

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 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 <u>APPLY ONLINE</u> BY VISITING THE CITY OF TSHWANE PUBLIC WEBSITE AND CLICKING THE <u>E-RECRUITMENT</u> 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

<u>Division: Strategic Communication</u> <u>Section: Corporate Communication</u> 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 Indian male

White female White male

External

Coloured female Coloured 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 cutterways 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 \$70001967

New/natural attrition Natural attrition

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

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: Language Services

Location: Pretoria Central (Tshwane House)

Reference number CMED057-2024

Position LANGUAGE PRACTITIONER (ENGLISH)

To be advertised	Internal External								
This position seeks to attract	African female Indian male	African male White female	Coloured female White male	Coloured male Person with disability	Indian female All categories				
Job level	T12								
Scale	R403 140,00 –	R403 140,00 – R559 920,00 per annum							
Estimated remuneration package	R573 193,87 –	R772 740,84 p	er annum						
Job purpose	To provide a f	functional editi	ing service for al	l departments (interna	al clients) and				

Job purpose To provide a functional editing service for all departments (internal clients) and

residents (external clients) of the City of Tshwane in order to give them full and equal

access to information and municipal services

Appointment An appropriate three-year tertiary career-related qualification (degree or national diploma) majoring in English

At least three years' relevant working experience in English editing

Computer literacy is essential

Passing an in-house language competency test

Membership of a professional language association, such as the South African Translators' Institute or South African Language Practitioners' Council will be an

added advantage

Personal attributes and/or competencies

Excellent eye for detail; ability to work under pressure; ability to meet deadlines; good organising skills; ability to cope with stress; good writing skills; analytical skills;

general passion for languages

Primary functions Edit municipal documents in English at micro (language) and macro (meaning)

levels according to the standards of editing practice to produce reader-friendly documents that provide clear access to information and facilitate communication

(includes copy, substantive and comparative editing)

Proofread municipal documents according to standard proofreading practice to provide error-free documents that enhance the image of the City of Tshwane Develop terminology in English to assist all the other official languages of the City

of Tshwane (in liaison with internal and external language practitioners)

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)

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

DEPARTMENT: OFFICE OF THE SPEAKER

Division: Council and Committee Secretariat Services

Section: Council and Section 79 Oversight Committees Secretarial Services Location: Pretoria Central

Reference number OFSP140-2024

Position COMMITTEE SECRETARY (2 posts)

To be advertised	ertised 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 coordinate the logistical requirements for Council and committee meetings,

provide secretarial support, translate documents and perform related administrative

sequences

Appointment requirements

An appropriate three-year tertiary career-related qualification (degree or national

diploma)

At least three years' relevant working experience in secretarial support to various

committee and subcommittee sittings in a management environment

A valid Code B driving licence

Computer literacy (good working knowledge of the Microsoft Office package)

Willingness and ability to work after hours

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 in the candidate's respective

field must be evident

Primary functions Coordinate specific logistical requirements associated with Council meetings

Formulate recommendations and resolutions in accordance with legislation, Council

resolutions, regulations, etc

Provide secretarial support to various committee and subcommittee sittings

Perform administrative activities associated with the preparation of documents and

correspondence

Undertake any other committee-related duties as directed by the supervisor

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

This position seeks to attract

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

Job level 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)

Reference number AUDT117-2024

Position DIRECTOR: INFORMATION, COMMUNICATION AND

TECHNOLOGY AUDITING

This position seeks to

attract

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

Job level 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 purposeTo 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

Appointment requirements

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

Certified Information Systems Auditor (CISA) will be an added advantage Compliance with the MFMA unit standards as prescribed by Regulation 493 of 15 June 2007, as published in *Government Gazette* 29967 of 15 June 2007, will be

an added advantage

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

A valid Code B driving licence

Computer literacy with SAP proficiency

Personal attributes and/or competencies

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; problemsolving 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

