



## INTERNAL/EXTERNAL JOB FORUM

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

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 on a permanent basis.

**The complete job forum can be accessed by visiting the City of Tshwane public website (<https://www.tshwane.gov.za>) and clicking on *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: Extended to 17 July 2024**

**(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

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

**DEPARTMENT: COMMUNICATION, MARKETING AND EVENTS**

**Division: Strategic Communication**

**Section: Corporate Communication**

**Location: Pretoria Central (Tshwane House)**

**Reference number** CMED056-2024

**Position** AUDIO-VISUAL 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 produce audio-visual products (video footage) to communicate organisational messages and information to both internal and external stakeholders using the various approved communication platforms of the City of Tshwane

**Appointment requirements** An appropriate three-year tertiary career-related qualification (degree or national diploma) in Audio-Visual/Videography/Video Production, Film Studies, Visual Arts or any other study field related to the position  
At least three years' relevant working experience in an audio-visual field  
Knowledge and understanding of audio-visual operating systems, hardware and software for planning, editing, scripting, post-production techniques and streaming using Vmix or OBS  
A valid Code B driving licence  
Computer literacy

**Personal attributes and/or competencies** Ability to work in a fast-paced, rapidly changing environment; creative thinking skills with an excellent eye for detail; ability to handle stress and work under pressure; good time management and planning skills; analytical thinking skills; good judgement and ability to make sound decisions in complex situations; good communication skills; multi-camera setup skills for video studio shoots; knowledge of recording programmes or activity in the studio; knowledge of the principles of lighting, staging, focusing and filtering to achieve a specific visual look for broadcast purposes; knowledge of camera placement and composing shots; knowledge of using editing software to piece together stills, footage, sound effects, dialog and animation effects; ability to prepare or plan a video production; ability to add video filters and cutter-ways for final video mixing; ability to do voice-over recording; ability to synchronise the voice with the picture according to a script; animatics design skills; computer graphics animator skills

**Primary functions**

Work closely with the departments, political offices, digital media and graphics team within the City of Tshwane to produce high-quality videos that showcase the City's brand, projects and programmes

Develop concepts and storyboards for videos

Manage streaming services for City events, including press briefings and Bid Adjudication Committee, Council and Municipal Public Accounts Committee meetings

Operate cameras, lighting equipment and audio gear during shoots

Edit video footage to create high-quality videos that meet our brand management standards

Collaborate with the communication, marketing and events team to produce engaging video content for social media, websites and other marketing channels

Keep up to date with industry trends and techniques and make recommendations for new approaches and tools to enhance our video production capabilities, such as animation for story onboarding

Develop videos, edit graphics and post such on the YouTube channel

Configure, maintain and troubleshoot video, audio, lighting and other production equipment

Create relevant content and professional video products for target audiences by making use of multi-camera and audio mixing equipment and to produce videos that are edited digitally and streamed for a variety of uses across various communication platforms

Participate in the entire production process, from ideation and storyboarding to filming, editing and postproduction

Provide technical skills and support in operating and maintaining proper levels and calibration of audio, cameras and other production equipment

Develop and maintain an appropriate logging system for all video products recorded and completed jobs

Troubleshoot problems and issues with the equipment, and/or repair the equipment used

Understand social media platforms and delivery

**SAP**

S70001967

**New/natural attrition**

Natural attrition

**Enquiries**

Oarabile Motabogi (012 358 7449); Faith Mangwegape (012 358 5350)



Advise clients (colleagues and officials of the City of Tshwane) by answering their language queries on the basis of own experience and grammar, spelling and in-house style rules to help them produce quality documents

Carry out administrative tasks that include updating the internal language register by recording completed work and saving final versions of documents on the internal server

**SAP** S70001990

**New/natural attrition** Natural attrition

**Enquiries** Nomsa Mollo (012 358 7505); Faith Mangwegape (012 358 5350)



**SAP** S70000830; S70000827

**New/natural attrition** Natural attrition

**Enquiries** T Louw (012 358 1226)

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 reapply)**

**Reference number**      **OFSP141-2024**

**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; ability to 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)

