# NR5/2011 INTERNET


# 14 March 2011

## INTERNAL/EXTERNAL JOB FORUM

Applications are awaited from dynamic people for the following challenging positions.

Our policy is to provide equal employment opportunities to all qualified persons without regard to race, religious belief, age, national origin, marital status, physical disabilities, HIV status, gender, social origin, culture, political opinion or conscience and sexual orientation.

It is our intention to promote representivity in the City of Tshwane through the filling of these positions. Candidates whose transfer/promotion/appointment will promote representivity will therefore receive preference.

* Please register and complete your CV online [here](http://www.tshwane.drm-za.com/).
* Also attach certified copies of all RELEVANT qualifications (Gr. 12, ID, tertiary diploma/degree, driver's license, trade diploma etc.).
* If a candidate does not comply with the appointment requirement (s) of the specific posts, 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 qualifications during the selection process.

Please visit [www.tshwane.gov.za/jobs](http://www.tshwane.gov.za/jobs)

**CLOSING DATE: 25 March 2011**

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| Administration | IT | Managerial  | Political | Professional  | Safety Sec & EMS |
| Secretarial |  | Semi-skilled labour | Support services | Technical | Unskilled labour |
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| **DEPARTMENT: AGRICULTURE AND ENVIRONMENTAL MANAGEMENT** |
| **Division: Environmental Management**  |
| **Section: Regional Services: Region 3 (Central / West)** |
| **Operational Unit: Regional Infrastructure Implementation** |
| **Functional Unit: Regional Cemetery Services** |
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| AEMA012/2011 | **CREMATORIUM OPERATOR** |
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|  | **Scale:**  | R 72 516 – 81 348 per annum |
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|  | **Estimated** **remuneration package:** | R 92 371.85 - 103 622.17 per annum |
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|  | Appointment **requirements:** | Grade 10 or equivalent qualificationRelevant work experience |
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|  | **Personal attributes** **and/or competencies:**      | Good healthPhysically fitAbility to speak EnglishMust be able to understand basic instructions |
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|  | **Primary function:** | Prepare ashes for the undertakers / familiesClean Crematorium ChapelClean furnace areasAssist undertakers with the delivery of bodies |
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|  | **SAP:** | S61017917 |
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|  | **Enquiries:**    | Mr Buti Maponyane (012 358 8936) |
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| **Selection questions (these questions will be placed with the advertisement and will be used to do the pre-selection) A maximum of 10 questions can be placed** |
| 1. Are you in possession of a Grade 10 or equal qualification?  |
| 2. Do you have any experience in working in a crematorium? |
| 3. Do you have any experience in working in the office of an Undertaker? |
| 4. Would you be comfortable to assist undertakers with the delivery of bodies to be cremated? |
| 5. Are you physically fit and healthy? |
| 6. Are you currently employed by the CoT as a contract worker? |

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| Administration | IT | Managerial  | Political | Professional  | Safety Sec & EMS |
| Secretarial |  | Semi-skilled labour | Support services | Technical | Unskilled labour |
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| **DEPARTMENT: AGRICULTURE AND ENVIRONMENTAL MANAGEMENT** |
| **Division: Office of SED** |
| **Sections: Management and Office Administration Support** |
| **Operational unit: Office Administration Support** |
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| AEMA013/2011 | **WORKER** |
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|  | **Scale:**  | R 71 628 – 76 884 per annum |
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|  | **Estimated** **remuneration package:** | R 91 240.70 - 97 935.86 per annum |
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|  | Appointment **requirements:** | Basic literacyRelevant experiencePhysically fit and healthy |
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|  | **Personal attributes** **and/or competencies:**      | Must be able to understand basic instructions in English |
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|  | **Primary function:** | General work such as cleaning the Management and Office Administration Support Offices**.** |
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|  | **SAP:** | S61018412 |
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|  | **Enquiries:**    | Mr Lucas vd Walt (012 358 1327) |
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| **Selection questions (these questions will be placed with the advertisement and will be used to do the pre-selection) A maximum of 10 questions can be placed** |
| 1. Are you in possession of any school qualification? |
| 2. Do you have experience in cleaning an office environment? |
| 3. Are you able to communicate and/or understand basic instructions in English? |
| 4. Are you physically fit and healthy? |
| 5. Are you a contract worker in the CoT? |

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| Administration | IT | Managerial  | Political | Professional  | Safety Sec & EMS |
| Secretarial |  | Semi-skilled labour | Support services | Technical | Unskilled labour |
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| **DEPARTMENT: AGRICULTURE AND ENVIRONMENTAL MANAGEMENT** |
| **Division: Waste Management** |
| **Sections: Waste Management Operations** |
| **Operational unit: Municipal Waste Collection Management** |
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| AEMA014/2011 | **SUPERVISOR (2 posts)** |
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|  | **Scale:**  | R 72 516 – 81 348 per annum |
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|  | **Estimated** **remuneration package:** | R 92 371.85 - 103 622.17 per annum |
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|  | Appointment **requirements:** | Grade 12 or equivalent qualificationRelevant experience |
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|  | **Personal attributes** **and/or competencies:**      | Must be able to understand basic instructions in EnglishGood health Good communication skills |
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|  | **Primary function:** | To render a supervisory function to the Operational Unit: Municipal Waste Collection Management |
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|  | **SAP:** | S61016058; S61016050 |
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|  | **Enquiries:**    | Mr. Andre Beeslaar (012 358 9461) |
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| **Selection questions (these questions will be placed with the advertisement and will be used to do the pre-selection) A maximum of 10 questions can be placed** |
| 1. Are you in possession of a Grade 12 or equivalent qualification? |
| 2. Do you have any experience in waste collection? |
| 3. Are you physically fit and healthy? |
| 4. Do you have Supervisory experience? |

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| Administration | IT | Managerial  | Political | Professional  | Safety Sec & EMS |
| Secretarial |  | Semi-skilled labour | Support services | Technical | Unskilled labour |
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| **DEPARTMENT: AGRICULTURE AND ENVIRONMENTAL MANAGEMENT** |
| **Division: Waste Management** |
| **Sections: Waste Management Operations** |
| **Operational unit: Waste Management: Fleet Management** |
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| AEMA015/2011 | **SUPERVISOR**  |
|  |
|  | **Scale:**  | R 72 516 – 81 348 per annum |
|  |
|  | **Estimated** **remuneration package:** | R 92 371.85 - 103 622.17 per annum |
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|  | Appointment **requirements:** | Grade 12 or equivalent qualificationRelevant experience |
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|  | **Personal attributes** **and/or competencies:**      | Must be able to understand basic instructions in EnglishGood health Good communication skills |
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|  | **Primary function:** | To render a supervisory function to the Operational Unit: Municipal Waste Collection Management |
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|  | **SAP:** | S61015636 |
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|  | **Enquiries:**    | Mr Gideon Jones (012 358 0577) |
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| **Selection questions (these questions will be placed with the advertisement and will be used to do the pre-selection) A maximum of 10 questions can be placed** |
| 1. Are you in possession of a Grade 12 or equivalent qualification? |
| 2. Do you have any experience in waste collection? |
| 3. Are you physically fit and healthy? |
| 4. Do you have Supervisory experience? |

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| Administration | IT | Managerial  | Political | Professional  | Safety Sec & EMS |
| Secretarial |  | Semi-skilled labour | Support services | Technical | Unskilled labour |
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| **DEPARTMENT: AGRICULTURE AND ENVIRONMENTAL MANAGEMENT** |
| **Division: Waste Management** |
| **Sections: Waste Management Operations** |
| **Operational unit: Public Areas Cleaning Operations & Compliance Management** |
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| AEMA016/2011 | **SUPERVISOR (2 Posts)** |
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|  | **Scale:**  | R 72 516 – 81 348 per annum |
|  |
|  | **Estimated** **remuneration package:** | R 92 371.85 - 103 622.17 per annum |
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|  | Appointment **requirements:** | Grade 12 or equivalent qualificationRelevant experience |
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|  | **Personal attributes** **and/or competencies:**      | Must be able to understand basic instructions in EnglishGood health Good communication skills |
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|  | **Primary function:** | To render a supervisory function to the Operational Unit: Municipal Waste Collection Management |
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|  | **SAP:** | S61015689; S61015680 |
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|  | **Enquiries:**    | Mr. Solly Moatshe (012 358 0549) |
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| **Selection questions (these questions will be placed with the advertisement and will be used to do the pre-selection) A maximum of 10 questions can be placed** |
| 1. Are you in possession of a Grade 12 or equivalent qualification? |
| 2. Do you have any experience in waste collection? |
| 3. Are you physically fit and healthy? |
| 4. Do you have Supervisory experience? |

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| Administration | IT | Managerial  | Political | Professional  | Safety Sec & EMS |
| Secretarial |  | Semi-skilled labour | Support services | Technical | Unskilled labour |
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| **DEPARTMENT: AGRICULTURE AND ENVIRONMENTAL MANAGEMENT** |
| **Division: Environmental Management** |
| **Section: Regional Infrastructure Implementation** |
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| AEMA017/2011 | **HORTICULTURAL ASSISTANT** |
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|  | **Scale:**  | R 86 952 – 148 380 per annum |
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|  | **Estimated** **remuneration package:** | R 110 760.62 - 189 008.42 per annum |
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|  | Appointment **requirements:** | Grade 12 or equivalent qualificationValid code EB Driver’s license plus valid PDP.Relevant experience.Computer literate (Excel, Ms Word, PowerPoint). Studying towards an appropriate tertiary career-related qualification will be advantageous |
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|  | **Personal attributes** **and/or competencies:**      | Ability to work under pressure; Good Communication skills (Written and verbal); Good interpersonal and leadership skills and ability; Be able to work in a group; Emotional intelligence as well as intellectual and cognitive abilities; Good supervisory, communication and client services skills |
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|  | **Primary function:** | Assistance in the Horticultural development and maintenance of traffic islands, urban malls, boulevards, squares, sport facilities, cemeteries, crematoria and resorts.To effectively assist in the management of the Functional Unit with all personnel, equipment, infrastructure and budget.Assistance in the provision and maintenance of decorative parks and play parks.Horticultural pest control. |
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|  | **SAP:** | S61016670 |
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|  | **Enquiries:**  | Ms Rosalie Stone (012 663 7794) |
| **Selection questions (these questions will be placed with the advertisement and will be used to do the pre-selection) A maximum of 10 questions can be placed** |
| 1. Are you in possession of a Grade 12 or equivalent qualification? |
| 2. Are you in possession of a valid code EB Drivers License? |
| 3. Are you in possession of a valid Public Driving Permit (PDP)? |
| 4. Are you computer literate and competent with all Microsoft Office Programs? |
| 5. Do you have relevant Horticultural experience? |
| 6. Are you in possession of a Tertiary qualification (Degree or National Diploma) in Horticulture? |
| 7. Are you studying towards a tertiary qualification (Degree or National Diploma) in Horticulture? |
| 8. Do you have any experience in horticultural pest control? |

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| Administration | IT | Managerial  | Political | Professional  | Safety Sec & EMS |
| Secretarial |  | Semi-skilled labour | Support services | Technical | Unskilled labour |
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| **DEPARTMENT: AGRICULTURE AND ENVIRONMENTAL MANAGEMENT** |
| **Division: Environmental Management**  |
| **Section: Regional Services: Region 3 (Central / West)** |
| **Operational Unit: Regional Infrastructure Implementation** |
| **Functional Unit: Regional Cemetery Services** |
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| AEMA018/2011 | **SENIOR ADMINISTRATIVE OFFICER** |
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|  | **Scale:**  | R 135 648 – 215 520 per annum |
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|  | **Estimated** **remuneration package:** | R 172 790.23 - 274 532.25 per annum |
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|  | Appointment **requirements:** | Grade 12 or equivalent qualificationValid Code B driver’s LicenseRelevant work experience Computer literatePhysically fit |
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|  | **Personal attributes** **and/or competencies:**      | Ability to work under pressureGood Communication skills (Written and verbal)Good interpersonal and leadership skills and abilityto work in a groupEmotional intelligence as well as intellectual and cognitive abilitiesGood supervisory, communication skills and client services |
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|  | **Primary function:** | Responsible for access and key control at the cemeteriesCheck that the correct amounts are received for all services rendered by Cemetery services Assist public and funeral undertakersAdministrative and logistical procedureMaintenance and report |
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|  | **SAP:** | S61020308 |
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|  | **Enquiries:**                  | Mr Buti Maponyane (012 358 8936) |
| **Selection questions (these questions will be placed with the advertisement and will be used to do the pre-selection) A maximum of 10 questions can be placed** |
| 1. Are you in possession of a Grade 12 or equivalent qualification? |
| 2. Are you in possession of a valid Code B Drivers License? |
| 3. Are you computer literate and competent in all Microsoft Office Programs? |
| 4. Do you have any Administrative experience? |
| 5. Do you have experience in working with the public? |
| 6. Do you have experience in the administration of maintenance and logistics? |
| 7. Are you physically fit and healthy? |

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| Administration | IT | Managerial  | Political | Professional  | Safety Sec & EMS |
| Secretarial |  | Semi-skilled labour | Support services | Technical | Unskilled labour |
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| **DEPARTMENT: AGRICULTURE AND ENVIRONMENTAL MANAGEMENT** |
| **Division: Environmental Management** |
| **Section: Nature Conservation & Resorts Management** |
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| AEMA019/2011 | **RESORT SUPERINTENDENT** |
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|  | **Scale:**  | R 155 388 – 215 520 per annum |
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|  | **Estimated** **remuneration package:** | R 197 935.31 - 274 532.25 per annum |
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|  | Appointment **requirements:** | An appropriate tertiary career-related (Degree or National Diploma) or equivalent qualification A Tertiary qualification in Eco Tourism highly recommendedValid Code B Drivers LicenseRelevant experience Computer literate |
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|  | **Personal attributes** **and/or competencies:**      | Ability to work under pressureGood Communication skills Good interpersonal and leadership skills and abilityBe able to work in a groupGood communication skills and client services. |
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|  | **Primary function:** | To establish resort and caravan park/camp servicesTo ensure that resorts are managed properlyTo carry out financial controlTo determine the leisure needs of the communityTo promote resort services and facilitiesTo control general administration over resortsTo implement a network of information about resorts and leisure Facilities |
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|  | **SAP:** | S61018098 |
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|  | **Enquiries:**    | Mr John Cooper (012 341 1415) |
| **Selection questions (these questions will be placed with the advertisement and will be used to do the pre-selection) A maximum of 10 questions can be placed** |
| 1. Are you in possession of a tertiary career-related (Degree or National Diploma) or equivalent qualification? |
| 2. Are you in possession of a tertiary (Degree or National Diploma) qualification in Eco Tourism? |
| 3. Are you in possession of a valid Code B Drivers License? |
| 4. Are you computer literate and competent with all Microsoft Office Programs? |
| 5. Do you have experience in the managing of resorts and camp sites? |
| 6. Do you have administrative experience in resort services and facilities? |
| **OPEN ENDED QUESTIONS** |
| 1. Elaborate on your experience in resorts and campsites? |

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| Administration | IT | Managerial  | Political | Professional  | Safety Sec & EMS |
| Secretarial |  | Semi-skilled labour | Support services | Technical | Unskilled labour |
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| **DEPARTMENT: AGRICULTURE AND ENVIRONMENTAL MANAGEMENT** |
| **Division: Agriculture Management** |
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| AEMA020/2011 | **ADMINISTRATIVE OFFICER** |
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|  | **Scale:**  | R 86 952 – 148 380 per annum**(Recognition for previous experience to R 106 260)**  |
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|  | **Estimated** **remuneration package:** | R 110 760.62 - 189 008.42 per annum |
|  |
|  | Appointment **requirements:** | Grade 12 or equivalent qualificationRelevant work experienceComputer literate |
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|  | **Personal attributes** **and/or competencies:**      | Ability to work under pressureGood Communication skills (Written and verbal)Good interpersonal and leadership skills and abilityBe able to work in a groupEmotional intelligence as well as intellectual and cognitive abilitiesGood supervisory, communication skills and client services. |
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|  | **Primary function:** | To render and effective administration to the Division.To handle all queries and give information / adviceReceiving and keeping records of complaintsLiaison with the public |
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|  | **SAP:** | S60011802 |
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|  | **Enquiries:**    | Mr Japhta Magolela (012 358 1373) |
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| **Selection questions (these questions will be placed with the advertisement and will be used to do the pre-selection) A maximum of 10 questions can be placed** |
| 1. Are you in possession of a Grade 12 or equivalent qualification? |
| 2. Are you computer literate and competent with all Microsoft Office Programs? |
| 3. Do you have any administrative experience? |
| 4. Do you have experience in working with the public? |
| 5. Do you have supervisory experience? |
| 6. Do you have record-keeping experience? |
| 7. Do you have experience in handling queries? |

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| Administration | IT | Managerial  | Political | Professional  | Safety Sec & EMS |
| Secretarial |  | Semi-skilled labour | Support services | Technical | Unskilled labour |
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| **DEPARTMENT: AGRICULTURE AND ENVIRONMENTAL MANAGEMENT** |
| **Division: Waste Management** |
| **Sections: Waste Management Operations** |
| **Operational unit: Public Areas Cleaning Operations & Compliance Management** |
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| AEMA021/2011 | **Inspector: Waste Management** |
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|  | **Scale:**  | R 102 768 – 169 272 per annum |
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|  | **Estimated** **remuneration package:** | R 130 907.25 - 215 620.93 per annum |
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|  | Appointment **requirements:** | Grade 12 or equivalent qualificationRelevant experienceValid Code B Driver’s LicenseComputer literate |
|  |
|  | **Personal attributes** **and/or competencies:**      | Good healthGood Communication skills (Written and verbal)Good interpersonal skills and ability to work in a groupAbility to work under pressure |
|  |
|  | **Primary function:** | To ensure that all problem areas are reported and are cleaned regularlyThat no illegal dumping is taking place in the areasTo enforce Solid Waste By-Laws.Supervise and monitor work done work by the subordinates.Generate reports.To carry out investigations and attend to complaints. |
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|  | **SAP:** | S61020055 |
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|  | **Enquiries:**    | Mr. Solly Moatshe (012 358 0549) |
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| **Selection questions (these questions will be placed with the advertisement and will be used to do the pre-selection) A maximum of 10 questions can be placed** |
| 1. Are you in possession of a Grade 12 or equivalent qualification? |
| 2. Are you in possession of a valid code B Drivers License? |
| 3. Are you in physically fit and healthy? |
| 4. Do you have any experience in by-law enforcement? |
| 5. Do you have relevant experience in Solid Waste By-laws? |
| 6. Do you have experience in conducting investigations? |
| 7. Do you have experience in attending to complaints? |
| 8. Do you have experience in dealing directly with the public? |

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| Administration | IT | Managerial  | Political | Professional  | Safety Sec & EMS |
| Secretarial |  | Semi-skilled labour | Support services | Technical | Unskilled labour |
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| **DEPARTMENT: AGRICULTURE AND ENVIRONMENTAL MANAGEMENT** |
| **Division: Waste Management** |
| **Section: Waste Management Operations** |
| **Org Unit: CoT Disposal Sites Development & Maintenance Management** |
| **Functional Unit: Landfill Management Operations** |
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| AEMA022/2011 | **ADMINISTRATIVE OFFICER** |
|  |
|  | **Scale:**  | R 86 952 – 148 380 per annum**(Recognition for previous experience to R 106 260)**  |
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|  | **Estimated** **remuneration package:** | R 110 760.62 - 189 008.42 per annum |
|  |
|  | Appointment **requirements:** | Grade 12 or equivalent qualificationRelevant experienceComputer literate |
|  |
|  | **Personal attributes** **and/or competencies:**      | Good work experienceWriting and accounting skillsGood healthAbility to work under pressureGood Communication skills (Written and verbal)Good interpersonal and leadership skills and abilityBe able to work in a groupEmotional intelligence as well as intellectual and cognitive abilitiesGood supervisory, communication skills and client services |
|  |
|  | **Primary function:** | To render and effective administration to the Section.To handle all queries and give information / adviceReceiving and keeping records of complaintsLiaison with the public |
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|  | **SAP:** | S61016318 |
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|  | **Enquiries:**    | S Ramovha (012 358 0588) |
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| **Selection questions (these questions will be placed with the advertisement and will be used to do the pre-selection) A maximum of 10 questions can be placed** |
| 1. Are you in possession of Grade 12 or equivalent qualification? |
| 2. Are you computer literate and competent with all Microsoft Office Programs? |
| 3. Do you have any administrative experience? |
| 4. Do you have supervisory experience? |
| 5. Do you have experience in working with the public? |
| 6. Do you have experience in record-keeping? |

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| Administration | IT | Managerial  | Political | Professional  | Safety Sec & EMS |
| Secretarial |  | Semi-skilled labour | Support services | Technical | Unskilled labour |
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| **DEPARTMENT: AGRICULTURE AND ENVIRONMENTAL MANAGEMENT** |
| **Division: Fresh Produce Market** |
| **Section: Trading, Infrastructure and Operations** |
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| **Re-advertisement**  |
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| AEMA023/2011 | **FUNCTIONAL HEAD: TRADING INFRASTRUCTURE DEVELOPMENT ADMINISTRATION**  |
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|  | **Scale:**  | R 204 180 – 332 220 per annum |
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|  | **Estimated** **remuneration package:** | R 260 472.21 – 423 813.27 per annum  |
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|  | Appointment **requirements:** | An appropriate tertiary career-related qualification (A three year degree/ National Diploma) in Public Administration/Management or equivalent qualificationRelevant experience in property management Computer literate |
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|  | **Personal attributes** **and/or competencies:**      | Negotiating and leadership skills; Business Acumen; Leadership Skills; Project Management, Budget Management and Human Resource Management Skills; Communication Skills; Analytical Skills; Organizational Skills; Budget Management; Ability to do presentations; Technical Skills;Conflict resolution skills; Integrity; Intelligence; Patience; Innovative thinking; Energetic; Imagination; Flexibility; Willingness to accept responsibility; Ability to pay attention to detail; Advanced Linguistic Proficiency |
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|  | **Primary function:** | Dealing with the leasing of all facilities of the Market.  Dealing with general enquiries and complaints of tenants. Deal with tariff adjustments. Ongoing planning for the upgrading and extension of facilities. Budgeting process for upgrading and extension needs.Responsible for overall utilization of facilities |
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|  | **SAP:** | S60010482 |
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|  | **Enquiries:**                  | MM Letsoalo (012 358 2394) or B Mhlanga (012 3581870) |
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| Selection questions with YES/NO answers (these questions will be placed with the advertisement and will be used to do the pre-selection) A maximum of 10 questions can be placed  |
| 1. Are you in possession of a relevant tertiary qualification in Public Administration (3 year Degree or National Diploma) or equivalent qualification? |
| 2. Do you have relevant experience in property management? |
| 3. Do you have relevant experience in leasing of facilities? |
| 4. Do you have relevant experience in dealing with tariff adjustments? |
| 5. Do you have relevant experience in budgeting processes? |
| 6. Do you have experience in handling enquiries and complaints directly with the public? |
| 7. Are you computer literate? |

