overtime and standby when required

Personal attributes and/or competencies
Ability to manage large and diverse work teams; good communication skills; integrity; decisiveness; intelligence; proper planning and effective task coordination skills; patience; innovative thinking skills; willingness to accept responsibility; adaptability; dynamic; flexibility; imaginativeness

Primary functions
Ensuring the operation and maintenance of sewer networks, including coordinating tasks to artisans
Planning and delegating tasks received from supervisor/call centre by assigning priorities and ensuring that target dates are met
Controlling complaint resolutions and furnishing feedback
Ensuring quality control of all work carried out by artisans/plumbers
Ensuring administrative control, including checking and signing timesheets, and coordinating and recommending subordinates’ leave
Coordinating material acquisitions and creating reservations on SAP

Controlling the performance of subordinates
Liaising with members of the public and resolving all water-related complaints
Inspecting all the work carried out by contractors by checking the quality of the work done and verifying quantities for payment purposes

SAP
S70022913

New/natural attrition
New

Enquiries
GS Mnguni (012 358 4243)
DEPARTMENT: REGIONAL OPERATIONS AND COORDINATION
Division: Regional Operations: Region 1
Section: Energy and Electricity
Location: Rosslyn Depot and Soshanguve Depot

Reference number  SDTM996-1-2019

Position  FUNCTIONAL HEAD: PLANNING (2 POSTS)

To be advertised  Internal  External

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

Job level  D2/3

Scale  R408 192,00 – R664 104,00 per annum

Estimated remuneration package  R519 552,22 – R845 280,43 per annum

Job purpose  To gather, identify, analyse, compile and maintain secondary distribution information to ensure that the area offices provide optimal electricity service delivery according to the individual customer need.

Appointment requirements  B-Tech or B Eng Electrical Engineering (heavy current) career-related qualification or Certified Engineer
Professional registration with ECSA will be an added advantage
At least three years’ relevant experience in a technical planning and maintenance planning environment
Supervisory or management experience will be an added advantage
Valid Code B driver’s licence and own transport
Computer literacy
Extensive knowledge of SAP PM modules
Willingness to work shifts, after hours and over weekends

Personal attributes and/or competencies  Integrity; intelligence, patience, innovative thinking, energy, imagination, flexibility; willingness to accept responsibility; decisiveness; ability to pay attention to detail; ability to make high-risk decisions of long-term and strategic nature; ability to meet strict deadlines; willingness to work in an environment which is physically threatening

Primary functions  Ensuring community involvement
Creating and implementing operational policies and strategies
Gathering, identifying, analysing, compiling and maintaining secondary distribution information to ensure that the area offices provide optimal electricity service delivery according to the individual customer need
Facilitating the electrical plans and project costing for network capacity building by proposing electrical network refurbishment projects

<table>
<thead>
<tr>
<th><strong>SAP</strong></th>
<th>S70020815; S70020705</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>New/natural attrition</strong></td>
<td>Natural attrition</td>
</tr>
<tr>
<td><strong>Enquiries</strong></td>
<td>T Tompa (012 358 4117)/L Ncube (012 358 7040)</td>
</tr>
</tbody>
</table>

DEPARTMENT: REGIONAL OPERATIONS AND COORDINATION
Division: Regional Operations: Region 1
Section: Community Services: Housing and Human Settlement
Location: Akasia

DEPUTY DIRECTOR: HUMAN SETTLEMENT: RENTAL STOCK AND INFORMAL SETTLEMENTS

To be advertised
Internal
External

This position seeks to attract
African female
Indian male
White female
Coloured female
People with disability
Indian male

Job level
E1

Scale
R587 364,00 – R777 720,00 per annum

Estimated remuneration package
R886 697,33 – R1 128 984,99 per annum

Job purpose
To manage, implement and set strategy for the administration of housing beneficiaries, implement Informal Settlement Management Plan operations, as well as the allocation of low-cost housing.

Appointment Requirements
An appropriate career-related tertiary qualification (three-year national diploma or degree) or equivalent qualification
A postgraduate qualification will be an added advantage
Understanding of the National Housing Policy
At least three years’ relevant management experience in a housing and human settlement environment
Valid Code B driver’s licence
Computer literacy

Personal attributes and/or competencies
Negotiating skills, business acumen, ability to do presentations, leadership skills, project management skills, communication skills, organisational skills, budget management skills, analytical skills

Primary functions
Overseeing and planning housing allocation and relocation
Conducting the administration of informal settlements
Overseeing the housing beneficiary administration
Liaising with project managers for housing projects
Overseeing the issuing of title deeds
Facilitating title deeds registrations and correction of wrongly-registered title deeds
Managing responses of the Public Protector, petitions, the Presidential hotline and housing-related enquiries

SAP
S70021503

New/natural attrition
Natural attrition

Enquiries
L Ncube (012 358 7040)

Reference number SDTM997-1-2019

DEPARTMENT: REGIONAL OPERATIONS AND COORDINATION

Division: Regional Operations: Region 2
Section: Energy and Electricity: Distribution Operations North
Location: Wonderboom

Reference number SDTM998-2-2019

Position ENGINEERING TECHNICIAN (2 POSTS)

To be advertised Internal External

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

Job level C2/3/D1

Scale R279 408,00 – R454 464,00 per annum

Estimated remuneration package R355 634,23 – R578 447,84 per annum

Job purpose To gather, identify, process, compile, keep record and maintain secondary distribution information to ensure that the area offices provide optimal electricity service delivery according to the individual customer needs.

Appointment requirements An appropriate three-year tertiary career-related qualification (degree or national diploma) in Electrical Engineering (heavy current) or equivalent qualification
At least two years’ relevant experience in the provision and maintenance of electricity
Valid Code B driver’s licence
Computer literacy

Personal attributes and/or competencies Ability to understand the operational processes of the distribution networks; clear understanding and knowledge of the technical environment to ensure effective communication with other role players; ability to understand and interpret the technical issues related to the function; ability to interpret and adhere to the safety policies and standards; ability to do presentations; technical skills; intelligence; innovative thinking; ability to pay attention to detail

Primary functions Planning and scheduling maintenance and safety operations to assist the Operational Sections in order to ensure effective work processes
Planning and scheduling construction projects to assist the Operational Sections in order to ensure effective work processes
Planning resources to ensure optimal usage of limited resources
Administrating operational activities for audit and reporting purposes
Providing inputs for the compilation of planning and operational vote numbers in the related area to ensure financial ordinances
Complying with practices to ensure safety.
Drafting and compiling of the management information reports for audit, progress, network components and reporting purposes

Managing the Administrative Officer and the activities in the Planning Section according to the individual customer needs

<table>
<thead>
<tr>
<th>SAP</th>
<th>S70022317: S70022212</th>
</tr>
</thead>
<tbody>
<tr>
<td>New/natural attrition</td>
<td>Natural attrition</td>
</tr>
<tr>
<td>Enquiries</td>
<td>MK Khosa (012 358 5468)/A Tsoai (012 358 4113)</td>
</tr>
</tbody>
</table>

(Part of the document is repeated. The content is unchanged.)

DEPARTMENT: REGIONAL OPERATIONS AND COORDINATION

Division: Regional Operations: Region 2

Section: Water and Sanitation: Water Distribution

Location: Temba Water Depot

Reference number SDTM999-2-2019

Position ENGINEERING TECHNICIAN

To be advertised Internal External

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

Job level C2/3/D1

Scale R279 408,00 – R454 464,00 per annum

Estimated remuneration package R355 634,23 – R578 447,84 per annum

Job purpose To operate and maintain the water distribution network around Region 2 through departmental plumbing and external contractors.

Appointment requirements An appropriate three-year tertiary career-related qualification (degree or national diploma) in Civil Engineering or equivalent qualification
Registration or eligibility to register for ECSA will be an added advantage
Relevant experience in the operation and maintenance, construction and design of water networks and related aspects of site rehabilitation of appurtenant works such as paving, fencing, building work and road rehabilitation
Valid Code B driver’s licence
Computer literacy
Knowledge of SAP, IBIS and IMQS will be an added advantage
Willingness and ability to work after hours and weekends

Personal attributes and/or competencies Physical fitness and health; ability to attend sites for site inspection and supervision as well as site meetings; proper vision for site inspection; good physical fitness condition, to be able to walk distances during site visits; good communication skills, interpersonal skills; team work and stress-enduring personality; being target oriented and technically able; honesty and having a strong character; proficiency in report writing

Primary functions Operating and maintaining water distribution network
Managing and making optimal use of assets and resources available
Resolving complaints and providing feedback
Controlling budget and expenditure
Ensuring occupational health and safety compliance
Checking and verifying payment certificates prior to submission for payments
Implementing capital and opex projects

<table>
<thead>
<tr>
<th><strong>SAP</strong></th>
<th>S70022948</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>New/natural attrition</strong></td>
<td>Natural attrition</td>
</tr>
<tr>
<td><strong>Enquiries</strong></td>
<td>V Musi (012 358 1153)/M Mokoena (012 358 4000)/A Tsoai (012 358 4113)</td>
</tr>
</tbody>
</table>

DEPARTMENT: REGIONAL OPERATIONS AND COORDINATION
Division: Regional Operations
Section: Energy and Electricity: Distribution Operations Services
Location: Region 5 and 7

Re-advertisement

Reference number
SDLT934-A-2019

Position
FOREMAN (2 POSTS)

To be advertised
Internal
External

This position seeks to attract
African female
African male
Coloured female
Coloured male
Indian female
Indian male

Job level
C3

Scale
R316 704,00 – R387 468,00 per annum

Estimated remuneration package
R403 105,07 – R493 174,44 per annum

Job purpose
To support operational team members by executing duties or instructions received from the immediate supervisor to reach set target dates of projects. This post only executes tasks on the non-energised electrical distribution network.

Appointment Requirements
N3 or equivalent qualification
Appropriate trade certificate as Artisan (Electrician) (red seal)
At least five years’ relevant experience as an electrician working on local authority electrical networks
Valid Code C1 or EC1 driver’s licence
Supervisory experience
Computer literacy

Willingness and ability to work shifts
Willingness and ability to work overtime and standby when required

Personal attributes and/or competencies
Good management skills; analytical thinking skills; self-motivation; problem-solving skills; negotiating skills; leadership skills; good communication skills; ability to guide and develop subordinates and provide guidance and leadership in technical matters related to the position; physical strength to perform work outside on sites; positive attitude; good health; trustworthiness; ability to understand and execute instructions from the supervisor

Primary functions
Executing instructions received from the supervisor for maintaining all related tasks/duties regarding the electrical distribution network to ensure safe and reliable service delivery

Executing instructions received from the supervisor for all related tasks/duties regarding electrical distribution network projects to ensure that set target dates are met.
Maintaining all tools and equipment to ensure continuous and safe operations on site.
Adhering to the OHS Act.
Executing tasks or duties on a rotation basis between various operational teams to enhance multi-skilling.

<table>
<thead>
<tr>
<th>SAP</th>
<th>To be determined</th>
</tr>
</thead>
<tbody>
<tr>
<td>New/natural attrition</td>
<td>Natural attrition</td>
</tr>
<tr>
<td>Enquiries</td>
<td>R Makoti (012 358 9422)</td>
</tr>
</tbody>
</table>

DEPARTMENT: REGIONAL OPERATIONS AND COORDINATION
Divison: Management and Administration Support
Section: Administration and Auxiliary Support
Location: Pretoria Central

Reference number SDTM1000-2019

Position OCCUPATIONAL HEALTH AND SAFETY COMPLIANCE OFFICER (2 POSTS)

To be advertised Internal External

This position seeks to attract

<table>
<thead>
<tr>
<th>Category</th>
<th>Gender</th>
</tr>
</thead>
<tbody>
<tr>
<td>African female</td>
<td>African male</td>
</tr>
<tr>
<td>Indian female</td>
<td>Indian male</td>
</tr>
<tr>
<td>Coloured female</td>
<td>Coloured male</td>
</tr>
<tr>
<td>White female</td>
<td>White male</td>
</tr>
<tr>
<td>Persons with disabilities</td>
<td></td>
</tr>
</tbody>
</table>

Job level C2/3/D1

Scale R279 408,00 – R454 464,00 per annum

Estimated remuneration package R355 634,23 – R578 447,84 per annum

Job purpose To ensure compliance of management and employees with the legal requirements pertaining to safety in the workplace by assisting in the prevention of accidents and safeguarding against safety hazards that may arise from work-related activities.

Appointment Requirements An appropriate three-year career-related tertiary qualification (degree or national diploma) or an equivalent qualification Relevant experience in occupational health and safety compliance Valid Code B driver’s licence Computer literacy

Personal attributes and/or competencies Integrity, intelligence, patience, innovative thinking, decisiveness, ability to pay attention to detail

Primary functions Identifying possible hazards Researching standards of practice and legal requirements Drafting standards that conform to legal requirements Ensuring the implementation of standards Evaluating the practice of standards in the workplace Identifying discrepancies through the physical evaluation of the work environment Evaluating the various discrepancies Researching identified deviations Proposing corrective measures to ensure compliance Re-evaluating corrective measures Completing a needs analysis Doing research for training Developing applicable courses Presenting courses Evaluating outcomes

Performing course administration
Presenting information sessions
Coordinating reported incidents/accidents
Investigating incidents/accidents
Recommending preventative measures
Ensuring the implementation of preventative measures by departments
Completing IOD administration on request – verbal or written
Conducting pre-audit inspections of client departments
Attending occupational health and safety meetings of client departments
Attending Regional OHS top management meetings
Rendering OHS administrative support to regional OHS top management
Coordinating audit reports of client departments through the Deputy Director: Occupational Safety
Consulting with external parties, such as the Department of Labour, with the prior knowledge of the Deputy Director: Occupational Safety
Consulting with contractors, manufacturers, suppliers, etc

**SAP**

S70073602; S70073603

**New/natural attrition**

New

**Enquiries**

T Khoza (012 358 3347)/Z Maluleka (012 358 0024)
DEPARTMENT: REGIONAL OPERATIONS AND COORDINATION
Division: Management and Administration Support
Section: Administration and Auxiliary Support
Location: Pretoria Central

Reference number: SDTM1001-2019

Position: FUNCTIONAL HEAD: OCCUPATIONAL HEALTH AND SAFETY COORDINATION

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
- Persons with disabilities

Job level: D2/3

Scale: R408 192,00 – R664 104,00 per annum

Estimated remuneration package: R519 552,22 – R845 280,43 per annum

Job purpose: To ensure the rendering of occupational health and safety operations

Appointment Requirements:
- An appropriate three-year career-related tertiary qualification (degree or national diploma) or an equivalent qualification
- Relevant experience in occupational health and safety compliance
- Valid Code B driver’s licence
- Computer literacy

Personal attributes and/or competencies:
- Physical fitness and good health, integrity, intelligence, patience, innovative thinking, decisiveness, ability to pay attention to detail

Primary functions:
- Ensuring compliance in occupational health and safety management systems policy
- Ensuring that employee health and safety enhancement operations are carried out
- Ensuring that employee safety guidance operations are carried out
- Overseeing incident investigations
- Executing general personnel management functions
- Ensuring and overseeing the provision of a consultation service

SAP: S70073601

New/natural attrition: New

Enquiries: T Khoza (012 358 3347)/Z Maluleka (012 358 0024)

DEPARTMENT: REGIONAL OPERATIONS AND COORDINATION
Division: Regional Operations Facility Maintenance
Section: Building Maintenance
Location: City wide

Reference number: SDTM1002-2019

Position: FUNCTIONAL HEAD: PROPERTY CLEANING SERVICES

To be advertised: Internal

This position seeks to attract:
- African female
- African male
- Coloured female
- Coloured male
- Indian female
- Indian male
- White female
- White male
- Persons with disabilities

Job level: D2/3
Scale: R408 192,00 – R664 104,00 per annum

Estimated remuneration package: R519 552,22 – R845 280,43 per annum

Job purpose: To provide a cleaning management administrative service, financial management services, comprehensive internal and external cleaning services, tender and contract cleaning management services and any other cleaning-related service.

Appointment requirements:
An appropriate three-year career-related tertiary qualification (degree or national diploma) or an equivalent qualification
Relevant experience in an office and outdoor cleaning environment, furniture removal (cleaning), and pest control
Management and/or supervisory experience will be an added advantage
Valid Code B driver’s licence
Computer literacy
Willingness and ability to work standby and overtime
Willingness to work across all regions

Personal attributes and/or competencies:
Ability to understand and willingness to perform according to work instructions; extensive management and reporting skills; good communication skills; knowledge of occupational health and safety; knowledge of pest control; physical fitness and good health; integrity; intelligence, patience, innovative thinking, decisiveness, ability to pay attention to detail

Primary functions:
Executing generic personnel management functions
Managing cleaning services operations
Managing cleaning contract management and providing management support
Managing finances, resources, occupational health and safety (OHS) PPE and all cleaning related activities

SAP: S70019335

New/natural attrition: Natural attrition
Enquiries: S Khan (012 358 7675)

(Part of a list of positions for JF14/2019) [Link to website page](http://www.tshwane.gov.za/sites/Departments/Corporate-and-Shared-Services/Pages/Job-Forum.aspx)
DEPARTMENT: REGIONAL OPERATIONS AND COORDINATION

Division: Regional Operations
Section: Energy and Electricity
Location: Region 1: Soshanguve

Re-advertisement

Reference number SDTM841-A-2019

Position CHIEF ENGINEER

To be advertised Internal External

This position seeks to attract African female African male Coloured female Coloured male Indian female Indian male

Job level D2/3/E1

Scale R408 192,00 – R777 720,00 per annum

Estimated remuneration package R519 552,22 – R1 128 984,99 per annum

Job purpose To ensure the optimal delivery of electricity services in the related area by ensuring a safe, reliable and cost-effective electrical distribution network according to individual consumer needs, and to provide operational leadership to ensure the optimal use of resources and a motivated, trained and stable workforce.