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

**DEPARTMENT: GROUP AUDIT AND RISK**  
**Division: Office of the Chief Audit Executive**  
**Section: Information, Communication and Technology Auditing**  
**Location: Pretoria Central**

**Re-advertisement (candidates who applied previously need to reapply)**

<b>Reference number</b>	<b>AUDT117-2024</b>				
<b>Position</b>	<b>DIRECTOR: INFORMATION, COMMUNICATION AND TECHNOLOGY AUDITING</b>				
<b>To be advertised</b>	<b>Internal</b>		<b>External</b>		
<b>This position seeks to attract</b>	African female Indian male	African male White female	Coloured female White male	Coloured male Person with disability	Indian female All categories
<b>Job level</b>	T18				
<b>Scale</b>	R795 720,00 – R1 105 152,00 per annum				
<b>Estimated remuneration package</b>	R1 203 555,75 – R1 597 395,65 per annum				
<b>Job purpose</b>	To manage computer audit reviews and provide assurance that IT controls have been implemented and are effective and, where necessary, provide consulting meetings, carry out detailed planning for and execute audit projects, and ensure that audit work conforms to the relevant standards (Institute of Internal Auditors (IIA) and Information Systems Audit and Control Association (ISACA)) and other guidelines and procedures of the City of Tshwane				
<b>Appointment requirements</b>	<p>An appropriate three-year tertiary career-related degree or BTech in Internal Audit, ICT audit, ICT or any other study field related to the position</p> <p>Certified Information Systems Auditor (CISA) will be an added advantage</p> <p>Compliance with the MFMA unit standards 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>At least nine years' relevant working experience in a computer auditing environment (advantage if in a local government environment), of which at least four years should be at managerial level</p> <p>A valid Code B driving licence</p> <p>Computer literacy with SAP proficiency</p>				
<b>Personal attributes and/or competencies</b>	Knowledge of data analytics (Computer Assisted Audit Techniques (CAATS)); knowledge of the governance, risk and compliance approach; knowledge of application reviews; knowledge of general controls reviews; integrity; professionalism; good interpersonal skills; innovative thinking skills; decisiveness; ability to pay attention to detail; emotional intelligence; good communication skills;				

flexibility; adaptability; customer orientation; people management skills; problem-solving abilities

**Primary functions**

Manage and plan computer audit reviews  
Complete audits in accordance with the computer audit plan  
Supervise computer audit staff  
Review work performed by computer audit staff  
Manage and attend to staff training and development  
Compile computer audit reports  
Lead and conduct the planning, coordination and performance of application and general systems control audits, improve the control processes improvement, optimise reviews and prepare audit reports associated with the completion of scheduled audits and assigned special projects  
Assist in setting the strategic direction for a value-focused internal audit department, including IT audit methodology, automation techniques and IT audit planning

**SAP**

S70010012

**New/natural attrition**

Natural attrition

**Enquiries**

Deon Isaacs (012 358 0680); Agnes Ndwamato (012 358 8637)

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

**DEPARTMENT: OFFICE OF THE CHIEF OPERATIONS OFFICER**

**Division: Enterprise Programme Management Unit**

**Location: Pretoria Central**

<b>Reference number</b>	<b>SDTM1125-2024</b>				
<b>Position</b>	<b>SENIOR SECRETARY</b>				
<b>To be advertised</b>	Internal				
<b>This position seeks to attract</b>	African female Indian male	African male White female	Coloured female White male	Coloured male Person with disability	Indian female All categories
<b>Job level</b>	T10				
<b>Scale</b>	R321 372,00 – R446 364,00 per annum				
<b>Estimated remuneration package</b>	R469 120,93 – R628 208,66 per annum				
<b>Job purpose</b>	To provide effective secretarial support to the Enterprise Programme Management Unit				
<b>Appointment requirements</b>	Grade 12 plus a secretarial qualification or training At least one year's relevant secretarial experience A valid Code B driving license will be an added advantage Computer literacy (Word, Excel and PowerPoint)				
<b>Personal attributes and/or competencies</b>	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; innovative thinking skills; report writing skills				
<b>Primary functions</b>	Render a secretarial and administrative support service to the office of the divisional head Render telephone and reception services Provide a typing and computer operating service Manage the diary of the divisional head Book the boardroom situated in the office space of the Enterprise Programme Management Unit Provide an operational logistics service Execute diverse official secretarial duties Prepare meetings and take minutes File documents on the shared drive or online system				
<b>SAP</b>	S70060301				
<b>New/natural attrition</b>	Natural attrition				
<b>Enquiries</b>	Keitumetse Mogashoa (012 358 1766)				

