



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 or conscience, and sexual orientation. People with disabilities are encouraged to apply.

Please ensure that you have a complete CV with updated information related to your employment, qualification(s) and contact details.

Attach certified copies of all the relevant qualifications and documents (Gr 12 certificate, ID, tertiary diploma or degree, driver's licence, trade diploma, etc).

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

No late applications will be accepted.

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

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

Information on the latest jobs can be accessed at any of the regional customer care centres or under the Corporate and Shared Services Department's link.

<http://www.tshwane.gov.za/sites/Departments/Corporate-and-Shared-Services/Pages/Job-Forum.aspx>

TO APPLY, VISIT ONE OF THE FOLLOWING:

| | | |
|---|--|---|
| General enquiries: Mr A Nokgipa (012 358 4354) | | Region 3 One-Stop Centre (1 st Floor); Bothongo Plaza West Building, 271 Francis Baard Street, Pretoria Central Enquiries: C Diale (012 358 8323) |
| Region 1 16 Dale Avenue, Room B1-6, Akasia Municipal Offices, Akasia Enquiries: B Tau (012 358 8857) | Region 2 4244 Molefe Makinta Street, Temba Municipal Offices Enquiries: A Tsoai (012 358 4113) | Region 4 Cnr Basden Avenue and Rabie Street, Block G, Room 10, Centurion Complex, Lyttelton Enquiries: M Hendricks (358 4971) |
| Region 5 Cnr Oakley and Montrose Street, Rayton Offices Enquiries: L Ncube (012 358 7040) | Region 6 1 Mundt Street, Room 59, Waltloo Electricity Depot, Waltloo Enquiries: L Crofford (012 358 1358) | Region 7 Cnr Market and Botha Street, Muniforum Building, Bronkhorstspuit Enquiries: S Machaba (012 358 6192) |

CLOSING DATE: 30 APRIL 2019

Please note that One-Stop Centre will close for applications on this day at 12:00.

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

DEPARTMENT: GROUP FINANCIAL SERVICES

Division: Acquisition and Demand Management

Section: Demand Management

Location: C de Wet

Re-advertisement

Reference number FISE507-2019

Position DIRECTOR: DEMAND MANAGEMENT

To be advertised

| | |
|----------|----------|
| Internal | External |
|----------|----------|

This position seeks to attract

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

Job level E2

Scale R657 252,00 – R855 240,00 per annum

Estimated remuneration package R978 051,71 – R1 230 053,48 per annum

Job purpose To ensure a climate conducive to promoting and sustaining motivational levels, productivity and performance by directing and controlling outcomes associated with utilisation, productivity and performance of personnel in the section by managing generic financial functions.

Appointment requirements An appropriate career-related tertiary qualification (three-year national diploma or degree) in Supply Chain Management or equivalent qualification
 At least ten years' relevant experience in supply chain management
 Compliance with MFMA unit standards as prescribed by Regulation 493 of 15 June 2007, as published in Government Gazette 29967 of 15 June 2007, will be an added advantage.
 Computer literacy
 Proficiency in SAP will be an added advantage.

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

Primary functions Clear outlining of a detailed analysis of goods, works and services required
 Involvement in the strategic planning process
 Understanding of future needs
 Identification of critical delivery dates
 Overseeing the compilation of specifications (goods) or terms of reference (services)
 Development of risk management programmes

SAP S70010886
New/natural attrition Natural attrition
Enquiries B Matseke (012 358 4453)/T Mphefu (012 358 6070)

