



INTERNAL/EXTERNAL JOB FORUM

Our policy is to provide equal employment opportunities to all qualified persons without regard to race, religious belief, age, national origin, marital status, physical disability, HIV status, gender, social origin, culture, political opinion, conscience and sexual orientation. Persons with disabilities are encouraged to apply. The City of Tshwane is committed to employment equity. Preference may be given to appointable applicants from the underrepresented designated groups in terms of the City's Employment Equity Plan. The City retains the right not to make an appointment and to verify all information provided by candidates.

Applicants should note that they will be required to provide proof of their qualifications or any other relevant documents (certified copies or original documents) during the selection process. Appointments will be subject to the positive verification of qualifications (from Grade 12 upwards). Any misrepresentation of qualifications or information on the application of an applicant, failure to present proof of claimed qualifications or fraudulent qualifications will disqualify a candidate for appointment. If it is an internal candidate, he/she may be disciplined for misconduct.

The online system closes at midnight on the closing date and no late applications can be accepted. If you do not receive correspondence from our office within 21 days of the application's closing date, please consider your application unsuccessful.

The City of Tshwane seeks to fill the positions as indicated in this job forum.

The complete job forum can be accessed by visiting the City of Tshwane public website (<https://www.tshwane.gov.za>) and clicking on *Documents* and then on *Job Forums* or alternatively clicking on *Notice board* or on *Quick Links*.

PLEASE APPLY ONLINE BY VISITING THE CITY OF TSHWANE PUBLIC WEBSITE AND CLICKING THE E-RECRUITMENT LINK (*not to be confused with e-Tshwane*) (e-Recruitment is also located under both the *E-services* and the *Careers* links)

Closing date: 7 December 2023
(Online applications will close at midnight)

General enquiries: LJ Moleli (012 358 4346)
Recruitment Centre
Upper Ground Level, Middestad Building
252 Thabo Sehume Street
Pretoria CBD

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

DEPARTMENT: EMERGENCY SERVICES

Division: Fire and Rescue Operations

Section: Fire and Rescue Cluster

Location: City of Tshwane regions

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|------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|------------------------|-----------------|---------------|---------------|-------------|--------------|------------|------------------------|----------------|
| Reference number | EMSS124-2023 | | | | | | | | | | |
| Position | FIREFIGHTER/SENIOR/LEADING (2 POSTS) | | | | | | | | | | |
| To be advertised | <table border="0" style="width:100%; background-color:#cccccc;"> <tr> <td style="width:50%; text-align:center;">Internal</td> <td style="width:50%; text-align:center;">External</td> </tr> </table> | Internal | External | | | | | | | | |
| Internal | External | | | | | | | | | | |
| This position seeks to attract | <table border="0" style="width:100%; background-color:#cccccc;"> <tr> <td style="width:16.6%;">African female</td> <td style="width:16.6%;">African male</td> <td style="width:16.6%;">Coloured female</td> <td style="width:16.6%;">Coloured male</td> <td style="width:16.6%;">Indian female</td> </tr> <tr> <td>Indian male</td> <td>White female</td> <td>White male</td> <td>Person with disability</td> <td>All categories</td> </tr> </table> | African female | African male | Coloured female | Coloured male | Indian female | Indian male | White female | White male | Person with disability | All categories |
| African female | African male | Coloured female | Coloured male | Indian female | | | | | | | |
| Indian male | White female | White male | Person with disability | All categories | | | | | | | |
| Job level | T6 – T10 | | | | | | | | | | |
| Scale | R204 252,00 – R446 364,00 per annum | | | | | | | | | | |
| Estimated remuneration package | R320 052,54 – R628 208,66 per annum | | | | | | | | | | |
| Job purpose | To render an effective and efficient day-to-day fire operation services | | | | | | | | | | |
| Appointment requirements | <p>Firefighter Grade 12 Basic ambulance course with HPCSA registration Firefighter I Hazmat First Responder – Awareness level Physical fitness and health <i>Appointment or progression to senior and leading levels are subject to obtaining further qualifications and experience as prescribed by the City of Tshwane</i> Willingness to be assigned to any geographical fire station in Tshwane Willingness and ability to work shifts and overtime with little or no notice</p> | | | | | | | | | | |
| Personal attributes and/or competencies | Physical and mental fitness; physical capability to operate under operational requirements and external conditions; capacity to operate under extremely 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; being energetic; innovative thinking skills; willingness to accept responsibility | | | | | | | | | | |
| Primary functions | Perform a variety of tasks associated with responding to rescue and firefighting services; render basic emergency medical care; practise fire prevention; operate and maintain firefighting equipment, apparatus and fire station facilities | | | | | | | | | | |
| SAP | S70018270; S70017777 | | | | | | | | | | |
| New/natural attrition | Natural attrition | | | | | | | | | | |
| Enquiries | N Cilliers (012 358 8878)/E Malomane (012 358 4603) | | | | | | | | | | |

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

DEPARTMENT: EMERGENCY SERVICES

Division: Business Operations

Section: Fire Safety Enforcement

Location: City of Tshwane regions

Reference number **EMSS125-2023**

Position **FIRE SAFETY OFFICER**

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| To be advertised | Internal | External |
|-------------------------|-----------------|-----------------|

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| This position seeks to attract | African female Indian male | African male White female | Coloured female White male | Coloured male Person with disability | Indian female All categories |
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Job level T12

Scale R403 140,00 – R559 920,00 per annum

Estimated remuneration package R573 193,87 – R772 740,84 per annum

Job purpose To render fire safety inspectorate and law enforcement duties through the performance of technical fire safety inspections directed at preventing and enforcing the elimination and reduction of fire hazards that contribute to the occurrence and spread of fire and unacceptable occupant life safety risk

Appointment requirements A National Diploma in Fire Technology or an Associate Diploma in Fire Technology (SAESI) or Graduate Diploma in Fire Engineering Science (IFE)
 Certified as a law enforcement officer and/or peace officer
 Continuous institutional experience in a recognised emergency services environment of which at least one year should be at supervisory level
 A valid Code B driving licence
 Must have reasonable levels of physical and medical fitness
 Must pass a departmental fire safety proficiency test
Willingness to be assigned to any geographical fire station in Tshwane
Willingness and ability to be on standby and work after hours during weekends and public holidays

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 Undertake routine proactive, reactive and programmed technical fire safety inspections of premises, buildings, installations and all types of occupancies to determine compliance with relevant laws, codes or standards
 Implement and execute the emergency services risk-based fire inspection programme
 Secure compliance with fire safety law through standard fire safety law enforcement action
 Determine the origin and cause of a fire, identify the dangers involved in the process and materials in order to prevent a reoccurrence of similar incidents and to upgrade the applicable standards where necessary

SAP S70018324

New/natural attrition Natural attrition

Enquiries N Cilliers (012 358 8878)/T Terblanche (012 358 3524)

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

DEPARTMENT: EMERGENCY SERVICES

Division: Office of the Chief of Emergency Services

Location: Emergency Services Headquarters (Pieter Delpont Centre)

Reference number **EMSS126-2023**

Position **EXECUTIVE SECRETARY**

To be advertised **Internal** **External**

This position seeks to attract

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

Job level T11

Scale R359 952,00 – R499 920,00 per annum

Estimated remuneration package R518 224,91 – R696 373,84 per annum

Job purpose To render an executive secretarial and administrative support service to the Office of the Chief of Emergency Services

Appointment requirements Grade 12 or an equivalent certificate plus a secretarial qualification or training
A tertiary qualification will be an added advantage
Relevant secretarial and administrative experience
A valid Code B driving licence will be an added advantage
Computer literacy

Personal attributes and/or competencies 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

Primary function Provide a reception service
Provide an office administration service
Provide a typing and computer-operating service
Provide an operational logistics service
Execute diverse official secretarial duties

SAP S70017663

New/natural attrition Natural attrition

Enquiries E Malomane (012 358 4603)

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

DEPARTMENT: ECONOMIC DEVELOPMENT AND SPATIAL PLANNING

Division: Tshwane Fresh Produce Market

Section: Market Operations

Location: Tshwane Fresh Produce Market – Pretoria West

Reference number **ECDE134-2023**

Position **FORKLIFT OPERATOR**

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| To be advertised | Internal | External |
|-------------------------|-----------------|-----------------|

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

Job level T6

Scale R204 252,00 – R283 680,00 per annum

Estimated remuneration package R320 052,54 – R421 147,18 per annum

Job purpose To clean the market by physically removing condemned produce that is put on trolleys by pulling the trolleys from the market floor to the condemning area and tipping the bins into containers

Appointment requirements Grade 10
Forklift operator licence
Relevant working experience in forklift operation

Personal attributes and/or competencies Integrity; patience; being energetic; flexibility; communication skills

Primary functions

- Assist workers to load the condemned produce into bins
- Assist workers by lifting the pallets with rotten produce inside bins
- Remove bins from market tenders
- Empty full bins from market platforms
- Empty bins in watermelon section every day during summertime
- Take empty bins to the market agent’s section as required
- Double check the discarded produce
- Empty the full bins of discarded produce in condemning area
- Assist in cleaning the condemning area using hygienic soap
- Keep forklifts in a neat and roadworthy condition by checking for and reporting defects
- Operate the forklift according to safety regulations
- Report any defective machinery and equipment

SAP S70002554
New/natural attrition Natural attrition
Enquiries P Mphahlele (012 358 2352)/C Geldenhuys (012 358 8446)

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

DEPARTMENT: ROADS AND TRANSPORT

Division: Tshwane Bus Services

Section: Bus Services Operations

Location: C de Wet, Pretoria North or East Lynne Bus Depot

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|------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Reference number | TRRO501-2023 |
| Position | BUS DRIVER (4 POSTS) |
| To be advertised | Internal External |
| This position seeks to attract | African female [REDACTED] Coloured female [REDACTED] Indian female [REDACTED] [REDACTED] White female [REDACTED] |
| Job level | T7 |
| Scale | R228 756,00 – R317 712,00 per annum |
| Estimated remuneration package | R351 240,82 – R464 462,54 per annum |
| Job purpose | To transport passengers and commuters via the City’s public transport infrastructure |
| Appointment requirements | Grade 10 Relevant driving experience of heavy vehicle(s) A valid Code C, EC1(04), EC or C1(04) driving licence A valid PrDP No criminal record Physical fitness and health Willingness and ability to work shifts and overtime |
| Personal attributes and/or competencies | Business acumen; communication skills; analytical thinking skills; leadership skills; organisational skills; budget management skills; advanced linguistic proficiency; technical skills |
| Primary function | Ensure the safe transportation of passengers Manage the Automated Fare Collection (AFC) system to ensure that passengers tap in and tap out of the bus Follow the designated routes as per the schedule or per instruction Perform special duty functions as and when required Obey traffic rules and regulations in line with the National Road Traffic Act, 1996 (Act 93 of 1996) and all other relevant laws Have knowledge of the National Road Traffic Act, 1996 |
| SAP | S70009370; S70009535; S70009305; S70009486 |
| New/natural attrition | Natural attrition |
| Enquiries | MV Selamolela (012 358 7919)/M Mphahlele (012 358 1018) |

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

DEPARTMENT: ROADS AND TRANSPORT

Division: Tshwane Bus Services

Section: Bus Services Operations

Location: C de Wet Bus Depot

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|------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Reference number | TRRO502-2023 |
| Position | TRANSPORT OFFICER |
| To be advertised | Internal External |
| This position seeks to attract | African female Indian male African male White female Coloured female White male Coloured male Person with disability Indian female All categories |
| Job level | T10 |
| Scale | R321 372,00 – R446 364,00 per annum |
| Estimated remuneration package | R469 120,93 – R628 208,66 per annum |
| Job purpose | To render a customer service to the residents of Tshwane |
| Appointment requirements | Grade 12 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 A valid Code B driving licence Computer literacy Willingness and ability to work shifts |
| Personal attributes and/or competencies | Leadership and 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 and enquiries Implement and maintain the complaints and 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 | S70009578 |
| New/natural attrition | Natural attrition |
| Enquiries | KS Buda (012 358 2203)/M Mphahlele (012 358 1018) |