Appointment Requirements

BTech (Electrical Engineering), BEng (Electrical Engineering) or BSc (Electrical Engineering)
Registration as a professional engineer/technologist with the Engineering Council of South Africa will be an added advantage
A management qualification will be an added advantage
Relevant experience in management of electricity distribution operation, of which at least three years should be on a supervisory level in the electricity distribution operations environment
Valid Code B driver’s licence and own transport
Extensive knowledge of SAP PM modules will be an added advantage
Computer literacy

Personal attributes and/or competencies Problem-solving skills; patience; innovative thinking skills; ethical behaviour; willingness to accept responsibility; decisiveness; ability to pay attention to detail

Primary functions Managing electricity distribution operations
Ensuring the implementation of systems
Proposing and implementing operational policies and strategies
Enforcing practices for safety purposes
Ensuring community involvement and stakeholder management

SAP S70020579

New/natural attrition Natural attrition

Enquiries GS Mnguni (012 358 4243)

Enquiries GS Mnguni (012 358 4243)
DEPARTMENT: REGIONAL OPERATIONS AND COORDINATION  
Division: Regional Operations: Region 2  
Section: Energy and Electricity: Distribution Operations North  
Location: Wonderboom

Reference number  SDTM1003-2-2019

Position  FOREMAN

To be advertised  Internal  External

This position seeks to attract  

[ ] African male  [ ] Coloured male  [ ] Indian male  
[ ] African female  [ ] Coloured female  [ ] Indian female  
[ ] White female  [ ] White male  [ ] Person with disability

Job level  C3

Scale  R316 704,00 – R387 468,00 per annum

Estimated remuneration package  R403 105,07 – R493 174,44 per annum

Job purpose  To ensure that projects (operations) are executed in an effective way by controlling the time, cost, resources and standards of each project.

Appointment requirements  
N3 or equivalent qualification  
Appropriate trade certificate as an artisan (electrician) (red seal)  
Relevant experience in the operation and maintenance of local authority electrical networks  
Valid Code B or EB driver’s licence  
Physical fitness and health  
Computer literacy  
Willingness and ability to work shifts  
Willingness and ability to work overtime and standby

Personal attributes and/or competencies  Integrity; flexibility; willingness to accept responsibility; high hand-eye coordination; high three-dimensional ability; excellent eyesight; communication skills; technical skills

Primary functions  
Supervising the operational projects to ensure timeous completion, cost-effectiveness and quality control to optimise resources, enhance effectiveness and to ensure safe operations by adhering to safety rules and regulations  
Managing personnel and activities  
Organising tools, equipment, vehicles and material for personnel to ensure effective execution of projects  
Communicating the management information of each project to the relevant role players to ensure effective operations  
Ensuring the repairing of the network components during breakdowns to minimise downtime and adhere to NRS Standards  
Ensuring the development of subordinates to create a competent workforce

Overseeing and administrating daily operations to ensure an effective and auditable administration function

<table>
<thead>
<tr>
<th>SAP</th>
<th>S70022130</th>
</tr>
</thead>
<tbody>
<tr>
<td>New/natural attrition</td>
<td>Natural attrition</td>
</tr>
<tr>
<td>Enquiries</td>
<td>MK Khosa (012 358 5468)/A Sedumedi (012 358 4113)</td>
</tr>
</tbody>
</table>

DEPARTMENT: REGIONAL OPERATIONS AND COORDINATION
Division: Regional Operations: Region 3
Section: Management Administrative Support
Location: Pretoria Central

Reference number: SDTM1004-3-2019

Position: SENIOR ADMINISTRATIVE 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: C1/2/3

Scale: R243 912,00 – R387 468,00 per annum

Estimated remuneration package: R310 454,45 – R493 174,44 per annum

Job purpose: To render administrative support to the unit, including auxiliary and logistical support services.

Appointment requirements: Grade 12 or equivalent qualification
At least two years’ relevant experience and a general knowledge of housing policies and legislation
A completed management course will be an added advantage
Valid Code B driver’s licence
Computer literacy (Microsoft Word, Microsoft Excel)

Personal attributes and/or competencies: Good writing skills; ability to work independently; patience; willingness to accept responsibility; good communication skills; good interpersonal skills; good time management; ability to attend to correspondence, ability to capture data on a computer; ability to manage subordinates; general knowledge of the housing policy

Primary functions: Rendering a support service on a strategic and managerial level
Rendering support to office administration in terms of, for example, meetings and event support operations
Maintaining the asset register and inventory control system
Inspecting assets and inventory items on an annual basis
Registering new assets and inventory items on the assets register and the inventory control system
Recommissioning serviceable assets and inventory items
Writing off/scrapping obsolete and unserviceable assets and inventory items
Coordinating the implementation of the OHS policy within the Section
Arranging Sectional OHS meetings, maintaining the OHS structure, ensuring compliance with policy and legislation

Ensuring that subsections comply with all decisions taken at OHS meetings through reminders and follow-ups
Ensuring compliance with OHS policy and all regulations
Administrating and keeping record of all OHS-related matters in the Section
Ensuring that safety training and compliance is up to date
Rendering a support services in terms of financial management
Rendering administrative support to the unit, including auxiliary and logistical support services

SAP
S70019868

New/natural attrition
Natural attrition

Enquiries
CB Diale (012 358 8323)
DEPARTMENT: SHARED SERVICES
Division: N/A
Section: Corporate Administration Management
Location: Pretoria Central

Reference number: SSDD014-2019

Position: LITHOGRAPHIC PRINTER

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
- People with disability

Job level: C1/2

Scale: R243 912,00 – R341 820,00 per annum

Estimated remuneration package: R310 454.45 – R435 073,05 per annum

Job purpose: To achieve the maximum printing potential to the advantage of the City of Tshwane and its members.

Appointment requirements:
- Grade 12 or equivalent qualification
- Lithographic Trade Certificate
- Relevant experience as a lithographic printer
- Physical fitness and health
- Computer literacy

Personal attributes and/or competencies:
- Analytical skills, Innovative and imaginative thinking combined with problem-solving and creative skills; ability to work under pressure; ability to work in a team and individually; self-motivation with the ability to prioritise, meet deadlines and manage changing priorities; being result-orientated; ability to pay attention to detail in a high-pressure situation/environment

Primary function:
- Operating various litho printing machines
- Cleaning machines after printing
- Doing colour and black-and-white printing
- Numbering books and gumming of plates
- Doing quality control of print jobs
- Performing machine maintenance
- Handling heavy paper to load and unload machines

SAP: S70016692

New/natural attrition: Natural attrition

Enquiries: P Venter (012 358 7480)/S Ravele (012 358 7474)

DEPARTMENT: TSHWANE METRO POLICE  
**Division: N/A**  
**Section: N/A**  
**Location: All Regions**

**Reference number**  
COSA140-2019

**Position**  
INSPECTOR (9 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

**Job level**  
C3

**Scale**  
R316 704,00 – R387 468,00 per annum

**Estimated remuneration package**  
R403 105.07 – R493 174,44 per annum

**Job purpose**  
To effectively execute all activities, operations and interventions related to all fields in the operational policing environment; to ensure effective and efficient service delivery in the Tshwane metropolitan area by taking charge of operational shifts during the execution of operational duties through hands-on management (planning, organising, providing leadership, monitoring and control, coordination and integration); To exercise supervision, including all related administrative functions as well as ad hoc duties according to needs and functions as required.

**Appointment requirements**  
Registration as a traffic officer in terms of the National Road Act, 1993 (Act 93 of 1996)  
Appointment as a member of a municipal police service in terms of the South African Police Service Act, 1995 (Act 68 of 1995)  
Not having any criminal record (excluding previous conviction relating to political activities in the previous dispensation)  
Willingness to have fingerprints taken  
Permanent residence in the city of Tshwane metropolitan area  
At least four years’ applicable experience, including at least two years of uninterrupted service on a sergeant level  
At least a Code B driver’s licence (departmental included)  
Completion of an advanced driving course will be an added advantage  
**Even though the advertisement may have a specific location or area of work, applicants must be willing to be placed anywhere in Tshwane from time to time, as required and determined by the departmental management. Thus, by applying for any of these positions, the applicants irrevocably accept this condition.**

**Personal attributes and/or competencies**  
Good communication skills (verbal and written); Adaptability and flexibility; leadership and people skills; independence regarding the execution of assigned duties; ability to work under pressure; willingness to accept responsibility; ability to

(Position for JF14/2019)  
work with deadlines; ability to make sound decisions; innovative thinking ability; ability to pay attention to detail; good linguistic proficiency

**Primary functions**

Executing law enforcement actions according to the departmental scorecard in terms of enforcement of the National Road Traffic Act, by-laws, patrols, road-blocks and information-driven operations

Executing crime prevention actions through visible policing

Attending and securing accident scenes

Attending to any incidents on public roads to ensure the safe and free flow of traffic

Supervising and ensuring compliance in terms of complaints (animals, noise, traffic-related, etc)

Executing duties professionally and efficiently according to all procedures and policies

Supervising road policing actions in crime prevention and the enforcement of municipal by-laws in all areas of Tshwane

Supervising all activities within a unit

Performing ad hoc duties as and when requested

**SAP**

S70014467; S70015488; S70014893; S70014481; S70011836; S70011823; S70014646; S70014545; S70012429

**New/natural attrition**

Natural attrition

**Enquiries**

D Phala (012 358 5686)/D Letshela (012 358 5676)
DEPARTMENT: TSHWANE METRO POLICE

Division: N/A
Section: N/A
Location: All Regions

Reference number COSA141-2019

Position SENIOR ADMINISTRATIVE OFFICER (3 POSTS)

To be advertised Internal External

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

Job level C1/2/3

Scale R243 912,00 – R387 468,00 per annum

Estimated remuneration package R310 454,45 – R493 174,44 per annum

Job purpose To provide end-to-end, effective and efficient operational support, and monitor and manage administrative support services as well as any ad hoc duties required by supervisors within the section.

Appointment Requirements
Grade 12 or an equivalent qualification
A relevant tertiary qualification will be an added advantage
At least two years’ relevant experience within the field of office administration
Valid Code B driver’s licence will be an added advantage
Advanced computer literacy and experience in Microsoft Office programmes

Personal attributes and/or competencies
Good communication skills (verbal and written); adaptability and flexibility; leadership and people skills; independence regarding the execution of assigned duties; ability to work under pressure; willingness to accept responsibility; ability to work with deadlines; ability to make sound decisions; innovative thinking ability; ability to pay attention to detail; good linguistic proficiency

Primary functions
Ensuring effective personnel management
Ensuring effective and efficient financial management
Providing efficient administration management
Ensuring proper supervision of staff
Administering human resource management
Monitoring and controlling procurement and payments
Any other ad hoc duties when requested

SAP S70015044, S70015632; S70015056

New/natural attrition Natural attrition
Enquiries D Phala (012 358 5686)/D Letshela (012 358 5676)

### Reference number
PWEE606-2019

### Position
SENIOR SECRETARY

### To be advertised
<table>
<thead>
<tr>
<th>Internal</th>
<th>External</th>
</tr>
</thead>
</table>

### This position seeks to attract

<table>
<thead>
<tr>
<th>African female</th>
<th>African male</th>
<th>Coloured male</th>
<th>Coloured male</th>
<th>Indian female</th>
</tr>
</thead>
<tbody>
<tr>
<td>Indian male</td>
<td></td>
<td>Person with disability</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Job level
C2

### Scale
R279 408,00 – R341 820,00 per annum

### Estimated remuneration package
R355 634,23 – R435 073,05 per annum

### Job purpose
To provide an effective and efficient secretarial support service to the Divisional Head: Energy Business.

### Appointment Requirements

**Grade 12 or an equivalent qualification plus a secretarial qualification/training**

Relevant secretarial experience

Valid Code B driver’s licence will be an added advantage

Computer literacy

### Personal attributes and/or competencies
Good communication and interpersonal skills; excellent organisational skills; integrity; patience; flexibility; intelligence; willingness to accept responsibility; innovative thinking ability; ability to pay attention to detail

### Primary functions
Providing the Divisional Head with secretarial and office administration functions

Organising the diary of the Divisional Head

Screening incoming calls and ensuring that the Divisional Head or relevant official replies to urgent calls

Arranging meetings

Typing letters, memorandums, reports, emails and presentations when requested

Assuring that urgent matters are brought to the attention of the Divisional Head

Providing operational logistic services

Executing diverse official secretarial duties

### SAP
S70060309

### New/natural attrition
New

### Enquiries
T Mahlaela (012 358 4466)/A Mnisi (012 358 4185)

DEPARTMENT: UTILITY SERVICES
Division: Energy Business
Section: Office of the Divisional Head: Energy Business
Location: Pretoria Central

Reference number  PWEE607-2019

Position  EXECUTIVE SUPPORT OFFICER

To be advertised  Internal  External

This position seeks to attract

<table>
<thead>
<tr>
<th></th>
<th>African female</th>
<th>African male</th>
<th>Coloured male</th>
<th>Coloured male</th>
<th>Indian female</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Indian male</td>
<td>White female</td>
<td>Person with disability</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Job level  C1/2/3

Scale  R243 912,00 – R387 468,00 per annum

Estimated remuneration package  R310 454,45 – R493 174,44 per annum

Job purpose  To render an executive support and administrative service to the Divisional Head

Appointment Requirements

Grade 12 or equivalent qualification
A tertiary qualification will be an added advantage
Relevant experience
Valid Code B driver’s licence will be an added advantage
Computer literacy

Personal attributes and/or competencies

Excellent communication skills, self-motivated, good organisational skills, proactivity; flexibility; good interpersonal skills; patience; ability to pay attention to detail; willingness to accept responsibility; ability to work under pressure; ability to meet deadlines; accuracy

Primary functions

Coordinating and managing the Divisional Head’s administration
Developing and implementing procedures and controls to promote communication and adequate flow of information
Compiling reports, documents, correspondence for approval of the Divisional Head
Requesting information, data, records from key role players for the purpose of executing orders for the Divisional Head
Communicating the divisional activities and operations to all role players
Coordinating, updating and managing the action plans, performance indicators, targets and actual performance of the Division
Obtaining information, compiling and submitting divisional progress, performance and achievement reports
Facilitating the convening of various meetings
Providing relevant parties with resolutions and minutes after meetings
Developing and maintaining standard documentation and administrative procedures in the office of the Divisional Head
Representing the Divisional Head in respect of queries related to departmental and divisional matters

<table>
<thead>
<tr>
<th>SAP</th>
<th>S70073598</th>
</tr>
</thead>
<tbody>
<tr>
<td>New/natural</td>
<td>New</td>
</tr>
<tr>
<td>attrition</td>
<td></td>
</tr>
<tr>
<td>Enquiries</td>
<td>T Mahlaela (012 358 4466)/A Mnisi (012 358 4185)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Administration</th>
<th>IT</th>
<th>Managerial</th>
<th>Political</th>
<th>Professional</th>
<th>Safety, Sec and EMS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Secretarial</td>
<td>Semi-skilled labour</td>
<td>Support services</td>
<td>Technical</td>
<td>Unskilled labour</td>
<td></td>
</tr>
</tbody>
</table>

**DEPARTMENT: UTILITY SERVICES**  
**Division: Electricity Planning and Development**  
**Section: Office of the Divisional Head: Electricity Planning and Development**  
**Location: Pretoria Central**

**Reference number**  
PWEE608-2019

**Position**  
EXECUTIVE SUPPORT OFFICER

**To be advertised**  
Internal  
External

**This position seeks to attract**  
<p>| | | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>African female</td>
<td>African male</td>
<td>Coloured male</td>
<td>Indian female</td>
<td>Person with disability</td>
</tr>
<tr>
<td>Indian male</td>
<td>White female</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Job level**  
C1/2/3

**Scale**  
R243 912,00 – R387 468,00 per annum

**Estimated remuneration package**  
R310 454,45 – R493 174,44 per annum

**Job purpose**  
To render an executive support and administrative service to the Divisional Head.

**Appointment requirements**  
Grade 12 or equivalent qualification  
A tertiary qualification will be an added advantage  
Relevant experience  
Valid Code B driver’s licence will be an added advantage  
Computer literacy

**Personal attributes and/or competencies**  
Excellent communication skills; self-motivation; good organisational skills; proactivity; flexibility; good interpersonal skills; patience; ability to pay attention to details; willingness to accept responsibility; ability to work under pressure; ability to meet deadlines; accuracy

**Primary functions**  
Coordinating and managing the Divisional Head’s administration  
Developing and implementing procedures and controls to promote communication and adequate flow of information  
Compiling reports, documents, correspondence for approval of the Divisional Head  
Requesting information, data and records from key role players for the purpose of executing orders for the Divisional Head  
Communicating the divisional activities and operations to all role players  
Coordinating, updating and managing the action plans, performance indicators, targets and actual performance of the division  
Obtaining information, compiling and submitting reports of divisional progress, performance and achievements  
Facilitating the convening of various meetings  
Providing relevant parties with resolutions and minutes after meetings  
Developing and maintaining standard documentation and administrative procedures in the office of the Divisional Head  
Representing the Divisional Head in respect of queries related to the departmental and divisional matters

<table>
<thead>
<tr>
<th>SAP</th>
<th>S70003957</th>
</tr>
</thead>
<tbody>
<tr>
<td>New/natural attrition</td>
<td>New</td>
</tr>
<tr>
<td>Enquiries</td>
<td>T Mahlaela (012 358 4466)/A Mnisi (012 358 4185)</td>
</tr>
</tbody>
</table>

DEPARTMENT: UTILITY SERVICES
Division: Office of the Group Head: Utility Services
Section: N/A
Location: Pretoria Central

Reference number: PWEE609-2019

Position: EXECUTIVE SUPPORT OFFICER

To be advertised: Internal External

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

Job level: C1/2/3

Scale: R243 912,00 – R387 468,00 per annum

Estimated remuneration package: R310 454,45 – R493 174,44 per annum

Job purpose: To render an executive support and administrative service to the Group Head: Utility Services.