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

DEPARTMENT: GROUP FINANCIAL SERVICES

Division: Acquisition and Demand Management

Section: Acquisition Management: Bid Evaluation

Location: C de Wet

| | |
|--|--|
| Reference number | FISE516-2019 |
| Position | DEPUTY DIRECTOR: BID EVALUATION |
| 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 | E1 |
| Scale | R551 508,00 – R730 248,00 per annum |
| Estimated remuneration package | R841 059,34 – R1 068 561,99 per annum |
| Job purpose | To manage the procurement of goods and services within the tender system and the contractual liabilities |
| Appointment requirements | An appropriate career-related tertiary qualification (three-year national diploma or degree) in Public Financial Management, Accounting, Finance or Economics; or National Diploma: Public Finance Management and Administration (SAQA Qualification ID No 49554) or equivalent qualification At least five years' experience in the supply chain management environment with a minimum of two years of management/supervisory experience in the interaction and interrelation of all municipal functions within the context of the City of Tshwane's strategy and municipal priorities Compliance with MFMA unit standards as prescribed by Regulation 493 of 15 June 2007, as published in Government Gazette 29967 of 15 June 2007, will be an added advantage. Computer literacy and proficiency in SAP |
| Personal attributes and/or competencies | Negotiation skills, business acumen, leadership skills, project management skills, communication skills, analytical skills, organisational skills, budget management, advanced linguistic proficiency, ability to do presentations, technical skills, integrity, intelligence, patience, innovative thinking, energy, imagination, flexibility, willingness to accept responsibility, decisiveness, ability to pay attention to detail |

| | |
|--------------------------|---|
| Primary functions | <p>Ensuring a climate conducive to promoting and sustaining motivational levels, productivity, performance by directing and controlling outcomes associated with utilisation, productivity and performance of personnel within the section, by:</p> <ul style="list-style-type: none"> • Defining/adjusting the key performance indicators and job profiles of personnel against service delivery requirements; • Evaluating the capability of prospective applicants and leading the interviewing and final selection sessions; • Conducting appraisals to measure performance and objectives against agreed targets and setting new objectives; • Identifying professional/technical skills gaps and completing developmental plans for existing personnel with clearly defined career paths and job enrichment opportunities; • Monitoring the adequacy of current training interventions and reporting on impact after training; • Implementing human resource policies and procedures to control/regulate workplace conflict and/or institute corrective measures; • Analysing staff attendance/absenteeism, overtime and lost time, and implementing/monitoring specific remedial measures aimed at improving productivity and reducing personnel-related costs; • Monitoring and controlling the section budget so that income and expenditure are in line with the Council's requirements; • Preparing and submitting the operational budget; • Managing the operational budget; • Managing assets within the section; • Ensuring 50% affirmable procurement of total procurement within the section; • Rendering a tender administration support service: <ul style="list-style-type: none"> – Providing administrative support to various meetings of the Bid Specification and Bid Evaluation Committees; • Monitoring CIDB: <ul style="list-style-type: none"> – Ensuring registration with CIDB; – Performing all contractors assessed during the period of the contract; • At the completion stage of a contract: assessing the contract undertaken for future reference • Ensuring that the contract registration process is complied with; • Facilitating and reporting on tender management. |
|--------------------------|---|

SAP S70010826

New/natural attrition New

Enquiries B Matseke (012 358 4453)/T Mphefu (012 358 6070)

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

DEPARTMENT: GROUP FINANCIAL SERVICES

Division: Acquisition and Demand Management

Section: Demand Management: Operational Matrix

Location: C de Wet

| | | | | | | | | | | | |
|--|--|-----------------|------------------------|-----------------|---------------|---------------|-------------|--------------|------------|------------------------|----------------|
| Reference number | FISE517-2019 | | | | | | | | | | |
| Position | DEPUTY DIRECTOR: OPERATIONAL MATRIX | | | | | | | | | | |
| To be advertised | <table border="1"> <tr> <td>Internal</td> <td>External</td> </tr> </table> | Internal | External | | | | | | | | |
| Internal | External | | | | | | | | | | |
| This position seeks to attract | <table border="1"> <tr> <td>African female</td> <td>African male</td> <td>Coloured female</td> <td>Coloured male</td> <td>Indian female</td> </tr> <tr> <td>Indian male</td> <td>White female</td> <td>White male</td> <td>Person with disability</td> <td>All categories</td> </tr> </table> | African female | African male | Coloured female | Coloured male | Indian female | Indian male | White female | White male | Person with disability | All categories |
| African female | African male | Coloured female | Coloured male | Indian female | | | | | | | |
| Indian male | White female | White male | Person with disability | All categories | | | | | | | |
| Job level | E1 | | | | | | | | | | |
| Scale | R551 508,00 – R730 248,00 per annum | | | | | | | | | | |
| Estimated remuneration package | R841 059,34 – R1 068 561,99 per annum | | | | | | | | | | |
| Job purpose | To manage logistics systems operations effectively | | | | | | | | | | |
| Appointment requirements | <p>An appropriate career-related tertiary qualification (three-year national diploma or degree) in Public Financial Management, Accounting, Finance or Economics; or National Diploma: Public Finance Management and Administration (SAQA Qualification ID No 49554) or equivalent qualification</p> <p>At least five years' experience in the supply chain management environment with a minimum of two year of management/supervisory experience in the interaction and interrelation of all municipal functions within the context of the City of Tshwane's strategy and municipal priorities</p> <p>Compliance with MFMA unit standards as prescribed by Regulation 493 of 15 June 2007, as published in Government Gazette 29967 of 15 June 2007, will be an added advantage.</p> <p>Computer literacy and proficiency in SAP</p> | | | | | | | | | | |
| Personal attributes and/or competencies | Negotiation skills, business acumen, leadership skills, project management skills, communication skills, analytical skills, organisational skills, budget management, advanced linguistic proficiency, ability to do presentations, technical skills, integrity, intelligence, patience, innovative thinking, energy, imagination, flexibility, willingness to accept responsibility, decisiveness, ability to pay attention to detail | | | | | | | | | | |
| Primary functions | <p>Ensuring a climate conducive to promoting and sustaining motivational levels, productivity and performance by directing and controlling outcomes associated with utilisation, productivity and performance of personnel within the section, by:</p> <ul style="list-style-type: none"> Defining/adjusting the key performance indicators and job profiles of personnel against service delivery requirements; | | | | | | | | | | |