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

DEPARTMENT: ROADS AND TRANSPORT

Division: Tshwane Bus Services

Section: Bus Services Operations

Location: C de Wet Bus Depot/Church Square

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|------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|-------------------------------|-----------------------------------------|---------------------------------|
| Reference number | TRRO503-2023 | | | | |
| Position | TRANSPORT INSPECTOR | | | | |
| 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 | T10 | | | | |
| Scale | R321 372,00 – R446 364,00 per annum | | | | |
| Estimated remuneration package | R469 120,93 – R628 208,66 per annum | | | | |
| Job purpose | To conduct inspections on buses and provide information to the public | | | | |
| Appointment requirements | Grade 12 Relevant bus driver or bus transport experience Valid Code C, Code EC1(04) or Code EC driving licence A valid PrDP or the ability to obtain a valid PrDP Physical fitness and health | | | | |
| Personal attributes and/or competencies | Physical fitness; adaptability; prompt decision-making skills; ability to be a team player; good interpersonal and leadership skills and ability; communication skills | | | | |
| Primary functions | Conduct inspections on buses and provide information to the public Dispatch buses in different depots Conduct daily road inspections Collect and report collisions | | | | |
| SAP | S70009237 | | | | |
| New/natural attrition | Natural attrition | | | | |
| Enquiries | G Nkuna (012 358 0443)/M Mphahlele (012 358 1018) | | | | |

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

DEPARTMENT: ROADS AND TRANSPORT

Division: Tshwane Bus Services

Section: Bus Services Operations

Location: C de Wet Bus Depot

| Reference number | TRRO504-2023 | | | | | | | | | | |
|------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|------------------------|-----------------|---------------|---------------|-------------|--------------|------------|------------------------|----------------|
| Position | GENERAL WORKER (2 POSTS) | | | | | | | | | | |
| To be advertised | <table border="1"> <tr> <th>Internal</th> <th colspan="5">External</th> </tr> </table> | Internal | External | | | | | | | | |
| Internal | External | | | | | | | | | | |
| This position seeks to attract | <table border="1"> <tr> <td>African female</td> <td>African male</td> <td>Coloured female</td> <td>Coloured male</td> <td>Indian female</td> </tr> <tr> <td>Indian male</td> <td>White female</td> <td>White male</td> <td>Person with disability</td> <td>All categories</td> </tr> </table> | African female | African male | Coloured female | Coloured male | Indian female | Indian male | White female | White male | Person with disability | All categories |
| African female | African male | Coloured female | Coloured male | Indian female | | | | | | | |
| Indian male | White female | White male | Person with disability | All categories | | | | | | | |
| Job level | T1 | | | | | | | | | | |
| Scale | R143 580,00 – R167 808,00 per annum | | | | | | | | | | |
| Estimated remuneration package | R242 830,23 – R273 667,23 per annum | | | | | | | | | | |
| Job purpose | To perform various cleaning tasks to keep buses and the interiors and fixtures of offices and other establishments clean and tidy | | | | | | | | | | |
| Appointment requirements | <p>Ability to perform duties</p> <p>Basic literacy</p> <p>Physical fitness and good health</p> <p>Ability to do physical work for continuous periods in harsh conditions</p> <p>Willingness and ability to work shifts and overtime as determined by management</p> | | | | | | | | | | |
| Personal attributes and/or competencies | Good communication skills; being hard-working; ability to work as part of a team | | | | | | | | | | |
| Primary functions | <p>Perform various cleaning tasks (sweeping or vacuum-cleaning, washing and polishing floors, furniture and other fixtures in buildings) to keep the interiors and fixtures of offices and other establishments clean and tidy</p> <p>Clean buses outside at the wash bay and polish the tyres and wheel rims</p> <p>Clean the workshop</p> <p>Comply with the Occupational Health and Safety Act, 1993 (Act 85 of 1993)</p> | | | | | | | | | | |
| SAP | S70009199; S70009175 | | | | | | | | | | |
| New/natural attrition | Natural attrition | | | | | | | | | | |
| Enquiries | M Thabethe (012 358 0259)/M Mphahlele (012 358 1018) | | | | | | | | | | |

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

DEPARTMENT: ENVIRONMENT AND AGRICULTURE MANAGEMENT

Division: Waste Management Services

Section: Waste Management: Region 4

Location: Waste Management Depot, Centurion

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|------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|-----------------------------------------|-----------------|-----------------------------------------|---------------|
| Reference number | AEMA216-2023 | | | | | |
| Position | WASTE MANAGEMENT INSPECTOR (2 POSTS) | | | | | |
| To be advertised | <table border="1"> <tr> <td>Internal</td> <td>External</td> </tr> </table> | Internal | External | | | |
| Internal | External | | | | | |
| This position seeks to attract | <table border="1"> <tr> <td>Indian male</td> <td>African male</td> <td>Coloured female</td> <td>Coloured male Person with disability</td> <td>Indian female</td> </tr> </table> | Indian male | African male | Coloured female | Coloured male Person with disability | Indian female |
| Indian male | African male | Coloured female | Coloured male Person with disability | Indian female | | |
| Job level | T9 | | | | | |
| Scale | R286 944,00 – R398 544,00 per annum | | | | | |
| Estimated remuneration package | R425 310,54 – R567 344,16 per annum | | | | | |
| Job purpose | To inspect and monitor public areas in the region to ensure that all public areas, open spaces and private stands are kept clean and, where required, remove illegally dumped waste, pick up litter and empty street bins | | | | | |
| Appointment requirements | Grade 12 Relevant working experience in waste management A valid Code B driving licence Physical fitness and health Willingness and ability to work shifts | | | | | |
| Personal attributes and/or competencies | Good communication skills; ability to work under pressure; ability to work in a group; ability to do physical work for continuous periods related to operation activities | | | | | |
| Primary functions | Monitor and identify problem areas Ensure that all identified problem areas are cleaned regularly Prevent ongoing illegal dumping in public spaces Ensure compliance with and monitor and enforce the Waste By-law Issue notices and fines for Waste By-law infringements Assist with monitoring waste collection operations in the region as and when required | | | | | |
| SAP | S70028096; S70029878 | | | | | |
| New/natural attrition | Natural attrition | | | | | |
| Enquiries | Gwen Ntsoeng (012 358 8480)/Louis Makhubela (012 358 5616) | | | | | |

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

DEPARTMENT: REGIONAL OPERATIONS AND COORDINATION

Division: Regional Operations: Region 3

Section: Energy and Electricity

Location: Prince's Park

| Reference number | SDTM1117-3-2023 | | | | | | | | | | | | | | | |
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| Position | GENERAL WORKER (3 POSTS) | | | | | | | | | | | | | | | |
| To be advertised | <table border="1"> <tr> <th>Internal</th> <th colspan="4">External</th> </tr> <tr> <td>African female</td> <td>African male</td> <td>Coloured female</td> <td>Coloured male</td> <td>Indian female</td> </tr> <tr> <td>Indian male</td> <td>White female</td> <td>White male</td> <td>Person with disability</td> <td>All categories</td> </tr> </table> | Internal | External | | | | African female | African male | Coloured female | Coloured male | Indian female | Indian male | White female | White male | Person with disability | All categories |
| Internal | External | | | | | | | | | | | | | | | |
| African female | African male | Coloured female | Coloured male | Indian female | | | | | | | | | | | | |
| Indian male | White female | White male | Person with disability | All categories | | | | | | | | | | | | |
| This position seeks to attract | | | | | | | | | | | | | | | | |
| Job level | T1 | | | | | | | | | | | | | | | |
| Scale | R143 580,00 – R167 808,00 per annum | | | | | | | | | | | | | | | |
| Estimated remuneration package | R242 830,23 – R273 667,23 per annum | | | | | | | | | | | | | | | |
| Job purpose | <p>To render a support service to operational team members by executing duties and instructions received from the immediate supervisor in order to reach set project target dates.</p> <p>This post only executes tasks on the non-energised electrical distribution network.</p> | | | | | | | | | | | | | | | |
| Appointment requirements | <p>Ability to perform duties</p> <p>Basic literacy</p> <p>Physical fitness and good health</p> <p>Ability to do physical work for continuous periods in harsh conditions</p> <p>Willingness and ability to work shifts and overtime as determined by management</p> | | | | | | | | | | | | | | | |
| Personal attributes and/or competencies | <p>Good eyesight; no fear of heights; good communication skills; being hard-working; ability to work in a team</p> | | | | | | | | | | | | | | | |
| Primary functions | <p>Load all materials and tools necessary for maintenance to be executed on-site</p> <p>Execute work instructions according to specific standards and specifications</p> <p>Report any deviations to the immediate supervisor</p> <p>Clean up the working area after completing daily duties</p> <p>Check issued tools and equipment to be used for operations on-site</p> <p>Report any damaged and/or lost tools and equipment to the immediate supervisor and receive a requisition for the replacement of tools or equipment</p> <p>Clean and organise tools and equipment according to set standards and specifications</p> <p>Ensure the safekeeping of tools and equipment in collaboration with the immediate supervisor</p> <p>Dig and close trenches</p> <p>Lay cables</p> <p>Clean substation yards and electrical servitudes</p> <p>Hand tools to supervisor as instructed</p> | | | | | | | | | | | | | | | |

SAP S70023612; S70023699; S70023576

New/natural attrition Natural attrition

Enquiries CB Diale (012 358 8323)

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

DEPARTMENT: REGIONAL OPERATIONS AND COORDINATION

Division: Regional Operations: Region 3

Section: Energy and Electricity

Location: Prince's Park

| Reference number | SDTM1118-3-2023 | | | | | | | | | | | | | | | |
|------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|------------------------|----------------|--|--|----------------|--------------|-----------------|---------------|---------------|-------------|--------------|------------|------------------------|----------------|
| Position | SPECIAL WORKMAN | | | | | | | | | | | | | | | |
| To be advertised | <table border="1"> <tr> <th>Internal</th> <th colspan="4">External</th> </tr> <tr> <td>African female</td> <td>African male</td> <td>Coloured female</td> <td>Coloured male</td> <td>Indian female</td> </tr> <tr> <td>Indian male</td> <td>White female</td> <td>White male</td> <td>Person with disability</td> <td>All categories</td> </tr> </table> | Internal | External | | | | African female | African male | Coloured female | Coloured male | Indian female | Indian male | White female | White male | Person with disability | All categories |
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| This position seeks to attract | | | | | | | | | | | | | | | | |
| Job level | T7 | | | | | | | | | | | | | | | |
| Scale | R228 756,00 – R317 712,00 per annum | | | | | | | | | | | | | | | |
| Estimated remuneration package | R351 240,82 – R464 462,54 per annum | | | | | | | | | | | | | | | |
| Job purpose | <p>To execute projects (operations) in an effective way by keeping to the set targets of time, cost, resources and standards for each project and adhering to the Occupational Health and Safety Act, 1993 (Act 85 of 1993).</p> <p>This post only executes tasks on the non-energised electrical distribution network.</p> | | | | | | | | | | | | | | | |
| Appointment requirements | <p>Ability to perform duties</p> <p>Basic literacy</p> <p>Physical fitness and good health</p> <p>Ability to do physical work for continuous periods in harsh conditions</p> <p>Willingness and ability to work shifts and overtime as determined by management</p> | | | | | | | | | | | | | | | |
| Personal attributes and/or competencies | <p>Good eyesight; no fear of heights; good communication skills; being hard-working; ability to work in a team</p> | | | | | | | | | | | | | | | |
| Primary functions | <p>Ensure the optimal use of resources in order to ensure cost-effectiveness and to reach set project target dates</p> <p>Construct the electrical network to ensure effective service delivery</p> <p>Adhere to the Occupational Health and Safety Act, 1993 (Act 85 of 1993)</p> | | | | | | | | | | | | | | | |
| SAP | S70023518 | | | | | | | | | | | | | | | |
| New/natural attrition | Natural attrition | | | | | | | | | | | | | | | |
| Enquiries | CB Diale (012 358 8323) | | | | | | | | | | | | | | | |