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| Administration | IT | Managerial  | Political | Professional  | Safety Sec & EMS |
| Secretarial |  | Semi-skilled labour | Support services | Technical | Unskilled labour |
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| **DEPARTMENT: AGRICULTURE AND ENVIRONMENTAL MANAGEMENT** |
| **Division: Fresh Produce Market** |
| **Section: Trading, Infrastructure and Operations** |
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| **Re-advertisement**  |
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| AEMA024/2011 | **FUNCTIONAL HEAD: FLOOR CONTROL**  |
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|  | **Scale:**  | R 204 180 – 332 220 per annum |
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|  | **Estimated** **remuneration package:** | R 260 472.21 – 423 813.27 per annum  |
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|  | Appointment **requirements:** | An appropriate tertiary career-related qualification (A three year degree or National Diploma) or equivalent qualificationRelevant experience in agriculture – fresh produce industryComputer literate |
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|  | **Personal attributes** **and/or competencies:**      | Negotiating and leadership skills; Business Acumen; Leadership Skills; Project Management, Budget Management and Human Resource Management Skills; Communication Skills; Analytical Skills; Organizational Skills; Budget Management; Ability to do presentations; Technical Skills; Conflict resolution skills; Integrity; Intelligence; Patience; Innovative thinking; Energetic; Imagination; Flexibility; Willingness to accept responsibility; Ability to pay attention to detail; Advanced Linguistic Proficiency |
|  |
|  | **Primary function:** | Dealing with the leasing of all facilities of the Market.  Dealing with general enquiries and complaints of tenants. Deal with tariff adjustments. Ongoing planning for the upgrading and extension of facilities. Budgeting process for upgrading and extension needs.Responsible for overall utilization of facilities |
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|  | **SAP:** | S60010484 |
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|  | **Enquiries:**                  | MM Letsoalo (012 358 2394) or B Mhlanga (012 3581870) |
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| Selection questions with YES/NO answers (these questions will be placed with the advertisement and will be used to do the pre-selection) A maximum of 10 questions can be placed  |
| 1. Are you in possession of a relevant tertiary qualification (3 year Degree or National Diploma) in Public Administration or equivalent qualification? |
| 2. Do you have relevant experience in By –Law enforcement  |
| 3. Do you have relevant experience in Fresh Produce Market? |
| 4. Do you have relevant experience in budgeting processes? |
| 5. Do you have experience in handling enquiries and complaints directly with the public? |
| 6. Do you have relevant experience in resolving conflicts  |
| 7. Are you computer literate? |

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| Administration | IT | Managerial  | Political | Professional  | Safety Sec & EMS |
| Secretarial |  | Semi-skilled labour | Support services | Technical | Unskilled labour |
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| **DEPARTMENT: AGRICULTURE AND ENVIRONMENTAL MANAGEMENT** |
| **Division: Fresh Produce Market** |
|  |
| AEMA025/2011 | **EXECUTIVE DIRECTOR: FRESH PRODUCE MARKET**  |
| **(3 - 5 year fixed-term performance-based contract)** |
|  | **Scale:**  | An attractive remuneration package will be negotiated |
|  |
|  | Appointment **requirements:** | An appropriate tertiary career related qualification or equivalent qualification plus relevant working experience as a Senior Manager and an in-depth knowledge of the specific field |
|  |
|  | **Personal attributes** **and/or competencies:**  | **Competencies:**Proven leadership and strategic abilities • sound financial management skills • project management skills and proven administration skills • detailed knowledge of Provincial, National and Regional economies • knowledge of global economic trends • experience in economics, industrial and labour policy as well as working with the business sector • the ability to establish creative links across programs and sectors • ability to make high level business presentations and decisions • sound knowledge of organisation, managerial processes and ability to grasp the complexities of the strategic domain and an understanding of all relevant legislation and regulations including the Constitution and Municipal Systems Act**Attributes:**Sound financial management, analytical thinking, good leadership qualities, excellent communication, presentation and interpersonal skills; Ability to motivate, good business acumen, assertiveness and creativeness; Results driven, excellent problem solving skills, excellent communication, presentation and interpersonal skills; Project Management and business process re-engineering skills;Adaptability/ Flexibility, conflict resolution, focus on strategy; Innovative, planning and organising, conceptual thinking, press relation skills |
|  |
|  | **The Role and Key Performance Areas** | The role To manage and oversee the economic, effective and efficient delivery of the Fresh Produce Market, displaying sound business orientation and endorsing the values of the City. **Key Performance Areas**To render a strategic service To render a financial management serviceTo render a risk management serviceTo render a human resources management and performance management functionTo render a liaison service |
|  |
|  | **SAP:** | S61008434 |
|  |
|  | **Enquiries:**         | Dr M Makwarela (012 358 1350) |
|  |  |  |
| Selection questions with YES/NO answers (these questions will be placed with the advertisement and will be used to do the pre-selection) A maximum of 10 questions can be placed |
| 1. Are you in possession of an appropriate tertiary career related (Degree or National Diploma) or equivalent qualification? |
| 2. Do you have relevant working experience as a Senior Manager? |
| 3. Do you have relevant in-depth knowledge of the specific field? |

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| Administration | IT | Managerial  | Political | Professional  | Safety Sec & EMS |
| Secretarial |  | Semi-skilled labour | Support services | Technical | Unskilled labour |
|  |
| **DEPARTMENT: FINANCIAL SERVICES** |
| **Division: Supply Chain Management**  |
| **Section: Logistics** |
|  |
| FISE081/2011 | **GENERAL WORKER (2 posts)** |
|  |
|  | **Scale:**  | R 71 628 – 76 884 per annum |
|  |
|  | **Estimated** **remuneration package:** | R 91 240.70 - 97 935.86 per annum             |
|  |
|  | Appointment **requirements:** | Basic literacy (must be able to read and write)Physically fit and healthy Relevant experience in stock ordering and control |
|  |
|  | **Personal attributes** **and/or competencies:**      | Numerical skillsEnthusiasticGood interpersonal skillsExcellent communication skills  |
|  |
|  | **Primary function:** | To provide physical assistance to the Storekeepers and drivers in receiving, storing and issuing of material as well with cleaning and maintenance of stores and outside storage and safekeeping in order for the rendering of an efficient and effective Store Warehouse Operational Service to all the compliments of the CoT  |
|  |
|  | **SAP:** | S61001994; S61001987 |
|  |
|  | **Enquiries:**                  | PJ Maifo (012 358 0265) |
|  |  |  |
| Selection questions with YES/NO answers (these questions will be placed with the advertisement and will be used to do the pre-selection) A maximum of 10 questions can be placed  |
| 1. Are you in possession of any school qualification? |
| 2. Do you have relevant experience in ordering of stock and stock control?  |
| 3. Do you have any relevant experience in assisting with issuing of stock items and materials? |
| 4. Do you have relevant experience in the cleaning and maintenance of stores?  |
| 5. Have you ever worked in a local government environment? |

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| Administration | IT | Managerial  | Political | Professional  | Safety Sec & EMS |
| Secretarial |  | Semi-skilled labour | Support services | Technical | Unskilled labour |
|  |
| **DEPARTMENT: FINANCIAL SERVICES** |
| **Division: Supply Chain Management**  |
| **Section: Logistics** |
|  |
| FISE082/2011 | **PETROL PUMP ATTENDANT** |
|  |
|  | **Scale:**  | R 72 516 – 81 348 per annum |
|  |
|  | **Estimated** **remuneration package:** | R 92 371.85 - 103 622.17 per annum                                      |
|  |
|  | Appointment **requirements:** | Grade 10 or equivalent qualification Physically fit and healthy Relevant experience in stock ordering and control |
|  |
|  | **Personal attributes** **and/or competencies:**      | Numerical skills; Enthusiastic; Good interpersonal skillsExcellent communication skills  |
|  |
|  | **Primary function:** | To ensure unrestricted and continuous work performance of all registered stores under the jurisdiction of the post with regards to the managing receiving safe storing, record keeping and issuing of material on order for the rendering of an efficient and effective provisioning service to all components of the CoT to enable the city to fulfil its commitmentsTo ensure the effective management of the store under the jurisdiction of this post.To manage the yearly as well as continuous stock takings of identified stores To investigate and determine the cause of the stock items being damagedDetermine in corporation with the end user departments which items must kept in stockEnsure that the specific store is organised |
|  |
|  | **SAP:** | S61001952 |
|  |
|  | **Enquiries:**                  | PJ Maifo (012 358 0265) |
|  |  |  |
| Selection questions with YES/NO answers (these questions will be placed with the advertisement and will be used to do the pre-selection) A maximum of 10 questions can be placed  |
| 1. Are you in possession of a Grade 10 or equivalent qualification? |
| 2. Do you have relevant experience in ordering of stock and stock control?  |
| 3. Do you have any relevant experience in assisting with issuing of stock items and materials? |
| 4. Do you have relevant experience in the cleaning and maintenance of stores?  |
| 5. Have you ever worked in a local government environment? |

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| --- | --- | --- | --- | --- | --- |
| Administration | IT | Managerial  | Political | Professional  | Safety Sec & EMS |
| Secretarial |  | Semi-skilled labour | Support services | Technical | Unskilled labour |
|  |
| **DEPARTMENT: FINANCIAL SERVICES** |
| **Division: Revenue Management**  |
| **Section: Metering and Invoicing**  |
|  |
| FISE083/2011 | **ADMINISTRATIVE OFFICER**  |
|  |
|  | **Scale:**  | R 86 952 – 148 380 per annum**(Recognition for previous experience to R 106 260)**  |
|  |
|  | **Estimated** **remuneration package:** | R 110 760.62 - 189 008.42 per annum |
|  |
|  | Appointment **requirements:** | Grade 10 or equivalent qualification Relevant experience Computer literate |
|  |
|  | **Personal attributes** **and/or competencies:**      | Good Communication Skills Report Writing SkillsAdaptable and flexibleMust be able to work independently  |
|  |
|  | **Primary function:** | Levying of and adjustment to water and electricity accounts in the Metered Service to ensure accurate and timeous billing of consumer accounts |
|  |
|  | **SAP:** | S61000089 |
|  |
|  | **Enquiries:**    | GM Koopedi 012 358 4982) |
|  |  |  |
| Selection questions (these questions will be placed with the advertisement and will be used to do the pre-selection) A maximum of 10 questions can be placed  |
| 1. Are you in possession of a Grade 12 or equivalent qualification? |
| 2. Are you computer literate? |
| 3 Do you have relevant experience in the levying and adjustment of accounts?  |
| 4. Do you have any relevant experience in handling water and electricity accounts? |

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| Administration | IT | Managerial  | Political | Professional  | Safety Sec & EMS |
| Secretarial |  | Semi-skilled labour | Support services | Technical | Unskilled labour |
|  |
| **DEPARTMENT: FINANCIAL SERVICES** |
| **Division: Treasury and Asset Office**  |
| **Section: Expenditure Management**  |
|  |
| FISE084/2011 | **ADMINISTRATIVE OFFICER**  |
|  |
|  | **Scale:**  | R 86 952 – 148 380 per annum**(Recognition for previous experience to R 106 260)**  |
|  |
|  | **Estimated** **remuneration package:** | R 110 760.62 - 189 008.42 per annum |
|  |
|  | Appointment **requirements:** | Grade 10 or equivalent qualification Relevant experience in taxation and payroll environmentComputer literate |
|  |
|  | **Personal attributes** **and/or competencies:**      | Good Communication Skills Report Writing SkillsAdaptable and flexibleMust be able to work independently  |
|  |
|  | **Primary function:** | Administration of Tax and UIF legislation on payroll according to guidelines givenApplying for and follow tax directives from SARSAccurate processing/calculation of arbitration after receiving the necessary documentation for final payoutAssist with the timely issuing of IRP5’s and IT3’s to all employees as well as duplicate certificatesProper safeguarding and storing of all IRP’s and other tax certificates and returns |
|  |
|  | **SAP:** | S61000508 |
|  |
|  | **Enquiries:**    | H Tjao 012 358 8522) |
|  |  |  |
| Selection questions (these questions will be placed with the advertisement and will be used to do the pre-selection) A maximum of 10 questions can be placed  |
| 1. Are you in possession of a Grade 12 or equivalent qualification? |
| 2. Are you computer literate? |
| 3 Do you have relevant experience in taxation and payroll environment?  |
| 4. Do you have any relevant experience in IRP5’s and IT3’s? |

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| Administration | IT | Managerial  | Political | Professional  | Safety Sec & EMS |
| Secretarial |  | Semi-skilled labour | Support services | Technical | Unskilled labour |
|  |
| **DEPARTMENT: FINANCIAL SERVICES** |
| **Division: Treasury Office** |
| **Section: Insurance and Risk Management** |
| **Operational Unit: Injury on Duty Claims Administration**  |
|  |
| **Re-advertisement** |
|  |
| FISE085/2011 | **FUNCTIONAL HEAD (SENIOR ACCOUNTANT:  INJURY ON DUTY CLAIMS ADMINISTRATION)**  |
|  |
|  | **Scale:**  | R 227 040 – 369 420 per annum |
|  |
|  | **Estimated** **remuneration package:** | R 289 206.58 - 470 572.12 per annum |
|  |
|  | Appointment **requirements:** | An appropriate degree or equivalent qualification with Accounting/Municipal Finance as majorPreferably at least four years relevant experience in a Injury on Duty Claims Administration environment with one year at functional management levelComputer literate                           |
|  |
|  | **Personal attributes** **and/or competencies:**      | Administration skills; Financial skills; Understanding of accounting control principles and procedures AnalyticalGood decision making skills  |
|  |
|  | **Primary function:** | Training and presentation, insurance Training and presentation, Injury on duty Training and PresentationExemption applications Operations Injury on Duty Claims Operations Development of software and maintenance of electronic systems |
|  |
|  | **SAP:** | S60010352  |
|  |
|  | **Enquiries:**                  | Ms Theresa du Preez (012 358 1345) |
| Selection questions (these questions will be placed with the advertisement and will be used to do the pre-selection) A maximum of 10 questions can be placed  |
| 1. Are you in possession of a Degree or National Diploma or equivalent qualification with Accounting / Municipal Finance as major? |
| 2. Do you have at least four (4) years relevant experience in an Injury on Duty Claims Administration? |
| 3. Do you have at least one (1) year relevant experience in an Injury on Duty Claims Administration at a functional management level? |
| 4. Do you have experience related to Exemption Application Operations of the Minister of Labour? |
| 5. Do you have experience related to Injury-On-Duty Claims Operations of an Exempted Employer? |
| 6. Do you have experience related to the Development of software and maintenance of an electronic claims system? |
| 7. Do you have experience in a Local Government? |
| **Open-ended questions** |
| 1.  Please describe your experience with the administration of Injury On Duty Claims? |

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| Administration | IT | Managerial  | Political | Professional  | Safety Sec & EMS |
| Secretarial |  | Semi-skilled labour | Support services | Technical | Unskilled labour |
|  |
| **DEPARTMENT CORPORATE AND SHARED SERVICES** |
| **Division: Corporate Auxiliary and Admin Services** |
| **Section: Property Management** |
|  |
| CSHS047/2011 | **GENERAL WORKER (10 POSTS)** |
|  |
|  | **Scale:**  | R 71 628 – 76 884 per annum |
|   |
|  | **Estimated** **remuneration package:** | R 91 240.70 - 97 935.86 per annum             |
|  |
|  | Appointment **requirements:** | Basic literacy (must be able to read and write)Physically fit and healthy |
|  |
|  | **Personal attributes** **and/or competencies:**      | EnthusiasticGood interpersonal skillsExcellent communication skills  |
|  |
|  | **Primary function:** | To render cleaning services within various administrative buildings throughout Tshwane To provide an ad-hoc removal and messenger services  |
|  |
|  | **SAP:** | S61001442; S61001497; S61001519; S61001531; S61001533; S61001550; S61001553; S61001565; S61001610; S61001627 |
|  |
|  | **Enquiries:**                  | S Khan (012 358 7675) |
|  |  |  |
| Selection questions (these questions will be placed with the advertisement and will be used to do the pre-selection) A maximum of 10 questions can be placed  |
| 1. Are you in possession of any school qualification? |
| 2. Do you have relevant experience in rendering a cleaning service in office buildings?  |
| 3. Do you have any relevant experience in rendering messenger services? |
| 4. Have you ever worked in a local government environment? |
| 5. Are you physically fit and healthy? |
| 6. Are you prepared to routinely work anywhere in Tshwane? |
| 7. Are you a contract worker of the CoT? |

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| --- | --- | --- | --- | --- | --- |
| Administration | IT | Managerial  | Political | Professional  | Safety Sec & EMS |
| Secretarial |  | Semi-skilled labour | Support services | Technical | Unskilled labour |
|  |
| **DEPARTMENT: CORPORATE AND SHARED SERVICES** |
| **Division: Tshwane Leadership & Management Academy**  |
| **Section: Tshwane Training Academy**  |
|  |
| CSHS048/2011 | **Waiter**  |
|  |
|  | **Scale:**  | R 72 516 – 109 884 per annum |
|  |
|  | **Estimated** **remuneration package:** | R 92 371.85 – 139 971.70 per annum  |
|  |
|  | Appointment **requirements:** | Grade 12 or equivalent qualificationRelevant experience |
|  |
|  | **Personal attributes** **and/or competencies:**      | DecisiveAbility to pay attention to detailAccurateAnalytical thinkerOrganizational Good interpersonal skillsGood writing skillsPleasant PersonalityGood Communication skillsGood Customer Service skills |
|  |
|  | **Primary function:** | The rendering of a client directed waiter service in the support of the Premos catering serviceRemove dishes and glasses from tables and take them to kitchen for cleaningStock service areas with supplies such as tableware, linen, cutlery and so forthTo perform over and above other duties as requestedVenue preparation |
|  |
|  | **SAP:** | S61002582 |
|  |
|  | **Enquiries:**                  | N Songo (012 358 0001) |
|  |  |  |
| Selection questions with YES/NO answers (these questions will be placed with the advertisement and will be used to do the pre-selection) A maximum of 10 questions can be placed  |
| 1. Are you in possession of a Grade 12 qualification?  |
| 2. Do you have relevant experience in catering services? |
| 3. Did you attend any Hygiene/hospitality courses? |
| 4. Are you prepared to work extensive hours? |
| 5. Do you have knowledge of the operation of a restaurant?  |
| 6. Are you physically fit and healthy? |

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| Administration | IT | Managerial  | Political | Professional  | Safety Sec & EMS |
| Secretarial |  | Semi-skilled labour | Support services | Technical | Unskilled labour |
|  |
| **DEPARTMENT: CORPORATE AND SHARED SERVICES** |
| **Division: Shared Services**  |
| **Section: HR services**  |
|  |
| CSHS049/2011 | **MESSENGER**  |
|  |
|  | **Scale:**  | R 72 516 – 81 348 per annum |
|   |
|  | **Estimated** **remuneration package:** | R 92 371.85 - 103 622.17 per annum  |
|  |
|  | Appointment **requirements:** | Basic literacy Grade 10 or equivalent qualification will be advantagesRelevant experience Good health and physically fit |
|  |
|  | **Personal attributes** **and/or competencies:**      | Knowledge of CoT buildings and CBD StreetsGood human relationsGood communication skillsHard working , responsible and reliable  |
|  |
|  | **Primary function:** | Collecting outgoing mail from various HR offices and postal BureauDelivering mail and documents to officesAssist in sorting mail with the view of distributionDeliver documents to the various Department in different buildings |
|  |
|  | **SAP:** | S61002687 |
|  |
|  | **Enquiries:**                  | G van der Merwe (012 358 4310) |
|  |  |  |
| Selection questions (these questions will be placed with the advertisement and will be used to do the pre-selection) A maximum of 10 questions can be placed  |
| 1. Are you in possession of any school or Abet qualification? |
| 2. Do you have relevant experience as a Messenger? |
| 3. Are you physically fit and healthy? |
| 4. Do you have relevant experience/training in operating photocopier machines?  |
| 5. Are you a contract worker for the City of Tshwane? |
| 6. Are you in possession of a Grade 10 or equivalent qualification?  |

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| Administration | IT | Managerial  | Political | Professional  | Safety Sec & EMS |
| Secretarial |  | Semi-skilled labour | Support services | Technical | Unskilled labour |
|  |
| **DEPARTMENT: CORPORATE AND SHARED SERVICES** |
| **Division: Auxiliary and Administrative Services**  |
| **Section: Fleet Management**  |
|  |
| CSHS050/2011 | **ARTISAN ASSISTANT (3 POSTS)**  |
|  |
|  | **Scale:**  | R 71 628 – 81 348 per annum |
|   |
|  | **Estimated** **remuneration package:** | R 91 240.70 - 103 622.17 per annum  |
|  |
|  | Appointment **requirements:** | Grade 10 or equivalent qualification will be advantagesRelevant experience Valid Code C1 drivers license Good health and physically fit |
|  |
|  | **Personal attributes** **and/or competencies:**      | Good human relations; Good communication skills; Hard working , responsible and reliable  |
|  |
|  | **Primary function:** | Assist Artisan in executing general maintenance repair work on vehicles, machinery and equipment on a daily basis Assist Artisan with the dismantle and mounting of componentsPerform tyre maintenance on vehicles, equipment and machineryExecute breakdowns in order to replace and repair tyresAssure that all equipment used are according to safety regulations |
|  |
|  | **SAP:** | S60003056; S61002141; S60003384 |
|  |
|  | **Enquiries:**                  | L Coetzer (012 358 3720) or J Kadiaka (012 358 0874) |
|  |  |  |
| Selection questions (these questions will be placed with the advertisement and will be used to do the pre-selection) A maximum of 10 questions can be placed  |
| 1. Are you in possession of a Grade 10 or equivalent qualification? |
| 2. Do you have relevant experience as an Artisan Assistant in a vehicle workshop? |
| 3. Are you physically fit and healthy? |
| 4. Are you in possession of a valid Code C1 driver’s license?  |

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| Administration | IT | Managerial  | Political | Professional  | Safety Sec & EMS |
| Secretarial |  | Semi-skilled labour | Support services | Technical | Unskilled labour |
|  |
| **DEPARTMENT CORPORATE AND SHARED SERVICES** |
| **Division: Tshwane Shared Services** |
| **Section: Human Resource Services – Occupational Health Services**  |
|  |
| CSHS051/2011 | **GENERAL WORKER**  |
|  |
|  | **Scale:**  | R 71 628 – 76 884 per annum |
|   |
|  | **Estimated** **remuneration package:** | R 91 240.70 - 97 935.86 per annum             |
|  |
|  | Appointment **requirements:** | Basic literacy (must be able to read and write)Physically fit and healthy Relevant experience in the cleaning of Clinics and offices |
|  |
|  | **Personal attributes** **and/or competencies:**      | Reliability; Independent; Positive attitude; Enthusiastic; Good interpersonal skills; Excellent communication skills  |
|  |
|  | **Primary function:** | To render cleaning services in the OHS Clinics and administrative officesTo render a basic reception services, answer telephones, taking messagesTo render basic clerical and messenger support work  |
|  |
|  | **SAP:** | S61002776  |
|  |
|  | **Enquiries:**                  | Sr F Mathibedi (012 358 0672) |
|  |  |  |
| Selection questions (these questions will be placed with the advertisement and will be used to do the pre-selection) A maximum of 10 questions can be placed  |
| 1. Are you in possession of any school qualification? |
| 2. Do you have relevant experience in cleaning in a clinics and office environment?  |
| 3. Do you have any relevant experience in answering telephones and taking messages? |
| 4. Do you have any experience in rendering basic clerical and health support work? |
| 5. Are you physically fit and healthy? |
| 6. Will you be able to start at 7H00 every morning? |