Reference number SDTM1125-2024

Position SENIOR SECRETARY

To be advertised Internal

This position seeks to

attract

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

Job level T10

Scale R321 372,00 – R446 364,00 per annum

Estimated

package

remuneration

R469 120,93 – R628 208,66 per annum

Job purpose To provide effective secretarial support to the Enterprise Programme Management

Unit

Grade 12 plus a secretarial qualification or training Appointment requirements 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)

Personal attributes

Excellent communication skills; ability to work under pressure and in stressful situations; ability to meet deadlines; good organisational skills; ability to work with and/or competencies limited supervision; ability to make decisions and establish work priorities; emotional

intelligence; intellectual and cognitive ability; innovative thinking skills; report

writing skills

Primary functions 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

SAP S70060301

New/natural Natural attrition attrition

Enquiries Keitumetse Mogashoa (012 358 1766)

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

Division: Human Capital Recruitment and Administration Management

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

Services

Location: Pretoria Central

Reference number CSHS377-2024

Position EMPLOYEE WELLNESS OFFICER

To be advertised Internal External

This position seeks to

attract

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

Appointment requirements

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

Personal attributes and/or competencies

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

Primary functions 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

SAP S70016243

New/natural attrition New

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

Division: Human Capital Recruitment and Administration Management

Section: Occupational and Employee Health, Safety and Wellness

Location: Belle Ombre Clinic

(functioning in all City of Tshwane occupational health and safety clinics)

Reference number CSHS378-2024

Position OCCUPATIONAL MEDICINE PRACTITIONER

To be advertised Internal External

This position seeks to

attract

African female African male Coloured female Coloured male Indian female White female White male Person with disability 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 implement and render a comprehensive occupational health service, including

basic medical services, to the employees of the City of Tshwane

Appointment MBChB degree

requirements Registration with the Health Professions Council of South Africa (HPCSA) as a

medical practitioner

Postgraduate diploma or degree in Occupational Medicine that is registered with the

South African Society of Occupational Medicine (SASOM)

At least six years' working experience

Supervisory experience will be an added advantage A valid Code B driving licence and own transport

Computer literacy

Personal attributes and/or competencies

Leadership and supervisory skills; good communication, analytical, organisational, interpersonal, presentation, negotiation and technical skills; patience; high level of professionalism; innovative thinking skills; energetic, flexible, decisive, efficient and self-motivated; willingness to accept responsibility; ability to pay attention to detail;

proactive; ability to work with people

Primary functions Perform employee fitness for work evaluations, including initial, pre-placement and

exit health evaluations, post prolonged sick absenteeism and medical incapacity Implement and render a comprehensive occupational health service, including basic

medical services, to the employees of the City of Tshwane

Support departments regarding sick absenteeism management, including verifying

sick certificates and sick certificate follow-ups

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

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

<u>Division: Human Capital Recruitment and Administration Management</u> Section: Occupational and Employee Health, Safety and Wellness

Location: Belle Ombre Clinic

(functioning in all City of Tshwane occupational health and safety clinics)

Reference number CSHS379-2024

Position CHIEF OCCUPATIONAL NURSING PRACTITIONER

To be advertised Internal External

This position seeks to

attract

African female African male Coloured female Coloured male Indian female White female White male Person with disability 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 purposeTo manage occupational health clinics and render a functional occupational nursing

service to the employees of the City of Tshwane

Appointment General Nursing Diploma/Degree

requirements Community Nursing Science or Public Health Diploma

Certificate/Diploma in Occupational Health Nursing

Diploma in Primary Healthcare, Clinical Nursing Science, Health Assessment,

Treatment and Care

Certificate in Audiometry and registration with the South African Society of

Occupational Health Nurses to do audiometric tests in the workplace

Certificate in Spirometry

Certificate in Pharmacology and licence to dispense Code 8 A management qualification will be an added advantage Registration with the South African Nursing Council

At least six years' experience in occupational health nursing practice

Supervisory experience will be an added advantage A valid Code B driving licence and own transport