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

DEPARTMENT: REGIONAL OPERATIONS AND COORDINATION

Division: Regional Operations: Region 6

Section: Water and Sanitation: Water Distribution

Location: Petroleum Depot

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|------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|------------------------|-----------------|---------------|---------------|-------------|--------------|------------|------------------------|----------------|
| Reference number | SDTM1102-6-2023 | | | | | | | | | | |
| Position | ARTISAN (PLUMBER) | | | | | | | | | | |
| To be advertised | <table border="1"> <tr> <td align="center" colspan="2">Internal</td> <td align="center" colspan="3">External</td> </tr> </table> | Internal | | External | | | | | | | |
| Internal | | External | | | | | | | | | |
| This position seeks to attract | <table border="1"> <tr> <td>African female</td> <td>African male</td> <td>Coloured female</td> <td>Coloured male</td> <td>Indian female</td> </tr> <tr> <td>Indian male</td> <td>White female</td> <td>White male</td> <td>Person with disability</td> <td>All categories</td> </tr> </table> | African female | African male | Coloured female | Coloured male | Indian female | Indian male | White female | White male | Person with disability | All categories |
| African female | African male | Coloured female | Coloured male | Indian female | | | | | | | |
| Indian male | White female | White male | Person with disability | All categories | | | | | | | |
| Job level | T10 | | | | | | | | | | |
| Scale | R321 372,00 – R446 364,00 per annum | | | | | | | | | | |
| Estimated remuneration package | R469 120,93 – R628 208,66 per annum | | | | | | | | | | |
| Job purpose | To repair and maintain all the components of the water network, such as pipelines, valves, air valves, water meters and fire hydrants, and to upgrade the water reticulation system | | | | | | | | | | |
| Appointment requirements | <p>An appropriate trade certificate (red seal) as Artisan (Plumber)</p> <p>At least two year’s relevant experience in a municipal water network maintenance environment</p> <p>Physical fitness and good health</p> <p>Ability to do physical work related to operation and maintenance activities for continuous periods</p> <p>A valid Code C1 driving licence with a valid PrDP</p> <p>Willingness and ability to work overtime and standby when required</p> | | | | | | | | | | |
| Personal attributes and/or competencies | Good communication skills; ability to be creative; problem-solving skills; ability to work under pressure; willingness and ability to work as part of a team; ability to work in confined spaces, at high altitudes and below ground level in trenches; ability to work under an extreme workload and to deliver work within the required time planned; ability to plan effectively and to work with minimum supervision and assistance | | | | | | | | | | |
| Primary functions | <p>Repair water leaks, including locating services and pipelines</p> <p>Conduct maintenance on water meters</p> <p>Upgrade the water network</p> <p>Excavate identified areas by making use of workers or mechanical equipment</p> <p>Repair leaks that are located, backfill trenches to set standards and clean the site</p> <p>Conduct general administrative tasks which include the completion of time sheets</p> | | | | | | | | | | |
| SAP | S70030648 | | | | | | | | | | |
| New/natural attrition | Natural attrition | | | | | | | | | | |
| Enquiries | H Mapaila (012 358 9236)/L Crofford (012 358 1358) | | | | | | | | | | |

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

DEPARTMENT: REGIONAL OPERATIONS AND COORDINATION

Division: Regional Operations: Region 6

Section: Water and Sanitation: Waste Water Collection

Location: Petroleum Depot

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|------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|------------------------|-----------------|---------------|---------------|-------------|--------------|------------|------------------------|----------------|
| Reference number | SDTM1114-6-2023 | | | | | | | | | | |
| Position | ARTISAN (PLUMBER) | | | | | | | | | | |
| To be advertised | <table border="0" style="width:100%; background-color:#e0e0e0;"> <tr> <td style="width:50%; text-align:center;">Internal</td> <td style="width:50%; text-align:center;">External</td> </tr> </table> | Internal | External | | | | | | | | |
| Internal | External | | | | | | | | | | |
| This position seeks to attract | <table border="0" style="width:100%; background-color:#e0e0e0;"> <tr> <td style="width:16.6%;">African female</td> <td style="width:16.6%;">African male</td> <td style="width:16.6%;">Coloured female</td> <td style="width:16.6%;">Coloured male</td> <td style="width:16.6%;">Indian female</td> </tr> <tr> <td>Indian male</td> <td>White female</td> <td>White male</td> <td>Person with disability</td> <td>All categories</td> </tr> </table> | African female | African male | Coloured female | Coloured male | Indian female | Indian male | White female | White male | Person with disability | All categories |
| African female | African male | Coloured female | Coloured male | Indian female | | | | | | | |
| Indian male | White female | White male | Person with disability | All categories | | | | | | | |
| Job level | T10 | | | | | | | | | | |
| Scale | R321 372,00 – R446 364,00 per annum | | | | | | | | | | |
| Estimated remuneration package | R469 120,93 – R628 208,66 per annum | | | | | | | | | | |
| Job purpose | To maintain and repair all the components of the sewerage (waste water) network, such as collapsed sewer pipelines, blocked pipelines and sewer pump stations, and upgrade the waste water reticulation system, | | | | | | | | | | |
| Appointment requirements | <p>An appropriate trade certificate (red seal) as Artisan (Plumber)</p> <p>At least two year’s relevant experience in a municipal water network maintenance environment</p> <p>Physical fitness and good health</p> <p>Ability to do physical work related to operation and maintenance activities for continuous periods</p> <p>A valid Code C1 driving licence with a valid PrDP</p> <p>Willingness and ability to work overtime and standby when required</p> | | | | | | | | | | |
| Personal attributes and/or competencies | Good communication skills; ability to be creative; problem-solving skills; ability to work under pressure; willingness and ability to work as part of a team; ability to work in confined spaces, at high altitudes and below ground level in trenches; ability to work under an extreme workload and to deliver work within the required time planned; ability to plan effectively and to work with minimum supervision and assistance | | | | | | | | | | |
| Primary functions | <p>Repair collapsed sewer pipes</p> <p>Repair blocked drains and sewer pipes</p> <p>Conduct maintenance on sewer pipelines</p> <p>Conduct maintenance on sewer pump stations</p> <p>Supervise subordinates and render a support service</p> | | | | | | | | | | |
| SAP | S70026352 | | | | | | | | | | |
| New/natural attrition | Natural attrition | | | | | | | | | | |
| Enquiries | H Mapaila (012 358 9236)/L Crofford (012 358 1358) | | | | | | | | | | |

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

DEPARTMENT: REGIONAL OPERATIONS AND COORDINATION

Division: Regional Operations: Region 6

Section: Water and Sanitation

Location: Petroleum Depot

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|------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|------------------------|-----------------|---------------|---------------|-------------|--------------|------------|------------------------|----------------|
| Reference number | SDTM1103-6-2023 | | | | | | | | | | |
| Position | ARTISAN ASSISTANT | | | | | | | | | | |
| To be advertised | <table border="0" style="width:100%; background-color:#e0e0e0;"> <tr> <td style="width:50%; text-align:center;">Internal</td> <td style="width:50%; text-align:center;">External</td> </tr> </table> | Internal | External | | | | | | | | |
| Internal | External | | | | | | | | | | |
| This position seeks to attract | <table border="0" style="width:100%; background-color:#e0e0e0;"> <tr> <td style="width:16.6%;">African female</td> <td style="width:16.6%;">African male</td> <td style="width:16.6%;">Coloured female</td> <td style="width:16.6%;">Coloured male</td> <td style="width:16.6%;">Indian female</td> </tr> <tr> <td>Indian male</td> <td>White female</td> <td>White male</td> <td>Person with disability</td> <td>All categories</td> </tr> </table> | African female | African male | Coloured female | Coloured male | Indian female | Indian male | White female | White male | Person with disability | All categories |
| African female | African male | Coloured female | Coloured male | Indian female | | | | | | | |
| Indian male | White female | White male | Person with disability | All categories | | | | | | | |
| Job level | T2 | | | | | | | | | | |
| Scale | R149 736,00 – R180 288,00 per annum | | | | | | | | | | |
| Estimated remuneration package | R250 665,49 – R289 551,56 per annum | | | | | | | | | | |
| Job purpose | To dig and backfill trenches, break and mix concrete, remove sewer blockages, clean vehicles, tools, equipment and work areas, and act as personal assistant to artisan under whom he/she will function | | | | | | | | | | |
| Appointment requirements | Basic literacy Relevant experience Physical fitness and health with no back problems Willingness and ability to work shifts and standby | | | | | | | | | | |
| Personal attributes and/or competencies | Positive attitude; good health; good communication skills; dependability and trustworthiness; ability to understand and execute the supervisor's instructions; no fear of heights; no serious physical disabilities; no back problems | | | | | | | | | | |
| Primary functions | Handle applicable equipment and tools in the execution of duties Dig and backfill trenches and abide by set safety rules when digging trenches, including placing shoring where necessary or prescribed Unblock municipal and private sewer blockages with the use of the correct sewer tools Prepare safe working areas Dig for connections and break concrete where construction work must be done Fill and compact trenches Load and offload material, equipment, etc for specific tasks Mix and place concrete Handle building material Clean and maintain vehicles, tools and equipment Clean properties and work areas after completing tasks Assume responsibilities of team supervisor in absence of artisan | | | | | | | | | | |
| SAP | S70005630 | | | | | | | | | | |
| New/natural attrition | Natural attrition | | | | | | | | | | |
| Enquiries | H Mapaila (012 358 9236)/L Crofford (012 358 1358) | | | | | | | | | | |

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

DEPARTMENT: REGIONAL OPERATIONS AND COORDINATION

Division: Regional Operations: Region 6

Section: Water and Sanitation

Location: Petroleum Depot

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|------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|-------------------------------|-----------------------------------------|---------------------------------|
| Reference number | SDTM1104-6-2023 | | | | |
| Position | GENERAL WORKER | | | | |
| 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 | T1 | | | | |
| Scale | R143 580,00 – R167 808,00 per annum | | | | |
| Estimated remuneration package | R242 830,23 – R273 667,23 per annum | | | | |
| Job purpose | To assist the artisan with the general maintenance of the water distribution network and reaching organisational goals regarding maintaining and upgrading the water network | | | | |
| Appointment requirements | Basic literacy Relevant experience in performing hard labour Physical fitness and health with no back problems Willingness and ability to work shifts, standby and overtime | | | | |
| Personal attributes and/or competencies | Analytical thinking skills; adaptability; good communication skills; interpersonal abilities; leadership skills; basic understanding of metering; conflict management skills will be an added advantage | | | | |
| Primary functions | Clean and maintain the area, office, terrain, vehicles, facilities and equipment to ensure good housekeeping as well as a safe and healthy environment for all employees Dig and fill trenches Dig holes and trenches and spread excavated materials, sand, soil and gravel using handheld tools Sort, load, unload, move, stack and store materials, equipment, products, supplies, baggage and cargo by hand Clean machinery, equipment, tools and work sites and remove obstructions Clean sites after completing operations | | | | |
| SAP | S70030628 | | | | |
| New/natural attrition | Natural attrition | | | | |
| Enquiries | H Mapaila (012 358 9236)/L Crofford (012 358 1358) | | | | |