- Evaluating the capability of prospective applicants and leading the interviewing and final selection sessions;
- Conducting appraisals to measure performance and objectives against agreed targets and setting new objectives;
- Identifying professional/technical skills gaps and completing developmental plans for existing personnel with clearly defined career paths and job enrichment opportunities;
- Monitoring the adequacy of current training interventions and reporting on impact after training;
- Implementing human resource policies and procedures to control/regulate workplace conflict and/or institute corrective measures;
- Analysing staff attendance/absenteeism, overtime and lost time, and implementing/monitoring specific remedial measures aimed at improving productivity and reducing personnel-related costs;

Monitoring and controlling the section budget so that income and expenditure are in line with the Council's requirements:

- Preparing and submitting the operational budget;
- Managing the operational budget;
- Managing assets within the section;
- Ensuring 50% affirmable procurement of total procurement within the section;

Rendering an efficient and effective goods and services works:

- Ensuring a detailed analysis of goods, works and services required;
- Participating in the strategic planning process;
- Understanding the future needs;
- Identifying critical delivery dates;
- Compiling of specifications (goods) or terms of reference (services);

Rendering a tender administration support service:

- Providing administrative support to various meetings of the Bid Specification and Bid Evaluation Committees;

Monitoring the CIDB:

- Ensuring registration with the CIDB;
- Assessing the performance of all contractors during the period of the contract;
- At the completion stage of a contract: assessing the contract undertaken for future reference;
- Ensuring that the contract registration process is complied with;
- Analysing statistical data
- Generating forecasting solutions
- Assisting departments with demand planning duties

SAP

To be determined

New/natural attrition

New

Enquiries

B Matseke (012 358 4453)/T Mphefu (012 358 6070)