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| Administration | IT | Managerial  | Political | Professional  | Safety Sec & EMS |
| Secretarial |  | Semi-skilled labour | Support services | Technical | Unskilled labour |
|  |
| **DEPARTMENT CORPORATE AND SHARED SERVICES** |
| **Division: Corporate Auxiliary and Admin Services** |
| **Section: Property Management** |
|  |
| CSHS052/2011 | **DEPUTY DIRECTOR: PROPERTY QUANTITY SURVEYING OPERATIONS**  |
|  |
|  | **Scale:**  | R 326 712 – 432 624 per annum |
|  |
|  | **Estimated** **remuneration package:** | R 552 862.70 – 687 774.82 per annum |
|  |
|  | Appointment **requirements:** |  BSc Quantity Surveying or equivalent tertiary qualificationRelevant experience as a practicing Quantity SurveyorRegistration with the SA Council for the Quantity Surveying ProfessionRegistration with the Association of SA Quantity SurveyorsA management qualification will be advantagesComputer literate |
|  |
|  | **Personal attributes** **and/or competencies:**      | Accurate; Compassionate; Interpersonal skills; Management skills; Problem solving skills. |
|  |
|  | **Primary function:** | Assist the Executive Director in planning, coordinating and executing all Capital building projectsAssist the Executive Director in updating and formulating relevant policiesManaging the Capital Projects budgetManaging the Sub-section’s Operational budgetManagement of Project ConsultantsGeneral Management of the Quantity Surveying Sub-Section |
|  |
|  | **SAP:** | S61001335 |
|  |
|  | **Enquiries:**                  | T Tsweu (012 358 1006) |
|  |  |  |
| Selection questions (these questions will be placed with the advertisement and will be used to do the pre-selection) A maximum of 10 questions can be placed  |
| 1. Are you in possession of a BSc Quantity Surveying or equivalent tertiary qualification?  |
| 2. Do you have at least 8 years relevant experience as a practicing Quantity Surveyor? |
| 3 Do you have relevant experience in the management of capital projects? |
| 4. Are you registered with the SA Council for the Quantity Surveying Profession? |
| 5. Are you registered with the Association of SA Quantity Surveyors? |
| 6. Are you in possession of a Management qualification? |
| 7. Are you computer literate? |

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| Administration | IT | Managerial  | Political | Professional  | Safety Sec & EMS |
| Secretarial |  | Semi-skilled labour | Support services | Technical | Unskilled labour |
|  |
| **DEPARTMENT CORPORATE AND SHARED SERVICES** |
| **Division: Corporate Auxiliary and Admin Services** |
| **Section: Property Management** |
|  |
| CSHS053/2011 | **DEPUTY DIRECTOR: PROPERTY ASSET AND CONTRACT MANAGEMENT**  |
|  |
|  | **Scale:**  | R 326 712 – 432 624 per annum |
|  |
|  | **Estimated** **remuneration package:** | R 552 862.70 – 687 774.82 per annum |
|  |
|  | Appointment **requirements:** | A relevant tertiary qualification (3 year Degree or National Diploma) which includes Financial subjects or equivalent qualification Relevant experienceA management qualification will be advantagesComputer literate |
|  |
|  | **Personal attributes** **and/or competencies:**      | Accurate; Compassionate; Interpersonal skills; Management skills; Problem solving skills; Analytical thinking; Adaptability; Business acumen  |
|  |
|  | **Primary function:** | Assist the Executive Director in the formulation and updating of relevant policiesImplementation and execution of financial management of the Council’s property portfolioRendering of strategic property services and rendering of  support service to the  alienation and acquisitions functions To manage Property Management’s financial affairs |
|  |
|  | **SAP:** | S60004839 |
|  |
|  | **Enquiries:**                  | T Tsweu (012 358 1006) |
|  |  |  |
| Selection questions (these questions will be placed with the advertisement and will be used to do the pre-selection) A maximum of 10 questions can be placed  |
| 1. Are you in possession of a relevant tertiary qualification (3 year Degree or National Diploma) with financial subjects or equivalent tertiary qualification?  |
| 2. Do you have at least 8 years relevant experience in Local Government? |
| 3 Do you have relevant experience in Valuation Roll administration? |
| 4. Dou you have relevant experience in the rendering of an alienation and acquisitions administration service? |
| 5. Are you in possession of a Management qualification? |
| 6. Are you computer literate? |

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| Administration | IT | Managerial  | Political | Professional  | Safety Sec & EMS |
| Secretarial |  | Semi-skilled labour | Support services | Technical | Unskilled labour |
|  |
| **DEPARTMENT: CORPORATE AND SHARED SERVICES**  |
| **Division: Shared Services** |
| **Section: Salary Administration**  |
|  |
| CSHS054/2011 | **HUMAN RESOURCE OFFICER**  |
|  |
|  | **Scale:**  | R 155 388 – 252 780 per annum |
|   |
|  | **Estimated** **remuneration package:** | R 197 935.31 - 321 994.53 per annum |
|  |
|  | Appointment **requirements:** | A relevant tertiary qualification (3 year Degree or National Diploma) which includes Financial subjects or equivalent qualification Relevant experienceComputer literate (Competency in SAP essential)  |
|  |
|  | **Personal attributes** **and/or competencies:**      | Analytical and Innovative thinking; Business Process Analysis and redesign; Financial Management; Planning and Organizing skills; Problem Solving / Decision Making; Attention to detail; Imagination; Communication Skills; Loyalty and discretion; Integrity and objectivity; Self motivated, hardworking and able to work under pressure; Writing, Presentation and Research skills |
|  |
|  | **Primary function:** | Supervision of Salary AdministrationTo maintain the integrated personnel payroll systemProvision of reports and statistics as well as financial informationProject management of implementation of newly approved reports scheduled for implementation for a set monthly final pay run |
|  |
|  | **SAP:** | S60014460 |
|  |
|  | **Enquiries:**                | G van der Merwe (012 358 4310) |
|  |
| Selection questions (these questions will be placed with the advertisement and will be used to do the pre-selection) A maximum of 10 questions can be placed  |
| 1. Are you in possession of a relevant tertiary qualification (3 year Degree or National Diploma) which includes Financial subjects or equivalent qualification? |
| 2. Do you have experience in salary administration? |
| 3. Do you have supervisory experience? |
| 4. Do you have experience in maintaining a integrated personnel payroll system? |
| 5. Are you computer literate? |
| 6. Are you proficient in the SAP System? |

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| Administration | IT | Managerial  | Political | Professional  | Safety Sec & EMS |
| Secretarial |  | Semi-skilled labour | Support services | Technical | Unskilled labour |
|  |
| **DEPARTMENT: CORPORATE AND SHARED SERVICES**  |
| **Division: Shared Services** |
| **Section: Salary Administration**  |
|  |
| CSHS055/2011 | **ADMINISTRATIVE OFFICER (2 POSTS)** |
|  |
|  | **Scale:**  | R 86 952 – 148 380 per annum**(Recognition for previous experience to R 106 260)**  |
|  |
|  | **Estimated** **remuneration package:** | R 110 760.62 - 189 008.42 per annum |
|  |
|  | Appointment **requirements:** | Grade 12 or equivalent qualificationRelevant experience in salary administrationComputer literatePhysically fit |
|  |
|  | **Personal attributes** **and/or competencies:**      | Ability to work under pressureGood Communication skills (Written and verbal)Good interpersonal and leadership skills and abilityto work in a groupEmotional intelligence as well as intellectual and cognitive abilitiesGood supervisory, communication skills and client services |
|  |
|  | **Primary function:** | Salary administration  |
|  |
|  | **SAP:** | S61002622; S61002645 |
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|  | **Enquiries:**                  | G van der Merwe (012 358 4310) |
|  |  |  |
| **Selection questions (these questions will be placed with the advertisement and will be used to do the pre-selection) A maximum of 10 questions can be placed** |
| 1. Are you in possession of a Grade 12 or equivalent qualification? |
| 2. Are you computer literate and competent in SAP? |
| 3. Do you have any salary administrative experience? |

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| Administration | IT | Managerial  | Political | Professional  | Safety Sec & EMS |
| Secretarial |  | Semi-skilled labour | Support services | Technical | Unskilled labour |
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| **DEPARTMENT: CORPORATE AND SHARED SERVICES**  |
| **Division: Strategic Human Resource Services** |
| **Section: HR Strategic Operations**  |
|  |
| CSHS056/2011 | **SENIOR ADMINISTRATIVE OFFICER**  |
|  |
|  | **Scale:**  | R 135 648 – 215 520 per annum |
|  |
|  | **Estimated** **remuneration package:** | R 172 790.23 - 274 532.25 per annum |
|  |
|  | Appointment **requirements:** | Grade 12 or equivalent qualificationRelevant experiences in generalist HR support services. Computer literatePhysically fitA valid Code B Drivers license. |
|  |
|  | **Personal attributes** **and/or competencies:**      | Negotiating skills; Good Communication skills (Written and verbal); Communication skills; Analytical skills; Organizational skills; Advanced linguistic proficiency; Integrity; Intelligence. Patience. Flexibility. Willingness to accept responsibility. Decisiveness. Ability to pay attention to detail.  |
|  |
|  | **Primary function:** | To provide end-to-end human resource operational support to management and the client department   |
|  |
|  | **SAP:** | S61008660 |
|  |
|  | **Enquiries:**                | C Geldenhuys (012 358 8446) |
|  |  |  |
| **Selection questions (these questions will be placed with the advertisement and will be used to do the pre-selection) A maximum of 10 questions can be placed** |
| 1. Are you in possession of a Grade 12 or equivalent qualification? |
| 2. Are you proficient in the following computer programs:  MS Outlook, MS Word, MS Excel? |
| 3.  Are you proficient in the HR modules of the SAP system? |
| 4. Do you have a Code B driver’s license?     |
| 5. Do you have experience in remuneration and benefit administration? |
| 6. Do you have experience in recruitment and selection? |
| 7. Do you have experience in skills development and training? |
| 8.  Do you have experience in providing HR statistics and – report? |
| 9.  Do you have experience in Occupational Health and Safety? |
| 10. Do you have experience in Labour Relations? |

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| Administration | IT | Managerial  | Political | Professional  | Safety Sec & EMS |
| Secretarial |  | Semi-skilled labour | Support services | Technical | Unskilled labour |
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| **DEPARTMENT: CORPORATE AND SHARED SERVICES**  |
| **Division: Customer Relations Management**  |
| **Section: CRM Walk-in centres East Region**  |
|  |
| CSHS057/2011 | **SECRETARY** |
|  |
|  | **Scale:**  | R 135 648 – 169 272 per annum |
|   |
|  | **Estimated** **remuneration package:** | R 172 790.23 - 215 620.93 per annum |
|  |
|  | Appointment **requirements:** | Grade 12 or an equivalent certificate plus a secretarial qualification/ trainingRelevant experienceComputer Literate and proficient in SAP |
|  |
|  | **Personal attributes** **and/or competencies:**      | Excellent communication skillsMust be able to work under pressureMust be able to meet deadlines Good organization skillsMust be able to cope with stress |
|  |
|  | **Primary function:** | Provide a reception serviceProviding an office administration service including filing Providing a typing and computer operating serviceExecution of diverse office secretarial duties |
|  |
|  | **SAP:** | S60012582 |
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|  | **Enquiries:**                  | M Chikane (012 358 8728) |
|  |  |  |
| Selection questions with YES/NO answers (these questions will be placed with the advertisement and will be used to do the pre-selection) A maximum of 10 questions can be placed  |
| 1. Are you in possession of a Grade 12 qualification? |
| 2. Are you in possession of a secretarial qualification? |
| 3. Do you have relevant secretarial experience? |
| 4. Are you computer literate? |
| 5 Are you proficient in SAP? |

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| Administration | IT | Managerial  | Political | Professional  | Safety Sec & EMS |
| Secretarial |  | Semi-skilled labour | Support services | Technical | Unskilled labour |
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| **DEPARTMENT: CORPORATE AND SHARED SERVICES**  |
| **Division: Strategic Human Resource Management**  |
| **Section: Strategic HR Centre of Excellence**  |
|  |
| CSHS058/2011 | **SENIOR INDIVIDUAL PERFORMANCE MANAGEMENT CONSULTANT** |
|  |
|  | **Scale:**  | R 227 040 – 369 420 per annum |
|   |
|  | **Estimated** **remuneration package:** | R 289 206.58 – 470 572.12 per annum |
|  |
|  | Appointment **requirements:** | A relevant tertiary qualification Degree or National Diploma) or equivalent qualification Relevant experience in organizational and individual performance management in a local governmentRelevant operational and managerial experience in performance management Computer Literate |
|  |
|  | **Personal attributes** **and/or competencies:**      | Knowledge of IDP and SDBIP practices and legislation; Excellent communication skills; Analytical; Must be able to work under pressure; Must be able to meet deadlines; Good organization skills; Must be able to cope with stress |
|  |
|  | **Primary function:** | To effective development and maintenance of the corporative individual performance management strategies and policiesTo guide the organization in efficiently utilizing its performance management mechanisms |
|  |
|  | **SAP:** | S60011615 |
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|  | **Enquiries:**                | P Kruger (012 358 4323) |
|  |  |  |
| Selection questions with YES/NO answers (these questions will be placed with the advertisement and will be used to do the pre-selection) A maximum of 10 questions can be placed  |
| 1. Are you in possession of a relevant tertiary qualification Degree or National Diploma) or equivalent qualification? |
| 2. Do you have relevant experience in organizational and individual performance management in local government? |
| 3. Do you have relevant knowledge and experience in municipal IDP and SDBIP practices and legislation? |
| 4. Do you have relevant operational and managerial experience in performance management? |
| 5 Do you have relevant experience in the development of scorecards? |
| 6. Are you computer literate? |
| 7 Do you have a valid driver’s license and own transport? |

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| Administration | IT | Managerial  | Political | Professional  | Safety Sec & EMS |
| Secretarial |  | Semi-skilled labour | Support services | Technical | Unskilled labour |
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| **DEPARTMENT: CORPORATE AND SHARED SERVICES**  |
| **Division: Strategic Human Resource Management**  |
| **Section: Strategic HR Centre of Excellence**  |
|  |
| CSHS059/2011 | **SENIOR REMUNERATION MANAGEMENT CONSULTANT** |
|  |
|  | **Scale:**  | R 227 040 – 369 420 per annum |
|   |
|  | **Estimated** **remuneration package:** | R 289 206.58 – 470 572.12 per annum |
|  |
|  | Appointment **requirements:** | A relevant tertiary qualification Degree or National Diploma) or equivalent qualification  Relevant experience in remuneration structuring and/or salary administration principles in a local governmentBasic knowledge of job evaluation principles in a local government.Relevant operational and managerial experience in performance management Computer Literate |
|  |
|  | **Personal attributes** **and/or competencies:**      | Knowledge of job evaluation principles and salary structuring principles and legislation; Excellent communication skills; Analytical; Must be able to work under pressure; Must be able to meet deadlines; Good organization skills; Must be able to cope with stress |
|  |
|  | **Primary function:** | To effective execute research and investigations with the aim of development and maintenance of corporate salary structuring/remuneration strategies and policiesTo assist the CoT in efficiently utilizing its Human Resources |
|  |
|  | **SAP:** | S61002449 |
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|  | **Enquiries:**                  | P Kruger (012 358 4323) |
|  |  |  |
| Selection questions with YES/NO answers (these questions will be placed with the advertisement and will be used to do the pre-selection) A maximum of 10 questions can be placed  |
| 1. Are you in possession of a relevant tertiary qualification Degree or National Diploma) or equivalent qualification? |
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|  |
| 2. Do you have a basic knowledge of job evaluation in a local government? |
| 3. Do you have relevant knowledge and experience in ~~and~~ remuneration structuring and/or salary administration principles in a local government? |
| 4. Do you have relevant operational and managerial experience in remuneration structuring and/or salary administration? |
| 5   Do you have relevant experience in research and investigations with the aim of development and maintenance of corporate salary structuring/remuneration strategies and policies? |
| 6. Are you computer literate? |
| 7. Do you have a valid driver’s license and own transport? |
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| Administration | IT | Managerial  | Political | Professional  | Safety Sec & EMS |
| Secretarial |  | Semi-skilled labour | Support services | Technical | Unskilled labour |
| **DEPARTMENT: CORPORATE AND SHARED SERVICES** |
| **Division: Info & Communications Technology Management** |
| **Section: OITPS Centre of Expertise** |
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| **Re-advertisement**  |
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| CSHS060/2011 | **DIRECTOR: OITPS CENTRE OF EXPERTISE**  |
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|  | **Scale:**  | R 389 364 – 506 664 per annum |
|  |
|  | **Estimated** **remuneration package:** | R 633 869.65 – 783 287.96 per annum                |
|  |
|  | Appointment **requirements:** | A three (3) year appropriate tertiary career-related qualification (Degree or National Diploma) or equivalent qualification Project Management certification and experience requiredSAP  Certification SAP project implementation experience requiredExcellent Report Writing skills  |
|  |
|  | **Personal attributes** **and/or competencies:**      | Good verbal and written communication skills; Excellent inter-personal skills; Experience with working as part of a team; Target driven, disciplined and self motivated |
|  |
|  | **Primary function:** | To manage OITPS contract administration and support for all ICT services To develop and manage SLA and contracts with vendors and suppliersTo manage procurement and sourcing of ICT product and services in the CityTo provide ICT  demand management on ICT servicesTo overall  contract management support |
|  |
|  | **SAP:** | S60019826 |
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|  | **Enquiries:**                 | FM Lebea (012 358 1640) |
| Selection questions with YES/NO answers (these questions will be placed with the advertisement and will be used to do the pre-selection) A maximum of 10 questions can be placed  |
| 1. Are you in possession of an appropriate tertiary career-related qualification (A three year degree or National Diploma)? |
| 2. Do you have relevant experience in OITPS contract administration? |
| 3. Do you have relevant experience in the implementation and maintenance of SAP Technology? |
| 4. Do you have relevant experience in the development and management of SLA and contracts with vendors and suppliers? |
| 5. Do you have relevant experience in the procurement and sourcing of ICT products and services? |
| 6. Do you have a Project Management certification and experience? |
| 7. Are you SAP certified?  |

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| Administration | IT | Managerial  | Political | Professional  | Safety Sec & EMS |
| Secretarial |  | Semi-skilled labour | Support services | Technical | Unskilled labour |
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| **DEPARTMENT: CORPORATE AND SHARED SERVICES** |
| **Division: Shared Services**  |
| **Section: Human Resource Services (Benefits and Funds Administration)**  |
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| CSHS061/2011 | **ADMINISTRATIVE OFFICER**  |
|  |
|  | **Scale:**  | R 86 952 – 148 380 per annum**(Recognition for previous experience to R 106 260)**  |
|  |
|  | **Estimated** **remuneration package:** | R 110 760.62 - 189 008.42 per annum |
|  |
|  | Appointment **requirements:** | Grade 12 or equivalent qualification Relevant experience Computer literate/typing skills |
|  |
|  | **Personal attributes** **and/or competencies:**      | Good Communication Skills Accounting SkillsAdaptable, flexible and assertiveMust be able to work independently  |
|  |
|  | **Primary function:** | Bursary – and Training administration  |
|  |
|  | **SAP:** | S61002706 |
|  |
|  | **Enquiries:**    | T Janse van Vuuren (012 358 4384) |
|  |  |  |
| Selection questions (these questions will be placed with the advertisement and will be used to do the pre-selection) A maximum of 10 questions can be placed  |
| 1. Are you in possession of a Grade 12 or equivalent qualification? |
| 2. Are you computer literate? |
| 3 Do you capture information on the  SAP System currently? |
| 4. Do you have relevant experience in bursary and training administration? |
| **Open ended questions** |
| 1. Describe your typing skills:  to type numerous bursary- and training agreements will form a large part of the administration to be performed. |
| 2. Describe your accounting skills.  A large part of the administration to be performed is to view study fee accounts to recommend correct payment of bursary fees in line with the bursary policy. |
| 3. Describe your reading skills. To study curriculums to ensure overpayments do not occur forms a large part of the administration to be performed. |
| 4.   Describe your human relations skills. You will work with both employees of the CoT, as well as with citizens of Tshwane. |

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| Administration | IT | Managerial  | Political | Professional  | Safety Sec & EMS |
| Secretarial |  | Semi-skilled labour | Support services | Technical | Unskilled labour |
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| **DEPARTMENT: CORPORATE AND SHARED SERVICES** |
| **Division: Tshwane Shared Services**  |
| **Section: Human Resource Services (Occupational Health and Safety Operations Management**  |
|  |
| CSHS062/2011 | **FUNCTIONAL HEAD: OCCUPATIONAL HEALTH AND SAFETY TRAINING OPERATIONS**  |
|  |
|  | **Scale:**  | R 227 040 – 369 420 per annum |
|  |
|  | **Estimated** **remuneration package:** | R 289 206.58 - 470 572.12 per annum |
|  |
|  | Appointment **requirements:** | A relevant 3 year Degree or National Diploma in Safety Management or equivalent qualificationETDP or equivalent qualificationRelevant experience in the Occupational Health and Safety TrainingComputer literacy  |
|  |
|  | **Personal attributes** **and/or competencies:**      | Writing, presentation and research skills, Analytical and Innovative thinking; Financial Management; Planning and Organizing skills; Problem Solving / Decision MakingAttention to detail; Imagination; Communication SkillsLoyalty and discretion; Integrity and objectivity; Self motivated, hardworking and able to work under pressureWriting, Presentation and Research skills |
|  |
|  | **Primary function:** | To ensure compliance by management and employees of the CoT to the legal requirements pertaining to health and safety training in the workplaceTo render a quality, knowledgeable, consultant services to the CoT |
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|  | **SAP:** | S61002728 |
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|  | **Enquiries:**                  | Dr D Ungerer (012 358 8739) |
|  |
| Selection questions (these questions will be placed with the advertisement and will be used to do the pre-selection) A maximum of 10 questions can be placed  |
| 1. Are you in possession of a relevant 3 year Degree or National Diploma in Safety Management or equivalent qualification? |
| 2. Do you have relevant experience in Occupational Health and Safety Training?  |
| 3. Do you have a ETDP or equivalent qualification? |
| 4. Are you computer literate? |
| 5. Do you have writing, presentation and research skills? |