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

**DEPARTMENT: GROUP HUMAN CAPITAL MANAGEMENT**

**Division: Human Capital Recruitment and Administration Management**

**Section: Occupational and Employee Health, Safety and Wellness - Employee Wellness Services**

**Location: Pretoria Central**

<b>Reference number</b>	<b>CSHS377-2024</b>
<b>Position</b>	<b>EMPLOYEE WELLNESS OFFICER</b>
<b>To be advertised</b>	<b>Internal External</b>
<b>This position seeks to attract</b>	African female Indian male African male White female Coloured female White male Coloured male Person with disability Indian female All categories
<b>Job level</b>	T12
<b>Scale</b>	R403 140,00 – R559 920,00 per annum
<b>Estimated remuneration package</b>	R573 193,87 – R772 740,84 per annum
<b>Job purpose</b>	To render a professional employee wellness service to troubled City employees and their immediate families and to develop human development programmes to assist in enhancing the productivity of all City employees
<b>Appointment requirements</b>	An appropriate three-year tertiary career-related qualification (degree or national diploma) in Social Work or any other study field related to the position Registration with the South African Council for Social Service Professions (SACSSP) will be an added advantage A postgraduate qualification will be an added advantage Two years' relevant experience in the management of employee wellness services A valid Code B driving licence Computer literacy
<b>Personal attributes and/or competencies</b>	Communication skills (verbal and written); planning and organising skills; financial management skills; ability to work under pressure; good interpersonal skills; negotiation and conflict-handling skills; ability to establish and maintain effective working relationships with employees, clients and the public; time management skills; multiple task management skills
<b>Primary functions</b>	Ensure that professional employee assistance assessments are delivered to all clients after reacting to a self-referral or referral by management Provide support, guidance and containment to employees through individual and group counselling, crisis intervention, debriefing and trauma services Provide outreach services and on-site debriefing sessions should the need arise Ensure that policies and procedures are initiated and communicated to the various role players in the organisation

Educate management and employees about various psychosocial conditions and related behaviour according to needs identified by the presentation of needs-based psychosocial education and human development programmes, as well as proactive programmes that focus on the promotion of a healthy lifestyle, including, but not limited to, financial life skills, stress management and life skill programmes

<b>SAP</b>	S70016243
<b>New/natural attrition</b>	New
<b>Enquiries</b>	Charmaine de Villiers (012 358 4345)





Ensure and participate in the investigation of occupational diseases and some injuries on duty

Ensure the rendering of and render medical services to employees, including consultations for injuries on duties, ailments and emergencies, monitoring chronic diseases, DOTS, home visits, examinations for professional driver permits and influenza immunisation

**SAP** S70016209

**New/natural attrition** New

**Enquiries** Charmaine de Villiers (012 358 4345)



<b>Primary functions</b>	<p>Implement and administer the policy framework regarding occupational nursing for the City</p> <p>Manage the day-to-day occupational health nursing service</p> <p>Ensure the provision of administrative support</p> <p>Ensure that occupational risk profiling is performed</p> <p>Ensure that medical surveillance programmes are performed</p> <p>Ensure that occupational nurse practitioners perform fitness for work evaluations</p> <p>Ensure that occupational health-related information programmes are established and presented</p> <p>Ensure that occupational diseases and incidents, including injuries on duty, are investigated</p> <p>Ensure that medical services for the treatment of injuries on duty, ailments and emergencies, monitoring of chronic diseases, supervision of DOTS and annual influenza immunisation campaigns are rendered</p> <p>Ensure that medicine control is executed</p> <p>Ensure that first aid supplies are issued</p> <p>Ensure that absenteeism management support is provided</p> <p>Ensure that a specialist occupational health consultation or advisory service to management is provided</p> <p>Ensure that an injury on duty case management service is provided</p> <p>Ensure that a support service is provided for the Occupational Health Manager for Windows (OHMW) and Everest programs</p> <p>Ensure that a support service for maintenance and repairs of audiometers, audiometry booths, spirometers and vision screeners is provided</p> <p>Ensure that a support service for the calibration of audiometers, audiometry booths and spirometers is provided</p>
<b>SAP</b>	S70016198
<b>New/natural attrition</b>	New
<b>Enquiries</b>	Charmaine de Villiers (012 358 4345)