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

DEPARTMENT: REGIONAL OPERATIONS AND COORDINATION

Division: Regional Operations: Region 3

Section: Energy and Electricity

Location: Atteridgeville

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|------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|------------------------|-----------------|---------------|---------------|-------------|--------------|------------|------------------------|----------------|
| Reference number | SDTM1105-3-2023 | | | | | | | | | | |
| Position | ARTISAN ASSISTANT (2 posts) | | | | | | | | | | |
| To be advertised | <table border="1"> <tr> <td>Internal</td> <td>External</td> </tr> </table> | Internal | External | | | | | | | | |
| Internal | External | | | | | | | | | | |
| This position seeks to attract | <table border="1"> <tr> <td>African female</td> <td>African male</td> <td>Coloured female</td> <td>Coloured male</td> <td>Indian female</td> </tr> <tr> <td>Indian male</td> <td>White female</td> <td>White male</td> <td>Person with disability</td> <td>All categories</td> </tr> </table> | African female | African male | Coloured female | Coloured male | Indian female | Indian male | White female | White male | Person with disability | All categories |
| African female | African male | Coloured female | Coloured male | Indian female | | | | | | | |
| Indian male | White female | White male | Person with disability | All categories | | | | | | | |
| Job level | T2 | | | | | | | | | | |
| Scale | R149 736,00 – R180 288,00 per annum | | | | | | | | | | |
| Estimated remuneration package | R250 665,49 – R289 551,56 per annum | | | | | | | | | | |
| Job purpose | To execute instructions received from the supervisor for maintaining all related tasks and duties regarding the electrical distribution network to ensure safe and reliable service delivery | | | | | | | | | | |
| Appointment requirements | <p>Basic literacy</p> <p>Relevant experience</p> <p>Physical fitness and health with no back problems</p> <p>Willingness and ability to work shifts and standby</p> | | | | | | | | | | |
| Personal attributes and/or competencies | Positive attitude; good health; good communication skills; dependability and trustworthiness; ability to understand and execute the supervisor's instructions; no fear of heights; no serious physical disabilities; no back problems | | | | | | | | | | |
| Primary functions | <p>Execute instructions received from the supervisor for maintaining all related tasks and duties regarding the electrical distribution network to ensure safe and reliable service delivery</p> <p>Execute instructions received from the supervisor for all related tasks and duties regarding electrical distribution network projects to ensure that set target dates are reached</p> <p>Maintain all tools and equipment to ensure continuous and safe operations on-site</p> <p>Adhere to the Occupational Health and Safety Act, 1993 (Act 85 of 1993)</p> <p>Execute tasks and duties on a rotation basis between various operations teams to enhance multiskilling</p> | | | | | | | | | | |
| SAP | S70023376; S70023739 | | | | | | | | | | |
| New/natural attrition | Natural attrition | | | | | | | | | | |
| Enquiries | C Diale (012 358 8323) | | | | | | | | | | |

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

DEPARTMENT: REGIONAL OPERATIONS AND COORDINATION

Division: Regional Operations: Region 3

Section: Energy and Electricity

Location: Prince's Park

Reference number **SDTM1106-3-2023**

Position **GENERAL WORKER**

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| To be advertised | Internal | External |
|-------------------------|-----------------|-----------------|

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

Job level T1

Scale R143 580,00 – R167 808,00 per annum

Estimated remuneration package R242 830,23 – R273 667,23 per annum

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

Appointment requirements Basic literacy
 Relevant experience in performing hard labour
 Physical fitness and health with no back problems
Willingness and ability to work shifts, standby and overtime

Personal attributes and/or competencies Analytical thinking skills; adaptability; good communication skills; interpersonal abilities; leadership skills; basic understanding of metering; conflict management skills will be an added advantage

Primary functions Load all materials and tools necessary for the maintenance to be executed on-site
 Execute work instructions according to specific standards and specifications
 Report any deviations to the immediate supervisor
 Clean up the working area after completing daily duties
 Check issued tools and equipment to be used for operations on-site
 Report any damaged and/or lost tools and equipment to the immediate supervisor and receive a requisition for the replacement of the tools or equipment
 Clean and organise tools and equipment according to set standards and specifications
 Ensure the safekeeping of tools and equipment in collaboration with the immediate supervisor
 Dig and close trenches
 Lay cables
 Clean substation yards and electrical servitudes
 Hand tools to supervisor as instructed

SAP S70023591
New/natural attrition Natural attrition
Enquiries C Diale (012 358 8323)

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

DEPARTMENT: REGIONAL OPERATIONS AND COORDINATION

Division: Regional Operations: Region 4

Section: Energy and Electricity

Location: Centurion

| Reference number | SDTM1107-4-2023 | | | | | | | | | | | | | | | |
|------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|------------------------|----------------|--|--|----------------|--------------|-----------------|---------------|---------------|-------------|--------------|------------|------------------------|----------------|
| Position | SYSTEM OPERATOR | | | | | | | | | | | | | | | |
| To be advertised | <table border="1"> <tr> <th>Internal</th> <th colspan="4">External</th> </tr> <tr> <td>African female</td> <td>African male</td> <td>Coloured female</td> <td>Coloured male</td> <td>Indian female</td> </tr> <tr> <td>Indian male</td> <td>White female</td> <td>White male</td> <td>Person with disability</td> <td>All categories</td> </tr> </table> | Internal | External | | | | African female | African male | Coloured female | Coloured male | Indian female | Indian male | White female | White male | Person with disability | All categories |
| Internal | External | | | | | | | | | | | | | | | |
| African female | African male | Coloured female | Coloured male | Indian female | | | | | | | | | | | | |
| Indian male | White female | White male | Person with disability | All categories | | | | | | | | | | | | |
| This position seeks to attract | | | | | | | | | | | | | | | | |
| Job level | T10 | | | | | | | | | | | | | | | |
| Scale | R321 372,00 – R446 364,00 per annum | | | | | | | | | | | | | | | |
| Estimated remuneration package | R469 120,93 – R628 208,66 per annum | | | | | | | | | | | | | | | |
| Job purpose | To operate and control the 11 kV network, isolate 11 kV components for other departments to perform tasks on the network, commission new 11 kV network components to locate 11 kV faulty components during power failures and restore power in the shortest time possible, and to restore low-tension (230 V to 400 V) power failures and repair minor defaults on the 400 V network | | | | | | | | | | | | | | | |
| Appointment requirements | <p>A trade certificate as Electrician</p> <p>An Operating Regulations for High Voltage Systems (ORHVS), low-voltage, medium-voltage or 11 kV switching course</p> <p>Relevant working experience on electrical networks (ranging from 400 V to 11 000 V) in low- and medium-voltage switching</p> <p>A valid Code B driving licence</p> <p>Willingness and ability to work shifts, overtime and standby when required</p> | | | | | | | | | | | | | | | |
| 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; no colour blindness | | | | | | | | | | | | | | | |
| Primary functions | <p>Operate the 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</p> <p>Restore low-tension (230 V to 400 V) power failures and repair minor faults on the 400 V network</p> | | | | | | | | | | | | | | | |
| SAP | S70026852 | | | | | | | | | | | | | | | |
| New/natural attrition | Natural attrition | | | | | | | | | | | | | | | |
| Enquiries | T Ramano (012 358 1368)/T Kone (012 358 3139) | | | | | | | | | | | | | | | |

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

DEPARTMENT: REGIONAL OPERATIONS AND COORDINATION

Division: Regional Operations: Region 4

Section: Roads and Transport Services

Location: Centurion

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|------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|-------------------------------|-----------------------------------------|---------------------------------|
| Reference number | SDTM1108-4-2023 | | | | |
| Position | ASSISTANT OPERATOR | | | | |
| 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 | T2 | | | | |
| Scale | R149 736,00 – R180 288,00 per annum | | | | |
| Estimated remuneration package | R250 665,49 – R289 551,56 per annum | | | | |
| Job purpose | To function as a physical support service for a team to execute maintenance and road-building work required in Region 4 | | | | |
| Appointment requirements | Basic literacy Relevant working experience in maintaining roads, storm water and related assets Physical fitness and health Willingness and ability to work shifts and, when required, overtime and standby | | | | |
| Personal attributes and/or competencies | Good communication and interpersonal skills; ability to operate small equipment; willingness and ability to work in a team; willingness to complete an entry medical examination | | | | |
| Primary functions | Assist the operator or senior operator in executing their daily tasks Operate small machinery and equipment in a safe manner Dig trenches with a pick Sweep streets with brooms Load material onto trucks Paint street lines Repair traffic signs | | | | |
| SAP | S70027557 | | | | |
| New/natural attrition | Natural attrition | | | | |
| Enquiries | T Ramano (012 358 1368)/S Naidoo (012 358 4870)/T Kone (012 358 3139) | | | | |

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

DEPARTMENT: REGIONAL OPERATIONS AND COORDINATION

Division: Regional Operations: Region 4

Section: Roads and Transport Services

Location: Belle Ombre Depot

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|------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|-------------------------------|-----------------------------------------|---------------------------------|
| Reference number | SDTM1109-4-2023 | | | | |
| Position | SENIOR OPERATOR | | | | |
| 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 | T7 | | | | |
| Scale | R228 756,00 – R317 712,00 per annum | | | | |
| Estimated remuneration package | R351 240,82 – R464 462,54 per annum | | | | |
| Job purpose | To assist the artisan in executing daily tasks, as well as the first level of supervision | | | | |
| Appointment requirements | <p>Grade 12 Relevant experience and competence in operating all road construction machinery and equipment, and using various types of material for maintenance and road building, as well as in road safety measures on work sites Supervisory experience First aid and occupational health and safety courses will be an added advantage A valid Code C driving licence with a valid PrDP will be an added advantage Willingness and ability to work shifts, overtime and standby as and when required</p> | | | | |
| Personal attributes and/or competencies | Good communication and interpersonal skills; good time management skills which entails starting and finishing according to stipulated working times; good leadership qualities; good team worker; ability to calculate quantities of road-building materials; ability to motivate workers to carry out required tasks and complete them within reasonable time frames; ability to monitor quality of work according to standard specifications | | | | |
| Primary functions | <p>Supervise teams Set out tasks for the team Assign work to each member of the team Enforce occupational health and safety standards on-site Programme activities and set goals for the team Complete daily time sheets</p> | | | | |
| SAP | S70027490 | | | | |
| New/natural attrition | Natural attrition | | | | |
| Enquiries | T Ramano (012 358 1368)/S Naidoo (012 358 4870) | | | | |

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

DEPARTMENT: REGIONAL OPERATIONS AND COORDINATION

Division: Regional Operations: Region 4

Section: Roads and Transport Services

Location: Centurion

| | | | | | |
|------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|-------------------------------|-----------------------------------------|---------------------------------|
| Reference number | SDTM1110-4-2023 | | | | |
| Position | GENERAL WORKER | | | | |
| 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 | T1 | | | | |
| Scale | R143 580,00 – R167 808,00 per annum | | | | |
| Estimated remuneration package | R242 830,23 – R273 667,23 per annum | | | | |
| Job purpose | To perform various duties in the construction and maintenance of roads that consist of general hard labour to assist the artisan, truck driver, skilled worker or supervisor | | | | |
| Appointment requirements | Ability to perform duties Basic literacy Relevant working experience Physical fitness and health to perform hard labour on construction sites Willingness and ability to work shifts, standby and overtime | | | | |
| Personal attributes and/or competencies | Physically capable of doing manual labour to fix potholes and storm water structures; willing and able to work as part of a team; good communication skills | | | | |
| Primary functions | Dig trenches with a pickaxe Sweep streets with brooms Load material onto trucks Paint street lines Repair road traffic signs Place temporary traffic signs on roads as instructed by the supervisor Repair potholes with hot asphalt Clean storm water systems Clean toilets with water and cleaning materials | | | | |
| SAP | S70027591 | | | | |
| New/natural attrition | Natural attrition | | | | |
| Enquiries | T Ramano (012 358 1368)/S Naidoo (012 358 4870) | | | | |