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| Administration | IT | Managerial  | Political | Professional  | Safety Sec & EMS |
| Secretarial |  | Semi-skilled labour | Support services | Technical | Unskilled labour |
|  |
| **DEPARTMENT: CORPORATE AND SHARED SERVICES** |
| **Division: Tshwane Shared Services**  |
| **Section: Human Resource Services (Occupational Health and Safety Operations Management**  |
|  |
| CSHS063/2011 | **OCCUPATIONAL HEALTH AND SAFETY TRAINING OFFICER**  |
|  |
|  | **Scale:**  | R 155 388 – 252 780 per annum |
|  |
|  | **Estimated** **remuneration package:** | R 197 935.31 - 321 994.53 per annum |
|  |
|  | Appointment **requirements:** | A relevant 3 year Degree or National Diploma in Safety Management or equivalent qualificationETDP or equivalent qualificationRelevant experience in the Occupational Health and Safety TrainingComputer literacy.  |
|  |
|  | **Personal attributes** **and/or competencies:**      | Writing, presentation and research skills. Analytical and Innovative thinking;. Planning and Organizing skills; Problem Solving / Decision Making; Attention to detail; Imagination; Communication Skills; Loyalty and discretion; Integrity and objectivity; Self motivated, hardworking and able to work under pressure; Writing, Presentation and Research skills |
|  |
|  | **Primary function:** | To ensure compliance by management and employees of the CoT to the legal requirements pertaining to health and safety training in the workplaceTo render a quality, knowledgeable, training services to the CoT |
|  |
|  | **SAP:** | S61002758 |
|  |
|  | **Enquiries:**                | Dr D Ungerer (012 358 8739) |
|  |
| Selection questions (these questions will be placed with the advertisement and will be used to do the pre-selection) A maximum of 10 questions can be placed  |
| 1. Are you in possession of a relevant 3 year Degree or National Diploma in Safety Management or equivalent qualification? |
| 2. Do you have relevant experience in Occupational Health and Safety Training?  |
| 3. Do you have an ETDP or equivalent qualification? |
| 4. Are you computer literate? |

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| Administration | IT | Managerial  | Political | Professional  | Safety Sec & EMS |
| Secretarial |  | Semi-skilled labour | Support services | Technical | Unskilled labour |
|  |
| **DEPARTMENT: CORPORATE AND SHARED SERVICES** |
| **Division: Information & Communication Technology**  |
| **Section: Corporate Information Management**  |
|  |
| **Re-advertisement**  |
|  |
| CSHS064/2011 | **SYSTEM ANALYST** |
|  |
|  | **Scale:**  | R 135 648 – 252 780 per annum |
|  |
|  | **Estimated** **remuneration package:** | R 172 790.23 - 321 994.53 per annum |
|  |
|  | Appointment **requirements:** | An appropriate tertiary career-related qualification in a Information Technology and experience (A three year degree or National Diploma)The following will be advantages: Completed course(s) in at least Active Server Pages (asp.net), is Microsoft Certified in MS SQL Server 2005/2008 and who have experience in Microsoft SharePoint (MOSS)  |
|  |
|  | **Personal attributes** **and/or competencies:**      | Innovative and imaginative thinking is required combined with problem solving and creative skills.Analytically foundedMust be able to work under pressureAbility to networkAbility to work in a team and individually. |
|  |
|  | **Primary function:** | Design, Develop and maintain business applications according to best business practice.Ensure proper adherence to Change Control Procedures for the system development and maintenance environment.Liaise with clients where interaction with developers may be required, such as design or incident clarification etc.Monitor external business applications and guide external developers to ensure compliance with best business practice.Create and update system documentation of all internal business applications.Provide related internal business application training, mentoring and informative sessions. |
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|  | **SAP:** | S60019945 |
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|  | **Enquiries:**                  | A Van Der Merwe (012 358 8431) |
|  |  |  |
| Selection questions with YES/NO answers (these questions will be placed with the advertisement and will be used to do the pre-selection) A maximum of 10 questions can be placed |
| 1. Are you in possession of an ICT related Degree, National Diploma or equivalent qualification?  |
| 2. Do you have operational experience in working with MS SQL Server 2005/2008 including MS SSIS and MS SSRS? |
| 3. Do you have operational experience in working with MOSS? |
| 4. Do you have operational experience in working with MS Visual Studio 2005 / 2010?5. Do you have operational experience in working with Classic ASP, ASP.NET, JSCRIPT, VB SCRIPT and VB.NET? |

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| Administration | IT | Managerial  | Political | Professional  | Safety Sec & EMS |
| Secretarial |  | Semi-skilled labour | Support services | Technical | Unskilled labour |
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| **DEPARTMENT: CORPORATE AND SHARED SERVICES** |
| **Division: Strategic Human Resource Management**  |
| **Section: Strategic HR Centre of Excellence** |
|  |
| CSHS065/2011 | **DIRECTOR: STRATEGIC HR CENTRE OF EXCELLENCE**  |
|  |
|  | **Scale:**  | R 389 364 – 506 664 per annum |
|  |
|  | **Estimated** **remuneration package:** | R 633 869.65 – 783 287.96 per annum                |
|  |
|  | Appointment **requirements:** | A three (3) year appropriate tertiary career-related qualification (Degree or National Diploma) or equivalent qualification Relevant operational and senior management experience Computer literate  |
|  |
|  | **Personal attributes** **and/or competencies:**      | Good verbal and written communication skills; Excellent inter-personal skills; Experience with working as part of a team; Target driven, disciplined and self motivated |
|  |
|  | **Primary function:** | To manage the Strategic HR Centre of Excellence Section which is responsible for organizational structuring, business processes, productivity improvement, job evaluation and pricing, employee wellness services, individual performance management and change management.To provide strategic and other advice to the management and employees of CoT with regards to various HR related aspects |
|  |
|  | **SAP:** | S61002441 |
|  |
|  | **Enquiries:**                 | MM Mokaba (012 358 4300) |
|  |  |  |
| Selection questions with YES/NO answers (these questions will be placed with the advertisement and will be used to do the pre-selection) A maximum of 10 questions can be placed  |
| 1. Are you in possession of an appropriate tertiary career-related qualification (A three year degree or National Diploma)? |
| 2.  Do you have relevant experience and/or thorough knowledge in most of the fields of organizational structuring, business processes, productivity improvement, job evaluation and pricing, employee wellness services, individual performance management and change management? |
| 3.  Are you computer literate? |
| 4. Do you have previous management experience in a senior post? |
| 5.  Do you have a valid Code B driver’s license and own transport? |
| **Open ended questions** |
| 1.  In which fields of the job do you have the most experience? |

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| Administration | IT | Managerial  | Political | Professional  | Safety Sec & EMS |
| Secretarial |  | Semi-skilled labour | Support services | Technical | Unskilled labour |
|  |
| **DEPARTMENT: HEALTH AND SOCIAL DEVELOPMENT** |
| **Division: Management and Office Administration Support**  |
| **Section: Operational Unit** |
|  |
| HSDE044/2011 | **MESSENGER**  |
|  |
|  | **Scale:**  | R 72 516 – 81 348 per annum |
|   |
|  | **Estimated** **remuneration package:** | R 92 371.85 - 103 622.17 per annum  |
|  |
|  | Appointment **requirements:** | Basic literacy Grade 10 or equivalent qualification will be advantagesRelevant experience Good health and physically fit |
|  |
|  | **Personal attributes** **and/or competencies:**      | Knowledge of CoT buildings and CBD Streets; Good human relations; Good communication skills; Hard working , responsible and reliable  |
|  |
|  | **Primary function:** | To perform messenger, general delivery and administrative services |
|  |
|  | **SAP:** | S61008150  |
|  |
|  | **Enquiries:**                  | H Prinsloo (012 358 8613) |
|  |  |  |
| Selection questions (these questions will be placed with the advertisement and will be used to do the pre-selection) A maximum of 10 questions can be placed  |
| 1. Are you in possession of any school or Abet qualification? |
| 2. Do you have relevant experience as a Messenger? |
| 3. Are you physically fit and healthy? |
| 4. Do you have relevant experience/training in operating photocopier machines?  |
| 5. Are you a contract worker for the City of Tshwane? |
| 6. Are you in possession of a Grade 10 or equivalent qualification?  |

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| Administration | IT | Managerial  | Political | Professional  | Safety Sec & EMS |
| Secretarial |  | Semi-skilled labour | Support services | Technical | Unskilled labour |
|  |
| **DEPARTMENT: HEALTH AND SOCIAL DEVELOPMENT** |
| **Division: Management and Office Administration Support**  |
| **Section: Operational Unit** |
|  |
| HSDE045/2011 | **DRIVER**  |
|  |
|  | **Scale:**  | R 86 952 – 129 324 per annum |
|   |
|  | **Estimated** **remuneration package:** | R 110 760.62 - 164 734.64 per annum  |
|  |
|  | Appointment **requirements:** | Grade 10 or equivalent qualification Relevant experience Good health and physically fitValid Code C driver’s license and valid PDP |
|  |
|  | **Personal attributes** **and/or competencies:**      | Knowledge of CoT buildings and CBD StreetsGood human relationsGood communication skillsHard working , responsible and reliable  |
|  |
|  | **Primary function:** | To perform messenger, general delivery and administrative services |
|  |
|  | **SAP:** | S60024701  |
|  |
|  | **Enquiries:**                  | H Prinsloo (012 358 8613) |
|  |  |  |
| Selection questions (these questions will be placed with the advertisement and will be used to do the pre-selection) A maximum of 10 questions can be placed  |
| 1. Are you in possession of a Grade 10 or equivalent qualification? |
| 2. Do you have relevant experience as a Messenger? |
| 3. Are you physically fit and healthy? |
| 4. Are you in possession of a Valid Code C driver’s license and valid PDP? |

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| Administration | IT | Managerial  | Political | Professional  | Safety Sec & EMS |
| Secretarial |  | Semi-skilled labour | Support services | Technical | Unskilled labour |
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| **DEPARTMENT: HEALTH AND SOCIAL DEVELOPMENT** |
| **Division: Integrated Community Development**  |
| **Section: Indigent Policy Management**  |
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| HSDE046/2011 | **ADMINISTRATIVE OFFICER (2 posts)** |
|  |
|  | **Scale:**  | R 86 952 – 148 380 per annum**(Recognition for previous experience to R 106 260)**  |
|  |
|  | **Estimated** **remuneration package:** | R 110 760.62 - 189 008.42 per annum |
|  |
|  | Appointment **requirements:** | Grade 12 or equivalent qualification Relevant experience Computer literate |
|  |
|  | **Personal attributes** **and/or competencies:**      | Good Communication Skills Report Writing SkillsAdaptable and flexibleMust be able to work independently  |
|  |
|  | **Primary function:** | To give administrative support with the implementation of CoT’s indigent policy  |
|  |
|  | **SAP:** | S60012263; S60012264  |
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|  | **Enquiries:**    | S Modise (012 358 4828) |
|  |  |  |
| Selection questions (these questions will be placed with the advertisement and will be used to do the pre-selection) A maximum of 10 questions can be placed  |
| 1. Are you in possession of a Grade 12 or equivalent qualification? |
| 2. Do you have relevant experience in the implementation of indigent policies? |
| 3 Are you computer literate? |
| 4. Do you have SAP knowledge and experience?  |
| 5 Do you have experience in collection and collation of information? |
| 6. Do you have relevant experience in rendering support or administrative support services? |
| 7. Do you have liaison experience? |
| **Open ended questions** |
| 1. Describe your experience in collection and collation of information? |
| 2. Describe your liaison experience? |

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| Administration | IT | Managerial  | Political | Professional  | Safety Sec & EMS |
| Secretarial |  | Semi-skilled labour | Support services | Technical | Unskilled labour |
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| **DEPARTMENT: HEALTH AND SOCIAL DEVELOPMENT** |
| **Division: Health Services** |
| **Section: PHC Clinic Operations** |
|  |
| **Re-advertisement**  |
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| HSDE047/2011 | **SESSION MEDICAL OFFICER (2 posts) (HALFDAY POSITION)**  |
|  |
|  | **Scale:**  | R 141 936 – 230 916 per annum |
|  |
|  | **Estimated** **remuneration package:** | R 150 754 – 294 107 per annum |
|  |
|  | Appointment **requirements:** | A MB.ChB degreeRegistration as Medical Practitioner with SA Medical and Dental CouncilRelevant experience |
|  |
|  | **Personal attributes** **and/or competencies:**      | Effective communication skillsGood interpersonal skillsAnalytical thinkingNegotiation skillsSelf disciplinedMust be able to perform work under pressure  |
|  |
|  | **Primary function:** | Rendering a functional clinical PHC service as per comprehensive core package of PHC and approved service profile of the Health DivisionExecution of medical functions within the statutory scope of practice requirements with regards to all categories of PHC patients/clients |
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|  | **SAP:** | S61007460;S61007184 |
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|  | **Enquiries:**    | Dr L Doussy (012 358 8669) |
|  |  |  |
| Selection questions (these questions will be placed with the advertisement and will be used to do the pre-selection) A maximum of 10 questions can be placed  |
| 1. Are you in possession of an MB.ChB degree? |
| 2. Are you registered as a Medical Practitioner with SA Medical and Dental Council? |
| 3 Do you have relevant experience in rendering a support or administrative support service (payments, filing and enquiries)?  |
| 4. Do you have relevant experience? |
| 5. Are you willing to work in different clinics in the 5 Regions of the City of Tshwane? |

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| Administration | IT | Managerial  | Political | Professional  | Safety Sec & EMS |
| Secretarial |  | Semi-skilled labour | Support services | Technical | Unskilled labour |
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| **DEPARTMENT: HEALTH AND SOCIAL DEVELOPMENT** |
| **Division: Primary Health Care**  |
| **Section: Primary Health Care Policy, Program and Compliance**  |
|  |
| **Re-advertisement** |
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| HSDE048/2011 | **FUNCTIONAL HEAD: REGIONAL TB PROGRAMME COORDINATION & DEVELOPMENT AND X-RAY SERVICES** |
|  |
|  | **Scale:**  | R 227 040 – 369 420 per annum |
|  |
|  | **Estimated** **remuneration package:** | R 289 206.58 - 470 572.12 per annum |
|  |
|  | Appointment **requirements:** | Diploma in General Nursing and MidwiferyDiploma in Community Health NursingRegistered with the S.A. Nursing Council, be in possession of Nursing Council ReceiptTB related trainingKnowledge and experience of ETR.NetDrivers licenseRelevant experience Computer literacy. |
|  |
|  | **Personal attributes** **and/or competencies:**      | Analytical and Innovative thinking; Business Process Analysis and redesign; Financial Management; Planning and Organizing skills; Problem Solving / Decision Making; Attention to detail; Imagination; Communication Skills; Loyalty and discretion; Integrity and objectivity; Self motivated, hardworking and able to work under pressure; Writing, Presentation and Research skills |
|  |
|  | **Primary function:** | To coordinate uniform, efficient and effective handling of tuberculosis in Tshwane To supervise the personnel of the functional unitTo coordinate the rendering of a diagnostic X-Ray service in Tshwane  |
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|  | **SAP:** | S60010693 |
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|  | **Enquiries:**                | NJ Mokale (012 358 8692) |
| Selection questions (these questions will be placed with the advertisement and will be used to do the pre-selection) A maximum of 10 questions can be placed  |
| 1.  Are you in possession of a relevant 3 year Degree or National Diploma or equivalent qualification in the nursing field? |
| 2.  Do you have at least 4 years relevant experience?  |
| 3.  Do you have supervisory/managerial experience? |
| 4. Are you registered with the South African Nursing Council? |
| 5.  Are you Computer Literate? |
| 6.  Have you ever worked in a Local Government before? |
| 7. Do you have relevant experience in the handling of TB patients? |

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| Administration | IT | Managerial  | Political | Professional  | Safety Sec & EMS |
| Secretarial |  | Semi-skilled labour | Support services | Technical | Unskilled labour |
|  |
| **DEPARTMENT: HEALTH AND SOCIAL DEVELOPMENT** |
| **Division: Primary Health Care**  |
| **Section: Primary Health Care Policy, Program and Compliance**  |
|  |
| **Re-advertisement**  |
|  |
| HSDE049/2011 | **FUNCTIONAL HEAD: REGIONAL DISEASE SURVEILLANCE & OUTBREAK RESPONSE** |
|  |
|  | **Scale:**  | R 227 040 – 369 420 per annum |
|  |
|  | **Estimated** **remuneration package:** | R 289 206.58 - 470 572.12 per annum |
|  |
|  | Appointment **requirements:** | Diploma in General Nursing and MidwiferyDiploma in Community Health NursingRegistered with the S.A. Nursing Council, be inpossession of the current S.A. Nursing Council ReceiptRelevant experience Computer literacy. Drivers licenseBe available for after-hour on callDisease Surveillance/Epidemiology training will be an advantage |
|  |
|  | **Personal attributes** **and/or competencies:**      | Analytical and Innovative thinking; Business Process; Analysis and redesign; Financial Management; Planning and Organizing skills; Problem Solving / Decision Making; Attention to detail; Imagination; Communication Skills; Loyalty and discretion; Integrity and objectivity; Self motivated, hardworking and able to work under pressure; Writing, Presentation and Research skills |
|  |
|  | **Primary function:** | To coordinate the rendering of a Regional Disease Surveillance program in the CoTTo supervise the personnel of the functional unitTo coordinate outbreak response  |
|  |
|  | **SAP:** | S60010695 |
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|  | **Enquiries:**                | NJ Mokale (012 358 8692) |
|  |
| Selection questions (these questions will be placed with the advertisement and will be used to do the pre-selection) A maximum of 10 questions can be placed  |
| 1.  Are you in possession of a relevant 3 year Degree or National Diploma or equivalent qualification in the Nursing field? |
| 2.  Do you at least 4 years relevant experience?  |
| 3.  Do you have supervisory/managerial experience? |
| 4. Are you registered with the S. A. Nursing Council? |
| 5.  Are you Computer Literate? |
| 6.  Have you ever worked in a Local Government before? |
| 7. Do you have relevant experience in the handling of outbreak response? |

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| Administration | IT | Managerial  | Political | Professional  | Safety Sec & EMS |
| Secretarial |  | Semi-skilled labour | Support services | Technical | Unskilled labour |
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| **DEPARTMENT: HEALTH AND SOCIAL DEVELOPMENT**  |
| **Division: Multi-sectoral AIDS management**  |
| **Section: HIV and AIDS Community Programme Management**  |
|  |
| HSDE050/2011 | **HEALTH EDUCATION AND TRAINING OFFICER (2 POSTS)** |
|  |
|  | **Scale:**  | R 155 388 – 252 780 per annum |
|  |
|  | **Estimated** **remuneration package:** | R 197 935.31 - 321 994.53 per annum |
|  |
|  | Appointment **requirements:** | An appropriate tertiary career-related qualification (A three year degree or National Diploma) or equivalent qualification in Health or Humanities  2 years relevant experience Computer literateValid Driver’s License and Own Transport |
|  |
|  | **Personal attributes** **and/or competencies:**      | Good communication skillsWillingness to accept responsibility  |
|  |
|  | **Primary function:** | To render a comprehensive support for awareness projects/interventions in the prevention, care and support strategyManage and coordinate HIV and AIDS awareness campaigns in the cityParticipate on behalf of the CoT in liaison activities with national and Provincial departments on strategy and policy activities especially GDOH and GDLGCoordinate local community participation and stakeholder involvement on Multi-sectoral Program implementationFacilitates integration of activities and program implementation involving other spheres of government in the CityEstablish and support local HIV and AIDS stakeholders forum and ensure sustainability Mobilize community to participate in the AIDS program interventionsEnsure establishment of regional or local resource centre and services to meet community needsPrepare project operational plans for local program implementationIdentify and establish community based condom distribution outletsFacilitate, planning organizing, implementation and reporting on all planned activities  Coordinates capacity building activities for all participating stakeholders |
|  |
|  | **SAP:** | S61007623; S61007051 |
|  |
|  | **Enquiries:**                  | P. Mosley (012 358 8745) |
|  |
| Selection questions with YES/NO answers (these questions will be placed with the advertisement and will be used to do the pre-selection) A maximum of 10 questions can be placed |
| 1. Are you in possession of appropriate tertiary career-related qualification (A three year degree or National Diploma) or equivalent qualification in Health or Humanities? |
| 2. Are you in possession of any HIV and AIDS related qualification? |
| 3. Do you have any relevant experience in HI and AIDS counseling? |
| 4. Do you have any experience in local government? |
| 5. Do you have any experience in public participation? |

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| Administration | IT | Managerial  | Political | Professional  | Safety Sec & EMS |
| Secretarial |  | Semi-skilled labour | Support services | Technical | Unskilled labour |
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| **DEPARTMENT ECONOMIC DEVELOPMENT** |
| **Division: Management and Office Administration Support** |
| **Section: Office Administration Support** |
|  |
| ECDE007/2011 | **GENERAL WORKER**  |
|  |
|  | **Scale:**  | R 71 628 – 76 884 per annum |
|   |
|  | **Estimated** **remuneration package:** | R 91 240.70 - 97 935.86 per annum             |
|  |
|  | Appointment **requirements:** | Basic literacy (must be able to read and write)Physically fit and healthy Relevant experience in stock ordering and control |
|  |
|  | **Personal attributes** **and/or competencies:**      | Numerical skillsEnthusiasticGood interpersonal skillsExcellent communication skills  |
|  |
|  | **Primary function:** | Assisting with photo copies, faxes and basic filingDistribution and collection of documentsRelocate, retrieve and bind documents in the registry officeGeneral cleaning servicesAssist in serving of refreshment for meetings  |
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|  | **SAP:** | S60004261 |
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|  | **Enquiries:**                  | L Kekana (012 358 2321) |
|  |  |  |
| Selection questions (these questions will be placed with the advertisement and will be used to do the pre-selection) A maximum of 10 questions can be placed  |
| 1. Are you in possession of any school qualification? |
| 2. Do you have relevant experience in handling photocopy machinery?  |
| 3. Do you have relevant experience in rendering messenger services? |
| 4. Do you have relevant experience in filing of documents? |
| 5. Do you have relevant experience in general cleaning services in office buildings? |
| 6. Do you have relevant experience in serving refreshments at meetings? |
| 7. Are you a contract worker in the CoT? |

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| Administration | IT | Managerial  | Political | Professional  | Safety Sec & EMS |
| Secretarial |  | Semi-skilled labour | Support services | Technical | Unskilled labour |
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| **DEPARTMENT: PUBLIC WORKS AND INFRASTRUCTURE DEVELOPMENT** |
| **Division: Water and Sanitation** |
| **Section: Water Distribution**  |
|  |
| PWWS043/2011 | **TRADESMAN ASSISTANT (4 posts)**  |
|  |
|  | **Scale:**  | R 71 628 – 81 348 per annum |
|  |
|  | **Estimated** **remuneration package:** | R 91 240.70 - 103 622.17 per annum |
|  |
|  | Appointment **requirements:** | Basic literacyRelevant experiencePhysically fit and in good healthMust b able to perform standby duties and overtime |
|  |
|  | **Personal attributes** **and/or competencies:**      | Interpersonal skills; Good communication skills; Able to read and write; Knowledge of hand tools and material; Healthy and able to perform physical duties; Able to communicate on radio and with Artisans |
|  |
|  | **Primary function:** | Excavation to expose pipes and fittings to repair water leaks by making use of shovels and pickaxesAssist supervisor with assembling/disassembling of meters, pipes, specials, flanges, valves and other components of the water networkGeneral responsibilities such as handing tools and equipment to the supervisor, cleaning of workplace after completion of job, cleaning and loading of tools and adherence to the requirements of the OHS ActSpecialist functions such as operating the Petrol Breaker to break concrete and tarred surfacesControl over tools used in the repair of water leaks |
|  |
|  | **SAP:** | S61013112; S60017641; S60017642; S61020822 |
|  |
|  | **Enquiries:**          | M Nekhavhambe (012 358 1929) |
|  |
| **Selection questions (these questions will be placed with the advertisement and will be used to do the pre-selection) A maximum of 10 (Yes/No) questions can be placed** |
| 1. Are you in possession of any school qualification? |
| 2. Do you have relevant experience working on construction sites? |
| 3. Do you have relevant experience in digging trenches? |
| 4. Are you physically fit and health? |
| 5 Do you have any physical disability that will prevent you to dig and fill trenches? |