Appointment requirements:
Grade 12 or equivalent qualification
A tertiary qualification will be an added advantage
Relevant experience
Valid Code B driver’s licence will be an added advantage
Computer literacy

Personal attributes and/or competencies:
Excellent communication skills; self-motivation; good organisational skills; proactivity; flexibility, good interpersonal skills, patience, ability to pay attention to details, willingness to accept responsibility, ability to work under pressure, ability to meet deadlines, accuracy

Primary functions:
Coordinating and managing the Group Head’s administration
Developing and implementing procedures and controls to promote communication and adequate flow of information
Compiling reports, documents and correspondence for approval of the Group Head
Requesting information, data and records from key role players for the purpose of executing orders for the Group Head
Communicating the divisional activities and operations to all role players
Coordinating, updating and managing the action plans, performance indicators, targets and actual performance of the division
Obtaining information, compiling and submitting divisional progress, performance and achievements
Facilitating the convening of various meetings
Providing relevant parties with resolutions and minutes after meetings
Developing and maintaining standard documentation and administrative procedures in the office of the Group Head

Representing the Group Head in respect of queries related to the departmental and divisional matters

<table>
<thead>
<tr>
<th>Position</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>SAP</td>
<td>S70003771</td>
</tr>
<tr>
<td>New/natural attrition</td>
<td>New</td>
</tr>
<tr>
<td>Enquiries</td>
<td>T Mahlaela (012 358 4466)/A Mnisi (012 358 4185)</td>
</tr>
</tbody>
</table>
DEPARTMENT: UTILITY SERVICES
Division: Energy Business
Section: Bulk Supply Services
Location: Pretoria West Power Station

Reference number   PWEE610-2019

Position   SENIOR ADMINISTRATIVE OFFICER

To be advertised Internal External

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

Job level   C1/2/3

Scale   R243 912,00 – R387 468,00 per annum

Estimated remuneration package   R310 454,45 – R493 174,44 per annum

Job purpose   To provide secretarial and administration support services to the Pretoria West Power Station.

Appointment requirements   Grade 12 or equivalent qualification
Relevant experience in office administration support
A qualification in office administration will be an added advantage
Computer literacy

Personal attributes and/or competencies   Good communication skills; organisational skills; negotiation skills; integrity; ability to pay attention to detail; independence regarding the execution of assigned duties; ability to work under pressure; willingness to accept responsibility; ability to work with deadlines

Primary functions   Providing general and specific secretarial and administration support services to the Pretoria West Power Station
Doing general office administration
Performing general administration of meetings
Administrating correspondence, technical documentation and personal filing
Controlling the safe-keeping of contracts, records, power station data and statistics
Administrating occupational health and safety documentation, proceedings and records

SAP   S70004363

New/natural attrition   Natural attrition

Enquiries   C Maswanganyi (012 358 5150)/J Kuik (012 358 5151)/M Makhado (012 358 8278)

DEPARTMENT: UTILITY SERVICES
Division: Energy Planning and Development
Section: Electricity Planning, Design and Construction
Location: Giovanette

Reference number: PWEE611-2019

Position: SENIOR ADMINISTRATIVE 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

Job level: C1/2/3

Scale: R243 912,00 – R387 468,00 per annum

Estimated remuneration package: R310 454,45 – R493 174,44 per annum

Job purpose: To provide secretarial and administration support services to the Deputy Director: Secondary Planning and Design and the Director: Electricity Planning, Design and Construction to ensure continuation of all office functions.

Appointment Requirements:
- Grade 12 or equivalent qualification
- Relevant experience in office administration support
- Computer literacy

Personal attributes and/or competencies:
- Good communication skills; organisational skills; negotiation skills; integrity; ability to pay attention to detail; ability to independently execute assigned duties; ability to work under pressure; willingness to accept responsibility; ability to work with deadlines

Primary functions:
- Providing support, secretarial and administration support services to the Deputy Director: Secondary Planning and Design and the Director: Electricity Planning, Design and Construction to ensure continuation of all office functions
- Ensuring effective handling of all correspondence and provisioning of management information
- Executing a support function to ensure the continuation of the logistical duties within the subsection

SAP: S70004129

New/natural attrition: Natural attrition

Enquiries: N Mithoo (012 358 4303)/M Makhado (012 358 8278)
**DEPARTMENT: UTILITY SERVICES**  
**Division: Energy Business**  
**Section: Bulk Supply Services**  
**Location: Rooiwal Power Station**

**Reference number**  
PWEE612-2019

**Position**  
ARTISAN (ELECTRICIAN)

**To be advertised**  
Internal

**Estimated remuneration package**  
R310 454,45 – R435 073,05 per annum

**Job purpose**  
To do electrical maintenance at the Rooiwal Power Station.

**Appointment Requirements**  
N3 certificate in Electrical Engineering  
Trade certificate as electrician (red seal)  
Relevant experience in electricity maintenance activities in a heavy industry factory environment such as a power station  
Physical fitness and health  
**Willingness to work shifts**  
**Willingness to work overtime and standby when required**

**Personal attributes and/or competencies**  
Good interpersonal and communication skills; ability to work under pressure; ability to complete tasks in short time-frames, with accuracy and attention to detail; ability to concentrate for long hours; ability to work independently; being self-driven; being committed and motivated; not being colour blind or afraid of heights

**Primary functions**  
Carrying out electrical maintenance of power station machinery in accordance with stringent regulations and statutory requirements in a cost-effective and safe manner

**SAP**  
S70005030

**Enquiries**  
S Mashiloane  (012 358 2800)/NC Mdluli (012 358 2184)

DEPARTMENT: UTILITY SERVICES  
Division: Energy Business  
Section: Bulk Supply Services  
Location: Pretoria West Power Station  

Reference number  
PWEE613-2019  

Position  
BOILER AND TURBINE ATTENDANT (2 POSTS)  

To be advertised  
<table>
<thead>
<tr>
<th>Internal</th>
<th>External</th>
</tr>
</thead>
</table>

This position seeks to attract  
| African female | African male | Coloured male | Coloured male | Indian female |
| Indian male | White female | People with disability | People with disability |

Job level  
C1  

Scale  
R243 912,00 – R304 332,00 per annum  

Estimated remuneration package  
R310 454,45 – R387 357,83 per annum  

Job purpose  
To handle all aspects of the monitoring of boilers, turbines and their accessories, report defects and assist the Senior Boiler Attendant and Senior Turbine Attendant in executing his/her duties; to function in accordance with stringent regulatory and statutory requirements.  

Appointment requirements  
Grade 12 or equivalent qualification or National Certificate in Fossil Power Plant Auxiliary System Operation  
Relevant power station experience will be an added advantage  
N3 or equivalent qualification will be an added advantage  
Willingness and ability to work shifts, overtime and standby  
Willingness and ability to work in confined spaces, and a noisy and dusty environment  

Personal attributes and/or competencies  
Good communication skills; unafraid of heights or confined spaces; physical fitness and good health  

Primary functions  
Operating turbines and boilers and associated equipment/auxiliaries (24 hrs)  
Assisting the Senior Boiler Attendant and Senior Turbine Attendant in operating boilers and turbines as well as associated equipment/auxiliaries (24 hrs)  
Ensuring that the operation of the plant, machinery or equipment is in accordance with statutory requirements as well as formal operating procedures (eg drum water levels, temperatures, pressures, etc)  
Maintaining a safe and healthy working environment  
Performing and assisting with any electrical or mechanical isolations  
Performing relevant laboratory, mechanical and electrical functions  

SAP  
S70004440; S70004472  

New/natural attrition  
Natural attrition  

Enquiries  
C Maswanganye (012 358 5150)/J Kuik (012 358 5151)/M Makhado (012 358 8278)  

(Position for JF14/2019)  
DEPARTMENT: UTILITY SERVICES

Division: Energy Business
Section: Bulk Supply Services
Location: Rooiwal Power Station

Reference number
PWEE615-2019

Position
SENIOR POWER PLANT OPERATOR

To be advertised
Internal          External

This position seeks to attract
African female
African male
Indian male
Indian female
Indian male
Person with disability

Job level
C2

Scale
R279 408,00 – R341 820,00 per annum

Estimated remuneration package
R355 634,23 – R435 073,05 per annum

Job purpose
To see to the safe and efficient production operation of two 60 MV steam generators (PF boilers) or two 60 MVV turbines and auxiliary plants on a continuous shift cycle throughout a 24-hour production facility

Appointment Requirements
N3 certificate or equivalent qualification PLUS four years’ career-related training and experience in 60 MW pulverised fuel boilers, turbines and local network control
OR National Certificate in Fossil Power Plant Auxiliary Systems Operations PLUS three years’ relevant power station experience
Relevant experience in power plant operations (boiler and turbine plant)
Physical fitness and health
Computer literacy
Willingness and ability to work shifts

Personal attributes and/or competencies
Good communication skills; physical fitness, strength and health; no fear of heights; no fear of confined spaces; having good vision and not being colour blind; willingness and ability to work in a high voltage switchyard

Primary functions
To see to the safe and efficient production operation of two 60 MW steam generators (PF boilers) or two 60 MW turbines and auxiliary plants on a continuous shift cycle at a 24-hour production facility
To delegate to subordinates
To stay in the control rooms until released by a competent person due to 24 hour continuous operations for service delivery
To compare the actual coal weight at own scales with mine delivery notes
To capture data
To call out standby personnel as requested by foreman or supervisor

SAP
S70004923

New/natural attrition
Natural attrition

Enquiries
R Mamafha (012 358 2801)/NC Mdluli (012 358 2184)

DEPARTMENT: UTILITY SERVICES
Division: Energy Business
Section: Bulk Supply Services/Metering and Vending
Location: Rosslyn and Waltloo

Reference number  PWEE616-2019

Position  SYSTEM OPERATOR (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

Job level  C1/2

Scale  R243 912,00 – R341 820,00 per annum

Estimated remuneration package  R310 454,45 – R435 073,05 per annum

Job purpose  To ensure that all elements of the prepaid vending system and associated processes for the responsible office are functioning property and efficiently

Appointment Requirements  Grade 12 or equivalent qualification
Relevant experience
Valid Code B driver’s licence with own transport
Computer literacy

Personal attributes and/or competencies  Analytical thinking skills; adaptability; good communication skills; interpersonal abilities; leadership skills

Primary functions  To ensure that all elements of the prepaid vending system and associated processes for the responsible office are functioning property and efficiently

SAP  S70005608; S70005615

New/natural attrition  Natural attrition

Enquiries  K Oeschger (012 358 3581)/M Makhado (012 358 8278)
DEPARTMENT: UTILITY SERVICES
Division: Electricity Planning and Development
Section: Electrification, Public Lighting and Service Connection
Location: Soshanguve

Reference number PWEE617-2019

Position ARTISAN (ELECTRICIAN)

To be advertised Internal External

This position seeks to attract

<table>
<thead>
<tr>
<th>Gender</th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>African female</td>
<td>African male</td>
<td>Coloured female</td>
<td>Coloured male</td>
</tr>
<tr>
<td>Indian male</td>
<td>White female</td>
<td>Person with disability</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Indian female</td>
</tr>
</tbody>
</table>

Job level C1/2

Scale R243 912,00 – R341 820,00 per annum

Estimated remuneration package R310 454,45 – R435 073,05 per annum

Job purpose To provide services to handle special projects like electricity-for-all, public lighting and Eskom projects and to ensure that all new installations conform to the NRS-047, NRS-048 and other related standards

Appointment Requirements

<table>
<thead>
<tr>
<th>Requirement</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>N3 certificate in Electrical Engineering</td>
<td></td>
</tr>
<tr>
<td>Trade certificate as Electrician (red seal)</td>
<td></td>
</tr>
<tr>
<td>At least two years’ relevant experience in local authority electrical networks</td>
<td></td>
</tr>
<tr>
<td>Physical fitness and health</td>
<td></td>
</tr>
<tr>
<td>Valid Code C1 driver’s licence with a valid PrDP</td>
<td></td>
</tr>
<tr>
<td>Willingness to work shifts</td>
<td></td>
</tr>
<tr>
<td>Willingness to work overtime and standby when required</td>
<td></td>
</tr>
</tbody>
</table>

Personal attributes and/or competencies Ability to concentrate for prolonged periods; ability to be creative in finding new and innovative ways to deliver services; ability to work on numerous and vastly different issues at any given time; analytical, rational, structural and creative thinking skills; verbal and written communication skills; ability to work under pressure; being driven, committed and motivated

Primary functions Supervision and on-site management of special projects which include electrical reticulation of townships and public lighting to ensure that the construction complies with the relevant design standard specifications

Administration of project activities for audit reporting purposes

Project handover for maintenance and operational purposes

Comply with practices to ensure safety

SAP S70004316

New/natural attrition Natural attrition

Enquiries M Dibakwane (012 358 9396)/A Mnisi (012 358 4185)

DEPARTMENT: UTILITY SERVICES

Division: Energy and Electricity
Section: Energy Business: Bulk Supply Services: Transmission Management
Location: C De Wet

Reference number: PWEE618-2019

Position: ARTISAN (ELECTRICIAN) (2 POSTS)

To be advertised: Internal External

This position seeks to attract: African female African male Coloured female Coloured male Indian female

Job level: C1/2

Scale: R243 912,00 – R341 820,00 per annum

Estimated remuneration package: R310 454,45 – R435 073,05 per annum

Job purpose: Supervising assigned teams, handling breakdowns during and after working hours, constructing electrical networks to ensure effective service delivery, maintaining the existing electrical network and doing safety inspections on network equipment to ensure network stability, and utilising resources effectively and in accordance with the OHS Act

Appointment Requirements:
N3 certificate in Electrical Engineering
Trade certificate as Electrician (red seal)
At least two years’ relevant experience in local authority electrical networks
Physical fitness and health
Valid Code C1 driver’s licence with a valid PrDP

Willingness to work shifts
Willingness to work overtime and standby when required

Personal attributes and/or competencies:
Ability to work under pressure; good written and verbal communication skills; ability to concentrate for prolonged periods; ability to work independently; being driven, committed and motivated

Primary functions:
Ensuring the optimal utilisation of resources for cost-effectiveness
Constructing electrical networks to ensure effective service delivery
Maintaining the existing electrical network to ensure network stability
Supervising the assigned team
Adhering to the OHS Act by overseeing safe operations on-site

SAP: S70005237; S70005259
New/natural attrition: Natural attrition

Enquiries: IR Shibisi (012 358 0309)/NC Mdluli (012 358 2184)

DEPARTMENT: UTILITY SERVICES
Division: Energy and Electricity
Section: Bulk Supply Services
Location: Rooiwal Power Station

Reference number PWEE619-2019

Position SENIOR POWER PLANT OPERATOR

To be advertised Internal External

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

Job level C1/2

Scale R243 912,00 – R341 820,00 per annum

Estimated remuneration package R310 454,45 – R435 073,05 per annum

Job purpose The control of a local electrical network control system on shift. The electrical control room needs to be managed throughout at the 24-hour production facility.