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

DEPARTMENT: REGIONAL OPERATIONS AND COORDINATION

Division: Regional Operations: Region 4

Section: Roads and Transport Services

Location: Centurion

Reference number **SDTM1111-4-2023**

Position **ADMINISTRATIVE OFFICER**

| | | |
|-------------------------|-----------------|-----------------|
| To be advertised | Internal | External |
|-------------------------|-----------------|-----------------|

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

Job level T7

Scale R228 756,00 – R317 712,00 per annum

Estimated remuneration package R351 240,82 – R464 462,54 per annum

Job purpose To provide an effective and efficient administrative support service

Appointment requirements Grade 12
Relevant working experience in administrative support services
A valid driving licence
Computer literacy

Personal attributes and/or competencies Good communication skills (written and verbal); ability to pay attention to detail; good time management skills in completing assigned tasks; good team worker; ability to perform multiple tasks; ability to differentiate between tasks which are urgent and important; ability to work outside of normal working hours on urgent tasks; ability to work with people and under pressure; ability to work individually and in groups; being assertive in dealing and liaising with the public; being physically and mentally fit to carry out challenging tasks

Primary functions Perform administrative functions related to the office environment
Ensure effective and sufficient logistical support services
Capture time sheets in IBIS
Arrange meetings and complete the minutes within the agreed time
Make material reservations from stores
Request quotations from service providers
Provide secretariat services
Ensure effective and efficient procurement controls

SAP S70027483

New/natural attrition Natural attrition

Enquiries T Ramano (012 358 1368)/S Naidoo (012 358 4870)

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

DEPARTMENT: REGIONAL OPERATIONS AND COORDINATION

Division: Regional Operations: Region 1

Section: Transport Services

Location: Rosslyn Roads Depot

| | | | | | |
|------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|-------------------------------|-----------------------------------------|---------------------------------|
| Reference number | SDTM1112-1-2023 | | | | |
| Position | GENERAL WORKER (3 POSTS) | | | | |
| To be advertised | Internal | | External | | |
| This position seeks to attract | African female Indian male | African male White female | Coloured female White male | Coloured male Person with disability | Indian female All categories |
| Job level | T1 | | | | |
| Scale | R143 580,00 – R167 808,00 per annum | | | | |
| Estimated remuneration package | R242 830,23 – R273 667,23 per annum | | | | |
| Job purpose | To function as a physical support service for a team to execute maintenance and road-building work required for the construction of roads, storm water and related services | | | | |
| Appointment requirements | Ability to perform duties Basic literacy Relevant working experience Physical fitness and health Willingness and ability to work shifts, standby and overtime | | | | |
| Personal attributes and/or competencies | Physically capable of doing manual labour to fix potholes and storm water structures; willing and able to work as part of a team; good communication skills | | | | |
| Primary functions | Assist the artisan (road builder or mason), senior operator, operator and assistant operator in executing their daily tasks | | | | |
| SAP | S70021649; S70021676; S70059753 | | | | |
| New/natural attrition | Natural attrition | | | | |
| Enquiries | J Peenze (012) 358 9531/C Molekwa (012 358 6078) | | | | |

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

DEPARTMENT: REGIONAL OPERATIONS AND COORDINATION

Division: Regional Operations: Region 2

Section: Water and Sanitation

Location: Temba Water Depot

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|------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|-------------------------------|-----------------------------------------|---------------------------------|
| Reference number | SDTM1113-2-2023 | | | | |
| Position | GENERAL WORKER | | | | |
| 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 | T1 | | | | |
| Scale | R143 580,00 – R167 808,00 per annum | | | | |
| Estimated remuneration package | R242 830,23 – R273 667,23 per annum | | | | |
| Job purpose | To be responsible for assisting the team leader in the execution of waste water collection systems maintenance, including pump station operations, clearing private and municipal sewer blockages and repairing broken sewer pipes | | | | |
| Appointment requirements | Ability to perform duties Basic literacy Relevant working experience Physical fitness and health Willingness and ability to work shifts, standby and overtime | | | | |
| Personal attributes and/or competencies | Physically capable of doing manual labour to fix potholes and storm water structures; willing and able to work as part of a team; good communication skills | | | | |
| Primary functions | Excavate and backfill trenches by making use of shovels, pickaxes, rakes and rammers to repair burst or leaking sewerage pipelines Assist the supervisor with the fitting of sewer pipe sections while doing repairs Work as a team to operate the manual rodding system to clear sewer blockages in municipal and private pipelines Conduct general responsibilities, such as handling tools and equipment, cleaning the workplace after completing a job, cleaning and loading tools, and adhering to the requirements of the Occupational Health and Safety Act, 1993 (Act 85 of 1993) Conduct other general responsibilities, such as housekeeping at the depot | | | | |
| SAP | S70022899 | | | | |
| New/natural attrition | Natural attrition | | | | |
| Enquiries | MK Khosa (012 3508 5468)/A Tsoai (012 358 4113) | | | | |

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

DEPARTMENT: REGIONAL OPERATIONS AND COORDINATION

Division: Regional Operations: Region 2

Section: Roads and Storm Water

Location: Temba and Bon Accord

| | | | | | |
|------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|-------------------------------|-----------------------------------------|---------------------------------|
| Reference number | SDTM1116-2-2023 | | | | |
| Position | GENERAL WORKER | | | | |
| 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 | T1 | | | | |
| Scale | R143 580,00 – R167 808,00 per annum | | | | |
| Estimated remuneration package | R242 830,23 – R273 667,23 per annum | | | | |
| Job purpose | To function as a physical support service for a team to execute maintenance and road-building work required for the construction of roads, storm water and related services | | | | |
| Appointment requirements | Ability to perform duties Basic literacy Relevant working experience Physical fitness and health Willingness and ability to work shifts, standby and overtime | | | | |
| Personal attributes and/or competencies | Physically capable of doing manual labour to fix potholes and storm water structures; willing and able to work as part of a team; good communication skills | | | | |
| Primary functions | Assist the artisan (road builder or mason), senior operator, operator and assistant operator in executing their daily duties | | | | |
| SAP | S70022820 | | | | |
| New/natural attrition | Natural attrition | | | | |
| Enquiries | MK Khosa (012 3508 5468)/A Tsoai (012 358 4113) | | | | |

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

OFFICE OF THE MMC FOR COMMUNITY AND SOCIAL DEVELOPMENT SERVICES

Location: Pretoria Central

| Reference number | EMCM474-2023 | | | | | | | | | | |
|------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|------------------------|-----------------|---------------|---------------|-------------|--------------|------------|------------------------|----------------|
| Position | EXECUTIVE SECRETARY (FIXED-TERM CONTRACT, NOT EXCEEDING A PERIOD OF FIVE YEARS) | | | | | | | | | | |
| To be advertised | <table border="1"> <tr> <th>Internal</th> <th>External</th> </tr> </table> | Internal | External | | | | | | | | |
| Internal | External | | | | | | | | | | |
| This position seeks to attract | <table border="1"> <tr> <td>African female</td> <td>African male</td> <td>Coloured female</td> <td>Coloured male</td> <td>Indian female</td> </tr> <tr> <td>Indian male</td> <td>White female</td> <td>White male</td> <td>Person with disability</td> <td>All categories</td> </tr> </table> | African female | African male | Coloured female | Coloured male | Indian female | Indian male | White female | White male | Person with disability | All categories |
| African female | African male | Coloured female | Coloured male | Indian female | | | | | | | |
| Indian male | White female | White male | Person with disability | All categories | | | | | | | |
| Job level | T11 (political office – contract) | | | | | | | | | | |
| Scale | R359 952,00 – R499 920,00 per annum | | | | | | | | | | |
| Estimated remuneration package | R514 823,36 – R691,649,60 per annum | | | | | | | | | | |
| Job purpose | To render an executive secretarial and administrative support service to the MMC for Community and Social Development Services | | | | | | | | | | |
| Appointment requirements | <p>Grade 12 or an equivalent certificate plus a secretarial qualification or training</p> <p>Relevant secretarial experience as well as experience in arranging events, meetings, workshops and conferences</p> <p>A valid Code B driving licence will be an added advantage</p> <p>Computer literacy</p> | | | | | | | | | | |
| Personal attributes and/or competencies | Project management skills; communication skills; flexibility; patience; willingness to accept responsibility; ability to pay attention to detail | | | | | | | | | | |
| Primary function | <p>Provide a reception service</p> <p>Provide an office administration service</p> <p>Provide a typing and computer-operating service</p> <p>Provide an operational logistics service</p> <p>Execute diverse official secretarial duties</p> | | | | | | | | | | |
| SAP | S70002176 | | | | | | | | | | |
| New/natural attrition | Natural attrition | | | | | | | | | | |
| Enquiries | T Louw (012 358 1226)/L Vorster (012 358 3518) | | | | | | | | | | |

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

OFFICE OF THE MMC FOR UTILITIES AND REGIONAL OPERATIONS AND COORDINATION

Location: Pretoria Central

| Reference number | EMCM475-2023 | | | | | | | | | | |
|------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|------------------------|-----------------|---------------|---------------|-------------|--------------|------------|------------------------|----------------|
| Position | EXECUTIVE SECRETARY (FIXED-TERM CONTRACT, NOT EXCEEDING A PERIOD OF FIVE YEARS) | | | | | | | | | | |
| To be advertised | <table border="1"> <tr> <th>Internal</th> <th>External</th> </tr> </table> | Internal | External | | | | | | | | |
| Internal | External | | | | | | | | | | |
| This position seeks to attract | <table border="1"> <tr> <td>African female</td> <td>African male</td> <td>Coloured female</td> <td>Coloured male</td> <td>Indian female</td> </tr> <tr> <td>Indian male</td> <td>White female</td> <td>White male</td> <td>Person with disability</td> <td>All categories</td> </tr> </table> | African female | African male | Coloured female | Coloured male | Indian female | Indian male | White female | White male | Person with disability | All categories |
| African female | African male | Coloured female | Coloured male | Indian female | | | | | | | |
| Indian male | White female | White male | Person with disability | All categories | | | | | | | |
| Job level | T11 (political office – contract) | | | | | | | | | | |
| Scale | R359 952,00 – R499 920,00 per annum | | | | | | | | | | |
| Estimated remuneration package | R514 823,36 – R691,649,60 per annum | | | | | | | | | | |
| Job purpose | To render an executive secretarial and administrative support service to the MMC for Utilities and Regional Operations and Coordination | | | | | | | | | | |
| Appointment requirements | Grade 12 or an equivalent certificate plus a secretarial qualification or training Relevant secretarial experience as well as experience in arranging events, meetings, workshops and conferences A valid Code B driving licence will be an added advantage Computer literacy | | | | | | | | | | |
| Personal attributes and/or competencies | Project management skills; communication skills; flexibility; patience; willingness to accept responsibility; ability to pay attention to detail | | | | | | | | | | |
| Primary function | Provide a reception service Provide an office administration service Provide a typing and computer-operating service Provide an operational logistics service Execute diverse official secretarial duties | | | | | | | | | | |
| SAP | S70003780 | | | | | | | | | | |
| New/natural attrition | Natural attrition | | | | | | | | | | |
| Enquiries | T Louw (012 358 1226)/L Vorster (012 358 3518) | | | | | | | | | | |