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| Administration | IT | Managerial  | Political | Professional  | Safety Sec & EMS |
| Secretarial |  | Semi-skilled labour | Support services | Technical | Unskilled labour |
|  |  |  |  |  |  |
| **DEPARTMENT: PUBLIC WORKS AND INFRASTRUCTURE DEVELOPMENT** |
| **Division: Water and Sanitation** |
| **Section: Waste Water Treatment**  |
|  |
| PWWS044/2011 | **SUPERVISOR**  |
|  |
|  | **Scale:**  | R 72 516 – 81 348 per annum |
|  |
|  | **Estimated** **remuneration package:** | R 92 371.85 - 103 622.17 per annum |
|  |
|  | Appointment **requirements:** | Basic literacyRelevant experience on waste water treatment worksPhysically fit and in good health |
|  |
|  | **Personal attributes** **and/or competencies:**    | Good communication skillsMust be able to work under pressureWillingness and ability to work as part of a team |
|  |
|  | **Primary function:** | Supervise and assist with duties carried out by sub-ordinates on the waste water treatment works to ensure that a clean and hygienic work place is maintainedAssist with load and off-load of equipment and digging and filling of trenchesOversee that tool store are kept neat and tidyAssist in operational duties |
|  |
|  | **SAP:** | S61013732 |
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|  | **Enquiries:**          | EMM Holme (012 358 0687) |
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| **Selection questions (these questions will be placed with the advertisement and will be used to do the pre-selection) A maximum of 10 (Yes/No) questions can be placed** |
| 1. Are you in possession of any school qualification? |
| 2. Do you have relevant experience working in waste water treatment plants? |
| 3. Do you have relevant experience in supervision? |
| 4. Are you physically fit and health? |
| 5 Do you have any physical disability that will prevent you to dig and fill trenches? |
| 6. Can you work in a team? |

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| Administration | IT | Managerial  | Political | Professional  | Safety Sec & EMS |
| Secretarial |  | Semi-skilled labour | Support services | Technical | Unskilled labour |
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| **DEPARTMENT: PUBLIC WORKS AND INFRASTRUCTURE DEVELOPMENT** |
| **Division: Water and Sanitation** |
| **Section: Waste Water Treatment**  |
|  |
| PWWS045/2011 | **TRACTOR DRIVER** |
|  |
|  | **Scale:**  | R 86 952 – 129 324 per annum |
|  |
|  | **Estimated** **remuneration package:** | R 110 760.62 - 164 734.64 per annum |
|  |
|  | Appointment **requirements:** | Grade 10 or equivalent qualificationValid Code EC Drivers license Relevant practical experience on waste water treatment worksPhysically fit and in good health |
|  |
|  | **Personal attributes** **and/or competencies:** | Good communication skillsMust be able to work under pressureHard working, responsible and reliable |
|  |
|  | **Primary function:** | Utilize and maintain tractorPrepare land for sludge disposalLoading, offloading and transport of tools, equipment, screenings and rubbishOperate equipment, valves, pumps, digesters, boilers and control of sludge to sludge landsReceive and issue equipment and consumablesMaintain and clean store roomMaintain hygienic workplace by removing rubbish, detritus, stones and grit, burning waste, scrubbing tanks, cancels, railings equipment, filters and working areaDig and fill trenches, collecting samples and carry out minor repair on equipment and buildingsSupervise teams and assist Process Controllers with specific duties |
|  |
|  | **SAP:** | S61013720 |
|  |
|  | **Enquiries:**        | EMM Holme (012 358 0687) |
| **Selection questions**  |
| 1. Are you in possession of Grade 10 or equivalent qualification? |
| 2. Are you in possession of a valid Code EC Drivers license? |
| 3. Do you have relevant experience working in waste water treatment plants? |
| 4. Do you have relevant experience in supervision? |
| 5. Are you physically fit and health? |
| 6 Do you have any physical disability that will prevent you to dig and fill trenches? |
| 7. Do you have relevant experience in operating a Tractor? |

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| Administration | IT | Managerial  | Political | Professional  | Safety Sec & EMS |
| Secretarial |  | Semi-skilled labour | Support services | Technical | Unskilled labour |
|  |
| **DEPARTMENT PUBLIC WORKS AND INFRASTRUCTURE DEVELOPMENT** |
| **Division: Water and Sanitation**  |
| **Section: Water Consumer Management**  |
|  |
| PWWS046/2011 | **TECHNICAL SUPPORT OFFICER (3 POSTS)** |
|  |
|  | **Scale:**  | R 135 648 – 190 116 per annum (C1/2) |
|  |
|  | **Estimated** **remuneration package:** | R 172 790.23 - 242 172.30 per annum |
|  |
|  | Appointment **requirements:** | Grade 12 or equivalent qualification Relevant experience Computer Literate  |
|  |  |  |
|  | **Personal attributes** **and/or competencies:**      | Good communication skills; Physically fit; AdaptablePrompt decision making; Decisive; Team playerGood interpersonal and leadership skills and ability  |
|  |
|  | **Primary function:** | To deliver an effective and efficient technical support service to all consumers, developers and applicants that required general water and sanitation infrastructure information  |
|  |
|  | **SAP:** | S61014022; S61014023; S61014024 |
|  |  |  |
|  | **Enquiries:**                  | Ms G Phillipson (012 358 8001) |
|  |  |  |
| Selection questions with YES/NO answers (these questions will be placed with the advertisement and will be used to do the pre-selection) A maximum of 10 questions can be placed |
| 1. Are you in possession of a Grade 12 or equivalent qualification?  |
| 2. Do you have experience in delivering a technical support services in a Water and Sanitation environment? |
| 3. Are you computer literate? |
| 4. Do you have relevant experience in working with the public? |
| 5. Do you have relevant experience in manning an enquiry counter? |
| 6. Are you willing to work at any of the Water and Sanitation Technical Office in CoT? |

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| Administration | IT | Managerial  | Political | Professional  | Safety Sec & EMS |
| Secretarial |  | Semi-skilled labour | Support services | Technical | Unskilled labour |
|  |
| **DEPARTMENT: PUBLIC WORKS & INFRASTRUCTURE DEVELOPMENT** |
| **Division: Water and Sanitation** |
| **Section: Waste Distribution**  |
|  |
| PWWS047/2011 | **ENGINEERING CONSULTANT** |
|  |
|  | **Scale:**  | R 227 040 – 369 420 per annum |
|  |
|  | **Estimated** **remuneration package:** | R 289 206.58 - 470 572.12 per annum |
|  |
|  | Appointment **requirements:** | B Tech Engineering or B Eng Civil (Water) or equivalent qualificationValid Code B drivers licenseRelevant experience in design and construction of municipal water and sewerage servicesExtensive knowledge regarding planning, design and construction of water and sewerage infrastructureComputer literate |
|  |
|  | **Personal attributes** **and/or competencies:**      | Leadership skills; Innovative thinking; Independence regarding the execution of assigned duties; Positive attitude; Good communication skills (written and verbal); Ability to be creative; Must be able to work under pressure; Ability to network |
|  |
|  | **Primary function:** | Facilitate, manage and control in regional contexts, the practical expansion of the CoT water and sewer infrastructure by Council, province and private developers and outside partiesResponsible for all agreements and requirements of the total process from the point of application to the final take-over, on behalf of the Council, of water and sewerage installations in new townships as well as scheme amendments such as consent uses, rezoning, sub divisions and consolidations, buildings and site development plans approval, second dwelling, building line relaxation applications and servitude encroachments in existing townships requiring infrastructure extensions or amendmentsResponsible for final inspections prior to issue of occupation certificates for building and developments  |
|  |
|  | **SAP:** | S60004321 |
|  |
|  | **Enquiries:**                | S Notoane (012 358 3773) |
|  |  |  |
| Selection questions (these questions will be placed with the advertisement and will be used to do the pre-selection) A maximum of 10 questions can be placed  |
| 1. Are you in possession of a B Tech Engineering or B Eng Civil (Water) or equivalent qualification? |
| 2. Are you in possession of a valid Code B driver’s license? |
| 3. Do you have at least 5 years relevant experience in a local government environment? |
| 4. Do you have relevant experience in design and construction of municipal water and sewerage services? |
| 5. Do you have relevant experience and extensive knowledge regarding planning, design and construction of water and sewerage infrastructure? |
| 6. Are you computer literate? |

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| Administration | IT | Managerial  | Political | Professional  | Safety Sec & EMS |
| Secretarial |  | Semi-skilled labour | Support services | Technical | Unskilled labour |
|  |
| **DEPARTMENT: PUBLIC WORKS & INFRASTRUCTURE DEVELOPMENT** |
| **Division: Water and Sanitation** |
| **Section: Waste Water Collection** |
| **Sub-Section: Infrastructure Operation and Maintenance**  |
|  |
| **Re-advertisement**  |
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| PWWS048/2011 | **ARTISAN (PLUMBER) (4 POSTS)**  |
|  |
|  | **Scale:**  | R135 648 – 190 116 per annum**(Recognition for experience to R 162 300 per annum)**  |
|  |
|  | **Estimated** **remuneration package:** | R 172 790.23 - 242 172.30 per annum |
|  |
|  | Appointment **requirements:** | Qualified Artisan: Plumber Valid Code EC1 driver’s license with a Valid PDPRelevant experience and training in the installation and maintenance of sewer related environment as well as the interpretation of construction drawingsKnowledge of municipal systemsMust be able to perform standby duties and work overtime when required |
|  |
|  | **Personal attributes** and/or competencies:      | Must be able to work under extreme workload, and be able to deliver work within the required time planned. Must be able to plan effectively and be able to work with minimum supervision and assistance. Must have the mental capacity to deal with a sewer maintenance team and difficult situations. Must be able to communicate with all race and gender, and should help to promote the CoT with the work performed. |
|  |
|  | **Primary function:** | Installation and maintenance of sewers, connections, extensions, pump stations and meter houses and the removal of sewer blockages from municipal and private sewers. |
|  |
|  | **SAP:** | S61013337; S61013339; S6102086; S61013340 |
|  |
|  | **Enquiries:**               | TH Hlungwani (012 664 0834) or AI. Odendaal (012 358 5852) |
|  |
| Selection questions with YES/NO answers (these questions will be placed with the advertisement and will be used to do the pre-selection) A maximum of 10 questions can be placed |
| 1. Are you in possession of a Trade Certificate as Plumber? |
| 2. Are you in possession of a Code EC1 driver’s license? |
| 3. Are you in possession of a Valid PDP? |
| 4. Do you relevant experience and training in installation and maintenance of sewers, connections, extensions, pump stations and meter houses? |
| 5. Do you have similar experience in local government on municipal systems? |
| 6. The positions requires to work in confined spaces and below ground level in trenches. Do you have any physical disability that would prevent you to work in these environments? |
| 7. Do you have experience in the interpretation of construction drawings? |
| 8. Are you a contract worker for the CoT? |

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| Administration | IT | Managerial  | Political | Professional  | Safety Sec & EMS |
| Secretarial |  | Semi-skilled labour | Support services | Technical | Unskilled labour |
|  |
| **DEPARTMENT: PUBLIC WORKS AND INFRASTRUCTURE DEVELOPMENT** |
| **Division: Water and Sanitation** |
| **Section: Bulk Water Supply** |
| **Operational Unit: Bulk Water Reservoirs & Pumps Maintenance Operations** |
|  |
| **Re-advertisement**  |
|  |
| PWWS049/2011 | **ARTISAN (WELDER/BOILERMAKER) (2 POSTS)** |
|  |
|  | **Scale:**  | R135 648 – 190 116 per annum**(Recognition for experience to R 162 300 per annum)**  |
|  |
|  | **Estimated** **remuneration package:** | R 172 790.23 -  242 172.30 per annum |
|  |
|  | Appointment **requirements:** | An appropriate trade test certificate as Welder A valid Code EC1 or EC driver’s license with a Valid PDPRelevant experience and training in pipe weldingMust be able to perform standby duties and work overtime when required |
|  |
|  | **Personal attributes** **and/or competencies:**      | Must be able to work in confined spaces, high altitudes and below ground level in trenches. Must be able to work under extreme workload, and be able to deliver work within the required time planned.  Must be able to plan effectively and be able to work with minimum supervision and assistance.  Must be able to communicate with all race and gender, and should help to promote the CoT with the work performed. |
|  |
|  | **Primary function:** | Pipe welding (Arc and CO2 welding of steel pipes up to 1400mm)Maintenance on existing steel pipelinesMeasuring and fabrication of special piecesGeneral welding workGeneral administration |
|  |
|  | **SAP:** | S61012942; S61012911 |
|  |
|  | **Enquiries:**                  | Jan Kruger (012 358 7684) |
|  |
| Selection questions with YES/NO answers (these questions will be placed with the advertisement and will be used to do the pre-selection) A maximum of 10 questions can be placed |
| 1.  Are you in possession of an appropriate trade test certificate as Welder? |
| 2.  Are you in possession of a valid Code EC1 or EC driver’s license? |
| 3.  Are you in possession of a valid PDP? |
| 4.  Do you have relevant experience in construction? |
| 5. Do you have relevant experience and training pipe welding? |
| 6. Will you be able to perform standby duties and work overtime when required? |
| 7. The incumbent must be able to work in confined spaces, high altitudes and below ground level in trenches. Do you have any disability that will prevent you to work in these situations? |
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| Administration | IT | Managerial  | Political | Professional  | Safety Sec & EMS |
| Secretarial |  | Semi-skilled labour | Support services | Technical | Unskilled labour |
|  |
| **DEPARTMENT: TRANSPORT AND ROADS** |
| **Division: Roads and Transport** |
| **Section: Management and Office Admin Support** |
|  |
| TRRO058/2011 | **MESSENGER**  |
|  |
|  | **Scale:**  | R 72 516 – 81 348 per annum |
|   |
|  | **Estimated** **remuneration package:** | R 92 371.85 - 103 622.17 per annum  |
|  |
|  | Appointment **requirements:** | Basic literacy Relevant experience Good health and physically fit |
|  |
|  | **Personal attributes** **and/or competencies:**      | Knowledge of CoT buildings and CBD StreetsGood human relationsGood communication skillsHard working , responsible and reliable  |
|  |
|  | **Primary function:** | To perform messenger, general delivery and administrative services |
|  |
|  | **SAP:** | S61015554  |
|  |
|  | **Enquiries:**                  | Hantie du Toit (012 358 8049) |
|  |  |  |
| Selection questions (these questions will be placed with the advertisement and will be used to do the pre-selection) A maximum of 10 questions can be placed  |
| 1. Are you in possession of any school or Abet qualification? |
| 2. Do you have relevant experience as a Messenger? |
| 3. Are you physically fit and healthy? |
| 4. Do you have relevant experience/training in operating photocopier machines?  |
| 5. Are you a contract worker for the City of Tshwane? |

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| Administration | IT | Managerial  | Political | Professional  | Safety Sec & EMS |
| Secretarial |  | Semi-skilled labour | Support services | Technical | Unskilled labour |
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| **DEPARTMENT: TRANSPORT AND ROADS** |
| **Division: Roads and Stormwater**  |
| **Section: Infrastructure Maintenance Management**  |
|  |
| TRRO059/2011 | **ASSISTANT OPERATOR (CONSTRUCTION 1JM)** |
|  |
|  | **Scale:**  | R 71 628 – 81 348 per annum |
|   |
|  | **Estimated** **remuneration package:** | R 91 240.70 - 103 622.17 per annum |
|  |
|  | Appointment **requirements:** | Basic literacyRelevant experience in road maintenance and handling of small equipment |
|  |
|  | **Personal attributes** **and/or competencies:**      | Good communication and interpersonal skillsLeadership qualities |
|  |
|  | **Primary function:** | Placing of road safety signs and traffic control as requiredPrepare site for placement of asphaltExcavate and place road building materialAssist in the fetching of water and mixing materialSpraying or paining of emulsionPlace and spread of asphaltClean siteOperation the equipment as trained and in a safe manner |
|  |
|  | **SAP:** | S61014605  |
|  |
|  | **Enquiries:**                  | G Sieberhagen (012 358 0602) |
|  |  |  |
| Selection questions with YES/NO answers (these questions will be placed with the advertisement and will be used to do the pre-selection) A maximum of 10 questions can be placed  |
| 1. Are you in possession of any school qualification? |
| 2. Do you have relevant experience in the maintenance of Roads and Storm Water Systems and Traffic Signals? |
| 3. Do you have relevant experience in tar patching? |
| 4. Do you have experience in the handling of small equipment? |
| 5. Are you physically fit and healthy? |
| 6. Are you a City of Tshwane employee? |

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| Administration | IT | Managerial  | Political | Professional  | Safety Sec & EMS |
| Secretarial |  | Semi-skilled labour | Support services | Technical | Unskilled labour |
|  |
| **DEPARTMENT: TRANSPORT AND ROADS** |
| **Wonderboom Airport Specialized Business Unit**  |
| **Wonderboom Airport Management, Planning and Development Operations**  |
|  |
| **Re-advertisement**  |
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| TRRO060/2011 | **AIRPORT ENVIRONMENTAL OFFICER** |
|  |
|  | **Scale:**  | R 155 388 – 252 780 per annum |
|  |
|  | **Estimated** **remuneration package:** | R 197 935.31 - 321 994.53 per annum |
|  |
|  | Appointment **requirements:** | An appropriate degree in Environmental Management or equivalent qualificationRelevant experience as Environmental Officer, with 5 years and more relevant experience after qualificationsManagement Experience will be an advantageNoise Monitoring/Control and abatement – related experience in the aviation industry will be a strong advantageEnvironmental Plan and Policy Formulation– related experience in the aviation industry will be a strong advantage |
|  |
|  | **Personal attributes** and/or competencies:      | Good human relationsGood communication skillsHard working, responsible and reliable |
|  |
|  | **Primary function:** | To ensure that the airport comply to all environmental legislation, regulations and policies as well as to ensure that the airport license requirements related to environmental and ecological matters provided for by the Civil Aviation Regulation and the International Civil Aviation Organization standards and practices are metCompilation and implementation of Environmental Impact Assessments, Environmental Management Plan and Ecological Management PlanBird/Weed and Pest control |
|  |
|  | **SAP:** | S60017483 |
|  |
|  | **Enquiries:**                  | HA Kleynhans (012 567 6011) |
|  |
| Selection questions with YES/NO answers (these questions will be placed with the advertisement and will be used to do the pre-selection) A maximum of 10 questions can be placed |
| 1. Do you have a degree or equivalent qualification in Environmental Management? |
| 2. Do you already have 5 years (or more) experience in relevant environmental management fields? |
| 3. Do you have management experience? |
| 4. Do you have environmental related Aviation experience? |
| 5. Do you have environmental management experience with specific regard to Noise Monitoring/Control and noise abatement? |
| 6. Are you computer literate? |
| 7. Do you have knowledge on the Civil Aviation Authority’s requirements as far as it concerns environmental matters applicable to aircraft/airports |
| 8. Do you have any experience in Environmental Policy Formulation in an aviation environment? |

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| Administration | IT | Managerial  | Political | Professional  | Safety Sec & EMS |
| Secretarial |  | Semi-skilled labour | Support services | Technical | Unskilled labour |
|  |
| **DEPARTMENT: TRANSPORT AND ROADS** |
| **Division: Roads and Stormwater**  |
| **Section: Infrastructure Maintenance Management** |
|  |
| **Re-advertisement**  |
|  |
| TRRO061/2011 | **SENIOR ADMINISTRATIVE OFFICER (ASSET MANAGEMENT & SECURITY CONTROL)** |
|  |
|  | **Scale:**  | R 135 648 –  215 520 per annum |
|  |
|  | **Estimated** **remuneration package:** | R 172 790.23 -  274 532.25 per annum |
|  |
|  | Appointment **requirements:** | Gr. 12 or equivalent qualificationRelevant experience in Asset Control Management.Computer literate Valid Code B Driver’s License |
|  |
|  | **Personal attributes** **and/or competencies:**      | Analytical thinking; Negotiation skills; Adaptability;Business acumen; Good communication skills; Good interpersonal abilities; Leadership skills |
|  |
|  | **Primary function:** | To render a Asset Control Service as well as Security Services/systems coordinator in conjunction with the Metro Police to support operational management with respect to Safety of Operational depots and personnel |
|  |
|  | **SAP:** | S60018303 |
|  |
|  | **Enquiries:**                  | D. Snyman (012 358 0620) |
|  |  |  |
| Selection questions with YES/NO answers (these questions will be placed with the advertisement and will be used to do the pre-selection) A maximum of 10 questions can be placed  |
| 1. Are you in possession of a Grade 12 or equivalent qualification? |
| 2. Do you have relevant experience in Asset Control Management? |
| 3. Do you have a valid Code B driver’s license? |
| 4. Are you proficient in the use of the SAP system? |
| 5. Are you proficient in the use of Microsoft Office Packages? |
| **OPEN ENDED QUESTIONS** |
| 1 In which modules of SAP are you proficient? |

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| Administration | IT | Managerial  | Political | Professional  | Safety Sec & EMS |
| Secretarial |  | Semi-skilled labour | Support services | Technical | Unskilled labour |
|  |
| **DEPARTMENT: TRANSPORT AND ROADS** |
| **Division: Roads and Stormwater**  |
| **Section: Traffic Engineering & Operations**  |
|  |
| TRRO062/2011 | **ENGINEER TECHNICIAN**  |
|  |
|  | **Scale:**  | R 155 388 – 252 780 per annum |
|  |
|  | **Estimated** **remuneration package:** | R 197 935.31 - 321 994.53 per annum |
|  |
|  | Appointment **requirements:** | A relevant tertiary qualification (3 Year Degree or National Diploma) in Electronic Engineering or equivalent qualification Relevant experience in the management of traffic signal systems OR electronics control systems.Computer literate Valid Code B Driver’s License |
|  |
|  | **Personal attributes** **and/or competencies:**      | Analytical thinking; Electronics Fault finding skills; Negotiation skills; Adaptability; Business acumen; Good communication skills; Good interpersonal abilities; Leadership skills |
|  |
|  | **Primary function:** | Manage data communication between central control centre and intersection controllersExpand and maintain the central monitoring systemTest controller hardware and manage repairs and faulty systems modulesDevelop and maintain traffic signals systems database Undertake remote and manual coordination of signalsLiaise with external clients on traffic signal mattersDevelop technical procedures required for specific tests and operation of the traffic signal system |
|  |
|  | **SAP:** | S61014157 |
|  |
|  | **Enquiries:**                  | O Lekana (012 358 4637) |
| Selection questions with YES/NO answers (these questions will be placed with the advertisement and will be used to do the pre-selection) A maximum of 10 questions can be placed  |
| 1. Are you in possession of a relevant tertiary qualification (3 year Degree or National Diploma) in Electronic Engineering or equivalent qualification? |
| 2. Do you have relevant experience in the management of traffic signal systems, OR electronics control systems? |
| 3. Do you have relevant experience in faultfinding in traffic signals OR faultfinding in electronic control systems? |
| 4. Do you have a valid Code B driver’s license? |
| 5. Do you have relevant experience in testing of controller hardware and faulty systems modules? |
| 6. Are you computer literate? |