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

**DEPARTMENT: GROUP HUMAN CAPITAL MANAGEMENT**

**Division: Labour Relations Management**

**Section: Grievance, Conciliation and Arbitration**

**Location: Tshwane House**

<b>Reference number</b>	<b>CSHS380-2024</b>										
<b>Position</b>	<b>FUNCTIONAL HEAD: GRIEVANCE (2 POSTS)</b>										
<b>To be advertised</b>	<table border="1"> <tr> <td><b>Internal</b></td> <td><b>External</b></td> </tr> </table>	<b>Internal</b>	<b>External</b>								
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<b>Job level</b>	T15										
<b>Scale</b>	R566 376,00 – R786 636,00 per annum										
<b>Estimated remuneration package</b>	R780 974,92 – R1 061 324,79 per annum										
<b>Job purpose</b>	To ensure the rendering of support services in terms of grievance functions										
<b>Appointment requirements</b>	<p>An appropriate three-year tertiary career-related qualification (BTech or degree) in Law, specialising in Labour Law or any other study field related to the position</p> <p>At least six years' relevant working experience in a labour relations environment</p> <p><b>Must undergo vetting</b></p> <p>A valid Code B driving licence</p> <p>Computer literacy with SAP and advanced Excel knowledge</p>										
<b>Personal attributes and/or competencies</b>	Verbal and written communication skills; planning and organising skills; financial management skills; ability to work under pressure; good interpersonal skills; negotiation skills; conflict-handling skills										
<b>Primary functions</b>	<p>Handle advice on and monitor the grievance procedure</p> <p>Advise management and employees on the application procedure</p> <p>Attend Step 2 meetings and advise role players on possible solutions to grievances</p> <p>Act as facilitator between the aggrieved and the department to solve the grievance as close to the source as possible and prevent conflict</p> <p>Ensure that the outcomes of Step 2 meetings are implemented</p> <p>Ensure that decisions and solutions are implemented through written notifications and monitoring</p> <p>Communicate with employees, unions and other relevant role players</p> <p>Conduct day-to-day correspondence and liaison with unions</p> <p>Attend shop steward meetings and advise on policies and procedures</p> <p>Give input on request regarding the development and maintenance of policy and procedures regarding labour matters</p>										
<b>SAP</b>	S70016283; S70016284										

**New/natural attrition**      Natural attrition

**Enquiries**                      Charmaine de Villiers (012 358 4345)



Manage and prevent strike action in the City  
Facilitate the resolution of complaints and grievances  
Represent the City in disputes at the CCMA and bargaining council  
Consult and engage the City's legal representatives in preparation for disciplinary cases, disputes and labour court matters  
Represent the City in the Local Labour Forum  
Attend to any other labour relations matters