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

DEPARTMENT: OFFICE OF THE EXECUTIVE MAYOR

Division: Economic Intelligence

Section: Office of the Chief Economist

Location: Pretoria Central

Reference number **EMCM476-2023**

Position **RESEARCHER**

To be advertised **Internal** **External**

This position seeks to attract

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

Job level T12

Scale R403 140,00 – R559 920,00 per annum

Estimated remuneration package R573 193,87 – R772 740,84 per annum

Job purpose To render research and executive assistance to the Chief Economist and, when requested, to other areas of the Economic Intelligence Division, headed by the Chief Economist

Appointment requirements

A three-year, career-related tertiary qualification (degree or national diploma) in Economics or Engineering or related fields

A postgraduate qualification in Economics or Engineering, with preferred specialisation in the fields of energy, water or resource management will be an added advantage

At least six years' relevant working experience in economic policy research, focusing on energy, water or resource management topics and specialisation fields, of which at least three years should be at supervisory level

Computer literacy

Personal attributes and/or competencies Strong analytical ability; excellent writing and research skills; excellent verbal communication skills; ability to interact with a diverse range of stakeholders; high levels of professionalism; ability to work under pressure; self-motivated and proactive individual; display requisite levels of dynamism and innovative ability; ability to work independently towards the strategic goals of the organisation; ability to impart skills to fellow colleagues; high levels of technical competency

Primary function Conduct economic policy research as directed by the Chief Economist to contribute towards providing the requisite levels of intelligence with respect to the City of Tshwane's economic policy trajectory

Proactively generate research ideas and share these with the Chief Economist and the Economic Intelligence Division

Increase the levels of intelligence within the City with respect to the formulation, interpretation and assessment of economic policy

Assist in developing an economic development policy for the City

Assist in developing an economic development strategy for the City

Analyse existing initiatives and interventions that fall within the realm of the City in the context of the profile of the City in order to contribute towards creating implementation models (strategies) aimed at delivering effective solutions with the overarching objective of enhancing the levels of economic prosperity within Tshwane

Develop and contribute to the publications of the Economic Development and Spatial Planning Department

Perpetually remain abreast of global and local events affecting the economic, political and social landscape

Compile and coordinate (where appropriate) comments on Mayoral Committee reports

Assist with drafting Circular 9 reports

Assist with drafting Council reports

Conduct additional tasks and assistance, which could for example include administrative, tracking or executive assistant support to the Chief Economist

SAP

S70000697

**New/natural
attrition**

Natural attrition

Enquiries

T Louw (012 358 1226)

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

DEPARTMENT: OFFICE OF THE EXECUTIVE MAYOR

Division: Economic Intelligence

Section: Economic Policy and Research

Location: Pretoria Central

Reference number **EMCM477-2023**

Position **POLICY AND STRATEGY ANALYST**

To be advertised Internal External

This position seeks to attract

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

Job level T15

Scale R566 376,00 – R786 636,00 per annum

Estimated remuneration package R780 957,93 – R1 061 301,19 per annum

Job purpose To conduct economic policy research to contribute towards providing the requisite levels of intelligence in respect of the City of Tshwane’s economic policies

Appointment requirements

A three-year, career-related tertiary qualification (degree or national diploma) in Economics or related fields
A postgraduate qualification will be an added advantage
At least six years’ relevant working experience in an economic policy research environment, of which at least three years should be at supervisory level
Computer literacy

Personal attributes and/or competencies Strong analytical ability; excellent writing and research skills; excellent verbal communication skills; ability to interact with a diverse range of stakeholders; high levels of professionalism; ability to work under pressure; self-motivated and proactive individual; display requisite levels of dynamism and innovative ability; ability to work independently towards the strategic goals of the organisation; ability to impart skills to fellow colleagues; high levels of technical competency

Primary function

Develop, maintain and communicate economic policies for the City
Develop, maintain and communicate strategies in support of the economic policies of the City
Contribute to the research publications produced by the Economic Intelligence Division
Provide a supporting role in the management of projects undertaken by the Economic Intelligence Division

SAP S70000704
New/natural attrition Natural attrition
Enquiries T Louw (012 358 1226)

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

DEPARTMENT: OFFICE OF THE EXECUTIVE MAYOR

Division: Mayoral Public Affairs and Media Relations

Section: N/A

Location: Pretoria Central

Reference number **EMCM478-2023**

Position **AUDIO, VISUAL AND CONTENT EDITOR**

To be advertised **Internal** **External**

This position seeks to attract

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

Job level T12

Scale R403 140,00 – R559 920,00 per annum

Estimated remuneration package R573 193,87 – R772 740,84 per annum

Job purpose To render an audiovisual service to ensure that videos and photographs are taken of operational procedures, including active social media content production, management and communication

Appointment requirements A three-year, career-related tertiary qualification (degree or national diploma) in a related field
A postgraduate qualification will be an added advantage
At least three years’ relevant experience in an audiovisual service environment, of which at least one year should be at supervisory level
Computer literacy

Personal attributes and/or competencies Excellent communication and writing skills; proven experience in social media management; social media acumen; proficiency in video and image editing tools; ability to create professional short-form video content; strong attention to detail and a keen eye for visuals and storytelling; proficiency in Sesotho/Sepedi and Afrikaans will be advantageous

Primary function Plan and schedule content to maintain a consistent online presence
Shoot short-form video content, capture captivating photography and edit videos and images
Write social media posts in the correct tone and style and pair with appropriate images and videos
Generate engaging content and publish across multiple social media channels, such as X (Twitter), Facebook, TikTok, etc
Assist in managing social media pages and respond appropriately to queries
Monitor and report social media analytics and metrics

SAP S70000693
New/natural attrition Natural attrition
Enquiries T Louw (012 358 1226)

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

DEPARTMENT: OFFICE OF THE CHIEF WHIP

Division: Strategic Support Services

Section: Research Support Services

Location: Pretoria Central

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|------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|------------------------|-----------------|---------------|---------------|-------------|--------------|------------|------------------------|----------------|
| Reference number | OFCW092-2023 | | | | | | | | | | |
| Position | SENIOR SECRETARY (2 POSTS) (FIXED-TERM CONTRACT, NOT EXCEEDING A PERIOD OF FIVE YEARS) | | | | | | | | | | |
| To be advertised | <table border="1"> <tr> <td>Internal</td> <td>External</td> </tr> </table> | Internal | External | | | | | | | | |
| Internal | External | | | | | | | | | | |
| This position seeks to attract | <table border="1"> <tr> <td>African female</td> <td>African male</td> <td>Coloured female</td> <td>Coloured male</td> <td>Indian female</td> </tr> <tr> <td>Indian male</td> <td>White female</td> <td>White male</td> <td>Person with disability</td> <td>All categories</td> </tr> </table> | African female | African male | Coloured female | Coloured male | Indian female | Indian male | White female | White male | Person with disability | All categories |
| African female | African male | Coloured female | Coloured male | Indian female | | | | | | | |
| Indian male | White female | White male | Person with disability | All categories | | | | | | | |
| Job level | T10 (political office – contract) | | | | | | | | | | |
| Scale | R321 372,00 – R446 364,00 per annum | | | | | | | | | | |
| Estimated remuneration package | R466 083,96 – R623 990,52 per annum | | | | | | | | | | |
| Job purpose | To render secretariat and administrative support services to study groups, committees of caucuses, whips and functions as per delegation | | | | | | | | | | |
| Appointment requirements | Grade 12 or an equivalent qualification plus a secretarial qualification or training Relevant secretarial experience Computer literacy SAP training and experience will be an added advantage | | | | | | | | | | |
| 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 | Render a secretarial function Render an office administration function Render a telephone and reception service Render a typing function Organise diaries Ensure meeting arrangements Conduct general office management | | | | | | | | | | |
| SAP | S70001052; S70001055 | | | | | | | | | | |
| New/natural attrition | Natural attrition | | | | | | | | | | |
| Enquiries | T Louw (012 358 1226)/L Vorster (012 358 3518) | | | | | | | | | | |

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

DEPARTMENT: GROUP FINANCIAL SERVICES

Division: Revenue Management

Section: Property Valuation Management

Location: Pretoria Central

Reference number **FISE559-2023**

Position **DIRECTOR: PROPERTY VALUATION MANAGEMENT**

| | | |
|-------------------------|-----------------|-----------------|
| To be advertised | Internal | External |
|-------------------------|-----------------|-----------------|

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

Job level T18

Scale R795 720,00 – R1 105 152,00 per annum

Estimated remuneration package R1 203 555,75 – R1 597 395,65 per annum

Job purpose To oversee the development and implementation of property valuations and/or rights in property for sale, acquisition and valuation maintenance of the City of Tshwane Valuation Roll as required to fulfil the objectives of all legislative requirements

Appointment requirements An appropriate three-year career-related tertiary qualification (national diploma or degree) in Real Estate (Property Valuation) or any other study field related to the position
 At least nine years' relevant working experience in a property valuation environment in a local government environment, of which at least four years should be at managerial level
 Registration as a Professional Valuer or Professional Associated Valuer with the South African Council for the Property Valuers Profession
 Compliance with the unit standards of the Local Government: Municipal Finance Management Act, 2003 (Act 56 of 2003), as prescribed by Regulation 493 of 15 June 2007, as published in *Government Gazette* 29967 of 15 June 2007, will be an added advantage
 A valid Code B driving licence
 Computer literacy with SAP proficiency

Personal attributes and/or competencies Sound understanding and knowledge of GRAP; sound understanding and knowledge of the Local Government: Municipal Finance Management Act, 2003 (Act 56 of 2003); ability to be a team player; sound verbal and written communication skills; being ethical; ability to pay attention to detail; willingness to accept responsibility beyond the agreed-upon job description; innovative thinking skills; decisiveness; ability to be goal-orientated; analytical thinking skills; technical skills; ability to be taught; flexibility

Primary functions Execute generic management and financial functions
 Identify and define immediate, short- and long-term objectives

Oversee that all valuations of property and/or rights in property for sale, acquisition, lease and rating purposes and the valuation maintenance for the Valuation Roll are effectively and timeously concluded

Oversee that property valuations meet all policy, planning, legislative and other relevant requirements

Set and control project valuation targets and direct the department's activities

Provide advice and assistance to the City of Tshwane, its administration and Tshwane residents in respect of all aspects of property valuation and property rights

| | |
|------------------------------|---------------------------|
| SAP | S70010768 |
| New/natural attrition | Natural attrition |
| Enquiries | A Ndwamato (012 358 8637) |

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

DEPARTMENT: GROUP FINANCIAL SERVICES
Division: Revenue Management
Section: Property Valuation Management
Subsection: Property Valuation Operations Area 1 to 7
Location: Pretoria Central

Reference number **FISE560-2023**

Position **CHIEF VALUER**

To be advertised **Internal** **External**

This position seeks to attract

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

Job level T15

Scale R566 376,00 – R786 636,00 per annum

Estimated remuneration package R780 957,93 – R1 061 301,19 per annum

Job purpose To provide an effective and efficient valuation service to the City of Tshwane

Appointment requirements

An appropriate career-related tertiary qualification (three-year national diploma or degree) in Real Estate (Property Valuation) or any other study field related to the position

At least six years' relevant working experience in a property valuation environment in a local government environment, of which at least three years should be at supervisory level

Registration as a Professional Valuer or Professional Associated Valuer with the South African Council for the Property Valuers Profession