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| Administration | IT | Managerial  | Political | Professional  | Safety Sec & EMS |
| Secretarial |  | Semi-skilled labour | Support services | Technical | Unskilled labour |
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| **DEPARTMENT TRANSPORT AND ROADS** |
| **Division: Transport Development**  |
| **Section: Transport Planning and Information Systems** |
|  |
| TRRO063/2011 | **DEPUTY DIRECTOR: INTEGRATED TRANSPORT PLANNING AND MANAGEMENT**  |
|  |
|  | **Scale:**  | R 326 712 – 432 624 per annum |
|  |
|  | **Estimated** **remuneration package:** | R 552 862.70 – 687 774.82 per annum |
|  |
|  | Appointment **requirements:** | A relevant tertiary qualification (3 year Degree or B-Tech) in Transportation studies or an additional Post Graduate Diploma in Transportation Studies or equivalent qualification Relevant experience in Transport planningValid Code B drivers license Computer literate |
|  |
|  | **Personal attributes** **and/or competencies:**      | Accurate; Compassionate; Interpersonal skills; Management skills; Problem solving skills; Analytical thinking; Adaptability; Business acumen  |
|  |
|  | **Primary function:** | Development of ITP as element of the IDPInstitutional coordination with all spheres of governmentMetropolitan transport policyCross function integrationRoads and airport master planningFeasibility studies and conceptual designFright and overload controlProvide managerial support to the Director  |
|  |
|  | **SAP:** | S61009314 |
|  |
|  | **Enquiries:**                | Ms M Lebelo (012 358 1064) |
|  |  |  |
| Selection questions (these questions will be placed with the advertisement and will be used to do the pre-selection) A maximum of 10 questions can be placed  |
| 1. Are you in possession of a relevant tertiary qualification (3 year Degree or B-Tech) in Transportation studies or an additional Post Graduate Diploma in Transportation Studies or equivalent qualification?  |
| 2. Do you have at least relevant experience in Transportation planning? |
| 3 Are you in possession of a valid Code B driver’s license? |
| 4. Are you computer literate? |

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| Administration | IT | Managerial  | Political | Professional  | Safety Sec & EMS |
| Secretarial |  | Semi-skilled labour | Support services | Technical | Unskilled labour |
|  |
| **DEPARTMENT: TRANSPORT AND ROADS** |
| **Wonderboom Airport Specialized Business Unit**  |
| **Wonderboom Airport Operations & Aviation Support Management**  |
|  |
| **Re-advertisement**  |
|  |
| TRRO064/2011 | **COMPANY COMMANDER**  |
|  |
|  | **Scale:**  | R 176 136 – 215 520 per annum |
|   |
|  | **Estimated** **remuneration package:** | R 224 364.39 - 274 532.25 per annum |
|  |
|  | Appointment **requirements:** | Grade 12 or equivalent qualification Basic/Advanced Aircraft Fire Fighting Basic Ambulance Assistant or Ambulance Emergency Assistant CourseSenior Fireman Certificate or equivalent qualificationRelevant Aviation experience as Officer or Relief OfficerComputer literate |
|  |
|  | **Personal attributes** **and/or competencies:**      | Ability to identify and mitigate health and safety risksGood interpersonal skillsManagement, Leadership and administration skills Training and lecturing skills  |
|  |
|  | **Primary function:** | To manage and train staff in the performance of their daily functions; To perform any other daily tasks on the Airport terrain as necessary  |
|  |
|  | **SAP:** | S60005747 |
|  |
|  | **Enquiries:**                  | PCJ van Rensburg (012 543 8105) |
|  |
| Selection questions with YES/NO answers (these questions will be placed with the advertisement and will be used to do the pre-selection) A maximum of 10 questions can be placed |
| 1. Do you have a Grade 12 qualification? |
| 2. Are you in the possession of a Fire Fighter 2 certificate? |
| 3. Are you in the possession of a Senior Fireman Certificate or equivalent qualification |
| 4. Are you in the possession of a Basic Ambulance Certificate? |
| 5. Do you have 5 years Full time Aviation Experience as Officer or Relief officer? |
| 6. Do you have Management, Leadership and Administration skills? |
| 7. Do you have advance Fire Fighting experience? |
| 8. Are you currently registered at the Health Professional Council? |

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| Administration | IT | Managerial  | Political | Professional  | Safety Sec & EMS |
| Secretarial |  | Semi-skilled labour | Support services | Technical | Unskilled labour |
|  |
| **DEPARTMENT HOUSING AND SUSTAINABLE DEVELOPMENT** |
| **Division: Housing Administration** |
| **Section: Housing Rental & Institutional Administration** |
|  |
| HOSD012/2011 | **GENERAL WORKER (3 POSTS – MAMELODI; 2 POSTS – SAULSVILLE; 1 POST - MAYVILLE)** |
|  |
|  | **Scale:**  | R 71 628 – 76 884 per annum |
|   |
|  | **Estimated** **remuneration package:** | R 91 240.70 - 97 935.86 per annum             |
|  |
|  | Appointment **requirements:** | Basic literacy (must be able to read and write)Physically fit and healthy Relevant experience in cleaning |
|  |
|  | **Personal attributes** **and/or competencies:**      | EnthusiasticGood interpersonal skillsExcellent communication skills  |
|  |
|  | **Primary function:** | To render cleaning services within rental housing stockTo render cleaning services of the surroundings and the communal areas within the rental housing stock  |
|  |
|  | **SAP:** | S61018987; S61019039; S61019031; S61018955; S61019010; S61019157 |
|  |
|  | **Enquiries:**                  | MG Madisha (012 358 1653) |
|  |  |  |
| Selection questions (these questions will be placed with the advertisement and will be used to do the pre-selection) A maximum of 10 questions can be placed  |
| 1. Are you in possession of a Grade 10 or Abel level 3? |
| 2. Do you have relevant experience in rendering a cleaning service in buildings?  |
| 3. Are you a contract worker of the CoT? |

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| --- | --- | --- | --- | --- | --- |
| Administration | IT | Managerial  | Political | Professional  | Safety Sec & EMS |
| Secretarial |  | Semi-skilled labour | Support services | Technical | Unskilled labour |
|  |
| **DEPARTMENT: HOUSING AND SUSTAINABLE DEVELOPMENT** |
| **Division: Housing Administration** |
| **Section: Housing Rental & Institutional Administration**  |
|  |
| HOSD013/2011 | **RELATION OFFICER (1 POST – KINGSLEY HOSTEL; 1 POST BELLE OMBRE HOSTEL)** |
|  |
|  | **Scale:**  | R 86 952 – 129 324 per annum |
|  |
|  | **Estimated** **remuneration package:** | R 110 760.62 - 164 734.64 per annum    |
|  |
|  | Appointment **requirements:** | Grade 12 or equivalent qualification Relevant experience in handling labour issues, Property Management and community liaisonComputer literacy e.g. Ms Word |
|  |
|  | **Personal attributes** **and/or competencies:**      | Good communication skills; Good interpersonal skills; Junior Management Diploma; Report writing skills; Customer care skills |
|  |
|  | **Primary function:** | To facilitate the signing of lease agreements Informing tenants about house rules, roles, obligations and responsibilitiesReview house rules, roles and responsibilities of tenantsOrientating new tenantsInspection of rooms, beds to ensure that are in the good conditionConduct property/unit inspectionsUpdate vacant units and monitor overcrowding in the unitsTo provide access control functionTo allocate residentsTo do liaising functions and ensure compliance to bi-lawsTo supervise general workersEnsure cleanliness of the hostel |
|  |
|  | **SAP:** | S61018925; S61018929 |
|  |
|  | **Enquiries:**    | MG Madisha (012 358 1653) |
|  |  |  |
| Selection questions (these questions will be placed with the advertisement and will be used to do the pre-selection) A maximum of 10 questions can be placed  |
| 1. Are you in possession of a Grade 12 or equivalent qualification? |
| 2. Do you have relevant experience in the daily administration services? |
| 3 Are you computer literate? |
| 4. Do you have any supervisory experience? |
| 5 Do you have good communication skills? |
| 6. Do you have customer care experience? |
| Open Ended questions: |
| 1. Elaborate on your customer care experience? |
| 2. Elaborate on your supervisory experience? |
| 3. Elaborate on your computer skills? |

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| Administration | IT | Managerial  | Political | Professional  | Safety Sec & EMS |
| Secretarial |  | Semi-skilled labour | Support services | Technical | Unskilled labour |
|  |
| **DEPARTMENT: HOUSING AND SUSTAINABLE DEVELOPMENT** |
| **Division: Housing Administration** |
| **Section: Housing Rental & Institutional Administration Operations Management** |
|  |
| HOSD014/2011 | **ADMINISTRATIVE OFFICER** |
|  |
|  | **Scale:**  | R 86 952 – 148 380 per annum**(Recognition for previous experience to R 106 260)**  |
|  |
|  | **Estimated** **remuneration package:** | R 110 760.62 - 189 008.42 per annum |
|  |
|  | Appointment **requirements:** | Grade 12 or equivalent qualificationA Diploma in Administration or equivalent qualification will be advantagesRelevant work experienceComputer literate |
|  |
|  | **Personal attributes** **and/or competencies:**      | Ability to work under pressure; Good Communication skills (Written and verbal); Good interpersonal and leadership skills and ability; Be able to work in a group; Emotional intelligence as well as intellectual and cognitive abilities; Good supervisory, communication skills and client services; Customer care skills; Presentation skills; Negotiation skills |
|  |
|  | **Primary function:** | To provide administrative services to the Rental Housing Tribunal To handle all queries related to the Housing Tribunal within the SectionTo render register complaints lodged by either landlords or tenants and any other stakeholdersTo provide advice and information to tenants and landlords in respect of compliance of the Rental Housing Act |
|  |
|  | **SAP:** | S 61019140 |
|  |
|  | **Enquiries:**    | MG Madisha (012 358 1653) |
| **Selection questions (these questions will be placed with the advertisement and will be used to do the pre-selection) A maximum of 10 questions can be placed** |
| 1. Are you in possession of a Grade 12 or equivalent qualification? |
| 2. Are you computer literate? |
| 3. Do you have any administrative experience? |
| 4. Do you have record-keeping experience? |
| 5. Do you have experience in handling queries? |
| **Open ended questions** |
| 1. Elaborate on your customer care experience? |
| 2. Elaborate on your supervisory experience? |
| 3. Elaborate on your computer skills? |

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| Administration | IT | Managerial  | Political | Professional  | Safety Sec & EMS |
| Secretarial |  | Semi-skilled labour | Support services | Technical | Unskilled labour |
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| **DEPARTMENT PUBLIC WORKS AND INFRASTRUCTURE DEVELOPMENT** |
| **Division: Energy and Electricity** |
| **Section: Distribution Operation South** |
| **Sub-Section: Distribution Operation South - Waltloo** |
|  |
| PWEE108/2011 | **ARTISAN ASSISTANT**  |
|  |
|  | **Scale:**  | R71 628 – R81 348 per annum |
|  |
|  | **Estimated** **remuneration package:** | R91 240.70 – R103 622.17 per annum |
|  |
|  | Appointment **requirements:** | Any school or ABET qualificationRelevant experience in Local Authority Electrical NetworksKnowledge of hand tools and materials**Must be willing to work standby & overtime** |
|  |
|  | **Personal attributes** **and/or competencies:**      | Good communication skillsNo fear of heightsPhysically fit and healthy |
|  |
|  | **Primary function:** | To render support to the Supervisor in the related tasks/ duties regarding the electrical distribution network and projects to ensure a safe and reliable service delivery. See to it that set target dates are reached.Maintain all tools and equipment. |
|  |
|  | **SAP:** | S61004177 |
|  |
|  | **Enquiries:**          | J Mndau (012 – 358 5467) |
|  |  |  |
| Selection questions (these questions will be placed with the advertisement and will be used to do the pre-selection) A maximum of 10 questions can be placed  |
| 1. Are you in possession of any school or ABET qualification? |
| 2. Do you have relevant experience in Local Authority Electrical Networks? |
| 3. Do you have workable knowledge of hand tools and materials? |
| 4. Are you physically fit and healthy? |
| 5. Are you willing to work in an emergencies situation? |
| 6. Do you have good communication skills? |
| 7. Will you be able to work standby and overtime? |
| 8. Can you work in dusty environment? |
| 9. Can you work in confined spaces? |

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| Administration | IT | Managerial  | Political | Professional  | Safety Sec & EMS |
| Secretarial |  | Semi-skilled labour | Support services | Technical | Unskilled labour |
|  |
| **DEPARTMENT PUBLIC WORKS AND INFRASTRUCTURE DEVELOPMENT** |
| **Division: Energy and Electricity** |
| **Section: Distribution Operations South** |
| **Sub-Section Distribution Operations Pretorius Park** |
|  |
| PWEE109/2011 | **JACKHAMMER OPERATOR** |
|  |
|  | **Scale:**  | R72 516 – R81 348 per annum |
|  |
|  | **Estimated** **remuneration package:** |  R92 371.85 – R103 622.17 per annum |
|  |
|  | Appointment **requirements:** | Any school or ABET QualificationJackhammer Operator CourseSafety CourseRoad safety courseRelevant experience **Must be willing to work overtime and standby** |
|   |
|  | **Personal attributes** **and/or competencies:**      | No serious physical disabilitiesOverall good healthNo back problems |
|  |
|  | **Primary function:** | Execute instructions receiving from the Supervisor for maintaining all related task duties regarding the electrical distribution network to ensure a safe and reliable service delivery. Maintain all tools and equipment to ensure continuous and safe operations on site. Executing task or duties on a rotation basis between various operational teams to enhance multi-skilling. Executing special jackhammer related tasks in order to complete the projects. |
|  |
|  | **SAP:** | S61003955 |
|  |
|  | **Enquiries:**                  | Tshepo Tompa (012 358 4117) |
|  |  |  |
| Selection questions (these questions will be placed with the advertisement and will be used to do the pre-selection) A maximum of 10 (Yes/No) questions can be placed  |
| 1. Are you in the possession of any school or ABET qualification?
 |
| 1. Did you successfully complete a Jackhammer Operator Course?
 |
| 1. Did you successfully complete a Safety Course?
 |
| 1. Did you successfully complete a Road Safety Course?
 |
| 1. Do you have relevant experience in the handling of a Jackhammer?
 |
| 1. Are you willing to work overtime?
 |
| 1. Are you a contract worker in the CoT?
 |

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| Administration | IT | Managerial  | Political | Professional  | Safety Sec & EMS |
| Secretarial |  | Semi-skilled labour | Support services | Technical | Unskilled labour |
|  |
| **DEPARTMENT PUBLIC WORKS AND INFRASTRUCTURE DEVELOPMENT** |
| **Division: Energy and Electricity** |
| **Section: Energy and Electricity Bulk Supply Services** |
| **Sub-Section: Bulk Energy Generation – Pretoria West** |
|  |
| PWEE110/2011 | **WORKER PRODUCTION (3 POSTS)**  |
|  |
|  | **Scale:**  | R 71 628 – R 81 348 per annum |
|  |
|  | **Estimated** **remuneration package:** | R 91 240.70 – R 103 622.17 per annum |
|  |
|  | Appointment **requirements:** | Any school or ABET qualificationRelevant experience in power stationsWilling and able to work shifts |
|  |
|  | **Personal attributes** **and/or competencies:**      | Good communication skillsPositive attitudeGood healthPhysically fitDependable and trustworthy |
|  |
|  | **Primary function:** | To provide general worker assistance in the Production Section of the Power Station. |
|  |
|  | **SAP:** | S61003371, S61003378, S61003394 |
|  |
|  | **Enquiries:**   | F. Masut (012 327 1069) |
|  |  |  |
| Selection questions (these questions will be placed with the advertisement and will be used to do the pre-selection) A maximum of 10 questions can be placed  |
| 1. Are you in possession of any school or ABET qualification? |
| 2. Are you willing and able to work shifts? |
| 3. Are you physically fit and in good health? |
| 4. Do you have good communication skills? |
| 5. Do you have relevant experience in a power station environment? |
| 6. Are you a contract worker for the COT? |

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| Administration | IT | Managerial  | Political | Professional  | Safety Sec & EMS |
| Secretarial |  | Semi-skilled labour | Support services | Technical | Unskilled labour |
|  |
| **DEPARTMENT PUBLIC WORKS AND INFRASTRUCTURE DEVELOPMENT** |
| **Division: Energy and Electricity** |
| **Section: Energy and Electricity Bulk Supply Services** |
| **Sub-Section: Bulk Energy Generation – Pretoria West** |
|  |
| PWEE111/2011 | **WORKER**  |
|  |
|  | **Scale:**  | R 71 628 – R 76 884 per annum |
|  |
|  | **Estimated** **remuneration package:** | R 91 240.70 – R 97 935.86 per annum |
|  |
|  | Appointment **requirements:** |  Any school or ABET qualificationRelevant experience in power stations environment Willing and able to work shifts and/or perform standby duties |
|  |
|  | **Personal attributes** **and/or competencies:**      | Good communication skillsPositive attitudeGood healthPhysically fitDependable and trustworthy |
|  |
|  | **Primary function:** | To provide general worker assistance in the Production and Maintenance Sections of the Power Station. |
|  |
|  | **SAP:** | S61003256 |
|  |
|  | **Enquiries:**   | F. Masut (012 327 1069) |
|  |  |  |
| Selection questions (these questions will be placed with the advertisement and will be used to do the pre-selection) A maximum of 10 questions can be placed  |
| 1. Are you in possession of any school or ABET qualification? |
| 2. Are you willing and able to work shifts and/or perform standby duties? |
| 3. Are you physically fit and in good health? |
| 4. Do you have relevant experience in a power station environment? |
| 5. Do you have good communication skills? |
| 6. Are you a contract worker for the CoT? |

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| Administration | IT | Managerial  | Political | Professional  | Safety Sec & EMS |
| Secretarial |  | Semi-skilled labour | Support services | Technical | Unskilled labour |
|  |
| **DEPARTMENT PUBLIC WORKS AND INFRASTRUCTURE DEVELOPMENT** |
| **Division: Energy and Electricity** |
| **Section: Energy and Electricity Bulk Supply Services** |
| **Sub-Section: Bulk Energy Generation – Pretoria West** |
|  |
| PWEE112/2011 | **ARTISAN ASSISTANT** |
|  |
|  | **Scale:**  | R 71 628 – R 81 348 per annum |
|  |
|  | **Estimated** **remuneration package:** | R 91 240.70 – R 103 622.17 per annum |
|  |
|  | Appointment **requirements:** | Grade 10 or equivalent qualificationRelevant experience in Power Stations environment Willing and able to perform standby dutiesKnowledge of hand tools and materialsPhysically fit and healthy |
|  |
|  | **Personal attributes** **and/or competencies:**      | Good communication skills No Fear of heights |
|  |
|  | **Primary function:** | Assisting Artisans and execute basic artisan-related duties at the Power Station. |
|  |
|  | **SAP:** | S61003183 |
|  |
|  | **Enquiries:**   | F. Masut (012 327 1069) |
|  |  |  |
| Selection questions (these questions will be placed with the advertisement and will be used to do the pre-selection) A maximum of 10 questions can be placed  |
| 1. Are you in possession a Grade 10 or equivalent qualification? |
| 2. Do you have relevant experience in Power Stations? |
| 3. Do you have practical knowledge regarding hand tools and materials? |
| 4. Are you physically fit and healthy? |
| 5. Do you have a fear of heights? |
| 6. Do you have good communication skills? |
| 7. Are you willing and able to perform standby duties? |
| 8. Are you a contract worker for the CoT? |

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| Administration | IT | Managerial  | Political | Professional  | Safety Sec & EMS |
| Secretarial |  | Semi-skilled labour | Support services | Technical | Unskilled labour |
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| **DEPARTMENT PUBLIC WORKS AND INFRASTRUCTURE DEVELOPMENT** |
| **Division: Energy and Electricity** |
| **Section: Energy and Electricity Bulk Supply Services** |
| **Sub-Section: Bulk Energy Generation – Rooiwal** |
|  |
| PWEE113/2011 | **SHUNTER**  |
|  |
|  | **Scale:**  | R 72 516 – R 81 348 per annum |
|  |
|  | **Estimated** **remuneration package:** | R 92 371.85 – R 103 622.17 per annum |
|  |
|  | Appointment **requirements:** | Grade 12 or equivalent qualificationValid Shunting CertificateRelevant experience in coal off-loading, stacking and reclaiming |
|  |
|  | **Personal attributes** **and/or competencies:**      | Tolerance to working in a dusty, hot, wet and noisy environmentAbility to regularly climb ladders and staircasesTolerance to working overtime and standby obligationsGood eye sight and Not colour blindPhysically strong and sound of footingAbility to recognize hazardous situations and use discretion to resolve problemsAbility to work at elevated heights |
|  |
|  | **Primary function:** | To assist the locomotive driver with shunting coal on wagons between the Power Station off-loading station and Pyramid Station. |
|  |
|  | **SAP:** | S61003434 |
|  |
|  | **Enquiries:**   | Y. Caudron (012 358 2805) |
|  |  |  |
| Selection questions (these questions will be placed with the advertisement and will be used to do the pre-selection) A maximum of 10 questions can be placed  |
| 1. Are you in possession of a Grade 12 of equivalent qualification? |
| 2. Are you in possession of a Valid Shunting Certificate? |
| 3. Are you physically fit and in good health? |
| 4. Do you have Power Station experience? |
| 5. Do you have good eye sight and Not colour blind? |
| 6. Are you a contract worker for the CoT? |

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| Administration | IT | Managerial  | Political | Professional  | Safety Sec & EMS |
| Secretarial |  | Semi-skilled labour | Support services | Technical | Unskilled labour |
|  |
| **DEPARTMENT PUBLIC WORKS AND INFRASTRUCTURE DEVELOPMENT** |
| **Division: Energy and Electricity** |
| **Section: Energy and Electricity Technical Services** |
| **Sub-Section: Network Operation & Control Management** |
|  |
| PWEE114/2011 | **WORKER**  |
|  |
|  | **Scale:**  | R 71 628 – R 76 884 per annum |
|  |
|  | **Estimated** **remuneration package:** | R 91 240.70 – R 97 935.86 per annum |
|  |
|  | Appointment **requirements:** | Any school or ABET qualificationRelevant experience |
|  |
|  | **Personal attributes** **and/or competencies:**      | Positive attitudeGood healthPhysically fitGood communication skillsDependable and trustworthy |
|  |
|  | **Primary function:** | To do general work, cleaning and garden work. |
|  |
|  | **SAP:** | S61005294 |
|  |
|  | **Enquiries:**   | C.J. Lemmer (012 358 2414) |
|  |  |  |
| Selection questions (these questions will be placed with the advertisement and will be used to do the pre-selection) A maximum of 10 questions can be placed  |
| 1. Are you in possession of any school or ABET qualification? |
| 2. Do you have relevant experience in cleaning in an office environment and gardening work? |
| 3. Are you physically fit and in good health? |
| 4. Are you a contract worker for the CoT? |