**SAP** S70060357

**New/natural attrition** New

**Enquiries** Charmaine de Villiers (012 358 4345)

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

**DEPARTMENT: GROUP HUMAN CAPITAL MANAGEMENT**

**Division: Labour Relations Management**

**Section: Collective Bargaining**

**Location: Tshwane House**

<b>Reference number</b>	<b>CSHS382-2024</b>										
<b>Position</b>	<b>FUNCTIONAL HEAD: COLLECTIVE BARGAINING</b>										
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<b>Job level</b>	T15										
<b>Scale</b>	R566 376,00 – R786 636,00 per annum										
<b>Estimated remuneration package</b>	R780 974,92 – R1 061 324,79 per annum										
<b>Job purpose</b>	To render a consultation service regarding all aspects of labour relations to client departments										
<b>Appointment requirements</b>	<p>An appropriate three-year tertiary career-related qualification (BTech or degree) in Law, specialising in Labour Law or any other study field related to the position  At least six years' relevant working experience in a labour relations environment  Supervisory experience will be an added advantage  <b>Must undergo vetting</b>  A valid Code B driving licence  Computer literacy with SAP and advanced Excel knowledge</p>										
<b>Personal attributes and/or competencies</b>	Verbal and written communication skills; planning and organising skills; financial management skills; ability to work under pressure; good interpersonal skills; negotiation skills; conflict-handling skills										
<b>Primary functions</b>	<p>Render a professional labour relations consulting service to the departmental head and line management regarding the application of the City's Labour Relations Policy and strategies as contained in Council, the Executive Committee, conditions of service, procedure and agreements with unions, etc and the application of the Labour Relations Act, 1995 (Act 66 of 1995) and the Basic Conditions of Service Act, 1997 (Act 75 of 1997)</p> <p>Advise on the application of the procedures to supervisors and line management, personnel officers, departmental heads and representatives  Handle advice on and monitor the grievance procedure  Advise management and employees on procedures  Attend Step 2 meetings and advise role players on possible solutions to grievances</p>										



Act as facilitator between the aggrieved and the department to solve the grievance as close to the source as possible and prevent conflict

Ensure that the outcomes of Step 2 meetings are implemented

Arrange Step 3 meetings and act as secretary and advisor at the meetings

Ensure that decisions and solutions are implemented through written notifications and monitoring

Conduct labour relations training

Conduct needs assessments

Finalise all administrative work regarding training courses

Present training sessions

Present information sessions (including regional training)

Monitor and audit labour relations

Gather information on grievances, disciplinary hearings, disputes, strikes, leave, suspension, etc

Assist the employer in gathering information and coordinate departmental involvement for the Dispute Resolution Committee: Bargaining Council

Assist the employer in gathering information and coordinate departmental involvement for arbitration

Handle strikes in departments and depots in accordance with the City's Strike Management Plan

Advise departments on actions to be taken

Monitor and audit strikes by gathering statistics from departments and reporting thereon to the relevant role players, such as the City Manager and the Department of Labour

Correspond and negotiate with unions on a continuous basis in order to try and resolve disputes

Communicate with employees, unions and other relevant role players

Conduct day-to-day correspondence and liaison with unions

Attend shop steward meetings and advise on policies and procedures

Give input on request regarding the development and maintenance of policy and procedures regarding labour matters

Desertion Policy: Advise and monitor the correct application of the procedure, assist departmental management during investigations, take part in decision-making regarding re-employment or reinstatement of employee involvement, and perform follow-up actions and revisions

Retrenchment Policy: Advise regarding the application of the policy; notify unions and employees, monitor the correct application of the procedures on a continuous basis, plan specific retrenchment actions together with the department and the retrenchment committee, consult independently with shop stewards on the City's viewpoints and policy regarding retrenchments (convene discussions, agenda, minutes, etc), ensure that continuous communication with those affected as well as non-affected employees take place, and help and advise the personnel administration division

<b>SAP</b>	S70016288
<b>New/natural attrition</b>	Natural attrition
<b>Enquiries</b>	Charmaine de Villiers (012 358 4345)



Prepare for the allocated cases by taking statements from witnesses, consulting with witnesses and discussing the merits of each case

Take proper and adequate instructions from client departments and divisions about each case to be handled

Prepare witnesses for cases and inform or sensitise them about the processes of litigation for each case

Do research about each case and present or handle it with the utmost care and diligence

Appear on behalf of the employer and represent the interests of the employer in all cases

Conduct constant reporting and provide accurate and proper feedback to client departments and divisions about all cases handled

Receive information and notices from the Bargaining Council, CCMA and other forums on all cases and ensure that cases are handled as per the directives and/or rules of the applicable forum

Comply with the time frames regarding interaction with the Bargaining Council and the other party(ies), including the CCMA, in all cases referred for conciliation and arbitration

Give correct and proper legal advice to all client departments and divisions

Provide legal comments on reports from client departments and divisions

Conduct monthly reporting of all cases allocated or handled by or on behalf of the section

Report back to the immediate supervisor or his/her superior about each case allocated or handled

Handle labour law litigation

Register and keep records of all cases received from the immediate supervisor or his/her supervisor