Compliance with the unit standards of the Local Government: Municipal Finance Management Act, 2003 (Act 56 of 2003), as prescribed by Regulation 493 of 15 June 2007, as published in *Government Gazette 29967* of 15 June 2007, will be an added advantage

A valid Code B driving licence

Computer literacy with SAP proficiency

Personal attributes and/or competencies

Sound understanding and knowledge of GRAP; sound understanding and knowledge of the Local Government: Municipal Finance Management Act, 2003 (Act 56 of 2003); ability to be a team player; sound verbal and written communication skills; being ethical; ability to pay attention to detail; willingness to accept responsibility beyond the agreed-upon job description; innovative thinking skills; decisiveness; ability to be goal-orientated; analytical thinking skills; technical skills; ability to be taught; flexibility

Primary functions

Supervise and coordinate personnel activities of subordinates

Supervise and monitor valuers in compiling a triennial Valuation Roll

- Plan and coordinate the valuation process programme
- Assist in evaluating market analysis to ensure that correct data is used
- Approve the basis of valuation for different types of properties

- Coordinate and supervise the valuation of all properties
- Monitor the quality of the valuations
- Liaise with and give feedback to the deputy manager
- Sign the Provisional Valuation Roll

Handle objections

- Clarify valuations for potential objectors
- Monitor the preparations for Valuation Board hearings
- Attend to and give evidence as an expert witness to the Valuation Board
- Ensure that the decisions of the Valuation Board are implemented

Supervise and monitor the maintenance of the Valuation Roll by means of supplementary valuations

Manage and render assistance in identifying causes for the efficient and effective maintenance of the Valuation Roll, such as the following:

- Properties omitted from the Valuation Roll
- Properties included in Tshwane after the last general valuation
- Properties subdivided or consolidated after the last general valuation
- Properties of which the improved value has substantially increased or decreased for any reason after the last general valuation
- Properties substantially incorrectly valued during the last general valuation
- Properties where the rateability has changed

Coordinate and supervise all processes in the execution of the above supplementary valuations

Sign the Supplementary Valuation Roll

Evaluate and endorse valuations for presentation to the Valuation Committee for final approval, such as the following:

- Alienation of immovable property
- Acquisition and expropriation
- Rental
- Replacement value
- Endowment for open spaces and parks
- Contribution to sport clubs

Provide comments to internal and external clients on various property-related issues, such as the following:

- Assessment rates
- Budgeting for the acquisition of immovable property
- New developments

| | |
|------------------------------|---------------------------|
| SAP | S70010773 |
| New/natural attrition | Natural attrition |
| Enquiries | A Ndwamato (012 358 8637) |

- Liaise with and give feedback to the Chief Valuer regarding progress

Handle objections

- Clarify valuations for potential objectors
- Make preparations for Valuation Board hearings
- Attend Valuation Board hearings
- Implement the decisions of the Valuation Board

Maintain the Valuation Roll by means of supplementary valuations

Ensure the ongoing maintenance of the Valuation Roll by identifying the following:

- Properties omitted from the Valuation Roll
- Properties included in Tshwane after the last general valuation
- Properties subdivided or consolidated after the last general valuation
- Properties of which the improved value has substantially increased or decreased for any reason after the last general valuation
- Properties substantially incorrectly valued during the last general valuation
- Properties where the rateability has changed

Implement all processes in the execution of the above supplementary valuations

Assist in the continuous development of the computer-based valuation system

Liaise with and give feedback to the Chief Valuer

Determine valuations for municipal purposes such as the following:

- Alienation of immovable property
- Acquisition and expropriation
- Rental
- Replacement value
- Endowment for open spaces and parks
- Contribution to sport clubs

Provide comments to internal and external clients on various property-related issues, such as the following:

- Assessment rates
- Budgeting for the acquisition of immovable property
- New developments

Assist with the functioning of the administration office in the absence of the responsible staff of that office

SAP S70010781; S70010786; S70010792

New/natural attrition Natural attrition

Enquiries A Ndwamato (012 358 8637)

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

DEPARTMENT: GROUP FINANCIAL SERVICES

Division: Revenue Management

Section: Debt Collection and Credit Control

Location: Pretoria Central

| | | | | | | | | | | | |
|------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|------------------------|-----------------|---------------|---------------|-------------|--------------|------------|------------------------|----------------|
| Reference number | FISE562-2023 | | | | | | | | | | |
| Position | DIRECTOR: DEBT COLLECTION AND CREDIT CONTROL | | | | | | | | | | |
| To be advertised | <table border="1"> <tr> <td>Internal</td> <td>External</td> </tr> </table> | Internal | External | | | | | | | | |
| Internal | External | | | | | | | | | | |
| This position seeks to attract | <table border="1"> <tr> <td>African female</td> <td>African male</td> <td>Coloured female</td> <td>Coloured male</td> <td>Indian female</td> </tr> <tr> <td>Indian male</td> <td>White female</td> <td>White male</td> <td>Person with disability</td> <td>All categories</td> </tr> </table> | African female | African male | Coloured female | Coloured male | Indian female | Indian male | White female | White male | Person with disability | All categories |
| African female | African male | Coloured female | Coloured male | Indian female | | | | | | | |
| Indian male | White female | White male | Person with disability | All categories | | | | | | | |
| Job level | T18 | | | | | | | | | | |
| Scale | R795 720,00 – R1 105 152,00 per annum | | | | | | | | | | |
| Estimated remuneration package | R1 203 555,75 – R1 597 395,65 per annum | | | | | | | | | | |
| Job purpose | To oversee and manage the Debt Collection and Credit Control Section within Group Financial Services | | | | | | | | | | |
| Appointment requirements | <p>A three-year career-related tertiary qualification (degree or national diploma) in Management, Financial Management, Accounting, Legal or a related field</p> <p>At least nine years' experience in billing and collection operations, of which at least four years should be at managerial level</p> <p>Compliance with unit standards of the Local Government: Municipal Finance Management Act, 2003 (Act 56 of 2003) as prescribed by Regulation 493 of 15 June 2007, as published in <i>Government Gazette 29967</i> of 15 June 2007, will be an added advantage</p> <p>A valid Code B driving licence</p> <p>Computer literacy</p> <p>Knowledge of SAP will be an added advantage</p> | | | | | | | | | | |
| Personal attributes and/or competencies | <p>Good understanding of generally accepted revenue management principles as well as sound knowledge of the Local Government: Municipal Finance Management Act, 2003 (Act 56 of 2003); ability to analyse and solve problems using learned techniques and tools; analytical and statistical examination skills; ability to understand and apply learned concepts; ability to pay attention to detail with accuracy and confidentiality; demonstrated ability to plan and accomplish work to ensure that critical deadlines are met; ability to establish and maintain effective working relationships with employees, clients and the public; ability to analyse the relevant legal requirement that will impact on the function to be executed; integrity; intelligence; innovative thinking skills; flexibility; decisiveness; imagination; willingness to accept responsibility; negotiation skills; business acumen; leadership skills; project management skills; communication skills; organisational skills; budget management skills; ability to make presentations; technical skills; advanced linguistic proficiency</p> | | | | | | | | | | |
| Primary functions | Manage the City of Tshwane policy on credit control through the development and constant adapting of procedures that affect the finance, electricity, water, social | | | | | | | | | | |

development and metro police divisions as well as the contractors involved in the execution of some of these actions

Set up and manage extensive client contacts emanating from credit control actions for debt collection and revenue protection

Manage the administration of debit orders, returned cheques, arrears payment incentives and debt suspensions and arrangements

Manage debt collection in respect of the following:

- Implementation capacity of the credit control policy by means of arrangements
- Collection of outstanding debt on debtors' accounts
- Management of policy changes in connection with debt
- Control and manage the maintenance of policies by outsourced collectors
- Manage the debtors' IT systems
- Ensure the effective and efficient administration of the Debt Collection and Credit Control Section
- Ensure that relevant legislation, policies and processes are implemented
- Ensure an effective client service (telephonic, personal and correspondence) on arrears debtors' accounts
- Provide leadership and management to subordinates to achieve the section's goals

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

- Define and/or adjust the key performance indicators and job profiles of personnel against service delivery requirements
- Evaluate the capability of prospective applicants and lead interviewing and final selection sessions
- Conduct appraisals to measure performance and objectives against agreed targets and set new objectives
- Identify professional and technical skill 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 the impact after training
- Implement human resources policies and procedures to control and regulate workplace conflicts and/or institute corrective measures
- Analyse staff attendance, absenteeism, overtime and lost time, and implement and monitor specific remedial measures aimed at improving productivity and reducing personnel-related costs

Ensure that accurate estimates are prepared in relation to requirements, prepare capital and operating estimates for the department, and approve and control project-related expenditure against the budget allocations by doing the following:

- Ensure that maintenance planning, cash flow projections and budget control measures are implemented and maintained in accordance with policy by exercising overhead control
- Control expenditure and income of cost centres by means of monthly deviation reports and remedial instructions
- Verify and certify payments for progress on capital projects and service contracts
- Analyse trends, operating requirements and forward plans to establish and determine funding and expenditure for the period and consolidate the department's operating and capital budget
- Evaluate the department's performance against the budget and address deviations and variances with the appropriate personnel
- Monitor and implement corrective measures to rectify deviations and acts contrary to financial regulations, audit requirements and departmental procedures
- Communicate with Council's Financial Section on audit findings and recommendations, and institute the necessary investigative or corrective measures
- Maintain the section's asset register

Identify and define immediate, short- and long-term objectives by doing the following:

- Keep abreast of trends, theories and practices underlying the rendering of the service
- Compile the section's business and strategic plans and associated short- or long-term performance and service delivery plans
- Monitor progress of specific key performance indicators and measures
- Ensure that performance indicators are identified, objectives aligned and appropriate procedures developed and implemented

Analyse and align requirements with operating capacity and capability

SAP

S70010519

New/natural attrition

Natural attrition

Enquiries

A Ndwamato (012 358 8637)

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

DEPARTMENT: COMMUNITY AND SOCIAL DEVELOPMENT SERVICES

Division: Arts, Culture and Library Services

Section: Library, Heritage and Information Services (Operations and Support)

Location: Ga-Rankuwa Community Library (Region 1)

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|------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|------------------------|-----------------|---------------|---------------|-------------|--------------|------------|------------------------|----------------|
| Reference number | CSDS032-2023 | | | | | | | | | | |
| Position | LIBRARIAN (THREE-YEAR FIXED-TERM CONTRACT) | | | | | | | | | | |
| To be advertised | <table border="1"> <tr> <td>Internal</td> <td>External</td> </tr> </table> | Internal | External | | | | | | | | |
| Internal | External | | | | | | | | | | |
| This position seeks to attract | <table border="1"> <tr> <td>African female</td> <td>African male</td> <td>Coloured female</td> <td>Coloured male</td> <td>Indian female</td> </tr> <tr> <td>Indian male</td> <td>White female</td> <td>White male</td> <td>Person with disability</td> <td>All categories</td> </tr> </table> | African female | African male | Coloured female | Coloured male | Indian female | Indian male | White female | White male | Person with disability | All categories |
| African female | African male | Coloured female | Coloured male | Indian female | | | | | | | |
| Indian male | White female | White male | Person with disability | All categories | | | | | | | |
| Job level | T11 | | | | | | | | | | |
| Scale | R359 952,00 – R499 920,00 per annum | | | | | | | | | | |
| Estimated remuneration package | R518 224,91 – R696 373,84 per annum | | | | | | | | | | |
| Job purpose | To manage a community library and information service by rendering an information service, supporting education, and creating and maintaining a reading culture to enhance the quality of life of the people of Tshwane | | | | | | | | | | |
| Appointment requirements | <p>An appropriate three-year career-related tertiary qualification (national diploma or degree) in Library and Information Science</p> <p>At least two years' relevant library experience, with at least one year at supervisory level</p> <p>Computer literacy and proficiency in the SirsiDynix Symphony library system</p> | | | | | | | | | | |
| Personal attributes and/or competencies | Integrity; intelligence; patience; imagination; flexibility; willingness to accept responsibility; decisiveness; ability to pay attention to detail; being empathetic | | | | | | | | | | |
| Primary functions | <p>Manage library subordinates continuously</p> <p>Deliver a quality service according to the policies and guidelines of the Library, Heritage and Information Services Section</p> <p>Organise and perform all functions required at the library circulation desk</p> <p>Render an information service</p> <p>Support education activities</p> <p>Plan the library's activities and programmes</p> <p>Manage the library collection</p> <p>Become involved in community activities and involve the community in activities of the library</p> <p>Control the administration of all the functions performed in the library</p> <p>Perform special tasks as assigned</p> | | | | | | | | | | |
| SAP | To be determined | | | | | | | | | | |
| New/natural attrition | Grant position | | | | | | | | | | |
| Enquiries | E Nkgadima 012 358 8924)/L Joe (012 358 4653) | | | | | | | | | | |