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| Administration | IT | Managerial  | Political | Professional  | Safety Sec & EMS |
| Secretarial |  | Semi-skilled labour | Support services | Technical | Unskilled labour |
|  |
| **DEPARTMENT PUBLIC WORKS AND INFRASTRUCTURE DEVELOPMENT** |
| **Division: Energy and Electricity** |
| **Section: Distribution Operations North** |
| **Sub-Section: Distribution Operations Soshanguve/Babelegi & Fortsig/Atteridgeville** |
|  |
| PWEE115/2011 | **ARTISAN (ELECTRICIAN) (2 posts)**  |
|  |
|  | **Scale:**  | R135 648 – R190 116 per annum**(Recognition for previous experience to R162 300)** |
|  |
|  | **Estimated** **remuneration package:** | R172 790.23 - R242 172.30 per annum |
|  |
|  | Appointment **requirements:** | Trade Certificate (Electrician)Valid Code C1 Drivers Licence with valid PDPRelevant experience in Local Authority Electrical Networks**Must be willing to work standby and overtime** |
|  |
|  | **Personal attributes** **and/or competencies:**      | Good interpersonal skillsAbility to concentrate for long hoursProject planning skillsExcellent communication skills (Verbal and written)Assertive and decisive in decision making |
|  |
|  | **Primary function:** | The optimal utilization of resources for cost effectiveness of vehicles tools and material.Construction of electrical network to ensure effective service delivery.Maintaining the existing electrical network to ensure network stability.Adhering to the OHS Act. |
|  |
|  | **SAP:** | S61004784: S61004895 |
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|  | **Enquiries:**    | Mandla Maseko (012 358 9299) |
|  |  |  |
| Selection questions (these questions will be placed with the advertisement and will be used to do the pre-selection) A maximum of 10 (Yes/No) questions can be placed  |
| 1. Are you in the possession of a Trade Certificate as Electrician? |
| 2. Are you in possession of a Valid Code C1 Drivers License? |
| 3. Are you in the possession of a Valid Public Drivers Permit? |
| 4. Do you have relevant experience in Local Authority Electrical Networks? |
| 5. Are you willing to work standby and overtime? |
| 6. Are you a Contract Worker for the CoT? |

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| Administration | IT | Managerial  | Political | Professional  | Safety Sec & EMS |
| Secretarial |  | Semi-skilled labour | Support services | Technical | Unskilled labour |
|  |
| **DEPARTMENT PUBLIC WORKS AND INFRASTRUCTURE DEVELOPMENT** |
| **Division: Energy and Electricity** |
| **Section: Distribution Operations North** |
| **Sub-Section: Distribution Operations Rosslyn** |
|  |
| PWEE116/2011 | **ARTISAN (ELECTRICIAN)**  |
|  |
|  | **Scale:**  | R135 648 – R190 116 per annum**(Recognition for previous experience to R162 300)** |
|  |
|  | **Estimated** **remuneration package:** | R172 790.23 - R242 172.30 per annum |
|  |
|  | Appointment **requirements:** | Trade Certificate (Electrician)Valid Code C1 Drivers Licence with valid PDPRelevant experience in Local Authority Electrical Networks**Must be willing to work standby and overtime** |
|  |
|  | **Personal attributes** **and/or competencies:**      | Good interpersonal skillsAbility to concentrate for long hoursProject planning skillsExcellent communication skills (Verbal and written)Assertive and decisive in decision making |
|  |
|  | **Primary function:** | The optimal utilization of resources for cost effectiveness of vehicles tools and materialConstruction of electrical network to ensure effective service delivery.Maintaining the existing electrical network to ensure network stability.Adhering to the OHS Act. |
|  |
|  | **SAP:** | S61004308 |
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|  | **Enquiries:**    | FM Manganye (012 358 9396) |
|  |  |  |
| Selection questions (these questions will be placed with the advertisement and will be used to do the pre-selection) A maximum of 10 (Yes/No) questions can be placed  |
| 1. Are you in possession of a Trade Certificate as Electrician? |
| 2. Are you in possession of a Valid Code C1 Drivers License? |
| 3. Are you in possession of a Valid Public Drivers Permit? |
| 4. Do you have relevant experience in Local Authority Electrical Networks? |
| 5. Are you willing to work standby and overtime? |
| 6. Are you a Contract Worker for the CoT? |

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| Administration | IT | Managerial  | Political | Professional  | Safety Sec & EMS |
| Secretarial |  | Semi-skilled labour | Support services | Technical | Unskilled labour |
| **DEPARTMENT PUBLIC WORKS AND INFRASTRUCTURE DEVELOPMENT** |
| **Division: Energy and Electricity** |
| **Section: Distribution Operations South** |
| **Sub-Section: Distribution Operations Pretorius Park** |
|  |
| PWEE117/2011 | **CHIEF ENGINEER**  |
|  |
|  | **Scale:**  | R227 040 – R432 624 per annum |
|  |
|  | **Estimated** **remuneration package:** | R289 206.58 – R557 082.22 per annum |
|  |
|  | Appointment **requirements:** | National N Diploma (Electrical)Management QualificationRelevant experience in technical environmentRelevant experience in management environmentValid Code B Drivers License and own transport |
|  |
|  | **Personal attributes** **and/or competencies:**      | Analytical, rational, structural and creative thinking; The ability to concentrate for prolong periods; The ability to work on numerous and vastly different planning issues; Liaise with Senior Management and external parties; Negotiating and interpersonal skills; Quick decision making with limited information available; Adaptability to a changing environment and different views |
|  |
|  | **Primary function:** | Managing the construction of projects for network extension to accommodate the increasing consumer needs.Oversee maintenance operations by supervising and coordinating re-active maintenance to minimize the duration of power failure.Managing and administrating activities by initializing changes through leadership to ensure stability within the workforce. |
|  |
|  | **SAP:** | S61003825 |
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|  | **Enquiries:**    | JD Prinsloo (012 358 5200) |
| Selection questions (these questions will be placed with the advertisement and will be used to do the pre-selection) A maximum of 10 questions can be placed  |
| 1. Are you in possession of National N Diploma (Electrical)? |
| 2. Are you in possession of Management Qualification? |
| 3. Are you in possession of a Valid Code B Drivers License? |
| 4. Do you have your own transport? |
| 5. Are you computer literate?  |
| 6. Do you have 3 years relevant experience in the management environment? |
| 7. Do you have 5 years relevant experience in the technical environment? |
| 8. Do you have experience in Project Management? |
| 9. Do you have a workable knowledge of the OHS Act? |
| 10. Do you have any experience in dealing with customers? |
| Administration | IT | Managerial  | Political | Professional  | Safety Sec & EMS |
| Secretarial |  | Semi-skilled labour | Support services | Technical | Unskilled labour |
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| **DEPARTMENT PUBLIC WORKS AND INFRASTRUCTURE DEVELOPMENT** |
| **Division: Energy and Electricity** |
| **Section: Distribution Operations South** |
| **Sub-Section Distribution Operations Princes Park** |
|  |
| PWEE118/2011 | **CHIEF ENGINEER** |
|  |
|  | **Scale:**  | R227 040 – R432 624 per annum |
|  |
|  | **Estimated** **remuneration package:** | R289 206.58 – R557 082.22 per annum |
|  |
|  | Appointment **requirements:** | National N Diploma (Electrical)Management Qualification5 years experience in technical environment3 years experience in management environmentValid Code B Drivers License & own transport |
|  |
|  | **Personal attributes** **and/or competencies:**      | Analytical, rational and creative thinking; The ability to make prompt decisions; The ability to adapt to changes in the working environment; Good leadership and objectivity; Must be self driven, committed and motivated; The ability to concentrate for prolong periods |
|  |
|  | **Primary function:** | Oversee maintenance operations.Manage the construction of projects.Initiate and co-ordinate the planning of maintenance, construction, network extensions and resources.Ensuring the development of operational personnel.Managing and administrating operational activities.Identifying operational logistical requirements.Structuring financial implementation requirements for operational vote numbers in the related area.Propose operational policies and implement approved strategies.Enforce practices to ensure safety.Ensuring community involvement to establish economic prosperity and address consumer needs.Managing of operational personnel and activities in the area offices. |
|  |
|  | **SAP:** | S61004505 |
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|  | **Enquiries:**                  | Isaac Rampedi (012 358 6621) |
|  |  |  |
| Selection questions (these questions will be placed with the advertisement and will be used to do the pre-selection) A maximum of 10 questions can be placed |
| 1. Are you in possession of National N Diploma (Electrical)? |
| 2. Are you in possession of Management Qualification? |
| 3. Are you in possession of a Valid Code B Drivers License? |
| 4. Do you have your own transport? |
| 5. Are you computer literate?  |
| 6. Do you have 3 years relevant experience in the management environment? |
| 7. Do you have 5 years relevant experience in the technical environment? |
| 8. Do you have experience in Project Management? |
| 9. Do you have a workable knowledge of the OHS Act? |

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| Administration | IT | Managerial  | Political | Professional  | Safety Sec & EMS |
| Secretarial |  | Semi-skilled labour | Support services | Technical | Unskilled labour |
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| **DEPARTMENT PUBLIC WORKS AND INFRASTRUCTURE DEVELOPMENT** |
| **Division: Energy and Electricity** |
| **Section: Distribution Operations South** |
| **Sub-Section Distribution Operations Pretorius Park** |
|  |
| PWEE119/2011 | **ARTISAN (ELECTRICIAN) (2 POSTS)** |
|  |
|  | **Scale:**  | R135 648 – R190 116 per annum**(Recognition for previous experience to R162 300)**  |
|  |
|  | **Estimated** **remuneration package:** | R172 790.23 – R242 172.30 per annum |
|  |
|  | Appointment **requirements:** | Trade Certificate (Electrician)Valid Code C1 Drivers Licence with valid PDPRelevant experience in Local Authority Electrical Networks**Must be willing to work standby and overtime** |
|  |
|  | **Personal attributes** **and/or competencies:**      | Good interpersonal skillsAbility to concentrate for long hoursProject planning skillsExcellent communication skills (Verbal and written)Assertive and decisive in decision making |
|  |
|  | **Primary function:** | The optimal utilization of resources for cost effectiveness of vehicles tools and material.Construction of electrical network to ensure effective service delivery.Maintaining the existing electrical network to ensure network stability.Adhering to the OHS Act. |
|  |
|  | **SAP:** | S61003853; S61003862  |
|  |
|  | **Enquiries:**                  | Tshepo Tompa (012 358 4117) |
|  |  |  |
| Selection questions (these questions will be placed with the advertisement and will be used to do the pre-selection) A maximum of 10 (Yes/No) questions can be placed  |
| 1. Are you in possession of a Trade Certificate as Electrician? |
| 2. Are you in possession of a Valid Code C1 Drivers License? |
| 3. Are you in possession of a Valid Public Drivers Permit? |
| 4. Do you have relevant experience in Local Authority Electrical Networks? |
| 5. Are you willing to work standby and overtime? |
| 6. Are you a Contract Worker for the CoT? |

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| Administration | IT | Managerial  | Political | Professional  | Safety Sec & EMS |
| Secretarial |  | Semi-skilled labour | Support services | Technical | Unskilled labour |
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| **DEPARTMENT PUBLIC WORKS AND INFRASTRUCTURE DEVELOPMENT** |
| **Division: Energy and Electricity** |
| **Section: Distribution Operations South**  |
| **Sub-Section: Distribution Operations Pretorius Park** |
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| PWEE120/2011 | **SPECIAL WORKSMAN**  |
|  |
|  | **Scale:**  | R86 952 – R148 380 per annum**(Recognition for previous experience to R99 504)** |
|  |
|  | **Estimated** **remuneration package:** | R110 760.62 – R189 008.42 per annum |
|  |
|  | Appointment **requirements:** | Grade 10 or equivalent qualification Linesman or Cable CourseA valid Code C1 Drivers LicenceA Valid PDP Relevant experience |
|  |
|  | **Personal attributes** **and/or competencies:**      | Must be able to do physical work for continuous periodsRelated to operation and maintenance activitiesInterpersonal SkillsCommunication skillsAbility to concentrate for prolonged periodsAbility to work overtime and render standby duties |
|  |
|  | **Primary function:** | Optimum utilization of resources to ensure cost effectivenessand to reach set target date of projects by:Ensuring and implementing the correct assembling and usage of material on site.Assisting the electrician in the compiling of a work breakdown structure for the project to arrange for permits, switching and requisitions for the execution of the post. |
|  |
|  | **SAP:** | S60023556 |
|  |
|  | **Enquiries:**                  | Tshepo Tompa (012 358 4117) |
| Selection questions (these questions will be placed with the advertisement and will be used to do the pre-selection) A maximum of 10 (Yes/No) questions can be placed  |
| 1. Are you in possession of a Grade 10 or equivalent qualification? |
| 2. Are you in possession of a Valid Code C1 Drivers License? |
| 3. Are you in possession of a valid PDP? |
| 4. Do you have relevant experience in Local Authority Electrical Networks? |
| 5. Did you successfully complete a Linesman or Cable Course? |
| 6. Are you a Contract Worker for the CoT? |

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| Administration | IT | Managerial  | Political | Professional  | Safety Sec & EMS |
| Secretarial |  | Semi-skilled labour | Support services | Technical | Unskilled labour |
|  |
| **DEPARTMENT PUBLIC WORKS AND INFRASTRUCTURE DEVELOPMENT** |
| **Division: Energy and Electricity** |
| **Section: Distribution Operations North** |
| **Sub-Section : Distribution Operations (Eskom Related & Other)** |
|  |
| PWEE121/2011 | **ARTISAN (ELECTRICIAN)**  |
|  |
|  | **Scale:**  | R 135 648 – R 190 116 per annum**(Recognition for previous experience to R162 300)** |
|  |
|  | **Estimated** **remuneration package:** | R 172 790.23 – 242 172.30 per annum |
|  |
|  | Appointment **requirements:** | Trade Certificate (Electrician)Valid Code C1 drivers licence with valid PDPRelevant experience in Local Authority Electrical Networks**Must be willing to work standby and overtime** |
|  |
|  | **Personal attributes** **and/or competencies:**      | Good Interpersonal skillsAbility to concentrate for long hoursProject planning skillsExcellent communication skills (Verbal and written)Assertive and decisive in decision making |
|  |
|  | **Primary function:** | To execute projects (operations) in an effective way by keeping to the set targets of each project and adhering to the OHS Act. |
|  |
|  | **SAP:** | S61005078 |
|  |
|  | **Enquiries:**   | Nomsa Mabasa (012 358 9494) |
|  |  |  |
| Selection questions (these questions will be placed with the advertisement and will be used to do the pre-selection) A maximum of 10 questions can be placed  |
| 1. Are you in possession of a Trade Certificate as Electrician? |
| 2. Are you in possession of a Valid Code C1 Drivers License? |
| 3. Are you in possession of a Valid Public Drivers Permit? |
| 4. Are you willing to work standby and overtime? |
| 5. Do you have relevant experience in Local Authority Electrical Networks? |
| 6. Are you a contract worker for CoT? |

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| Administration | IT | Managerial  | Political | Professional  | Safety Sec & EMS |
| Secretarial |  | Semi-skilled labour | Support services | Technical | Unskilled labour |
|  |
| **DEPARTMENT PUBLIC WORKS AND INFRASTRUCTURE DEVELOPMENT** |
| **Division: Energy and Electricity** |
| **Section: Development & Public Lighting Services** |
| **Sub-Section : Electricity Infrastructure Planning & Design** |
|  |
| PWEE122/2011 | **CHIEF ENGINEER**  |
|  |
|  | **Scale:**  | R227 040 – R432 624 per annum |
|  |
|  | **Estimated** **remuneration package:** | R289 206.58 – R557 082.22 per annum |
|  |
|  | Appointment **requirements:** | B Eng (Electrical) or B Tech (Electrical) or equivalent qualificationProfessional registration with ECSAManagement qualificationComputer LiterateRelevant ExperienceValid Code B Drivers Licence and own transport |
|  |
|  | **Personal attributes** **and/or competencies:**      | The ability to concentrate for prolong periodsThe ability to be creative in finding new and innovative ways to delivering serviceThe ability to work on numerous and vastly different issues at any given timeAnalytical, rational, structural and creative thinkingLiaise with management and other role players to enable them to make informed strategic decisionsNegotiating and interpersonal skillsQuick decision making with limited information availableLeadership skillsAdaptability to changing environment and different viewsProject management skillsPresentation skills |
|  |
|  | **Primary function:** | Manage and co-ordinate the compilation of the low voltage maximum demand (P & B) readings to ensure that the upgrading report is issued by August each year.Manage and co-ordinate the implementation of the upgrading report on the low voltage distribution network to ensure sufficient electrical capacity on the network.Manage and co-ordinate the refurbishment and replacing of potentially dangerous and obsolete switchgear on the low voltage network to ensure a safe working environment.Manage and co-ordinate the implementation of projects received from Capacity Planning to ensure safe and sufficient electrical capacity on the 11 KV distribution network.Manage the capital budget for the upgrading of the distribution system to ensure optimal utilization of fundsManage and co-ordinate the implementation of projects necessary on the distribution network to ensure the long term provision of electrical capacity.Manage and co-ordinate a sound planning philosophy based on management policy to ensure continuous improvement of service delivery.Create and implement operational policies and strategies to ensure the effective and systematic execution of operationsEnsure the development of operational personnel.Manage and administrate operational activities.Management of personnel and activities in the Section.Adhere to statutory regulations to reduce the exposure of the Division risks. |
|  |
|  | **SAP:** | S61002821 |
|  |
|  | **Enquiries:**   | K.J. Leepile (012 358 2481) |
|  |  |  |
| Selection questions (these questions will be placed with the advertisement and will be used to do the pre-selection) A maximum of 10 questions can be placed  |
| 1. Are you in the possession of a B Eng (Electrical) or B Tech (Electrical) or equivalent qualification? |
| 2. Are you in possession of a Professional registration certificate with ECSA? |
| 3. Are you in possession of a Management qualification? |
| 4. Are you Computer Literate? |
| 5. Do you have at least 2 years relevant experience? |
| 6. Do you have experience on the SAP System? |
| 7. Do you have supervisory experience in coordinating relevant projects and controlling of the budget? |
| 8. Are you in possession of a Valid Code B Drivers License? |
| 9. Do you have your own transport? |
| 10. Are you a contract worker for CoT? |

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| Administration | IT | Managerial  | Political | Professional  | Safety Sec & EMS |
| Secretarial |  | Semi-skilled labour | Support services | Technical | Unskilled labour |
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| **DEPARTMENT PUBLIC WORKS AND INFRASTRUCTURE DEVELOPMENT** |
| **Division: Energy and Electricity** |
| **Section: Development & Public Lighting Services** |
| **Sub-Section: Energy and Electricity Research, Development, Logistics & Technical Support** |
|  |
| PWEE123/2011 | **FUNCTIONAL HEAD**  |
|  |
|  | **Scale:**  | R 227 040 – R 369 420 per annum |
|  |
|  | **Estimated** **remuneration package:** | R 289 206.58 – R 470 572.12 per annum |
|  |
|  | Appointment **requirements:** | A relevant tertiary qualification (3 year Degree or National Diploma) or equivalent qualification Trained to be an AssessorTrained to be a ModeratorValid Code B Drivers License and own transportComputer literacy |
|  |
|  | **Personal attributes** **and/or competencies:**      | The ability to be able to work long hoursMust have the ability to work on numerous tasks simultaneouslyMust have negotiation and interpersonal skillsMust have the ability to be able to liaise with management level and with the workers on their levelMust be able to be objective in all circumstancesGood conceptual thinkingMust be able to make instant decisions and act upon itMust have good motivation skillsMust have good organising and planning skillsMust be able to have good analytical thinkingGood problem solvingLeadership skills |
|  |
|  | **Primary function:** | Managing team and individual performance effectively to ensure timorous attendance of various courses.Develop personnel in the Energy and Electricity Division.Comply with Skills Levy Act by implementation of skills plan.Manage and implement strategic direction regarding HRD to ensure a trained technical staff on par with the external environment and implementation of legislation.Manage employee development to ensure trained technical staff on par with the external environment and implementation of legislation.Liaise with customer to ensure an informed and satisfied customerParticipating in national bodies or work groups to ensure that City of Tshwane influence the qualifications as part of the industry.Aligning the processes in HRD with legislation to ensure compliance.Structuring a financial implementation system to adhere to financial ordinances and ensure the availability of financial resources.Management of personnel and activities.Manage training centres.Manage student development to ensure trained technical students on par with the external environment by: (includes external, internal bursary students, candidate engineers/engineer technicians and practical students)Implement Learner ships/Apprenticeships to ensure trained technical staff on par with the external environment and implementation of legislation.Monitor the implementation and maintenance of QMS in order to comply to various mandatory requirements.Comply with SAQA policies to ensure fair, valid and reliable assessments as well as comparable methods and similar and consistent judgements made by assessors.Managing the process of the Emerging Contractors Development effectively to ensure optimum implementation by Area offices |
|  |
|  | **SAP:** | S60018658 |
|  |
|  | **Enquiries:**   | M. Rasetlola (012 358 7101) |
|  |  |  |
| Selection questions (these questions will be placed with the advertisement and will be used to do the pre-selection) A maximum of 10 questions can be placed  |
| 1. Are you in possession of a Tertiary career-related qualification? |
| 2. Are you computer literate? |
| 3. Are you in possession of a valid Code B Driver’s License? |
| 4. Do you have a detailed understanding of SAQA policies? |
| 5. Do you have Supervisory experience in coordinating relevant projects and controlling of the budget? |
| 6. Do you have a workable knowledge of the OHS Act? |
| 7. Did you receive any training to be an Assessor? |
| 8. Did you receive any training to be a Moderator? |
| 9. Do you have your own transport? |

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| --- | --- | --- | --- | --- | --- |
| Administration | IT | Managerial  | Political | Professional  | Safety Sec & EMS |
| Secretarial |  | Semi-skilled labour | Support services | Technical | Unskilled labour |
|  |
| **DEPARTMENT PUBLIC WORKS AND INFRASTRUCTURE DEVELOPMENT** |
| **Division: Energy and Electricity** |
| **Section: Energy and Electricity Bulk Supply Services** |
| **Sub-Section: Energy and Electricity Metering & Vending Services** |
|  |
| PWEE124/2011 | **ENGINEER TECHNICIAN**  |
|  |
|  | **Scale:**  | R 155 388 – R 252 780 per annum**(Recognition for previous experience to R227 040 pa)** |
|  |
|  | **Estimated** **remuneration package:** | R 197 935.31 – R 321 994.53 per annum |
|  |
|  | Appointment **requirements:** | National N Diploma and Trade Certificate (Electrician) or a National Diploma in Electricity Engineering or equivalent qualificationRelevant experience in Local Authority Electrical NetworksComputer LiterateValid Code B Drivers License  |
|  |
|  | **Personal attributes** **and/or competencies:**      | Analytical, rational, structural and creative thinking The ability to concentrate for prolong periodsThe ability to be creative in finding new and innovative ways of service delivery and Credit ControlLiaise with Senior Management, external partiesNegotiating and interpersonal skillsQuick decision making with limited information available Adaptability to a changing environment and different views |
|  |
|  | **Primary function:** | Manage Contractors.Special investigations.Develop and maintain model to compare monthly statistics.High tension customers.Prepare and manage budget.Participate in Energy Management meetings.Develop technical specifications.Ensure that cut off and audit contractors adhere to the OHS Act.Correspondence with contractors, auditors and consumers. |
|  |
|  | **SAP:** | S61002948 |
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|  | **Enquiries:**   | V. Baloyi (012 358 3474) |
|  |  |  |
| Selection questions (these questions will be placed with the advertisement and will be used to do the pre-selection) A maximum of 10 questions can be placed  |
| 1. Are you in possession of a National N Diploma with a Trade Certificate as Electrician or a National Diploma in Electrical Engineering? |
| 2. Do you have relevant in Local Authority Electrical Networks? |
| 3. Do you have your own transport? |
| 4. Are you in possession of a Valid Code B Drivers License? |
| 5. Are you computer literate? |
| 6. Do you have relevant experience in project management? |
| 7. Do you have relevant experience in presentations? |