Computer literacy

Personal attributes and/or competencies

Negotiation skills; budget management skills; ability to do presentations; leadership skills; technical skills; communication skills; ability to function independently; analytical skills; organisational skills; integrity; decisiveness; intelligence; ability to pay attention to detail; patience; ongoing learning ability; energy; empathy; willingness to accept responsibility; flexible; high hand-eye coordination; no medical or physical disability; conditional high three-dimensional ability; good eyesight

Primary functions

Implement and administer the policy framework regarding occupational nursing for the City

Manage the day-to-day occupational health nursing service

Ensure the provision of administrative support

Ensure that occupational risk profiling is performed

Ensure that medical surveillance programmes are performed

Ensure that occupational nurse practitioners perform fitness for work evaluations

Ensure that occupational health-related information programmes are established and presented

Ensure that occupational diseases and incidents, including injuries on duty, are investigated

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

Ensure that medicine control is executed

Ensure that first aid supplies are issued

Ensure that absenteeism management support is provided

Ensure that a specialist occupational health consultation or advisory service to management is provided

Ensure that an injury on duty case management service is provided

Ensure that a support service is provided for the Occupational Health Manager for Windows (OHMW) and Everest programs

Ensure that a support service for maintenance and repairs of audiometers, audiometry booths, spirometers and vision screeners is provided

Ensure that a support service for the calibration of audiometers, audiometry booths and spirometers is provided

SAP

S70016198

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

<u>Division: Labour Relations Management</u> <u>Section: Grievance, Conciliation and Arbitration</u> <u>Location: Tshwane House</u>

Reference number CSHS380-2024

Position FUNCTIONAL HEAD: GRIEVANCE (2 POSTS)

To be advertised Internal External African female African male Coloured female Coloured male Indian female This position seeks to Indian male White female White male Person with disability All categories attract Job level T15 R566 376,00 – R786 636,00 per annum Scale **Estimated** R780 974,92 – R1 061 324,79 per annum remuneration package

Job purpose To ensure the rendering of support services in terms of grievance functions

Appointment requirements

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

Must undergo vetting

A valid Code B driving licence

Computer literacy with SAP and advanced Excel knowledge

Personal attributes and/or competencies

Verbal and written communication skills; planning and organising skills; financial management skills; ability to work under pressure; good interpersonal skills; negotiation skills; conflict-handling skills

Primary functions

Handle advice on and monitor the grievance procedure

Advise management and employees on the application procedure

Attend Step 2 meetings and advise role players on possible solutions to grievances 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

Ensure that decisions and solutions are implemented through written notifications and

monitoring

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

SAP S70016283; S70016284

New/natural attrition	Natural attrition
Enquiries	Charmaine de Villiers (012 358 4345)

Positions for JF11/2024 located under $Documents \rightarrow Job\ Forums$ on the City of Tshwane public website (<u>www.tshwane.gov.za</u>)

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

<u>Division: Labour Relations Management</u> <u>Section: Discipline Management: Disciplinary Cases</u> Location: Pretoria Central

Reference number CSHS381-2024

Position DEPUTY DIRECTOR: DISCIPLINARY CASES

This position seeks to attract

African female Indian male

African male White female White male

External

Coloured female Coloured 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 purposeTo coordinate and manage a disciplinary and incapacity cases service

Appointment requirements

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 A postgraduate qualification in labour relations will be an added advantage

At least eight years' relevant working experience in a labour relations environment,

of which at least four years should be at managerial level

Must undergo vetting

A valid Code B driving licence

Computer literacy

Personal attributes and/or competencies

Verbal and written communication skills; planning and organising skills; financial management skills; ability to work under pressure; good interpersonal skills; negotiation and conflict-handling skills; ability to establish and maintain effective working relationships with employees, clients and the public; project facilitation skills; report writing skills; resource scheduling skills; time management skills; multiple task management skills

Primary functions

Investigate and chair disciplinary hearings, including abscondment and incapacity

cases

Represent the City as evidence leader in high profile cases

Collate and prepare reports on disciplinary matters for oversight committees

Provide specialist labour relations advisory services to management Manage and update the labour relations case management system Facilitate and coordinate labour relations awareness training