Appointment Requirements
N3 certificate or equivalent qualification PLUS four years’ career-related experience on local network control OR SAQA registration qualification: National Certificate in Local Electrical Network Control PLUS one year’s relevant power plant operations experience
Relevant experience in power plant operations
Physical fitness and health
Computer literacy
Willingness and ability to work shifts

Personal attributes and/or competencies
Physical fitness, strength and health; having good vision and not being colour blind; willingness to work in a high voltage switchyard; good communication skills

Primary functions
To delegate work to the power plant operator
To stay in the electrical control room until relieved by a competent person, because the production facility operates on a 24-hour continuous basis for service delivery to all
To compare the actual coal weight at own scales with mine delivery notes
To capture data
To call out standby personnel as requested by foreman or superintendent

SAP S70004864

New/natural attrition Natural attrition

Enquiries R Mamafha (012 358 2801)/NC Mdluli (012 358 2184)

DEPARTMENT: UTILITY SERVICES
Division: Energy Business
Section: Bulk Supply Services: Metering and Vending: Metering Low-voltage and Vending Services Operations – Low-voltage
Location: All regions

Reference number PWEE621-2019

Position ARTISAN (ELECTRICIAN)

To be advertised Internal External

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

Job level C1/2

Scale R243 912,00 – R341 820,00 per annum

Estimated remuneration package R310 454,45 – R435 073,05 per annum

Job purpose To executive projects/maintenance (operations) in an effective may by keeping to the set targets, cost, resources and standards of each project, and adhering to the OHS Act

Appointment Requirements N3 certificate in Electrical Engineering Trade certificate as Electrician (red seal) At least two years’ relevant experience in local authority electrical networks Physical fitness and health Valid Code C1 driver’s licence with a valid PrDP Willingness to work shifts Willingness to work overtime and standby when required

Personal attributes and/or competencies Ability to concentrate for prolonged periods; analytical thinking skills; good communication skills; interpersonal abilities; leadership skills; ability to work under pressure; being driven, committed and motivated

Primary functions To do meter installations and safe audits To understand and interpret the technical issues related to the functions To interpret and adhere to the safety policies and standards To be able to drive to the various operation sites To transport materials and personnel to and from operational sites

SAP S70005466

New/natural attrition Natural attrition

Enquiries P Mabotja (012 358 6610)/M Makhado (012 358 8278)

DEPARTMENT: UTILITY SERVICES
Division: Energy Business
Section: Technical Support and Technology Management
Location: Pretoria Central

Reference number: PWEE622-2019

Position: DEPUTY DIRECTOR: LOGISTICS AND TECHNICAL SUPPORT

To be advertised: Internal  External

This position seeks to attract:
- African female
- Coloured female
- Indian female
- Indian male
- White female
- Person with disability
- White male

Job level: E1

Scale: R587 364,00 – R777 720,00 per annum

Estimated remuneration package: R886 697,33 – R128 984,99 per annum

Job purpose:
To standardise and rationalise the technical specification database and annual equipment contracts required for the procurement of cost-effective electrical equipment required for the construction, maintenance and safe operation of the electricity distribution infrastructure, for use by the Electricity Department’s employees, developers and consultants in the City of Tshwane

Appointment Requirements:
- BEng or BSc or BTech degree in Electrical Engineering or equivalent qualification
- Registration or eligibility to register as Professional Engineer/Technologist with ECSA
- At least five years’ relevant experience
- At least three years’ project management experience
- Valid driver’s licence
- Computer literacy

Personal attributes and/or competencies:
- Ability to understand electrical drawings and designs; ability to manage and motivate a diverse operational workforce; having insight of the costs associated with different construction techniques, different materials used and the application of new technologies;
- Ability to understand and apply project management principles; ability to understand and interpret technical issues related to the post; ability to understand technical submissions and standards; ability to write reports and create worksheets

Primary functions:
To standardise and rationalise the technical specification database and annual equipment contracts required for the procurement of cost-effective electrical equipment required for the construction, maintenance and safe operation of the electricity distribution infrastructure, for use by the Electricity Department’s employees, developers and consultants in the City of Tshwane
To provide a safe and reliable electrical network conforming to national standards for the quality of service and supply requirements

To be responsible for drafting and reviewing contract documents and guidelines
To review specifications and adjudication reports and to provide feedback
To audit the contract management of special projects

SAP
S70004212

New/natural attrition
Natural attrition

Enquiries
M Rasetlola (012 358 7101)/T Mahlaela (012 358 4466)
DEPARTMENT: UTILITY SERVICES
Division: Electricity Planning and Development
Section: Primary and Secondary Engineering Services
Location: Giovannette Depot

Re-advertisement

Reference number PWEE605-2019

Position DIRECTOR: PRIMARY AND SECONDARY ENGINEERING SERVICES

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 E2

Scale R699 984,00 – R910 836,00 per annum

Estimated remuneration package R1 032 441,57 – R1 300 816,81 per annum

Job purpose To manage the electrical infrastructure by planning, designing and implementing the primary and secondary electrical networks to ensure sufficient, reliable and safe capacity on new and existing electrical networks.
To have the overall responsibility for the strategic planning and managing of strategic projects of the section, to build strong relations with clients, and to ensure that the deputy directors meet their agreed targets on expanding and upgrading the networks.

Appointment requirements
BEng or BSc or BTech degree in Electrical Engineering or equivalent qualification
Registration as Professional Engineer/Engineering Technologist with ECSA will be an added advantage
Senior management qualification will be an added advantage
Financial management for non-financial managers will be an added advantage
At least eight years’ experience in the technical environment
At least five years’ management experience
Valid Code B driver’s licence
Computer literacy

Personal attributes and/or competencies
Ability to concentrate for prolonged periods; ability to be creative in finding new and innovative ways of delivering services; ability to work on numerous and vastly different issues at any given time; analytical thinking skills; negotiating and interpersonal skills; quick decision-making skills with limited information available; business acumen; above average verbal and written communication skills; leadership skills; adaptability to a changing environment and different views; presentation skills; strategic thinking skills.
Primary functions
Manage, coordinate and approve the master plans for the primary and secondary electrical networks to ensure sufficient capacity for electrical network developments
Manage and approve feasibility reports for the primary network to ensure cost-effective projects
Manage and approve the design of 275 kV, 132 kV and 33 kV transmission networks, and secondary distribution networks to ensure optimal performance on the electrical networks
Manage and approve the primary and secondary upgrading reports to ensure sufficient capacity on distribution networks
Manage and oversee tender documents for project implementation to ensure that procurement policies are adhered to
Manage and approve project budgets to ensure that primary and secondary projects are allocated correctly
Manage strategic personnel processes and activities
Adhere to statutory regulations to reduce the department’s exposure to risks

SAP
S70004063

New/natural attrition
Natural attrition

Enquiries
T Mahlaela (012 358 4466)
DEPARTMENT: UTILITY SERVICES
Division: Energy Business
Section: Bulk Supply Services
Location: Rooiwal Power Station

Reference number PWEE623-2019

Position CHIEF ENGINEER

To be advertised Internal External

This position seeks to attract African female African male Coloured female Coloured male Indian female

Job level D2/3/E1

Scale R408 192,00 – R777 720,00 per annum

Estimated remuneration package R519 552,22 – R1 128 984,99 per annum

Job purpose To manage and oversee the 24-hour production facility to ensure safe, reliable, cost-effective and optimum electricity generation at all times, and to oversee approximately 120 staff members on various levels

Appointment Requirements BEng (Mechanical) or BSc (Mechanical Engineering) or BTech degree in Mechanical Engineering or Certified Mechanical Engineer
Registration as Professional Engineer/Engineering Technologist with ECSA will be an added advantage
Government certificate of competency will be an added advantage
Management qualification will be an added advantage
At least 15 years’ relevant experience in a power generation environment
Computer literacy

Personal attributes and/or competencies Analytical thinking skills; good communication skills; strategic planning skills; good leadership skills; ability to make sound judgements; strategic thinking skills

Primary functions To oversee the following:
Generation of electricity
Management of personnel
Training and utilisation of staff
Planning and operational management information
Defecting systems
Permit and isolation systems
Condition monitoring
Laboratory facilities
Preventative maintenance
Budget control

SAP S70004775
New/natural attrition Natural attrition
Enquiries R Mamafha (012 358 2801)/A Mnisi (012 358 4185)

DEPARTMENT: UTILITY SERVICES  
Division: Energy Business  
Section: Bulk Supply Services  
Location: Rooiwal Power Station

Re-advertisement

Reference number PWEE599-2019

Position SENIOR SUPERINTENDENT

To be advertised Internal External

This position seeks to attract African female <br>African male <br>Coloured female <br>Coloured male <br>Indian female <br>Indian male <br>White female <br>White male <br>Person with disability

Job level D1

Scale R354 336,00 – R454 464,00 per annum

Estimated remuneration package R451 003,59 – R578 447,84 per annum

Job purpose To repair and maintain the steam generation boilers and ancillaries on which the main electricity generation facility is reliant

Appointment requirements N3 certificate or equivalent qualification<br>Trade certificate (Fitter, or Fitter and Turner)<br>Relevant experience in boiler maintenance in a heavy industry environment and in a power station in particular<br>Supervisory or managerial experience in a power station<br>Physical fitness and good health<br>Computer literacy<br>Willingness to work shifts, standby and overtime

Personal attributes and/or competencies Good communication skills; physical fitness, strength and good health; no fear of heights; having sound knowledge and understanding of power plant equipment assembly and operational requirements; having sound knowledge of OHS Act requirements

Primary functions Managing the repair and maintenance activities applicable to steam generation boilers and ancillaries on which the main electrical generation facility is reliant, thereby contributing to the achievement of overall production objectives

SAP S70005079

New/natural attrition Natural attrition

Enquiries R Mamafha (012 358 2801)/A Mnisi (012 358 4185)

# DEPARTMENT: GROUP LEGAL AND SECRETARIAT SERVICES

**Division: Office of the Group Head**

**Section: N/A**

**Location: Pretoria Central**

<table>
<thead>
<tr>
<th>Reference number</th>
<th>LESE064-2019</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Position</strong></td>
<td>EXECUTIVE SECRETARY</td>
</tr>
<tr>
<td><strong>To be advertised</strong></td>
<td>Internal</td>
</tr>
<tr>
<td><strong>This position seeks to attract</strong></td>
<td>[ ] Indian male</td>
</tr>
<tr>
<td><strong>Job level</strong></td>
<td>C3</td>
</tr>
<tr>
<td><strong>Scale</strong></td>
<td>R316 704,00 – R387 468,00 per annum</td>
</tr>
<tr>
<td><strong>Estimated remuneration package</strong></td>
<td>R403 105,07 – R493 174,44 per annum</td>
</tr>
<tr>
<td><strong>Job purpose</strong></td>
<td>To provide an effective and efficient secretarial support service to the Group Head: Group Legal and Secretariat Services</td>
</tr>
<tr>
<td><strong>Appointment Requirements</strong></td>
<td>Grade 12 or an equivalent qualification plus a secretarial qualification/training</td>
</tr>
<tr>
<td></td>
<td>Relevant secretarial and office administration experience</td>
</tr>
<tr>
<td></td>
<td>Computer literacy</td>
</tr>
<tr>
<td><strong>Personal attributes and/or competencies</strong></td>
<td>Flexibility; willingness to accept responsibility; innovative thinking skills; ability to pay attention to detail; ability to work within prescribed timelines; good self-management skills; ability to function well in stressful conditions</td>
</tr>
<tr>
<td><strong>Primary functions</strong></td>
<td>Provide a reception service</td>
</tr>
<tr>
<td></td>
<td>Provide an office administration service</td>
</tr>
<tr>
<td></td>
<td>Provide a typing and computer operating service</td>
</tr>
<tr>
<td></td>
<td>Provide an operational logistics service</td>
</tr>
<tr>
<td></td>
<td>Execute diverse official secretarial duties</td>
</tr>
<tr>
<td><strong>SAP</strong></td>
<td>S70017123</td>
</tr>
<tr>
<td><strong>New/natural attrition</strong></td>
<td>Natural attrition</td>
</tr>
</tbody>
</table>

Enquiries
S Mabena (012 358 3656)/J Mamabolo (012 358 2152)

DEPARTMENT: GROUP LEGAL AND SECRETARIAT SERVICES
Division: Municipal Courts
Section: Court Administration
Location: Capitol Towers North, Pretoria Central

Reference number
LESE065-2019

Position
SENIOR ADMINISTRATIVE OFFICER

To be advertised
Internal
External

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

Job level
C1/2/3

Scale
R243 912,00 – R387 468,00 per annum

Estimated remuneration package
R310 454,45 – R493 174,44 per annum

Job purpose
To perform an effective and efficient administrative function for Municipal Courts

Appointment Requirements
Grade 12 or equivalent qualification
A relevant tertiary qualification will be an added advantage
Relevant experience within the field of office administration
Computer literacy

Even though the advertisement may have a specific location or area of work, applicants must be willing to be placed anywhere in the city from time to time as required and determined by departmental management; thus by applying for any of these positions the applicants irrevocably accept this condition

Personal attributes and/or competencies
Integrity; intelligence; patience; innovative thinking skills; decisiveness; flexibility; willingness to accept responsibility

Primary functions
To perform administrative duties at the information counter
To manage the court roll
To manage the registration/result of representations
To handle telephone enquiries
To administrate warrants of arrest
To administrate admissions of guilt
To handle public enquiries
To serve Section 54 summonses

SAP
S70017301

New/natural attrition
Natural attrition

Enquiries
S van Zyl (012 358 7178)/S Mabena (012 358 3656)

(Please note that the positions are also available at http://www.tshwane.gov.za/sites/Departments/Corporate-and-Shared-Services/Pages/Job-Forum.aspx)
DEPARTMENT: GROUP LEGAL AND SECRETARIAT SERVICES

Division: Legal Counsel
Section: Prosecutions
Location: Pretoria Central

Reference number LESE066-2019

Position DEPUTY DIRECTOR: PROSECUTIONS

To be advertised Internal External

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

Job level E1

Scale R587 364,00 – R777 720,00 per annum
Estimated remuneration package R886 697,33 – R1 128 984,99 per annum

Job purpose To oversee and manage the delivery of effective and efficient labour law advisory services, organisational policies, collective agreement and strategies

Appointment Requirements
A four-year career-related legal degree or equivalent
A postgraduate qualification in law will be advantageous
An admitted attorney or advocate
Sound knowledge of the principles of labour law, administrative law, constitution and local government, and civil procedure law will be an added advantage
At least five years’ experience in prosecutions
A valid Code B driver’s licence
Computer literacy (being conversant with the following computer packages: MS Word, Excel, Project and PowerPoint)

Even though the advertisement may have a specific location or area of work, applicants must be willing to be placed anywhere in the city from time to time as required and determined by departmental management; thus by applying for any of these positions the applicants irrevocably accept this condition

Personal attributes and/or competencies Negotiating skills; excellent communication skills; leadership skills; excellent problem-solving skills; sound financial management skills; ability to work within prescribed timelines; good self-management skills; ability to function well in stressful conditions

Primary functions Manage disciplinary matters
Execute labour law services
Execute generic planning functions
Execute generic management functions
Execute generic financial functions

SAP S70016294

New/natural attrition Natural attrition

Enquiries S Segolela 012 358 7387)/J Mamabolo (012 358 2152)/S Mabena (012 358 3656)

## DEPARTMENT: GROUP LEGAL AND SECRETARIAT SERVICES

**Division:** Legal Counsel  
**Section:** Development Law  
**Location:** Pretoria Central

### Reference number
LESE067-2019

### Position
LEGAL ADVISOR

### To be advertised
<table>
<thead>
<tr>
<th>Internal</th>
<th>External</th>
</tr>
</thead>
</table>

### This position seeks to attract
- African female
- Indian male
- African male
- Coloured female
- Indian male
- Coloured male
- White female
- White male
- Person with disability

### Job level
D2/3

### Scale
R408 192,00 – R664 104,00 per annum

### Estimated remuneration package
R519 552,22 – R845 280,43 per annum

### Job purpose
To provide a development law service to the City of Tshwane

### Appointment Requirements
- LLB or any other relevant legal degree or equivalent qualification
- A postgraduate qualification in law will be an advantage
- Being an admitted attorney or advocate with sound knowledge of the principles of administrative, constitutional and local government, and civil procedure law will be an added advantage
- Relevant experience in providing legal advice
- Valid Code B driver’s licence
- Computer literacy and being conversant with the following computer packages: MS Word, Excel, Project and PowerPoint

**Even though the advertisement may have a specific location or area of work, applicants must be willing to be placed anywhere in the city from time to time as required and determined by departmental management; thus by applying for any of these positions the applicants irrevocably accept this condition**

### Personal attributes and/or competencies
- Advanced linguistic proficiency; negotiating skills; leadership skills; project management skills; communication skills; analytical skills; organisational skills

### Primary functions
- Dealing with all approvals of legal administration of land use management and development applications in terms of applicable development law
- Perusing legal documents and applications, and formulating comments and conditions relating thereto
- Dealing with any process that can be interpreted as forming part of any process related to development, land use or development law
- Commenting on and dealing with new legislation, including the updating and perusal of local government with regard to development
- Representing the City of Tshwane in any forum that may require representation in terms of matters relating to development and land use changes