Render labour law advisory services

Render correct and proper labour law advice and legal advice in general

Render correct and proper comments on the reports to client departments

Render comments on reports to all client departments and divisions in relation to all matters regarding City of Tshwane personnel

Conduct administrative planning and organising

Plan the optimal use of resources

Use resources to the benefit of the organisation

Keep abreast of trends, theories and practices underlying the rendering of services

Implement scorecards to achieve the objectives of the department, division or section

Implement the department's business and strategic plans and associated short- and long-term performance and service delivery plans

Perform and complete allocated tasks

Monitor progress of specific key performance areas

<b>SAP</b>	S70017182
<b>New/natural attrition</b>	Natural attrition
<b>Enquiries</b>	Charmaine de Villiers (012 358 4345)



Analyse and report grievance trends in the City to prevent reoccurrence and reduce grievances lodged by employees and trade unions  
Compile the section's business and strategic plans and associated short- and long-term performance and service delivery plans  
Monitor the progress of specific service delivery plans  
Ensure that performance indicators are identified, objectives are aligned, and appropriate procedures are developed and implemented  
Analyse and align requirements with operating capacity and capabilities  
Conduct regular meetings with unions  
Manage all labour relations operations  
Monitor and conduct statistical reporting on grievance procedures  
Provide labour relations advisory services  
Compile monthly and quarterly reports on grievances and collective bargaining matters  
Attend to any other labour relations matters

**SAP** S70016280

**New/natural attrition** New

**Enquiries** Charmaine de Villiers (012 358 4345)

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

**DEPARTMENT: GROUP HUMAN CAPITAL MANAGEMENT**

**Division: N/A**

**Section: Management and Administrative Support**

**Location: Pretoria Central**

<b>Reference number</b>	<b>CSHS385-2024</b>				
<b>Position</b>	<b>DIRECTOR: MANAGEMENT AND ADMINISTRATIVE SUPPORT</b>				
<b>To be advertised</b>	<b>Internal</b>		<b>External</b>		
<b>This position seeks to attract</b>	African female Indian male	African male White female	Coloured female White male	Coloured male Person with disability	Indian female All categories
<b>Job level</b>	T18				
<b>Scale</b>	R795 720,00 – R1 105 152,00 per annum				
<b>Estimated remuneration package</b>	R1 203 555,75 – R1 597 395,65 per annum				
<b>Job purpose</b>	To be responsible for managing, monitoring and facilitating the provision of effective, efficient and economical administrative support to the MMC and department				
<b>Appointment requirements</b>	An appropriate career-related tertiary qualification (three-year national diploma or degree) At least nine years' relevant working experience, of which at least four years should be at managerial level A valid Code B driving licence Computer literacy				
<b>Personal attributes and/or competencies</b>	Good communication skills; interpersonal abilities; adaptability; stress management ability; ability to work as part of a team and independently				
<b>Primary functions</b>	Oversee administrative support to MMCs Oversee and ensure management support Oversee office administration support Execute generic planning, management and financial functions				
<b>SAP</b>	S70017087				
<b>New/natural attrition</b>	New				
<b>Enquiries</b>	Charmaine de Villiers (012 358 4345)				



Implement clearly defined organisational measures in terms of the Integrated Development Plan and five-year programme  
Ensure efficient and cost-effective performance management at all levels of the organisation  
Develop an internal control system encompassing legislation, policies, procedures and people  
Address the expectations of all stakeholders by directing and controlling management activities with good systems and processes  
Be responsible for performance reports and agreements  
Assess projects for impact, efficiency and value for money with plans for delivery (short-, medium- and long term)  
Develop and update performance management policies and plans  
Implement clearly defined organisational measures in terms of legal and regulatory requirements  
Conduct individual performance monitoring, coaching, reporting and evaluation  
Be responsible for the individual performance management scorecard  
Evaluate performance evidence files  
Manage the individual performance management forum  
Moderate the individual performance management panel  
Develop the individual performance management policy and plan  
Oversee individual performance management for group heads and divisional management through performance management plan development, performance reporting and evaluation, performance scorecard, evaluation of performance evidence files, monitoring and coaching