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

DEPARTMENT: COMMUNITY AND SOCIAL DEVELOPMENT SERVICES

Division: Arts, Culture and Library Services

Section: Library, Heritage and Information Services (Operations and Support)

Location: Es'kia Mphahlele Community Library (Region 3)

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|------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|-------------------------------|-----------------------------------------|---------------------------------|
| Reference number | CSDS033-2023 | | | | |
| Position | LIBRARY ASSISTANT (2 POSTS) (THREE-YEAR FIXED-TERM CONTRACT) | | | | |
| 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 | T7 | | | | |
| Scale | R228 756,00 – R317 712,00 per annum | | | | |
| Estimated remuneration package | R351 240,82 – R464 462,54 per annum | | | | |
| Job purpose | To assist the section with the acquisition of library information resources material | | | | |
| Appointment requirements | Grade 12 A relevant diploma or degree will be an added advantage Relevant library experience Proficiency in SirsiDynix Symphony will be an added advantage Computer literacy | | | | |
| Personal attributes and/or competencies | Integrity; intelligence; patience; imagination; flexibility; willingness to accept responsibility; decisiveness; ability to pay attention to detail; being empathetic | | | | |
| Primary functions | Assist with technical support and budget administration of library information resources Assist with the creation of requisitions Create orders on the Symphony Library System Facilitate payment of invoices on the SAP system Check invoices against what was delivered Receive ordered material and match with the selected items Liaise with service providers regarding selected material and unselected orders Send invoices to creditors for payment Pack and return unselected material to suppliers | | | | |
| SAP | To be determined | | | | |
| New/natural attrition | Grant positions | | | | |
| Enquiries | E Nkgadima (012 358 8924)/L Joe (012 358 4653) | | | | |

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

DEPARTMENT: OFFICE OF THE SPEAKER

Location: Pretoria Central

Re-advertisement

(candidates who applied previously need to re-apply)

Reference number **OFSP137-2023**

Position **DIRECTOR: LEGAL SERVICES**

To be advertised **Internal** **External**

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

Job level T18

Scale R795 720,00 – R1 105 152,00 per annum

Estimated remuneration package R1 203 555,75 – R1 597 395,65 per annum

Job purpose To provide legal advice and support to all divisions in the Office of the Speaker, as well as management, staff and Council, in discharging their daily responsibilities, to liaise with external legal representatives and consult with them in any legal proceedings in court by and against the municipality, to be present in all court proceedings by and against the municipality to oversee and advise on the wishes of Council, to vet and draft by-laws, and to conduct legal research on legal precepts and innovation to ensure that the municipality is in compliance with all relevant legislation

Appointment requirements LLB or equivalent qualification
 Admitted Attorney or Advocate
 At least nine years' applicable experience in a legislative environment, of which four years should be at managerial level
 Extensive knowledge of the government and/or local government sector, with specific emphasis on legislation governing the sector and how this relates to all the spheres of government
 Ability to make high-risk decisions of a long-term and strategic nature within a sound legal framework with an understanding of all relevant legislation and regulations, including the Constitution of the Republic of South Africa, 1996, the Local Government: Municipal Systems Act, 2000 (Act 32 of 2000) and the Local Government: Municipal Finance Management Act, 2003 (Act 56 of 2003)
 Computer literacy

Personal attributes and/or competencies Sound knowledge of the relevant legislation that govern employment practices, such as the Local Government: Municipal Finance Management Act, 2003 (Act 56 of 2003), the Employment Equity Act, 1998 (Act 55 of 1998), the Skills Development Act, 1998 (Act 97 of 1998), the Basic Conditions of Employment Act, 1997 (Act 75 of 1997) and the Labour Relations Act, 1995 (Act 66 of 1995) and corporate governance; in-depth understanding of government strategic thinking and policies in relation to human capital management and how these can practically be applied;

considerable knowledge of modern policies and practices of public personnel administration; understand and interpret policies and procedures and explain these to others; ability to efficiently and effectively administer personnel systems; ability to establish and maintain effective working relationships with employees, City officials, labour unions and the general public; knowledge of principles and practices of municipal budget preparation and administration; ability to plan activities, goals and objectives of staff members and the department, and monitor compliance to same as dictated by group policy; knowledge of principles and practices of project management; business acumen; proven leadership and strategic abilities; proven administrative skills; change management skills; knowledge management skills; problem-solving and analytical skills; people management and development skills; being client-orientated and customer-focused; good communication skills; honesty and integrity; organisational skills; advanced linguistic proficiency

Primary functions

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

Ensure that accurate estimates are prepared in relation to requirements

Prepare capital and operating estimates for the department

Approve and control project-related expenditure against budget allocations

Identify and define immediate, short- and long-term objectives

Give advice to Council and officials on matters referred by researching statutes, case laws, other legal precedents and Council by-laws, policies, procedures, etc

Draft legal opinions and briefs

Assist in outsourcing expert and complex legal issues

Ensure that legal provisions are considered in all Council affairs

Ensure that constitutional and legislative actions of the administration and Council are adhered to and followed in all matters of the municipality

Provide legal assistance and services to Council

Draft by-laws, standing rules and orders of Council, as well as policies and procedures with legal consequence

Do research on the legality of all resolutions of Council

Interact with role players, review by-laws, policies and procedures, and compose legal drafts to ensure that the interests of Council are protected

Research legislation relevant to the municipality

Check government and provincial gazettes

Scrutinise legislation

Check judicial decisions and communicate all findings to Council to ensure that all briefs and instructions are correctly issued and dealt with

Review or draft legal instruments, such as contracts, acknowledgements of debt, etc, if there is a need to perform research and liaise with role players, review documentation and resolutions, and scrutinise contracts

Ensure that the interests of Council are protected

Coordinate the interaction between Council and external legal practitioners on referred matters by acting as a liaison between the parties

Ensure that all briefings and instructions are correctly issued and dealt with

Meet and consult in an advisory capacity with external lawyers on all legal matters affecting the municipality

Monitor ongoing litigation by and against the municipality on matters referred by preparing outlines of instructions and briefs to attorneys, interacting with instructed attorneys, analysing case documents, reporting matters to Council, etc

Assist in the day-to-day management of legal advisory services by performing all administrative tasks relative to legal services and the coordination thereof

Ensure effective and efficient delivery of all legal matters of the municipality

Advise other officials on any legal questions and clarity

SAP

S70000749

**New/natural
attrition**

Natural attrition

Enquiries

M Rachekhu (012 358 1463)

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

DEPARTMENT: OFFICE OF THE SPEAKER

Division: Office of the Group Head

Section: Legal Services

Location: Pretoria Central

Re-advertisement

(candidates who applied previously need to re-apply)

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|------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|------------------------|-----------------|---------------|---------------|-------------|--------------|------------|------------------------|----------------|
| Reference number | OFSP138-2023 | | | | | | | | | | |
| Position | DEPUTY DIRECTOR: LEGAL SERVICES | | | | | | | | | | |
| To be advertised | <table border="0" style="width:100%; background-color:#cccccc;"> <tr> <td align="center" colspan="2">Internal</td> <td align="center" colspan="3">External</td> </tr> </table> | Internal | | External | | | | | | | |
| Internal | | External | | | | | | | | | |
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| African female | African male | Coloured female | Coloured male | Indian female | | | | | | | |
| Indian male | White female | White male | Person with disability | All categories | | | | | | | |
| Job level | T17 | | | | | | | | | | |
| Scale | R710 460,00 – R986 736,00 per annum | | | | | | | | | | |
| Estimated remuneration package | R1 095 038,25 – R1 446 677,74 per annum | | | | | | | | | | |
| Job purpose | To assist the Director: Legal Services in the Office of the Speaker in providing legal advice and support to Council, the Speaker of Council and Council committees | | | | | | | | | | |
| Appointment requirements | <p>An appropriate three-year career-related tertiary qualification (degree or national diploma)</p> <p>Relevant experience in local government with sound knowledge of the principles of procedural, administrative and constitutional law, of which at least four years should be at management or supervisor level</p> <p>A valid Code B driving licence</p> <p>Computer literacy</p> | | | | | | | | | | |
| Personal attributes and/or competencies | Integrity; patience; intelligence; innovative thinking skills; ability to pay attention to detail; imagination; being energetic; flexibility; willingness to accept responsibility; decisiveness | | | | | | | | | | |
| Primary functions | <p>Provide legal advice and support to Council, the Group Head: Secretariat of Council and Council committees</p> <p>Undertake legal research on relevant legislation, case law, by-laws, policies and other applicable legal prescripts</p> <p>Monitor ongoing litigation by and against the City of Tshwane and the Office of the Speaker on referred matters</p> <p>Assist the Speaker of Council with the enforcement of the Code of Conduct for Councillors</p> <p>Perform any other work which may be delegated by the Director: Legal Services</p> | | | | | | | | | | |
| SAP | S70000750 | | | | | | | | | | |
| New/natural attrition | Natural attrition | | | | | | | | | | |
| Enquiries | M Rachekhu (012 358 1463) | | | | | | | | | | |

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

DEPARTMENT: OFFICE OF THE SPEAKER
Section: Council and Committees Secretariat Services
Council Standing Committee Support
Location: Pretoria Central

Reference number **OFSP139-2023**

Position **SENIOR PERFORMANCE CONSULTANT**

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|-------------------------|----------|----------|
| To be advertised | Internal | External |
|-------------------------|----------|----------|

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

Job level T15

Scale R566 376,00 – R786 636,00 per annum

Estimated remuneration package
R780 957,93 – R1 061 301,19 per annum

Job purpose To strategically monitor the performance of the Municipal Public Accounts Committee chairs

Appointment requirements
A three-year, career-related tertiary qualification (degree or national diploma) in Accountancy or a related field
A master’s degree in business administration (MBA) will be an added advantage
At least six years’ relevant working experience in a local government environment, focusing on financial management, of which at least three years should be at supervisory level
Computer literacy

Personal attributes and/or competencies
Intimate knowledge of all political and other aspects of the political office; good writing and oral skills; ability to grasp issues of a political nature; ability to conduct research; 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 function
Ensure policy and planning operations
Ensure coaching operations
Manage and ensure reviewing operations
Coordinate and implement individual performance and rewarding operations of Section 57 employees
Coordinate and implement individual performance and rewarding operations of permanent employees
Coordinate individual performance and non-performance management
Execute generic planning functions

SAP S70000898

New/natural attrition Natural attrition

Enquiries T Louw (012 358 1226)

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