SAP                  S70017201
New/natural attrition  Natural attrition
Enquiries            M Mphahlele (012 358 7302)/J Mamabolo (012 358 2152)

DEPARTMENT: GROUP LEGAL AND SECRETARIAT SERVICES
Division: Legal Counsel
Section: Labour Law Prosecutions
Location: Pretoria Central

Reference number LESE068-2019

Position LEGAL ADVISOR

To be advertised Internal External

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

Job level D2/3

Scale R408 192,00 – R664 104,00 per annum

Estimated remuneration package R519 552,22 – R845 280,43 per annum

Job purpose To handle arbitrations and conciliations at the CCMA and Bargaining Council, and to render correct and proper labour law advice

Appointment Requirements LLB or any other relevant legal degree or equivalent qualification
A postgraduate qualification in law will be an advantage
Being an admitted attorney or advocate and possessing sound knowledge of the principles of administrative, constitutional and local government, and civil procedure law will be an added advantage
Relevant experience in providing legal advice and appearing at the CCMA and Bargaining Council
A valid Code B driver’s licence with own transport
Computer literacy and being conversant with the following computer packages: MS Word, Excel, Project and PowerPoint

Even though the advertisement may have a specific location or area of work, applicants must be willing to be placed anywhere in the city from time to time as required and determined by departmental management; thus by applying for any of these positions the applicants irrevocably accept this condition

Personal attributes and/or competencies Negotiating skills; excellent verbal and written communication skills; leadership skills; excellent problem-solving skills; sound financial management skills; ability to work within prescribed timeliness; good self-management skills; ability to function under pressure and in stressful conditions

Primary functions Acknowledge receipt of all cases from the immediate supervisor
Ensure that each case allocated is registered in the case register book
Attend to all cases referred for advice, conciliation and arbitration
Comply with the time frame for interaction with the Bargaining Council and other parties, including the CCMA, in all cases referred for conciliation and arbitration

Appear on behalf of the employer and represent the interests of the employer in all cases
Effect constant reporting and give feedback to client departments/divisions about all cases handled
Conduct research on the latest legal developments in labour law

**SAP**

S70016296

**New/natural attrition**

Natural attrition

**Enquiries**

S Segolela (012 358 7387)/S Mabena (012 358 3656)
DEPARTMENT: ROADS AND TRANSPORT
Division: Integrated Rapid Public Transport Network (IRPTN)
Section: A Re Yeng Operations
Location: Hatfield

Re-advertisement

Reference number TRRO426-2019

Position INFORMATION OFFICER

To be advertised Internal External

This position seeks to attract Indian male African male Coloured male Indian female

Job level C1/2/3

Scale R243 912,00 – R387 468,00 per annum

Estimated remuneration package R310 454,45 – R493 174,44 per annum

Job purpose Executing all responsibilities related to the development and operation of the website and social media for the TRT Operations Business Unit, and providing general assistance to any activity related to marketing and communications programmes

Appointment requirements Grade 12 plus a Diploma in Journalism, Information Technology and/or Communication
At least two years’ experience in marketing, communications and/or the use of electronic multimedia techniques and website operations
A valid Code B driver’s licence
Computer literacy

Personal attributes and/or competencies Having no disability of vision, speech and hearing; integrity; intelligence; patience; innovative thinking skills; imagination; flexibility; willingness to accept responsibility; decisiveness; ability to pay attention to detail; strategic thinking skills; excellent linguistic ability; excellent audio ability; excellent visual ability

Primary function Implementing and operating a website for A Re Yeng TRT operations
Implementing and operating social media mechanisms
Communicating and reporting on website and social media activities

SAP S70009812
New/natural attrition Natural attrition
Enquiries T Kone (012 358 3139)

Reference number TRRO463-2019

Position SENIOR ADMINISTRATIVE OFFICER

To be advertised Internal External

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

Job level C1/2/3

Scale R243 912,00 – R387 468,00 per annum

Estimated remuneration package R310 454,45 – R493 174,44 per annum

Job purpose To deliver community desk operations support services to the specialised unit of Tshwane Bus Services

Appointment Requirements Grade 12 or an equivalent qualification

A tertiary qualification in customer care will be an added advantage

At least three years’ customer care experience

Computer literacy

Personal attributes and/or competencies Good communication skills; good interpersonal relations skills; problem-solving skills; analytical skills; ability to pay attention to detail; integrity; intelligence; patience

Primary functions Receive and refer complaints to the relevant stakeholders

Compile a monthly report to the Deputy Director: Operations and Deputy Director: Finance

Handle Tshwane Bus Services’ social media, Facebook and Twitter

Keep records of all complaints on SAP and give feedback to the complainant

Render a sufficient customer care service to Tshwane Bus Services commuters in respect of bus services

SAP S70009209

New/natural attrition Natural attrition

Enquiries KS Buda (012 358 2203)/M Mphahlele (012 358 1018)
## DEPARTMENT: ROADS AND TRANSPORT
**Division:** Transportation Planning  
**Section:** Transport Infrastructure Planning  
**Location:** Centurion

### Reference number
TRRO464-2019

### Position
SENIOR ADMINISTRATIVE OFFICER

### To be advertised
<table>
<thead>
<tr>
<th>Internal</th>
<th>External</th>
</tr>
</thead>
</table>

### This position seeks to attract
- Indian male
- African male
- Coloured male
- Person with disability
- Indian female

### Job level
C1/2/3

### Scale
R243 912,00 – R387 468,00 per annum

### Estimated remuneration package
R310 454,45 – R493 174,44 per annum

### Job purpose
To execute the administration process for the evaluation of land development applications inter alia township development, rezoning, consent use, second dwellings, subdivisions and consolidations so as to meet legislated/regulated response times, to maintain a computerised data system, to process statistics, and to effect general office administration.

### Appointment Requirements
- Grade 12 or an equivalent qualification
- Relevant experience in general office administration
- Relevant experience in administering land use applications will be an added advantage
- Computer literacy

### Personal attributes and/or competencies
- Good communication and interpersonal skills; willingness to accept responsibility; ability to carry out duties and responsibilities with limited supervision; ability to establish work priorities

### Primary functions
- Coordinating the processing of development applications
- Managing a computerised database system
- Providing standard requirements for applications
- Coordinating the processing of all incoming mail and files
- Effecting general office administration
- Processing statistics regarding all development applications
- Assisting with the administration of certain personnel matters

### SAP
S70008812

### New/natural attrition
Natural attrition

### Enquiries
D Simelane (012 358 1243)/M Mphahlele (012 358 1018)

DEPARTMENT: ROADS AND TRANSPORT
Division: Tshwane Bus Services
Section: Operations
Location: C de Wet (Pretoria Central)

Reference number TRRO465-2019

Position TRANSPORT OFFICER

To be advertised Internal External

This position seeks to attract

<table>
<thead>
<tr>
<th>Category</th>
<th>Male</th>
<th>Female</th>
</tr>
</thead>
<tbody>
<tr>
<td>African</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Coloured</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Indian</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Person with disability</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Job level C1/2

Scale R243 912,00 – R341 820,00 per annum

Estimated remuneration package R310 454,45 – R435 073,05 per annum

Job purpose To render a customer service to the residents of Tshwane

Appointment requirements

- Grade 12 or equivalent qualification
- Relevant customer care or customer relations experience
- Knowledge of social media and public transport query resolutions and operations will be an advantage
- A SAP-related customer care course to register complaints will be an added advantage
- Valid Code B driver’s licence
- Computer literacy
- Willingness and ability to work shifts

Personal attributes and/or competencies

- Leadership/supervisory skills
- Good communication skills
- Interpersonal skills
- Presentation skills
- Patience
- Innovative thinking skills
- Flexibility
- Decisiveness
- Efficiency
- Ability to be self-motivated
- Willingness to accept responsibility
- Ability to pay attention to detail
- Being proactive
- Ability to work with people

Primary functions

- Handle telephonic, written and direct complaints/enquiries
- Implement and maintain the complaints/enquiries system
- Interact with external role players and activities
- Execute site inspections for more information
- Keep statistical data
- Provide detailed feedback for the SDBIP report

SAP S70009574

New/natural attrition Natural attrition

Enquiries V Selamolela (012 358 7919)/M Mphahlele (012 358 1018)

DEPARTMENT: ROADS AND TRANSPORT
Division: Licencing Services
Section: Registering and Licencing Authority Services
Location: Bronkhorstspruit Licencing Services Centre

Reference number TRRO466-2019
Position SENIOR LICENCING OFFICER
To be advertised Internal External
This position seeks to attract Indian male African male Coloured male Person with disability Indian female
Job level C1/2/3
Scale R243 912,00 – R387 468,00 per annum
Estimated remuneration package R310 454,45 – R493 174,44 per annum
Job purpose To supervise work flow, procedural compliance, legislative compliance and services
Appointment requirements Grade 12 or equivalent qualification
At least five years’ relevant experience in licencing services
Knowledge of the National Road Traffic Act, provincial legislation and the National Traffic Information System will be an added advantage
Computer literacy
Personal attributes and/or competencies Negotiating skills; leadership skills; communication skills; analytical skills
Primary functions
Supervise staff members within the Licencing Services Division and all tasks performed by them as prescribed by the Road Traffic Act and related policies of the Municipality governing labour relations
Communicate with the senior licence officer, chief licence officer, functional head and licence officer on administrative and practical problems associated with operations in their sections
Effect quality checks on daily tasks and documents, and ensure the security thereof
Conduct meetings with members under their supervision
Handle all client enquiries and general complaints to ensure efficient telephonic and verbal communication to satisfy public demand, and provide an efficient service
Supervise all operational functions conducted by licence officers
Ensure the general control of stationery and equipment for licence officers
Reconcile the face value documents register
Balance the daily cash up in respect of all payment currency and the total on the eNaTIS system
Report equipment and system problems to the eNaTIS Administrator
Keep records of all calls logged and follow-ups
Supervise all administrative duties and tasks related to operational activities
<table>
<thead>
<tr>
<th>SAP</th>
<th>S70015760</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>New/natural attrition</strong></td>
<td>Natural attrition</td>
</tr>
<tr>
<td><strong>Enquiries</strong></td>
<td>T Mashigoane (012 358 5285)/T Kone (012 358 3139)</td>
</tr>
</tbody>
</table>

DEPARTMENT: ROADS AND TRANSPORT
Division: Integrated Rapid Public Transport Network (IRPTN)
Section: TRT Project Administration
Location: Hatfield

Reference number TRRO467-2019

Position SECRETARY

To be advertised Internal External

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

Job level C1

Scale R243 912,00 – R304 332,00 per annum

Estimated remuneration package R310 454,45 – R387 357,83 per annum

Job purpose To render an effective and efficient secretarial and administrative support service to the director

Appointment Requirements Grade 12 or an equivalent qualification plus a secretarial qualification/training Relevant secretarial and office administration experience Computer literacy

Personal attributes and/or competencies Patience; communication skills; analytical skills; organisational skills

Primary functions Render a secretarial function
Render an office administration function
Render a telephone and reception service
Render a typing service
Organise diaries
Ensure meeting arrangements
Conduct a general office management function

SAP S70009952

New/natural attrition Natural attrition

Enquiries T Kone (012 358 3139)

DEPARTMENT: ROADS AND TRANSPORT

Division: Licencing Services

Section: Finance

Location: Pretoria Central

Reference number: TRRO468-2019

Position: SENIOR ADMINISTRATIVE OFFICER

To be advertised: Internal

This position seeks to attract:

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

Job level: C1/2/3

Scale: R243 912,00 – R387 468,00 per annum

Estimated remuneration package: R310 454,45 – R493 174,44 per annum

Job purpose: To ensure implementation and financial control within the Licencing Services Division in accordance with the PFMA and MFMA

Appointment Requirements:

- Grade 12 or an equivalent qualification
- Relevant experience in general office administration and financial management
- Relevant experience in licencing services will be an added advantage
- Computer literacy with SAP experience

Personal attributes and/or competencies: Good communication skills; patience; ability to pay attention to detail; having knowledge of eProcurement, the National Road Traffic Act and provincial legislation, the by-laws of the City of Tshwane, the National Information System and the MFMA

Primary functions:

- Ensure implementation and financial control in accordance with the PFMA and MFMA
- Provide administrative support to the Licencing Services Division
- Attend to and ensure responses to queries raised by clients through the licencing offices
- Ensure that the cash office’s float balances as allocated on SAP
- Ensure accuracy and quality control in the balancing of cashiers (cash-up statements, CDs, cheque lists, bank deposit slips, back upload slips and cancellations)
- Control outstanding shortages agreements and the reconciliation of all payments for shortages on the general ledger account
- Draw up and balance financial reports from eNaTIS
- Supervise and ensure the correct and accurate compilation of the cashbook
- Supervise the stock controller to ensure that there is sufficient stationery provision for the Licencing Services Division’s offices
- Administer petty cash for the Licencing Services Division
- Process reservations on behalf of the Licencing Services Division on SAP
- Order essential stock for the Licencing Services Division on eProcurement
- Administer invoices on behalf of the Licencing Services Division

Prepare the monthly TAS 9 report
Supervise staff
Administer the incident report from financial institutions

SAP
S70015780

New/natural attrition
Natural attrition

Enquiries
T Mashigoane (012 358 5285)/T Kone (012 358 3139)
DEPARTMENT: ROADS AND TRANSPORT  
Division: Integrated Rapid Public Transport Network  
Section: A Re Yeng Operations  
Location: Hatfield

Reference number  
TRRO469-2019

Position  
BUS OPERATIONS SUPERVISOR

To be advertised  
Internal  
External

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

Job level  
C1/2

Scale  
R243 912,00 – R341 820,00 per annum

Estimated remuneration package  
R310 454,45 – R435 073,05 per annum

Job purpose  
To ensure speedy resolutions to problems, verification of incidents and actions to be taken, and to attend to issues that cannot be resolved immediately by the control room staff

Appointment Requirements  
Grade 12 or equivalent qualification  
At least five years’ relevant experience in a bus passenger or BRT operations environment  
Valid Code B driver’s licence  
Computer literacy

Personal attributes and/or competencies  
Management skills; communication skills; analytical skills; organisational skills; ability to work as part of a team; problem-solving skills; integrity; intelligence; patience; innovative thinking skills; flexibility; decisiveness; ability to pay attention to detail; willingness to accept responsibility; having working knowledge of relevant legislation; having thorough knowledge of the TRT service environment and how the system operates, as well as service details such as timetables; having in-depth knowledge of available transport technologies; ability to immediately package problem situations and to take appropriate decisions in terms of delegated authority; ability to promptly elevate relevant impact problems with solutions to the appropriate level; ability to think innovatively and being solution focused

Primary functions  
To ensure all TRT-related operations throughout the trunks, complimentary and feeder routes run smoothly and to supply first-hand verification and information to the control room, the deputy directors and directors involved in problem solving  
To act as real-time trouble shooter and verify critical issues before high-impact decisions are made  
To operate outside the control room environment to ensure speedy resolutions to problems and verification of incidents and actions to be taken, and to attend to issues that cannot be resolved immediately by the control room staff

(Position for JF14/2019)  
SAP
New/natural attrition
Enquiries

S7009856
Natural attrition
T Kone (012 358 3139)

DEPARTMENT: ROADS AND TRANSPORT
Division: Integrated Rapid Public Transport Network
Section: A Re Yeng Operations
Location: Hatfield

Reference number TRRO470-2019

Position QUALITY CONTROLLER (8 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

Job level C3

Scale R316 704,00 – R387 468,00 per annum

Estimated remuneration package R403 105,07 – R493 174,44 per annum

Job purpose To monitor, measure and maintain BRT’s quality management systems for the City of Tshwane’s IRPTN internal and outsourced operations (buses, stations, AFC, APTMS, UTC) in line with the City’s ISO 9001:2015 Quality Management Systems

Appointment requirements Grade 12 or equivalent qualification
National diploma in Production, Operations Management or equivalent career-related qualification (added advantage)
ISO 9001 Implementation certificate is mandatory
At least three years’ relevant experience in a quality monitoring environment, including quality auditing and inspections, or quality control in a bus operations environment will be an added advantage
Computer literacy
Willingness and ability to work shifts as per the nature of the position

Personal attributes and/or competencies Integrity; patience; willingness to accept responsibility; decisiveness; ability to pay attention to detail; high hand-eye coordination ability; high three-dimensional ability; excellent eyesight; communication skills; analytical skills; interpersonal skills/conflict-handling skills

Primary function Measure inputs to be used to monitor service quality trends and as a basis to levy penalties on service providers as per the set SLA penalties regime
Perform ongoing quality audits and inspections on stations, buses, depots, ICC and other operational facilities in line with the contractual penalties regime
Perform ongoing service quality inspections of the services rendered by the Bus Operating Company (BOC), Station Operating Company (SOCA), Automated Fare Collection (AFC), Advanced Public Transport Management System (APTMS) and Urban Traffic Controller (UTC) in line with the agreed contractual penalties regime

Communicate and work seamlessly with quality control staff to ensure smooth quality measurements and proper reporting across the IRPTN Unit.
Report and provide quality audit findings to the senior quality controller.
Convene quality audit follow-up meetings with the affected parties.
Develop and communicate corrective actions to the affected parties.
Implement continuous improvement initiatives as set out in the continuous improvement strategy.
Review business processes quarterly to capture all improvement ideas.
Promote continuous improvement efforts to all service providers through dedicated improvement workshops and seminars.