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

DEPARTMENT: GROUP FINANCIAL SERVICES

Division: Logistics and Performance Management

Section: Logistics Planning and Inventory: Logistics System Management

Location: C de Wet

| Reference number | FISE518-2019 | | | | | | | | | | |
|--|--|-----------------|------------------------|-----------------|---------------|---------------|-------------|--------------|------------|------------------------|----------------|
| Position | DEPUTY DIRECTOR: LOGISTICS SYSTEM MANAGEMENT | | | | | | | | | | |
| To be advertised | <table border="1"> <tr> <th>Internal</th> <th>External</th> </tr> </table> | Internal | External | | | | | | | | |
| Internal | External | | | | | | | | | | |
| This position seeks to attract | <table border="1"> <tr> <td>African female</td> <td>African male</td> <td>Coloured female</td> <td>Coloured male</td> <td>Indian female</td> </tr> <tr> <td>Indian male</td> <td>White female</td> <td>White male</td> <td>Person with disability</td> <td>All categories</td> </tr> </table> | African female | African male | Coloured female | Coloured male | Indian female | Indian male | White female | White male | Person with disability | All categories |
| African female | African male | Coloured female | Coloured male | Indian female | | | | | | | |
| Indian male | White female | White male | Person with disability | All categories | | | | | | | |
| Job level | E1 | | | | | | | | | | |
| Scale | R551 508,00 – R730 248,00 per annum | | | | | | | | | | |
| Estimated remuneration package | R841 059,34 – R1 068 561,99 per annum | | | | | | | | | | |
| Job purpose | To manage logistics systems operations effectively | | | | | | | | | | |
| Appointment requirements | <p>An appropriate career-related tertiary qualification (three-year national diploma or degree) in Public Financial Management, Accounting, Finance or Economics; or National Diploma: Public Finance Management and Administration (SAQA Qualification ID No 49554) or equivalent qualification</p> <p>At least five years' experience in the logistics management environment with a minimum of two years of management/supervisory experience in the interaction and interrelation of all municipal functions within the context of the City of Tshwane's strategy and municipal priorities</p> <p>Compliance with MFMA unit standards as prescribed by Regulation 493 of 15 June 2007, as published in Government Gazette 29967 of 15 June 2007</p> <p>Computer literacy and proficiency in SAP</p> <p>Regularly required to work after hours</p> | | | | | | | | | | |
| Personal attributes and/or competencies | Negotiation skills, business acumen, leadership skills, project management skills, communication skills, analytical skills, organisational skills, budget management, advanced linguistic proficiency, ability to do presentations, technical skills, integrity, intelligence, patience, innovative thinking, energy, imagination, flexibility, willingness to accept responsibility, decisiveness, ability to pay attention to detail | | | | | | | | | | |
| Primary functions | Execute generic management and generic financial functions in order to ensure a climate conducive to promoting and sustaining motivational levels, productivity and performance by directing and controlling outcomes associated with utilisation, productivity and performance of personnel within the section, by: | | | | | | | | | | |

Defining/adjusting the key performance indicators and job profiles of personnel against service delivery requirements;
 Evaluating the capability of prospective applicants and leading the interviewing and final selection sessions;
 Conducting appraisals to measure performance and objectives against agreed targets and setting new objectives;
 Identifying professional/technical skills gaps and completing developmental plans for existing personnel with clearly defined career paths and job enrichment opportunities;
 Monitoring the adequacy of current training interventions and reporting on impact after training;
 Implementing human resource policies and procedures to control/regulate workplace conflict and/or institute corrective measures;
 Analysing staff attendance/absenteeism, overtime and lost time, and implementing/monitoring specific remedial measures aimed at improving productivity and reducing personnel-related costs;
 Monitoring and controlling the section's budget so that income and expenditure are in line with the Council's requirements;
 Preparing and submitting the operational budget;
 Managing the operational budget;
 Managing assets within the section;
 Ensuring 50% affirmable procurement of total procurement within the section;
 Managing store and stock holding as well as internal requisition procedures;
 Establishing procedures for internal requisitions;
 Establishing stores procedures;
 Ensuring effective methods for receiving stock;
 Managing stock-issuing operations;
 Ensuring effective shelving operations;
 Managing orders to expedite operations;
 Ensuring access control of central stores;
 Managing the return of damaged goods.

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|------------------------------|--|
| SAP | S70010916 |
| New/natural attrition | Natural attrition |
| Enquiries | B Matseke (012 358 4453)/T Mphefu (012 358 6070) |

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

DEPARTMENT: GROUP FINANCIAL SERVICES

Division: Logistics and Performance Management

Section: Logistics Planning and Inventory: Logistics Operations Management

Location: C de Wet

Reference number **FISE519-2019**

Position **DEPUTY DIRECTOR: LOGISTICS OPERATIONS
MANAGEMENT**

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

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

Job level E1

Scale R551 508,00 – R730 248,00 per annum

Estimated remuneration package R841 059,34 – R1 068 561,99 per annum

Job purpose To manage logistics operations functions

Appointment requirements An appropriate career-related tertiary qualification (three-year national diploma or degree) in Public Financial Management, Accounting, Finance or Economics; or National Diploma: Public Finance Management and Administration (SAQA Qualification ID No 49554) or equivalent qualification
At least five years' experience in the logistics management environment with a minimum of two years of management/supervisory experience in the interaction and interrelation of all municipal functions within the context of the City of Tshwane's strategy and municipal priorities
Compliance with MFMA unit standards as prescribed by Regulation 493 of 15 June 2007, as published in Government Gazette 29967 of 15 June 2007, will be an added advantage.
Computer literacy and proficiency in SAP