Manage precautionary suspensions

Allocate, manage and quality assure the work of labour relations practitioners and

chairpersons of disciplinary hearings

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

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

Division: Labour Relations Management Section: Collective Bargaining Location: Tshwane House

Reference number CSHS382-2024

Position FUNCTIONAL HEAD: COLLECTIVE BARGAINING

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

Job level T15

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

Estimated

remuneration package

R780 974,92 – R1 061 324,79 per annum

Job purpose To render a consultation service regarding all aspects of labour relations to client

departments

Appointment requirements 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

Must undergo vetting

A valid Code B driving licence

Computer literacy with SAP and advanced Excel knowledge

Personal attributes and/or competencies

Verbal and written communication skills; planning and organising skills; financial management skills; ability to work under pressure; good interpersonal skills; negotiation skills; conflict-handling skills

Primary functions

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)

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

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

SAP \$70016288

New/natural attrition Natural attrition

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

<u>Division: Labour Relations Management</u> <u>Section: Discipline Management: Labour Litigation</u> Location: Tshwane House

Reference number CSHS383-2024

Position LEGAL ADVISOR (LABOUR LITIGATION)

To be advertised	Internal External				
This position seeks to attract	African female Indian male	African male White female	Coloured female White male	Coloured male Person with disability	Indian female All categories
Job level	T15				
Scale	R566 376,00 – R786 636,00 per annum				

Estimated remuneration package

R780 974,92 – R1 061 324,79 per annum

Job purposeTo oversee and manage the delivery of an effective and efficient labour law advisory service, SALGBC disputes, labour law litigations and the implementation of

organisational policies, collective agreements and strategies

Appointment requirements

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

Must undergo vetting

A valid Code B driving licence

Computer literacy with SAP and advanced Excel knowledge

Personal attributes and/or competencies

Verbal and written communication skills; planning and organising skills; financial management skills; ability to work under pressure; good interpersonal skills; negotiation skills; conflict-handling skills

Primary functions Deliver general personnel management functions

Conduct conciliation, arbitration and litigation of disputes at the SALGBC, CCMA

and other forums

Take instructions from the immediate supervisor or his/her superior

Acknowledge receipt of all cases from the immediate supervisor or his/her supervisor

Ensure that each case allocated is registered in the Case Register Book

Attend to all cases referred or allocated for advice, conciliation and arbitration Compile and keep statistics of all cases received, handled, referred and allocated

Keep safe records of all cases referred, allocated and handled Conduct investigations and gather information on allocated cases Consult with client departments and divisions to gather information 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

SAP S70017182

New/natural attrition Natural attrition

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

<u>Division: Labour Relations Management</u>
<u>Section: Collective Bargaining</u>
<u>Location: Pretoria Central</u>

Reference number CSHS384-2024

Position DIRECTOR: COLLECTIVE BARGAINING

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 oversee and manage the Collective Bargaining Section

Appointment requirements

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 A postgraduate qualification in labour relations will be an added advantage

At least nine years' relevant working experience in a labour relations environment, of

which at least four years should be at managerial level

Must undergo vetting

A valid Code B driving licence

Computer literacy

Personal attributes and/or competencies

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; project facilitation skills; report writing skills; resource scheduling skills; time management skills; multiple task management skills

multiple task management skins

Primary functions Manage the Collective Bargaining Section

Promote and facilitate collective bargaining in the City

Analyse trends on collective bargaining in the labour market to ensure that the City's

policies and collective agreements comply with prevailing best practices

Represent the employer in the Local Labour Forum and other collective bargaining

structures

Build harmonious and constructive working relationship with recognised trade unions

Avert and prevent mutual interest disputes in the workplace

Compile and generate reports as and when required Manage all grievances and complaints in the City