**SAP**

S70009864; S70009865; S70009866; S70009867; S70009868; S70009869; S70009870; S70009871

**New/natural attrition**

New

**Enquiries**

A Rambani (012 358 7939)/T Kone (012 358 3139)
DEPARTMENT: ROADS AND TRANSPORT
Division: Transportation Planning
Section: Intelligent Transport Systems and Traffic Engineering
Location: Belle Ombre: Traffic Signal Maintenance Ops

Reference number TRRO471-2019

Position TRAFFIC SIGNAL TECHNICIAN (2 POSTS)

To be advertised Internal External

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

Job level C1/2/3

Scale R243 912,00 – R387 468,00 per annum

Estimated remuneration package R310 454,45 – R493 174,44 per annum

Job purpose To organise, control and utilise personnel, materials, equipment and machinery to perform traffic signal system maintenance operational services by departmental teams, to supervise contractual work on maintenance and construction, to ensure acceptable standards and quality, and to maintain the agreement and policy of the contract

Appointment requirements Trade certificate as qualified tradesman Electrician National technical certificate N3 (Electrical) Experience in operating a “cherry picker” machine Experience in cable jointing/reticulation Experience in working on PLCs Good knowledge of Auto motor and Syntell controllers, both electrical and mechanical Traffic light construction experience Valid Code C1 driver’s licence with valid PrdP Computer literacy

Willingness and ability to work shifts and after hours as requested

Personal attributes and/or competencies Being self-assertive in dealing and liaising with the public; good written and verbal communication skills; good interpersonal skills; ability to work under pressure; willingness and ability to work as part of a team; reliability; ability to be independent in the execution of assigned duties; positivity; trainability

Primary function Manage operational activities:
Financial control
Human resources management
Asset management
Performance management
Logistic management
Quality control management

<table>
<thead>
<tr>
<th><strong>Client services</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>SAP</strong></td>
<td>S70044043; S70044045</td>
</tr>
<tr>
<td><strong>New/natural attrition</strong></td>
<td>Natural attrition</td>
</tr>
<tr>
<td><strong>Enquiries</strong></td>
<td>G Rivers (012 358 0720)</td>
</tr>
</tbody>
</table>
DEPARTMENT: ROADS AND TRANSPORT

Division: Integrated Rapid Public Transport Network (IRPTN)
Section: Integrated Rapid Public Transport Network (IRPTN) Operations
Location: Hatfield

Reference number: TRRO472-2019

Position: SECRETARY

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

Job level: C1

Scale: R243 912,00 – R304 332,00 per annum

Estimated remuneration package: R310 454,45 – R387 357,83 per annum

Job purpose: To render an effective and efficient secretarial and administrative support service to the Director

Appointment Requirements:
- Grade 12 or an equivalent qualification plus a secretarial qualification/training
- Relevant secretarial and office administrative experience
- Computer literacy

Personal attributes and/or competencies: Patience; communication skills; analytical skills; organisational skills

Primary functions:
- Render a secretarial function
- Render an office administration function
- Render a telephone and reception service
- Render a typing service
- Organise diaries
- Ensure meeting arrangements
- Conduct a general office management function

SAP: S70009836

New/natural attrition: Natural attrition

Enquiries: T Kone (012 358 3139)

DEPARTMENT: ROADS AND TRANSPORT  
Division: Tshwane Bus Services  
Section: Bus Services Maintenance and Fleet  
Location: C de Wet (Pretoria Central)

Reference number TRRO439-2019

Position DIRECTOR: BUS SERVICES MAINTENANCE AND FLEET

To be advertised Internal External

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

Job level E2

Scale R699 984,00 – R910 836,00 per annum

Estimated remuneration package R1 032 441,57 – R1 300 816,81 per annum

Job purpose To manage, inspect and evaluate defects on buses and refer buses for repairs, to manage and handle administration with regard to all technical matters and control staff of the technical section, and to set targets and ensure that they are met

Appointment Requirements An appropriate career-related tertiary qualification (three-year national diploma or degree) or equivalent qualification
At least ten years’ relevant experience in fleet maintenance and bus service maintenance
Compliance with 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
Managerial or supervisory experience
Valid driver’s licence
Computer literacy

Personal attributes and/or competencies Negotiating skills; leadership skills; project management skills; technical skills; analytical skills; communication skills; ability to pay attention to detail; ability to work under pressure; report writing skills; good interpersonal skills; computer skills; innovative thinking skills; statistical skills; willingness to accept responsibility

Primary functions Lead and guide staff of the TBS Maintenance and Fleet Section
Manage and control the annual budget of the section
Coordinate the approval and implementation of technical and fleet strategies
Ensure an effective fleet and maintenance management system
Ensure compliance with environmental management and occupational health and safety legislation

<table>
<thead>
<tr>
<th>SAP</th>
<th>S70008970</th>
</tr>
</thead>
<tbody>
<tr>
<td>New/natural attrition</td>
<td>Natural attrition</td>
</tr>
<tr>
<td>Enquiries</td>
<td>B Mntambo (012 358 0230)/JN Masilela (012 358 0255)</td>
</tr>
</tbody>
</table>

DEPARTMENT: ROADS AND TRANSPORT
Division: Transport Planning
Section: Intelligent Transport Systems and Traffic Engineering
Location: Pretoria Central

Reference number TRRO473-2019

Position ROAD DATA OFFICER

To be advertised Internal External

This position seeks to attract

- African male
- African female
- Coloured male
- Coloured female
- Indian male
- Indian female
- White male
- White female
- Person with disability

Job level C1/2

Scale R243 912.00 – R341 820.00 per annum

Estimated remuneration package R310 454.45 – R435 073.05 per annum

Job purpose To collect, update and file all the information in the subsection and manage the gathering of all traffic and transportation data, internally and externally

Appointment Requirements Grade 12 or equivalent qualification
A national certificate in engineering or IT will be an added advantage
At least three years’ relevant experience
Valid Code B driver’s licence
Computer literacy

Personal attributes and/or competencies Physical fitness to do site visits; having a technical background; leadership skills; ability to prepare work schedules and reports; to be able to work with colleagues in good spirit; must be able to engage and assist the public professionally; to be able to read and interpret transportation and traffic engineering information

Primary functions Provide support to the deputy director in traffic information functions
Prepare and coordinate counting programs and schedules, and handle requests for counts
Manage all transportation data gathered, internally and externally
Assist in the administrative duties of the subsection
Provide a daily service to all departments, the public and other authorities
Assist with information to officials, the public and authorities via internet, fax and telephone, per appointment
Update all information in data management systems
Extract and process captured data, and update databases
Prepare payment invoices for traffic information

SAP S70008672
New/natural attrition Natural attrition
Enquiries TP Ntakakaze (012 358 4835)/M Mphahlele (012 358 1018)

<table>
<thead>
<tr>
<th>Administration</th>
<th>IT</th>
<th>Managerial</th>
<th>Political</th>
<th>Professional</th>
<th>Safety, Sec and EMS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Secretarial</td>
<td></td>
<td>Semi-skilled labour</td>
<td>Support services</td>
<td>Technical</td>
<td>Unskilled labour</td>
</tr>
</tbody>
</table>

**DEPARTMENT: ROADS AND TRANSPORT**
**Division: Transport Development**
**Section: Transport Funding and Subsidy Management**
**Location: Pretoria Central**

**Reference number** TRRO474-2019

**Position** FINANCIAL SUPPORT OFFICER

**To be advertised**
- Internal
- External

**This position seeks to attract**
- Indian male
- African male
- Coloured male
- Person with disability
- Indian female

**Job level** C2/3/D1

**Scale** R279 408,00 – R454 464,00 per annum

**Estimated remuneration package** R355 634,23 – R578 447,84 per annum

**Job purpose**
To perform financial administration for the Transport Development Division

**Appointment Requirements**
- An appropriate three-year tertiary career-related qualification (degree or national diploma) or equivalent qualification
- Relevant experience in financial support
- Valid Code B driver’s licence
- Computer literacy
- Knowledge of the SAP system will be an added advantage

**Personal attributes and/or competencies**
- Communication skills; budget management skills; ability to pay attention to detail; integrity; flexibility; punctuality

**Primary functions**
- Effect administration of transport financing
- Manage transport finance logistics
- Perform financial planning of transport projects
- Monitor subsidised public transport contracts
- Administer bus subsidy claims

**SAP** S70008620

**New/natural attrition** Natural attrition

**Enquiries** T Dangalazana (012 358 1928)/M Mphahlele (012 358 1018)

DEPARTMENT: ROADS AND TRANSPORT  
Division: Tshwane Bus Services  
Section: Revenue and Expenditure  
Location: C de Wet Bus Depot (Pretoria West)

Reference number TRRO475-2019

Position FUNCTIONAL HEAD: REVENUE AND EXPENDITURE

To be advertised Internal External

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

Job level D2/3

Scale R408 192,00 – R664 104,00 per annum

Estimated remuneration package R519 552,22 – R845 280,43 per annum

Job purpose To render financial support functions and management services to the unit, including executing generic management functions and financial management support services, monitoring operational income and expenditure, ensuring budget administration and control, as well as supervising, coaching and ensuring the performance management of subordinates.

Appointment Requirements An appropriate career-related three-year tertiary qualification (degree or national diploma) or equivalent qualification  
At least five years’ experience in the environment with at least two years’ supervisory experience  
Computer literacy  
Proficiency in SAP system will be an added advantage

Personal attributes and/or competencies Having knowledge of performance management, project management, principles of human resource administration, policies, procedures, ordinances and resolutions governing personnel activities, conditions of employment and employee benefits; strong report writing skills; individual coaching and mentoring skills; business acumen

Primary functions Execute functions pertaining to financial support services  
Prepare, monitor and control the annual budget for the unit to ensure value for money and cost-effective service delivery  
Implement supply chain support operations by assisting with the drafting of service level requirements with external and internal suppliers  
Provide revenue management support  
Provide contract management support  
Provide assistance and support on capital project management  
Provide financial compliance in the unit  
Ensure that all financial operations are executed in accordance with the approved budget

Ensure that operational support personnel are properly trained in the use of relevant financial systems and the application of relevant procedures

Recommend the transfer of funds from one cost centre/general ledger account to the other

SAP

S70009562

New/natural attrition

Natural attrition

Enquiries

K Moja (012 358 6139)/ M Mphahlele (012 358 1018)
DEPARTMENT: ROADS AND TRANSPORT  
Division: Tshwane Bus Services  
Section: Operations  
Location: C de Wet Bus Depot (Pretoria West)

Reference number  TRRO477-2019

Position  TRANSPORT OFFICER

To be advertised  Internal  External

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

Job level  C1/2

Scale  R243 912,00 – R341 820,00 per annum

Estimated remuneration package  R310 454,45 – R435 073,05 per annum

Job purpose  To render a customer service to the public of Tshwane

Appointment Requirements  Grade 12 or equivalent qualification  Relevant customer care or customer relations experience  Knowledge of social media and public transport query resolutions and operations will be an advantage  A SAP-related customer care course to register complaints will be an added advantage  Valid Code B driver’s licence  Computer literacy  Willingness and ability to work shifts

Personal attributes and/or competencies  Leadership/supervisory skills; good communication skills; interpersonal skills; presentation skills; patience; innovative thinking skills; flexibility; decisiveness; efficiency; ability to be self-motivated; willingness to accept responsibility; ability to pay attention to detail; being proactive; ability to work with people

Primary functions  Handle telephonic, written and direct complaints/enquiries  Implement and maintain a complaints/enquiries system  Interact with external role players and activities  Effect site inspections for more information  Keep statistical data  Provide detailed feedback for the SDBIP report

SAP  S70009574

New/natural attrition  Natural attrition

Enquiries  V Selamolela (012 358 7919)/JN Masilela (012 358 0255)

DEPARTMENT: UTILITY SERVICES
Division: Water and Sanitation
Section: Bulk and Waste Water Services
Location: Pretoria Central

Reference number: PWWS341-2019
Position: SENIOR SECRETARY

To be advertised: Internal  External

This position seeks to attract:
<table>
<thead>
<tr>
<th>African female</th>
<th>African male</th>
<th>Coloured male</th>
<th>Coloured male</th>
<th>Indian female</th>
</tr>
</thead>
<tbody>
<tr>
<td>Indian male</td>
<td>White female</td>
<td>Person with disability</td>
<td>Person with disability</td>
<td></td>
</tr>
</tbody>
</table>

Job level: C2
Scale: R279 408,00 – R341 820,00 per annum
Estimated remuneration package: R355 634,23 – R435 073,05 per annum

Job purpose: To provide an effective and efficient secretarial and administrative service to the divisional head

Appointment Requirements:
Grade 12 or an equivalent qualification plus a secretarial qualification/training
A relevant tertiary qualification will be an added advantage
Relevant secretarial experience
A valid Code B driver’s licence will be an added advantage
Computer literacy

Personal attributes and/or competencies:
Good communication and interpersonal skills; excellent organisational skills; integrity; patience; flexibility; intelligence; willingness to accept responsibility; innovative thinking skills; ability to pay attention to detail

Primary functions:
Assisting the divisional head with bookings, arrangements, correspondence and communication
Preparing all relevant documentation for meetings with other stakeholders
Ensuring correct communication procedures with City of Tshwane departments and institutions outside the City of Tshwane
Ensuring that meetings are arranged internally and externally with stakeholders and that boardrooms are available for presentations and meetings/functions
Ensuring that all equipment is functional and reporting deficiencies to the relevant section
Managing the divisional head’s diary on a daily basis
Communicating with all subordinates in order to ensure an orderly daily schedule of activities in the office of the divisional head
Managing documents and correspondence

SAP: S70006368
New/natural attrition: Natural attrition
Enquiries: T Mahlaela (012 358 4466)

DEPARTMENT: UTILITY SERVICES
Division: Water and Sanitation
Section: Infrastructure Provision
Location: Region 3 Bulk Water Depot

Reference number  PWWS342-2019

Position  SYSTEM INSPECTOR

To be advertised Internal External

This position seeks to attract African female African male Coloured female Coloured male Indian female Indian male

Job level  D1

Scale  R354 336,00 – R454 464,00 per annum

Estimated remuneration package  R451 003,59 – R578 447,84 per annum

Job purpose  Responsible for maintaining standards and quality control on projects, organising with depots for connections to existing pipe networks, and the daily inspection of construction sites to ensure that work is done according to project specifications, drawings and accepted standards

Appointment Requirements  N3 or equivalent qualification
Appropriate trade test certificate (red seal) as a Plumber from a recognised authority
At least five years’ relevant experience in the construction and municipal water network distribution environment after obtaining qualification
A valid Code B (unendorsed) driver’s licence
Computer literacy

Personal attributes and/or competencies  Having knowledge of the functioning of the bulk water and water distribution systems as well as of general civil construction, and of the processes and functioning of the relevant division

Primary functions  Measure quantities and ensure that changes are shown on as-built drawings
Liaise between contractor, public, engineer and departmental teams
Conduct daily site inspections
Ensure that the completed work complies with specifications
Attend site meetings and submit reports on projects
Plan and arrange new connections and capping of old systems with departmental teams
Open job cards for all water meters that need to be replaced
Determine the exact position of new services in relation to the position of services
Arrange for temporary pipe connections where trenchless technology is used to protect consumer supply
Make on-site determinations and verifications of existing services and compare with way leaves

Check that materials are to specification
Supervise pressure tests
Effect quality control on new network installations
Check that all health and safety aspects are adhered to on-site
Investigate, respond and solve queries from the public
Compile progress reports with reference to inspection of works
Ensure correctness of measurements
Liaise with consulting engineers and contractors

SAP: S70006532

New/natural attrition: Natural attrition

Enquiries: AM Cronje (012 358 7657)/M Nkadimeng (012 358 6043)/D Nkhuna (012 358 3821)
DEPARTMENT: UTILITY SERVICES
Division: Water and Sanitation
Section: Bulk Water Supply
Location: Bulk Water Depot

Reference number PWWS343-2019

Position ENGINEERING TECHNICIAN (ELECTRONIC/ELECTRICAL SERVICES)

To be advertised Internal External

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

Job level C2/3/D1

Scale R279 408,00 – R454 464,00 per annum

Estimated remuneration package R355 634,23 – R578 447,84 per annum

Job purpose Responsible for the maintenance, operation and extension of the bulk water telemetry, electronic control and information systems

Appointment Requirements An appropriate three-year tertiary career-related qualification (degree or national diploma) in Electronic or Instrumentation or equivalent qualification
At least two years’ relevant experience
A valid Code B (unendorsed) driver’s licence
Computer literacy
Willingness to work outside of normal hours and/or on weekends and standby