Personal attributes and/or competencies Negotiation skills, business acumen, leadership skills, project management skills, communication skills, analytical skills, organisational skills, budget management, advanced linguistic proficiency, ability to do presentations, technical skills, integrity, intelligence, patience, innovative thinking, energy, imagination, flexibility, willingness to accept responsibility, decisiveness, ability to pay attention to detail

Primary functions Ensuring a climate conducive to promoting and sustaining motivational levels, productivity and performance by directing and controlling outcomes associated with utilisation, productivity and performance of personnel within the section, by:

- defining/adjusting the key performance indicators and job profiles of personnel against service delivery requirements;
- Evaluating the capability of prospective applicants and leading the interviewing and final selection sessions;
- Conducting appraisals to measure performance and objectives against agreed targets and setting new objectives;
- Identifying professional/technical skills gaps and completing developmental plans for existing personnel with clearly defined career paths and job enrichment opportunities;
- Monitoring the adequacy of current training interventions and reporting on impact after training;
- Implementing human resource policies and procedures to control/regulate workplace conflict and/or institute corrective measures;
- Analysing staff attendance/absenteeism, overtime and lost time, and implementing/monitoring specific remedial measures aimed at improving productivity and reducing personnel-related costs;

Monitoring and controlling the section's budget so that income and expenditure are in line with the Council's requirements:

- Preparing and submitting the operational budget;
- Managing the operational budget;
- Managing assets within the section;
- Ensuring 50% affirmable procurement of total procurement within the section;

Ensuring stock control operations;
 Doing stock reviews and stock level takings;
 Ensuring optimum stock level maintenance;
 Determining maximum and minimum order levels;
 Managing annual stock-taking operations;
 Ensuring that inventory counts on all items are conducted.

SAP S70010931

New/natural attrition Natural attrition

Enquiries B Matseke (012 358 4453)/T Mphefu (012 358 6070)

effective working relationships with employees, clients and public; strong financial analysis skills; integrity, intelligence, innovative thinking and flexibility; ability to pay attention to detail; decisiveness, imagination and willingness to accept responsibility; negotiation skills; business acumen; leadership skills; project management skills; communication skills; analytical skills; organisational skills; budget management; ability to presentations; technical skills; advanced linguistic proficiency

Primary functions

Ensuring technical financial analysis
Performing technical analysis to determine present and future financial performance related to specific deals
Gathering, analysing, preparing and summarising recommendations for financial plans, acquisition activity, trended future requirements and operating forecasts
Meeting with organisational unit/department managers to discuss and establish timelines and methodologies for completing budgets
Providing support to the annual planning and forecast processes
Providing support to the capital and long-term planning processes
Performing financial research activities
Performing economic research and studies in areas of rates of return, depreciations, working capital requirements, investment opportunities, investment performance and impact of governmental requirements
Researching and compiling data to forecast and prepare projections for financial impact of pending contracts on specific business units
Overseeing and implementing financial reporting
Tracking revenue and expenses on a monthly basis, comparing actual to forecast figures and making the necessary adjustments
Developing financial models and other analytical tools to help address business needs
Supporting the ongoing maintenance and enhancement of financial models and reporting systems
Preparing reports for management, summarising results of research, and analysing and evaluating any discrepancies
Gathering and analysing current data to aid in estimating future expenditure
Presenting analysis, as necessary, both internally and externally as required
Gaining a detailed understanding of operating performance of each major area of the company
Supporting the transition to and maintenance of new planning/reporting tools
Performing ad hoc analyses and special projects as assigned
Identifying and defining immediate, short- and long-term objectives
Keeping abreast of trends, theories and practices underlying the rendering of service
Implementing the department's business and strategic plans and associated short- and long-term performance and service delivery plans
Monitoring progress of specific key performance indicators and measures
Ensuring performance indicators are identified, objectives aligned and appropriate procedures developed and implemented
Analysing and aligning requirements with operating capacity and capability

SAP

S70010152

New/natural attrition

Natural attrition

Enquiries

B Matseke (012 358 4453)/U Banda(012 358 8101)
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