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

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

Division: N/A

Section: Management and Administrative Support

Location: Pretoria Central

Reference number CSHS385-2024

Position DIRECTOR: MANAGEMENT AND ADMINISTRATIVE

SUPPORT

This position seeks to

attract

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

Job level 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 be responsible for managing, monitoring and facilitating the provision of effective,

efficient and economical administrative support to the MMC and department

Appointment

requirements

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

Personal attributes and/or competencies

Good communication skills; interpersonal abilities; adaptability; stress management

ability; ability to work as part of a team and independently

Primary functions Oversee administrative support to MMCs

Oversee and ensure management support Oversee office administration support

Execute generic planning, management and financial functions

SAP S70017087

New/natural attrition New

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

<u>Division: Organisational Efficiency Improvement</u> <u>Section: Individual Performance Management</u> Location: Pretoria Central

Reference number CSHS386-2024

Position DIRECTOR: INDIVIDUAL PERFORMANCE MANAGEMENT

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

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

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

Job purpose To oversee and maintain individual performance management processes, including the coordination of the development of scorecards and coaching processes within the City

of Tshwane

Appointment An appropriate career-related tertiary qualification (three-year national diploma or degree)
At least nine years' relevant working experience in a performance management

environment, of which at least four years should be at managerial level

A valid Code B driving licence

Computer literacy

Personal attributes Good communication skills; interpersonal abilities; adaptability; stress management ability; ability; ability to work as part of a team and independently

Primary functionsEnsure 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

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, and approve and control project-related expenditure against budget allocations

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

Conduct core business activities

Implement clearly defined organisational measures in terms of the core business activities of Group Human Capital Management, taking into consideration the following visualised operational business activities: Organisational efficiency through individual performance management (top management and staff) and staff recognition administration

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 \$70016418

New/natural attrition New

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

Division: Organisational Efficiency Improvement Section: Organisational Development and Efficiency Location: Pretoria Central

Reference number CSHS387-2024

Position DIRECTOR: ORGANISATIONAL DEVELOPMENT AND

EFFICIENCY

To be advertised Internal External

This position seeks to

attract

Coloured female African female African male 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 maintain business process management, organisational design and remuneration management processes and services within the City of Tshwane

Appointment requirements An appropriate career-related tertiary qualification (three-year national diploma or

degree)

At least nine years' relevant working experience in an organisational development and efficiency environment, of which at least four years should be at managerial

A valid Code B driving licence

Computer literacy

Personal attributes and/or competencies Good communication skills; interpersonal abilities; adaptability; stress management

ability; ability to work as part of a team and independently

Primary functions Execute generic management, financial and planning functions

Conduct core business activities

Oversee and maintain business process management

Oversee and maintain organisational design and job evaluation functions

Oversee and maintain remuneration management

SAP S70016432

New/natural attrition Natural attrition

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

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 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 Grade 12

requirements 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

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

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 White female White male Person with disability All categories

Job level T7

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

Indian male

Estimated

remuneration

package

R351 240,82 – R464 462,54 per annum

To provide an effective and efficient administrative support service Job purpose

Grade 12 **Appointment**

requirements 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

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

DEPARTMENT: REGIONAL OPERATIONS AND COORDINATION

<u>Division: Region 3</u> <u>Section: Water and Sanitation</u> <u>Location: Proes Street Depot</u>

Reference number SDTM1131-3-2024

Position DEPUTY DIRECTOR: WATER DISTRIBUTION

This position seeks to attract

African female Indian male

African male Coloured female Coloured male Indian female White female White male

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 manage and oversee the water distribution service in Region 3

Appointment requirements

An appropriate career-related tertiary qualification (three-year national diploma or degree) in Civil Engineering (specialising in water) or in a study field related to the

position

Registration as a professional engineer or technologist will be an added advantage At least eight years' relevant working experience in the operation and maintenance of water networks (preferably in local government), of which at least four years should

be at managerial level

A valid Code B driving licence

Computer literacy

Personal attributes and/or competencies

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

skills; technical skills

Primary functions Ensure the operation and maintenance of water networks through the management of

the operational depots allocated to various areas

Staff, coordinate and organise maintenance teams, and manage and make optimal use

of all resources at each depot

Control complaint resolutions and feedback

Monitor and control the section budget so that income and expenditure are in line with

Council requirements

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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