Personal attributes and/or competencies Knowledge of telemetry, instrumentation and cathodic protection

Primary functions The daily monitoring of reservoir levels with the aid of the telemetry system so that sufficient water is available to all areas of Tshwane at all times
The continuous monitoring of booster pump stations pumping water directly into distribution networks with the telemetry system
Maintaining a reliable alarming system that would prevent reservoirs emptying and overflowing
Carrying out preventative maintenance on instrumentation, RTUs, radios, PLCs and software
Making regular visits to the various outstations to observe, advise, etc and ensure that work is carried out as planned, in accordance with procedures, policy and sound practices
Capturing reservoir and pump consumption data
Liaising with consulting engineers and contractors
Preparing contract documents for signing by relevant parties
Compiling progress reports with reference to inspection of works
Preparing any further plans, drawings and designs necessary to carry out work

Managing and integrating different contractors’ time schedules
Looking after safety on-site with regards to site personnel and the contractor
Making sure the contractor understands safety regulations and laws
Creating requisitions and payments to suppliers of materials required for repair and maintenance work

SAP
S70007179

New/natural attrition
Natural attrition

Enquiries
KGH Molema (012 358 5807)/M Nkadimeng (012 358 6043)/D Nkhuna (012 358 3821)
# DEPARTMENT: UTILITY SERVICES
## Division: Water and Sanitation
### Section: Bulk Water Supply – Mechanical Support
#### Location: Depot – 11 Johannes Ramokhoase Street

**Reference number**  
PWWS344-2019

**Position**  
ARTISAN (WELDER/BOILERMAKER)

**To be advertised**  
Internal | External

**This position seeks to attract**  
African female | African male | Coloured female | Coloured male | Indian female

**Job level**  
C1/2

**Scale**  
R243 912,00 – R341 820,00 per annum

**Estimated remuneration package**  
R310 454,45 – R435 073,05 per annum

**Job purpose**  
The repair and maintenance of all steel structures, including the fabrication of new pipe joints, flanges and grating in the Bulk Water Supply Section (Electromechanical Works)

**Appointment Requirements**  
N3 or equivalent qualification  
Trade certificate as qualified Welder (red seal)  
Relevant experience  
Valid Code C1 driver’s licence with a valid PrDP  
Physical fitness and health  
**Willingness to work shifts and, when required, to work overtime and standby**

**Personal attributes and/or competencies**  
Ability to climb into trenches to repair pipes; ability to work at heights and in confined spaces; ability to work in a demanding environment; ability to handle high work volumes

**Primary functions**  
Repair and maintain all steel structures  
Fabricate grating, pipe joints, coupling covers, manhole covers, pump station doors, etc and do general welding work  
Weld pipes  
Effect maintenance on existing steel pipelines  
Fabricate special pieces  
Conduct general administration

**SAP**  
S70007295

**New/natural attrition**  
Natural attrition

**Enquiries**  
H Segolela (012 358 5801)/M Nkadimeng (012 358 6043)/D Nkhuna (012 358 3821)

DEPARTMENT: UTILITY SERVICES
Division: Water and Sanitation
Section: Water Conservation and Water Demand Management
Location: Johannes Ramokhoase Street Depot

Re-advertisement

Reference number PWWS333-2019

Position DEPUTY DIRECTOR: METERING INSTALLATION

To be advertised Internal External

This position seeks to attract

<table>
<thead>
<tr>
<th>Category</th>
<th>African female</th>
<th>African male</th>
<th>Coloured female</th>
<th>Coloured male</th>
<th>Indian female</th>
<th>All categories</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Job level E1

Scale R587 364,00 – R777 720,00 per annum

Estimated remuneration package R886 697,33 – R1 128 984,99 per annum

Job purpose To manage the Water Measurement Section, including the control of the various information systems, to ensure the efficient functioning of the municipal water distribution systems through water meter installations, to ensure accurate measurement of water supplied to consumers, to manage human, material and fleet resources, and to effect data purification of water accounts, water-related queries, water audits to investigate water queries and credit control of accounts

Appointment Requirements
BSc Engineering (Civil) or BTech Civil Engineering or equivalent qualification
At least five years’ working experience with specific reference to water metering installation in the local government sector
A valid Code B driver’s licence
Computer literacy

Personal attributes and/or competencies Negotiating skills; business acumen; leadership skills; project management skills; communication skills; analytical skills; organisational skills; budget management skills; integrity; intelligence; patience; innovative thinking skills; imagination; flexibility; willingness to accept responsibility; decisiveness; ability to pay attention to detail

Primary functions Metering
Managing new water connections
Ensuring the drafting of tender documents, processing of advertisements, adjudication and awarding of applicable contracts to ensure that approved meters and fittings can be procured and contractors appointed

Ensuring the recording of all details in respect of applicants, stands and meter connection information on the infrastructure management system at the time of application

Ensuring the determination of meter size based on fire-flow requirement and domestic peak flow

Ensuring that electronic job cards are issued to the applicable contractor for the installation of the meter

Ensuring that a hard copy of the job card is received after completion of the work

Ensuring that work is supervised to ensure quality and specification compliance

Overseeing the process of data capturing, payments, SAP information and the evaluation of the efficiency of procedures

Managing the database

Assisting Group Financial Services by maintaining an accurate database of meters

Overseeing the investigation of any queries received from Group Financial Services related to water meters, such as readings, damaged meters, etc

Ensuring the updating of IBIS and/or SAP, and/or informing Group Financial Services of all relevant information obtained during investigations

Overseeing the replacement of water meters

Issuing the correct instructions to the contractor or own personnel

Determining that reservoir meters are accurate, resulting in a balanced system, by extracting the information from various meter-reading platforms

Ensuring and overseeing the replacement of damaged water meters

Ensuring the identification of old meters by means of regular water meter audits and taking appropriate action to replace old and worn meters

Overseeing the process to determine the likely volume of water supplied to consumers, but not measuring the volume

Overseeing the tabulation of information obtained during above-mentioned processes

Ensuring the implementation of initiatives of improving meter accuracy through capital works, maintenance works or meter management

**Data purification services**

Assisting with the compilation of unaccounted water (UAW) data by initiating water audit inspections in order to check and rectify discrepancies

Rendering a client and support service

Ensuring that income is generated in accordance with actual consumption

Facilitating, managing and controlling the capturing and updating of meter information

Effecting the day-to-day management of the Water Data Management Subsection’s KPAs

**Inspection and compliance services**

Planning programmes to improve water consumption

Monitoring UAW with the aid of the IQMS computer program and other computer programs

Establishing the probability of underground leaks by analysing water consumption trends and deviations

Establishing and monitoring water loss management programmes

Managing projects involving pressure management: night flows are continuously monitored in supply zones to detect areas with high UAW

Being involved in projects to optimise the management and operation of water network systems

Liaising with consulting and other firms, and authorities involved

Being involved in projects towards developing an accurate database for bulk water consumers to effectively manage the consumption and billing of these customers

Introducing and developing systems to reduce and control UAW

Managing the water audit contract

<table>
<thead>
<tr>
<th>Position</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Analysing the water supply network to establish the positioning and sizing of meters used to log night flows</td>
<td></td>
</tr>
<tr>
<td>SAP</td>
<td>S70006794</td>
</tr>
<tr>
<td>New/natural attrition</td>
<td>Natural attrition</td>
</tr>
<tr>
<td>Enquiries</td>
<td>T Mahlaela (012 385 4466)/M Nkadimeng (012 358 6043)/D Nkhuna (012 358 3821)</td>
</tr>
</tbody>
</table>

DEPARTMENT: COMMUNITY AND SOCIAL DEVELOPMENT SERVICES  
Division: Social Development  
Section: Integrated Community and Welfare Services  
Location: Region 1: Soshanguve

Reference number  
CSDS026-2019

Position  
SOCIAL WORKER

To be advertised  
Internal  
External

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

Job level  
C2/3/D1

Scale  
R279 408,00 – R454 464,00 per annum

Estimated remuneration package  
R355 634,23 – R578 447,84 per annum

Job purpose  
Rendering development services to the community of Tshwane in a sustainable manner through best practice models, benchmarking and alternative methods by soliciting funding for projects and decreasing the vulnerability of targeted groups at risk through mainstreamed programmes for children, youth, the elderly, people with disabilities, women, families and the community at large

Appointment Requirements  
A bachelor’s degree in Social Work  
Registration with the South African Council for Social Services Profession  
At least two years’ relevant experience  
A valid Code B driver’s licence  
Computer literacy

Personal attributes and/or competencies  
Integrity; decisiveness; intelligence; ability to pay attention to detail; patience; innovative thinking skills; imagination; flexibility; willingness to accept responsibility

Primary functions  
Establish, facilitate and coordinate community development programmes and projects for youth, women, older persons and persons with disabilities  
Establish and monitor Early Childhood Development projects and programmes,  
Conduct case and group work and have follow-up visits with families/households and individuals  
Execute filing, case management and reporting  
Profile poor families/households  
Link poor families with poverty reduction projects and programmes in the community  
Compile reports  
Conduct social research on social development issues  
Engage in training and capacity building  
Conduct counselling

Engage in disaster and/or social emergency relief projects  
Establish and manage partnerships  

<table>
<thead>
<tr>
<th>SAP</th>
<th>S70003281</th>
</tr>
</thead>
<tbody>
<tr>
<td>New/natural attrition</td>
<td>Natural attrition</td>
</tr>
<tr>
<td>Enquiries</td>
<td>R Hamati (012 358 4941)</td>
</tr>
</tbody>
</table>

DEPARTMENT: GROUP AUDIT AND RISK
Division: Office of the Chief Audit Executive
Section: Office of the Chief Audit Executive
Location: Pretoria Central

Reference number AUDT100-2019

Position EXECUTIVE SECRETARY

To be advertised Internal External

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

Job level C3

Scale R316 704,00 – R387 468,00 per annum

Estimated remuneration package R403 105,07 – R493 174,44 per annum

Job purpose To render an effective and efficient executive secretariat support service to the Chief Audit Executive and be responsible for organising and coordinating office operations and procedures in order to ensure office effectiveness and efficiency

Appointment Requirements
Grade 12 plus a secretarial qualification
At least two years’ relevant secretarial experience
A valid Code B driver’s licence
Computer literacy

Personal attributes and/or competencies Excellent communication skills; ability to maintain confidentiality; ability to work under pressure; ability to meet deadlines; good organisational skills; ability to make decisions and establish work priorities; emotional intelligence; multilingual; interpersonal skills; flexibility; analytical thinking skills; good leadership qualities; presentation and interpersonal skills; assertiveness; creativeness

Primary functions Render an executive secretariat and administration support service to the office of the Chief Audit Executive
Organise and coordinate office operations and procedures in order to ensure office effectiveness and efficiency
Manage the diary
Take/create and distribute minutes and agendas
Create and maintain a filing system
Rearrange appointments and meetings to changing circumstances
Inform other role players about appointments where they are involved and supply the necessary documentation
Remind the Chief Audit Executive of the next appointment if he is running late

SAP S70009960
New/natural attrition Natural attrition
Enquiries O Mahlangu (012 358 1191)

DEPARTMENT: OFFICE OF THE CITY MANAGER
Division: Strategy and Management Support
Section: N/A
Location: Pretoria Central

Re-advertisement

Reference number: OFCM001-2019

Position: EXECUTIVE SECRETARY

To be advertised:
- Internal
- External

This position seeks to attract:
- Indian male
- African male
- White Male
- Coloured male
- Person with disability
- Indian female

Job level: C3

Scale: R316 704,00 – R387 468,00 per annum

Estimated remuneration package: R403 105,07 – R493 174,44 per annum

Job purpose:
Rendering an executive secretarial and administrative support service to the City Manager

Appointment Requirements:
- Grade 12 or an equivalent qualification plus a secretarial qualification or training
- Relevant secretarial experience
- Computer literacy

Personal attributes and/or competencies:
- Business acumen; communication skills; organisational skills; intelligence; patience; integrity; flexibility; innovative thinking skills; willingness to accept responsibility

Primary functions:
- Providing a reception service
- Providing an office administration service
- Providing a typing and computer operating service
- Providing an operational logistics service
- Executing diverse official secretarial duties

SAP: S70000382

New/natural attrition:
Natural attrition

Enquiries:
K Mogashoa (012 358 1766)

DEPARTMENT: OFFICE OF THE CITY MANAGER
Division: Private Office of the City Manager
Section: N/A
Location: Pretoria Central

Re-advertisement

Reference number OFCM002-2019

Position EXECUTIVE SECRETARY

To be advertised Internal External

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

Job level C3

Scale R316 704,00 – R387 468,00 per annum

Estimated remuneration package R403 105,07 – R493 174,44 per annum

Job purpose Rendering an executive secretarial and administrative support service to the City Manager

Appointment Requirements
Grade 12 or an equivalent qualification plus a secretarial qualification or training
Relevant secretarial experience
Computer literacy

Personal attributes and/or competencies Business acumen; communication skills; organisational skills; intelligence; patience; integrity; flexibility; innovative thinking skills; willingness to accept responsibility

Primary functions Providing a reception service
Providing an office administration service
Providing a typing and computer operating service
Providing an operational logistics service
Executing diverse official secretarial duties

SAP S70000377

New/natural attrition Natural attrition

Enquiries K Mogashoa (012 358 1766)

DEPARTMENT: OFFICE OF THE CITY MANAGER
Division: Governance and Administration
Section: Office Management and Financial Support
Location: Pretoria Central

Re-advertisement

Reference number OFCM003-2019

Position SENIOR ADMINISTRATIVE OFFICER

To be advertised Internal External

This position seeks to attract Indian male African male White Male Coloured male Person with disability Indian male

Job level C1/2/3

Scale R243 912.00 – R387 468.00 per annum

Estimated remuneration package R310 454.45 – R493 174.44 per annum

Job purpose Rendering departmental financial services in an effective and efficient manner

Appointment Requirements Grade 12 or equivalent qualification
A finance-related tertiary qualification will be an added advantage
Relevant experience in budget management
SAP experience
Computer literacy

Personal attributes and/or competencies Willingness to accept responsibility; communication skills; negotiating skills; analytical skills

Primary functions Coordinating finance services for the division with regards to:
Budget and expenditure management
Creditors service
Financial reporting
Asset management
Procurement of goods and services

SAP S70000408

New/natural attrition New

Enquiries K Mogashoa (012 358 1766)

DEPARTMENT: OFFICE OF THE CITY MANAGER
Division: Executive Performance Management
Section: Performance Management and Evaluation
Location: Pretoria Central

Re-advertisement

Reference number: OFCM004-2019

Position: SENIOR ADMINISTRATIVE OFFICER

To be advertised

<table>
<thead>
<tr>
<th>Internal</th>
<th>External</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

This position seeks to attract

<table>
<thead>
<tr>
<th>Indian male</th>
<th>African male</th>
<th>White Male</th>
<th>Coloured male</th>
<th>Person with disability</th>
<th>Indian female</th>
</tr>
</thead>
</table>

Job level: C1/2/3

Scale: R243 912,00 – R387 468,00 per annum

Estimated remuneration package: R310 454,45 – R493 174,44 per annum

Job purpose:
Rendering an administrative support service to the Executive Performance Management Unit (EPMU)

Appointment requirements:
Grade 12 or equivalent qualification
At least two years’ experience in a performance management environment
Computer literacy

Personal attributes and/or competencies:
Willingness to accept responsibility; communication skills; integrity; innovative thinking skills; ability to pay attention to detail; ability to maintain confidentiality

Primary functions:
Rendering administrative support regarding personnel management
Executing archiving services
Executing procurement, asset and payment services
Rendering assistance in the development of scorecards for City of Tshwane executives
Rendering assistance to all dashboard management functions
Assisting in addressing AGs for dashboard management
Assisting in the development and maintenance of the dashboard management system
Rendering support and assistance to all financial assessment and impact management-related functions
Rendering support and assistance to all strategic planning, monitoring and evaluation-related functions

SAP: S70000450

New/natural attrition: Natural attrition

Enquiries: K Mogashoa (012 358 1766)

DEPARTMENT: OFFICE OF THE CITY MANAGER

Division: Tshwane Tourism

Section: N/A

Location: Pretoria Central

Re-advertisement

Reference number OFCM007-2019

Position SENIOR SECRETARY

To be advertised Internal External

This position seeks to attract

Indian male African male White Male Person with disability Indian female

Job level C2

Scale R279 408,00 – R341 820,00 per annum

Estimated remuneration package R355 634,23 – R435 073,05 per annum

Job purpose Rendering effective and efficient secretarial support services

Appointment Requirements Grade 12 certificate or an equivalent qualification, plus a secretarial qualification/training

Relevant secretarial experience

Computer literacy

Personal attributes and/or competencies Excellent communication skills; ability to work under pressure and in stressful situations; ability to meet deadlines; good organisational skills; ability to work with limited supervision; ability to make decisions and establish work priorities; emotional intelligence; intellectual and cognitive ability