**SAP**

S70016418

**New/natural attrition**

New

**Enquiries**

Charmaine de Villiers (012 358 4345)



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

**DEPARTMENT: GROUP HUMAN CAPITAL MANAGEMENT**

**Division: Organisational Efficiency Improvement**

**Section: Organisational Development and Efficiency**

**Location: Pretoria Central**

<b>Reference number</b>	<b>CSHS387-2024</b>				
<b>Position</b>	<b>DIRECTOR: ORGANISATIONAL DEVELOPMENT AND EFFICIENCY</b>				
<b>To be advertised</b>	<b>Internal</b>		<b>External</b>		
<b>This position seeks to attract</b>	African female Indian male	African male White female	Coloured female White male	Coloured male Person with disability	Indian female All categories
<b>Job level</b>	T18				
<b>Scale</b>	R795 720,00 – R1 105 152,00 per annum				
<b>Estimated remuneration package</b>	R1 203 555,75 – R1 597 395,65 per annum				
<b>Job purpose</b>	To oversee and maintain business process management, organisational design and remuneration management processes and services within the City of Tshwane				
<b>Appointment requirements</b>	<p>An appropriate career-related tertiary qualification (three-year national diploma or degree)</p> <p>At least nine years' relevant working experience in an organisational development and efficiency environment, of which at least four years should be at managerial level</p> <p>A valid Code B driving licence</p> <p>Computer literacy</p>				
<b>Personal attributes and/or competencies</b>	Good communication skills; interpersonal abilities; adaptability; stress management ability; ability to work as part of a team and independently				
<b>Primary functions</b>	<p>Execute generic management, financial and planning functions</p> <p>Conduct core business activities</p> <p>Oversee and maintain business process management</p> <p>Oversee and maintain organisational design and job evaluation functions</p> <p>Oversee and maintain remuneration management</p>				
<b>SAP</b>	S70016432				
<b>New/natural attrition</b>	Natural attrition				
<b>Enquiries</b>	Charmaine de Villiers (012 358 4345)				

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

**DEPARTMENT: GROUP HUMAN CAPITAL MANAGEMENT**

**Division: Human Capital Recruitment and Administration Management**

**Section: Occupational and Employee Health, Safety and Wellness: Occupational Health and Safety Operations Management**

**Location: Pretoria Central**

**Reference number**      **CSHS388-2024**

**Position**                      **ADMINISTRATIVE OFFICER**

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

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

**Job level**                      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 administrative, secretariat, client reception and support service to occupational health clinics, occupational health management and departments regarding occupational health

**Appointment requirements**      Grade 12  
At least six months' relevant working experience in administrative support services  
Computer literacy

**Personal attributes and/or competencies**      Ability to pay attention to detail; good time management skills in completing assigned tasks; good team player; ability to perform multiple tasks; ability to differentiate between tasks which are urgent and important; 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**                      Receive patients  
Conduct medical surveillance  
Process sick leave certificates  
Administer injury on duty cases  
Maintain statistics  
Render logistical and financial services

**SAP**                                      S70016214

**New/natural attrition**      New

**Enquiries**                              Charmaine de Villiers (012 358 4345)

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

**DEPARTMENT: GROUP HUMAN CAPITAL MANAGEMENT**

**Division: Organisational Efficiency Improvement**

**Section: Individual Performance Management**

**Location: Pretoria Central**

**Reference number**      **CSHS389-2024**

**Position**                      **ADMINISTRATIVE OFFICER**

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

**This position seeks to attract**

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

**Job level**                      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  
At least six months' relevant working experience in administrative support services  
Computer literacy

**Personal attributes and/or competencies**                      Ability to pay attention to detail; good time management skills in completing assigned tasks; good team player; ability to perform multiple tasks; ability to differentiate between tasks which are urgent and important; 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 in an office environment  
Ensure effective and efficient logistical support services  
Provide a secretariat service

**SAP**                                      S70016425

**New/natural attrition**                      New

**Enquiries**                              Charmaine de Villiers (012 358 4345)



Prepare and submit the operational budget  
Manage the operational budget and assets within the section  
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

**SAP** S70026377

**New/natural attrition** Natural attrition

**Enquiries** Cynthia Diale (012 358 6677)

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