Primary functions Providing a reception service

Providing an office administration service

Providing a typing and computer operating service

Providing an operational logistics service

Executing diverse official secretarial duties

SAP S70000417

New/natural attrition Natural attrition

Enquiries K Mogashoa (012 358 1766)

DEPARTMENT: OFFICE OF THE CITY MANAGER  
Division: Governance and Administration  
Section: Democracy Development and Citizen Relationship  
Location: Tshwane House

Re-advertisement

Reference number  
OFCM010-2019

Position  
SENIOR ADMINISTRATIVE OFFICER

To be advertised  
Internal  
External

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

Job level  
C1/2/3

Scale  
R243 912,00 – R387 468,00 per annum

Estimated remuneration package  
R310 454,45 – R493 174,44 per annum

Job purpose  
To provide registration and archiving services

Appointment Requirements  
Grade 12 or equivalent qualification  
Relevant experience in providing registration and archiving services  
Computer literacy

Personal attributes and/or competencies  
Excellent communication skills; ability to work under pressure; ability to meet deadlines; good organisational skills; ability to carry out duties and responsibilities with limited supervision

Primary functions  
Implementing and maintaining the sectional filing system and ‘List of Other Archives’ according to the legal requirements as set out in the Archive Act, by:  
Investigating, getting approval for and implementing a new filing system  
Identifying the need for new files or changes to existing files after the system is implemented and reporting to the Chief Election Officer  
Implementing and updating the ‘Master Copy’ and ‘Register of Opened Files’ according to the authority received from the National Archives  
Opening, closing and changing files according to the authority received  
Distributing a notice of all changes to the officials concerned  
Storing ‘Other Archives’ for easy future reference  
Closing full files and opening new volumes, as well as moving old files to the archive store  
Giving file numbers to ensure documents are filed in the correct files  
Filing all relevant reports from the Mayoral Committee and Council meetings  
Printing all relevant emailed documents (eg circulars) and filing them correctly  
Maintaining and updating a Disposal Register  
Identifying, preparing and transferring certain ‘old’ records to the National Archives

(Position for JF14/2019)  
Disposing of records according to the disposal authority and completing disposal certificates for the attention of the National Archivist
Arranging the preparation of documents and making arrangements for microfilming
Doing maintenance of files (by replacing worn-out files and safely/neatly storing all records) according to the legal requirements
Following up to ensure that all files that are given out are received back in good time
Implementing and maintaining working procedures (eg computerised registration service, control system for mail)
Receiving and distributing all incoming and outgoing mail of the section in an efficient and timeous manner
Receiving and distributing all agendas and minutes from other departments
Making arrangements for shredding documents according to prescriptions
Ensuring that mail is sent to the correct officials and that the control forms for mail are used correctly
Noting diary items on the correct dates and giving out files accordingly
Distributing circulars and notices correctly and timeously, eg questionnaires
Distributing and filing newspaper cuttings in connection with election matters
Distributing and receiving/sending incoming and outgoing mail in good time

**SAP**  
S70000445

**New/natural attrition**  
Natural attrition

**Enquiries**  
K Mogashoa (012 358 1766)
DEPARTMENT: HEALTH
Division: Primary Health
Section: Medical matrix
Location: All regions

Reference number: HSDE259-2019

Position: SESSION MEDICAL 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: D2/3

Scale: R408 192.00 – R664 104.00 per annum

Estimated remuneration package: R519 552.22 – R845 280.43 per annum

Job purpose:
Rendering functional clinical primary healthcare services as per the comprehensive core package of the primary healthcare and approved service profile of the Health Division

Appointment Requirements:
- MBChB degree
- Registration with HPCSA as a medical practitioner
- At least two years’ working experience in primary healthcare
- Valid Code B driver’s licence and own transport
- Computer literacy
- Willingness and ability to work shifts
- Willingness and ability to work beyond normal office hours as and when required

Even though the advertisement may have a specific location or area of work, applicants must be willing to be placed anywhere in the city from time to time as required and determined by departmental management; thus by applying for any of these positions the applicants irrevocably accept this condition

Personal attributes and/or competencies:
Effective communication skills; good interpersonal skills; ability to be self-disciplined; analytical thinking skills; innovative thinking skills; adaptability; flexibility; report writing skills; ability to work independently; ability to perform work under pressure

Primary functions:
Executing medical functions within the statutory scope of practice requirements, which entail the under mentioned actions with regards to all categories of primary healthcare patients/clients
- Prescribing and/or issuing medication within framework of statutory requirements, protocols and procedures

Managing medical emergency situations emerging from the daily execution of clinic functions and walk-in emergencies, eg cardiac respiratory cases and fractures, with appropriate case management
Liaising with and referring patients to appropriate and relevant healthcare professionals, outside agencies, institutional groups, resources and/or higher levels of care, ie hospitals
Acting as mediator in the interaction between patients/clients and others through consultative exchanges on behalf of patients/clients
Contributing to theory and improved practices in primary healthcare through the initiation, support of and/or participation in research programmes approved by the Health Division, which includes the utilisation of research findings in practice

<table>
<thead>
<tr>
<th>SAP</th>
<th>S70003233</th>
</tr>
</thead>
<tbody>
<tr>
<td>New/natural attrition</td>
<td>Natural attrition</td>
</tr>
<tr>
<td>Enquiries</td>
<td>M Selomane (012 358 8732)</td>
</tr>
</tbody>
</table>
DEPARTMENT: HEALTH

Division: Management and Administration Support

Section: Operations Unit

Location: Pretoria Central

Reference number

HSDE260-2019

Position

ARTISAN

To be advertised

Internal

External

This position seeks to attract

Indian male

African male

White female

White male

Coloured male

Person with disability

Indian female

All categories

Job level

C1/2

Scale

R243 912,00 – R341 820,00 per annum

Estimated remuneration package

R310 454,45 – R435 073,05 per annum

Job purpose

The repair and maintenance of all Health Department buildings

Appointment requirements

N2 or equivalent qualification

Trade certificate as Plumber (red seal)

At least three years’ relevant experience in and knowledge of all plumbing maintenance, repairs and installations regulations of the SABS, and pipes, drains, systems, system components and valves

Valid Code C1 driver’s licence with a Valid PrDP

Physical fitness and health

Even though the advertisement may have a specific location or area of work, applicants must be willing to be placed anywhere in the city from time to time as required and determined by departmental management; thus by applying for any of these positions the applicants irrevocably accept this condition

Personal attributes and/or competencies

Leadership skills; having technical knowledge; communication skills; integrity; intelligence; patience; innovative thinking skills; imagination; flexibility; willingness to accept responsibility; decisiveness; ability to pay attention to detail; having a positive attitude

Primary functions

Repair and maintain plumbing, replace defective washers, replace or mend broken pipes, and open clogged drains

Repair and install water supply lines

SAP

S70073218

New/natural attrition

New

Enquiries

M Selomane (012 358 8732)

DEPARTMENT: HEALTH
Division: Health Services
Section: Primary Healthcare Programmes
Location: Pretoria Central

Reference number: HSDE261-2019

Position: COMMUNITY HEALTH NURSE: COMMUNICABLE DISEASE PROGRAMME

To be advertised: Internal  External

This position seeks to attract:

<table>
<thead>
<tr>
<th>Category</th>
<th>African female</th>
<th>African male</th>
<th>Coloured female</th>
<th>Coloured male</th>
<th>Indian female</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Indian male</td>
<td>White female</td>
<td>White male</td>
<td>Person with disability</td>
<td>All categories</td>
</tr>
</tbody>
</table>

Job level: C2/3/D1

Scale: R279 408,00 – R454 464,00 per annum

Estimated remuneration package: R355 634,23 – R578 447,84 per annum

Job purpose: To assist in the development and maintenance of an appropriate Communicable Disease Programme throughout the City of Tshwane to ensure effective and efficient healthcare services, and to assist in the rendering of a disease surveillance and outbreak response programme in the City of Tshwane.

Appointment Requirements:

- Appropriate career-related tertiary qualification (degree or national diploma) in Nursing Science or equivalent qualification.
- A diploma in Community Health Nursing.
- Registered with the SA Nursing Council and in possession of a current SA Nursing Council receipt.
- Relevant experience in the National Communicable Disease Control programmes, inclusive of Disease Surveillance and Outbreak Response, the National Expanded Programme on Immunisation and Infection Prevention, and control programmes within the South African primary healthcare policy environment.
- At least four years’ working experience with at least one year in managing communicable diseases in a primary healthcare setting.
- Valid Code B driver’s licence and own vehicle.
- Computer literacy.
- Willingness and ability to work shifts and after-hour standby services for disease surveillance and outbreak response.
- Even though the advertisement may have a specific location or area of work, applicants must be willing to be placed anywhere in the city from time to time as required and determined by departmental management; thus by applying for any of these positions the applicants irrevocably accept this condition.

Personal attributes and/or competencies:

- Negotiating skills; leadership skills; project management skills; communication skills; analytical skills; technical skills; statistical skills; presentation skills; innovative thinking skills; willingness to accept responsibility; ability to pay attention.

to detail; ability to work under pressure; report writing skills; ability to work independently; good interpersonal skills

**Primary functions**  
Assist in coordinating immunisation services and campaigns  
Assist in coordinating an infection and prevention control programme  
Assist in coordinating epidemic preparedness and response in the City  
Manage the Communicable Diseases Programme data, information and reporting systems  
Collaborate with different government levels and other stakeholders

**SAP**  
S70003123

**New/natural attrition**  
Natural attrition

**Enquiries**  
L Pule (012 358 6425)
DEPARTMENT: HEALTH
Division: Operations Support
Section: Multisectoral AIDS Response Management
Location: Citywide

Reference number HSDE262-2019
Position FUNCTIONAL HEAD: MULTISECTORAL AIDS RESPONSE MANAGEMENT

To be advertised Internal External

This position seeks to attract African male Coloured male Indian female

Job level D2/3
Scale R408 192,00 – R664 104,00 per annum
Estimated remuneration package R519 552,22 – R845 280,43 per annum

Job purpose Supervise, facilitate and support the implementation of the National Strategic Plan and Provincial Implementation Plan, 2017–2022, and the City’s Strategic Implementation Plan, 2018–2020

Appointment Requirements Appropriate career-related tertiary qualification (degree or national diploma) in Health, Humanities or equivalent qualification
At least three years’ relevant experience in community support HIV response programmes as well as the successful implementation of community HIV/AIDS programmes
Valid Code B driver’s licence and own vehicle
Computer literacy

Even though the advertisement may have a specific location or area of work, applicants must be willing to be placed anywhere in the city from time to time as required and determined by departmental management; thus by applying for any of these positions the applicants irrevocably accept this condition

Personal attributes and/or competencies Project and programme management skills; effective change management skills; honesty, loyalty and integrity; self-management skills; conflict management skills; effective communication skills; organisational skills; people management skills; report writing skills; negotiating skills

Primary functions Lead, drive and supervise the coordination of community support programmes
Coordinate community support programmes
Ensure effective information management flow
Coordinate internal and external networking with relevant stakeholders
Enhance capacity building and support the implementation of a multisectoral AIDS response management strategy

SAP S70003712
New/natural attrition Natural attrition
Enquiries K Mashego (012 358 8653)

### DEPARTMENT: HUMAN SETTLEMENTS
#### Division: Human Settlements Provision
#### Section: N/A
#### Location: Pretoria Central

<table>
<thead>
<tr>
<th>Reference number</th>
<th>HOSD090-2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>Position</td>
<td>DIRECTOR: HUMAN SETTLEMENTS PROVISION (2 POSTS) (FIVE-YEAR, FIXED-TERM CONTRACT)</td>
</tr>
<tr>
<td>To be advertised</td>
<td>Internal, External</td>
</tr>
<tr>
<td>This position seeks to attract</td>
<td>African female, African male, Indian male, Indian female, White female, White male, Coloured female, Coloured male, Person with disability, All categories</td>
</tr>
<tr>
<td>Job level</td>
<td>E2</td>
</tr>
<tr>
<td>Scale</td>
<td>R1 032 441,57 – R1 300 816,81 per annum</td>
</tr>
<tr>
<td>Estimated remuneration package</td>
<td>N/A</td>
</tr>
<tr>
<td>Job purpose</td>
<td>To provide technical and operational expertise in project planning, procurement, contract management and execution for human settlements infrastructure projects. The Programme Manager to provide technical support to the Divisional Head: Human Settlements Provision and assurance to operations. The role is an expert in the development of options for the provision of infrastructure such as bulk services, reticulation of services (water and sewer), roads and storm water, and the construction of houses. To act as a leader in an area of technical expertise or provide technical advice to the divisional head and group head relating to projects for bulk services and civil works (referring to water, sewer reticulation, roads and storm water, and the construction of houses).</td>
</tr>
<tr>
<td>Appointment Requirements</td>
<td>An appropriate three-year tertiary career-related qualification (BEng, BTech or BSc degree) in Civil/Structural Engineering/Construction Studies Registration with the Engineering Council of South Africa as Pr Eng, Pr Tech Eng or Pr Techni Eng in terms of the Engineering Profession of South Africa Act or South African Council for the Project and Construction Management Professions (SACPCMP) will be an added advantage At least five years’ relevant experience in a civil, structural or construction and project management environment At least three years’ relevant management experience Valid Code B driver’s licence Computer literacy and proficient in Microsoft Office packages Availability to work after hours and weekends, if required</td>
</tr>
<tr>
<td>Personal attributes and/or competencies</td>
<td>Being ethical; good communication skills; good interpersonal skills; ability to work as part of a team; ability to pay attention to detail; being professional at all times; ability to work independently at a strategic level; integrity; ability to work under pressure;</td>
</tr>
</tbody>
</table>

flexibility; ability to meet given deadlines; exceptional and dynamic creativity skills; administrative skills; organisational and coordination skills; financial management skills; project management skills; analytical skills; presentation skills

**Primary functions**

**Ensure project auditing**
Conduct individual research interviews with project stakeholders, project managers and project team members in order to identify the past, current and future issues, concerns, challenges and opportunities
Conduct individual research interviews with stakeholders, including vendors, suppliers, contractors, other internal and external project resources and selected customers
Assess the issues, challenges and concerns in more detail to get to the root causes of the problems
Review all historical and current documentation related to a project, including team structure, scope statement, business requirements, project plan, milestone report, meeting minutes, action items, risk logs, issue logs and change logs
Review the project plan to determine how the vendor plan has been incorporated into the overall project plan
Interview selected stakeholders to identify and determine what their expectations of the project had been and to identify to what extent their expectations have been met
Review the project’s quality management to identify issues, concerns and challenges in the overall management of the project and to identify the opportunities that can be realised through improvements to the project and product quality
Identify the lessons learned that can improve the performance of other future projects within the organisation

**Oversee risk and issue management**
Ensure risk identification
Ensure risk quantification
Ensure risk response
Ensure risk monitoring and control

**Ensure impact and change management**
Ensure project impact analysis to support the evaluating and tracking of suggested modifications to a project's scope
Measure and set standards regarding project change management, time (deadline of the project), changes regarding the resources available (people and money needed), and changes regarding the output (the form of the deliverables)

**Ensure project communication**
Design and implement communication plan formats for constant, effective communication among all project stakeholders
Ensure that the right information gets to the right project stakeholders at the right time

**Management of the communications plan**
Ensure timely and appropriate generation, collection, distribution, storage, retrieval, and ultimate disposal of project information
Provide the critical links among people and information that are necessary for successful communication
Guide the project manager, project team, stakeholders, customer, sponsor, and everyone involved in the project in understanding how communication affects the project as a whole
Include guidelines for project status meetings, project team meetings, e-meetings and email

**Identify and define immediate, short and long-term objectives**
Keep abreast with trends, theories and practices underlying the rendering of services
Implement the department’s business and strategic plans, and associated short/long-term performance and service delivery plans
Monitor the progress of specific key performance indicators and measures

Ensure performance indicators are identified, objectives aligned and appropriate procedures developed and implemented

**Ensure a climate conducive to promoting and sustaining motivational levels, productivity and performance**

Direct and control outcomes associated with the utilisation, productivity and performance of personnel within the section

Define/adjust the key performance indicators and job profiles of personnel against service delivery requirements

Evaluate the capability of prospective applicants and lead the interviewing and final selection sessions

Conduct appraisals to measure performance and objectives against agreed targets and set new objectives

Identify professional/technical skills gaps and complete developmental plans for existing personnel with clearly defined career paths and job enrichment opportunities

Monitor the adequacy of current training interventions and report on impact post training

Implement human resources policies and procedures to control/regulate workplace conflict and/or institute corrective measures

Analyse staff attendance/absenteeism, overtime, lost time and implement/monitor specific remedial measures aimed at improving productivity and reducing personnel-related costs

Ensure compliance with OHS policies

Ensure compliance with the skills development plan for the section

Ensure compliance with the EE policy and plans for the section

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

Prepare and submit the capital and operational budget

Manage the capital and operational budget

Manage the assets of the department

**SAP**

To be determined

**New/natural attrition**

New

**Enquiries**

S Chipu (012 358 4780)/S Shiburi (012 358 8237)

ooOOOoo