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| Administration | IT | Managerial  | Political | Professional  | Safety Sec & EMS |
| Secretarial |  | Semi-skilled labour | Support services | Technical | Unskilled labour |
|  |
| **DEPARTMENT PUBLIC WORKS AND INFRASTRUCTURE DEVELOPMENT** |
| **Division: Energy and Electricity** |
| **Section: Energy and Electricity Bulk Supply Services** |
| **Sub-Section: Energy and Electricity Metering & Vending Services** |
|  |
| PWEE125/2011 | **SENIOR TECHNICAL SUPERVISOR** |
|  |
|  | **Scale:**  | R 176 136 – R 215 520 per annum |
|  |
|  | **Estimated** **remuneration package:** | R 224 364.39 – R 274 532.25 per annum |
|  |
|  | Appointment **requirements:** | National Diploma or Bachelors Degree in (Computer Science/Computer Engineering/Informatics, Information Systems)Relevant experienceManagement skillsComputer Literate  |
|  |
|  | **Personal attributes** **and/or competencies:**      | Analytical, rational, structural and creative thinking The ability to concentrate for prolong periodsThe ability to be creative in finding new and innovative ways of service delivery and Credit ControlLiaise with Senior Management and external partiesNegotiating and interpersonal skillsQuick decision making with limited information available Adaptability to a changing environment and different views |
|  |
|  | **Primary function:** | Responsible to ensure that all elements of the technical support function, associated systems and procedures are functioning properly and effectively. |
|  |
|  | **SAP:** | S61003111 |
|  |
|  | **Enquiries:**   | J. Baloyi (012 358 6607) |
|  |  |  |
| Selection questions (these questions will be placed with the advertisement and will be used to do the pre-selection) A maximum of 10 questions can be placed  |
| 1. Are you in possession of a National Diploma or Bachelors Degree in (Computer Science/Computer Engineering/Informatics, Information Systems)? |
| 2. Are you Computer Literate?  |
| 3. Do you have relevant experience in project management? |
| 4. Do you have supervisory experience? |
| 5. Are you proficient in the use of the SAP system? |
| 6. Are you in the possession of a Valid Code B Drivers License? |
| 7. Do you have your own transport? |
| 8. Are you a Contract Worker for the CoT? |

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| Administration | IT | Managerial  | Political | Professional  | Safety Sec & EMS |
| Secretarial |  | Semi-skilled labour | Support services | Technical | Unskilled labour |
|  |
| **DEPARTMENT PUBLIC WORKS AND INFRASTRUCTURE DEVELOPMENT** |
| **Division: Energy and Electricity** |
| **Section: Energy and Electricity Bulk Supply Services** |
| **Sub-Section: Bulk Energy and Electricity Purchase Management** |
|  |
| PWEE126/2011 | **SENIOR REVENUE OFFICER** |
|  |
|  | **Scale:**  | R 155 388 – R 252 780 per annum |
|  |
|  | **Estimated** **remuneration package:** | R 197 935.31 – R 321 994.53 per annum |
|  |
|  | Appointment **requirements:** | National N Diploma with a Trade Certificate as an Electrician or a National Diploma in Electrical EngineeringRelevant experience Valid Code B Drivers license and own transportComputer literate |
|  |
|  | **Personal attributes** **and/or competencies:**      | Good Communication and Leadership skillsThe ability to work independentlyThe ability to work on numerous and vast different issues at any timeMust be self driven, committed and motivatedAble to work under pressure |
|  |
|  | **Primary function:** | Reduction of system losses, improvement of income by recovering monies due to audit of consumer electricity connections, improve accuracy of billing and service delivery. |
|  |
|  | **SAP:** | S61002952 |
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|  | **Enquiries:**   | V. Baloyi (012 358 3474) |
|  |  |  |
| Selection questions (these questions will be placed with the advertisement and will be used to do the pre-selection) A maximum of 10 questions can be placed  |
| 1. Are you in the possession of a National N Diploma with a Trade Certificate as an Electrician or a National Diploma in Electrical Engineering? |
| 2. Are you Computer Literate? |
| 3. Are you in the possession of a valid Code B Drivers License? |
| 4. Do you have your own transport |
| 5. Do you have any SAP knowledge? |
| 6. Do you have relevant experience? |

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| Administration | IT | Managerial  | Political | Professional  | Safety Sec & EMS |
| Secretarial |  | Semi-skilled labour | Support services | Technical | Unskilled labour |
|  |
| **DEPARTMENT PUBLIC WORKS AND INFRASTRUCTURE DEVELOPMENT** |
| **Division: Energy and Electricity** |
| **Section: Distribution Operations South** |
| **Sub-Section: Distribution Operations Centurion** |
|  |
| PWEE127/2011 | **CHIEF ELECTRICAL INSPECTOR** |
|  |
|  | **Scale:**  | R197 076 – R252 780 per annum |
|  |
|  | **Estimated** **remuneration package:** | R251 038.04 – R321 994.53 per annum |
|  |
|  | Appointment **requirements:** | Trade as an ElectricianN3 Electrical Engineering CertificateWireman’s LicenceRelevant experience in Local Authorities Electrical NetworksValid Code B Drivers Licence and own transportComputer literacy |
|  |
|  | **Personal attributes** **and/or competencies:**      | Analytical, rational, structural and creative thinkingThe ability to concentrate for prolong periodsThe ability to work on numerous and vastly different issuesLiaise with all project leadersQuick decision making with limited information availablePresentation skills |
|  |
|  | **Primary function:** | Overseeing and coordinating the site inspections on new electrical network installations to ensure that all legal and municipal requirements are adhered to.Managing, coordinating and executing of site inspections on existing electrical network installations to ensure that all legal municipal requirements are adhere to.Coordinating, managing and attendance of all relevant meetings by the Electrical Inspector in the area to ensure coordination and communication between role players executing projects in the area.Managing of subordinates and activities in the Electrical Inspector’s offices. |
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|  | **SAP:** | S61003820 |
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|  | **Enquiries:**   | W. Kotze (012 358 3405) |
|  |  |  |
| Selection questions (these questions will be placed with the advertisement and will be used to do the pre-selection) A maximum of 10 questions can be placed  |
| 1. Are you in possession of a Trade Certificate as an Electrician? |
| 2. Are you in possession of a N3 Electrical Engineering Certificate or higher qualification? |
| 3. Are you in possession of a Wireman’s License? |
| 4. Did you do a cable jointer’s course and do you have experience in joining cables? |
| 5. Did you do a linesman course and do you have line construction or maintenance experience? |
| 6. Are you in possession of a Code B Drivers License and do you have your own transport? |
| 7. Do you have experience in switching electrical networks and OHRVS or similar courses? |
| 8. Do you have supervisory experience? |
| 9. Did you successfully complete an introductory course of the OHS Act? |
| 10. Do you have relevant experience in Local Authorities Electricity Networks? |

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| Administration | IT | Managerial  | Political | Professional  | Safety Sec & EMS |
| Secretarial |  | Semi-skilled labour | Support services | Technical | Unskilled labour |
|  |
| **DEPARTMENT: SPORT, RECREATION, ARTS AND CULTURE** |
| **Division: Policy and Systems** |
| **Section: Library and Information Services** |
|  |
| SRAC013/2011 | **FUNCTIONAL HEAD**  |
|  |
|  | **Scale:**  | R 227 040 – 369 420 per annum |
|  |
|  | **Estimated** **remuneration package:** | R 289 206.58 - 470 572.12 per annum |
|  |
|  | Appointment **requirements:** | B Bibl or B Tech Library Science or equivalent qualification Relevant management experience in Library and Information environment\Valid Code B Driver’s licenseComputer literacy. |
|  |
|  | **Personal attributes** **and/or competencies:**      | Analytical and Innovative thinking; Business Process; Analysis and redesign; Financial Management; Planning and Organizing skills; Problem Solving / Decision Making; Attention to detail; Imagination; Communication Skills; Loyalty and discretion; Integrity and objectivity; Self motivated, hardworking and able to work under pressure; Writing, Presentation and Research skills |
|  |
|  | **Primary function:** | Implementation of policy and systems in operational supportProvide technical support and administrationManage facilities and staffAssist in the development and expansion of servicesAssist in the management and coordination of internal and external raining for library servicesAssist in implementation of events and programs |
|  |
|  | **SAP:** | S60010780 |
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|  | **Enquiries:**                | J Magoro (012 358 8838) |
|  |
| Selection questions (these questions will be placed with the advertisement and will be used to do the pre-selection) A maximum of 10 questions can be placed  |
| 1. Are you in possession of a B Bibl or BTech degree in Library Science or equal qualification? |
| 2. Do you have experience in the management of library and information services? |
| 3. Do you have experience in implementing events and programs? |
| 4. Do you have experience in providing technical support and administration? |
| 5. Do you have experience in managing facilities? |
| 6. Do you have experience in the development and expansion of services? |
| 7. Are you in possession of a Code B driver’s license? |
| 8. Are you computer literate? |

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| --- | --- | --- | --- | --- | --- |
| Administration | IT | Managerial  | Political | Professional  | Safety Sec & EMS |
| Secretarial |  | Semi-skilled labour | Support services | Technical | Unskilled labour |
|  |
| **DEPARTMENT CITY PLANNING AND DEVELOPMENT** |
| **Specialized Unit: Building Control**  |
|  |
| CPRS039/2011 | **SECRETARY** |
|  |
|  | **Scale:**  | R 135 648 – 169 272 per annum |
|   |
|  | **Estimated** **remuneration package:** | R 172 790.23 - 215 620.93 per annum |
|  |
|  | Appointment **requirements:** | Grade 12 or an equivalent certificate plus a secretarial qualification/ trainingRelevant experienceComputer Literate |
|  |
|  | **Personal attributes** **and/or competencies:**      | Excellent communication skillsMust be able to work under pressureMust be able to meet deadlines Good organization skillsMust be able to cope with stress |
|  |
|  | **Primary function:** | Provide a reception serviceProviding an office administration serviceProviding a typing and computer operating serviceExecution of diverse office secretarial duties |
|  |
|  | **SAP:** | S61018544 |
|  |
|  | **Enquiries:**                  | MR Maimane (012 358 7618) |
|  |  |  |
| Selection questions with YES/NO answers (these questions will be placed with the advertisement and will be used to do the pre-selection) A maximum of 10 questions can be placed  |
| 1. Are you in possession of a Grade 12 qualification? |
| 2. Are you in possession of a secretarial qualification? |
| 3. Do you have relevant secretarial experience? |
| 4. Are you computer literate? |

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| Administration | IT | Managerial  | Political | Professional  | Safety Sec & EMS |
| Secretarial |  | Semi-skilled labour | Support services | Technical | Unskilled labour |
|  |
| **DEPARTMENT: CITY PLANNING, DEVELOPMENT & REGIONAL SERVICES** |
| **Division: Regional Services: Region 1 & 3 (North West & Southern)** |
| **Section: Regional Infrastructure Implementation** |
| **Sub-Section: Building Control Services** |
|  |
| CPRS040/2011 | **BUILDING INSPECTOR (2 POSTS)**  |
|  |
|  | **Scale:**  | R 176 136 – 215 520 per annum |
|  |
|  | **Estimated** **remuneration package:** |  R 224 364.39 - 274 532.25 per annum |
|  |
|  | Appointment **requirements:** | A three year tertiary qualification in one of the following building disciplines: Civil engineering; structural engineering; architecture; building management; building science; building surveying or quantity surveying.Relevant post qualification experience in local government environmentValid Code B drivers license with own vehicle |
|  |
|  | **Personal attributes** **and/or competencies:**      | Negotiating Skills; Communication Skills; Analytical andTechnical Skills; Integrity; Intelligence; Patience; Innovative thinking; Willingness to accept responsibility; Decisiveness; Ability to pay attention to detail; High hand-eye coordination; High three dimensional ability; Excellent eyesight; Making high risk decisions of a long term and strategic nature; Making decisions with a high impact on the organization and may have grave consequences; Strict deadlines to meet; Exposure to situations which are physically threatening |
|  |
|  | **Primary function:** | Inspects buildings and building work in order to control the quality and safety of structures in compliance with the NBR; controls the occupation stage of building process and coordinates requirements of all Council departments; inquire into complaints received from the public; initiates law enforcement process by identifying contraventions; following up of notices sent out to transgressors with regard to issuing of summons; court attendance as witness with regard to summonses; inspections with regards to subdivision of sites, consolidations & demolitions; investigate and report on land use rights with regard to businesses on residential premises; supplies information and assistance to contractors/developers and the public; training of newly appointed building inspectors; administrative duties; inspections with regards to landscaping plans and site development plans |
|  |
|  | **SAP:** | S61018645; S61018562 |
|  |
|  | **Enquiries:**    | NP Maseko (012 358 1526); MM Mashele (012 358 9256 |
|  |  |  |
| Selection questions (these questions will be placed with the advertisement and will be used to do the pre-selection) A maximum of 10 questions can be placed  |
| 1. Are you in possession of a three year tertiary qualification in one of the following building disciplines: Civil engineering; structural engineering; architecture; building management; building science; building surveying or quantity surveying? |
| 2. Do you have any post qualification experience as a Building Inspector? |
| 3. Are you computer literate? |
| 4. Are you in possession of a valid Code B Driver’s license? |
| 5. Do you have you own vehicle? |
| 6. Do you have Local Government experience? |
| 7. Do you have any experience in a building control office in a Local Government? |
| 8. Do you have experience in dealing directly with clients? |
| Open Ended questions: |
| 1. Please elaborate on your Local Government experience? |
| 2. Please elaborate on the roles that you fulfilled in a Building Control environment?  |

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| Administration | IT | Managerial  | Political | Professional  | Safety Sec & EMS |
| Secretarial |  | Semi-skilled labour | Support services | Technical | Unskilled labour |
|  |
| **DEPARTMENT CITY PLANNING AND DEVELOPMENT** |
| **Division: City Planning**  |
| **Section: Geomatics Management**  |
|  |
| CPRS041/2011 | **SURVEY ASSISTANT (2 POSTS)** |
|  |
|  | **Scale:**  | R 72 516 – 93 048 per annum |
|  |
|  | **Estimated** **remuneration package:** | R 92 371.85 – 118 525.78 per annum |
|  |
|  | Appointment **requirements:** | Grade 10 or an equivalent qualificationRelevant experienceComputer Literate |
|  |
|  | **Personal attributes** **and/or competencies:**      | Excellent communication skillsMust be able to work under pressureMust be able to meet deadlines Good organization skillsMust be able to cope with stress |
|  |
|  | **Primary function:** | Measure distancesManning the roving end of the survey team.Opening the line of sight between Land Surveyor / Surveyor and beacon to be placed or searched for.Setting up instrument.Vacate a survey point.Do Maintenance of instrument (Ensuring delicate and valuable equipment kept clean and in working order)Carry out reasonable instruction of Land Surveyor / SurveyorEnsuring whole team maintains requisite safety precautionsBasic operation of total station.  Staking under supervision of Land Surveyor / Surveyor which involves setting up the instrument and target, sighting target and giving line, measuring with tape to place pegs at correct distances, making pegs, cutting straight lines with discretion as to extent of cutting.  Measure and record angles, and set out given angles. |
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|  | **SAP:** | S61018757; S61018758 |
|  |
|  | **Enquiries:**                  | James Naledi (012 358 7687) |
| Selection questions with YES/NO answers (these questions will be placed with the advertisement and will be used to do the pre-selection) A maximum of 10 questions can be placed  |
| 1. Are you in possession of a Grade 10 qualification? |
| 2. Can you read the tape and understand measuring units? |
| 3. Do you have relevant experience working with a Surveyor or a land surveyor? |
| 4. Are you computer literate? |
| Administration | IT | Managerial  | Political | Professional  | Safety Sec & EMS |
| Secretarial |  | Semi-skilled labour | Support services | Technical | Unskilled labour |
|  |
| **DEPARTMENT: CITY PLANNING AND DEVELOPMENT** |
| **Division: City Planning**  |
| **Section: Development Compliance and Enforcement** |
|  |
| CPRS042/2011 | **DRIVER**  |
|  |
|  | **Scale:**  | R 86 952 – 129 324 per annum |
|   |
|  | **Estimated** **remuneration package:** | R 110 760.62 - 164 734.64 per annum  |
|  |
|  | Appointment **requirements:** | Grade 10 or equivalent qualification Relevant experience Good health and physically fitValid Code C driver’s license and valid PDP |
|  |
|  | **Personal attributes** **and/or competencies:**      | Knowledge of CoT buildings and CBD StreetsGood human relationsGood communication skillsHard working , responsible and reliable  |
|  |
|  | **Primary function:** | To drive the truck/bakkie transporting the workers Tshwane wide removing illegal graffiti, advertising signs and posters to ensure that a service is given to the community by keeping it safe and clean |
|  |
|  | **SAP:** | S60019055 |
|  |
|  | **Enquiries:**                  | P Papo (012 358 4579) |
|  |  |  |
| Selection questions (these questions will be placed with the advertisement and will be used to do the pre-selection) A maximum of 10 questions can be placed  |
| 1. Are you in possession of a Grade 10 or equivalent qualification? |
| 2. Do you have relevant experience? |
| 3. Are you physically fit and healthy? |
| 4. Are you in possession of a Valid Code C driver’s license and valid PDP? |

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| Administration | IT | Managerial  | Political | Professional  | Safety Sec & EMS |
| Secretarial |  | Semi-skilled labour | Support services | Technical | Unskilled labour |
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| **DEPARTMENT OFFICE OF THE EXECUTIVE MAYOR & CITY MANAGER**  |
| **Division: Strategy and Operations** |
| **Section: Management and Office Administration Support**  |
|  |
| EMCM058/2011 | **GENERAL WORKER**  |
|  |
|  | **Scale:**  | R 71 628 – 76 884 per annum |
|  |
|  | **Estimated** **remuneration package:** | R 91 240.70 - 97 935.86 per annum                                               |
|  |
|  | Appointment **requirements:** | Basic literacy (must be able to read and write)Physically fit and healthy Relevant experience in waiter and kitchen attendant services |
|  |
|  | **Personal attributes** **and/or competencies:**      | EnthusiasticGood interpersonal skillsExcellent communication skills  |
|  |
|  | **Primary function:** | To render a professional client directed waiter/kitchen attendant service in support if the Unit Strategy and Operations to ensure an effective and efficient sustainable administration  |
|  |
|  | **SAP:** | S60005552 |
|  |
|  | **Enquiries:**                  | Thea von Kleist (012 358 4662) |
|  |  |  |
| Selection questions with YES/NO answers (these questions will be placed with the advertisement and will be used to do the pre-selection) A maximum of 10 questions can be placed  |
| 1. Are you in possession of any school qualification? |
| 2. Do you have relevant experience in waiter and kitchen attendant services?  |
| 3. Do you have any relevant experience in an office environment? |
| 4. Are you physically fit and healthy? |
| 5.Have you done any computer training |

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| Administration | IT | Managerial  | Political | Professional  | Safety Sec & EMS |
| Secretarial |  | Semi-skilled labour | Support services | Technical | Unskilled labour |
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| **DEPARTMENT OFFICE OF THE EXECUTIVE MAYOR & CITY MANAGER**  |
| **Division: Governance Executive Support**  |
| **Section: Statutory & Non-Statutory Secretariat Support**  |
|  |
| EMCM059/2011 | **MESSENGER**  |
|  |
|  | **Scale:**  | R 72 516 – 81 348 per annum |
|  |
|  | **Estimated** **remuneration package:** | R 92 371.85 - 103 622.17 per annum |
|  |
|  | Appointment **requirements:** | Grade 10 or equivalent qualificationPhysically fit and healthyA valid Code B Driver’s license Relevant messenger/courier experience  |
|  |
|  | **Personal attributes** **and/or competencies:**      | EnthusiasticGood interpersonal skillsExcellent communication skills  |
|  |
|  | **Primary function:** | To render a professional Messenger/Driver service to our clients to ensure an effective and efficient sustainable administration  |
|  |
|  | **SAP:** | S60012670 |
|  |
|  | **Enquiries:**                  | T von Kleist (012 358 4662) |
|  |  |  |
| Selection questions with YES/NO answers (these questions will be placed with the advertisement and will be used to do the pre-selection) A maximum of 10 questions can be placed  |
| 1. Are you in possession of a Grade 10 or equivalent qualification? |
| 2. Do you have relevant experience in delivering a messenger/courier services?  |
| 3. Are you in possession of a Valid Code B Driver’s license? |
| 4. Are you physically fit and healthy? |
| 5.Have you done any computer training |

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| Administration | IT | Managerial  | Political | Professional  | Safety Sec & EMS |
| Secretarial |  | Semi-skilled labour | Support services | Technical | Unskilled labour |
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| **DEPARTMENT OFFICE OF THE EXECUTIVE MAYOR & CITY MANAGER**  |
| **Division: Strategic Interest Group Development** |
|  |
| EMCM060/2011 | **EXECUTIVE HEAD: STRATEGIC INTEREST GROUPS** |
| **(3 - 5 year fixed-term performance-based contract)** |
|  | **Scale:**  | An attractive remuneration package will be negotiated |
|  |
|  | Appointment **requirements:** | An appropriate tertiary career related (Degree or National Diploma) qualification or equivalent qualification Relevant working experience relating to the development and managing of Strategic Interest Group that focuses on women, disabled, children, elderly, veterans and faith based organizations A sound knowledge of the organization, managerial processes and the ability to grasp the complexities of the strategic domain is essential, and mental capacity to withstand stressA sound knowledge of all relevant legislation and regulations incl. the Constitution, Municipal Systems ActKnowledge in the following areas is essential – governance, program and project management principles and models |
|  |
|  | **Personal attributes** **and/or competencies:**      | Enthusiastic; Good interpersonal skills; Excellent communication skills  |
|  |
|  | **Primary function:** | Providing strategic leadership* Effectively leads and manages organizational strategic processes
* Provides inputs to strategic processes
* Sets clear expectations and performance standards
* Manages conflicts and solve problems
* Provide advice on policies
* Ensure that compliance and adherence to policies and procedure are applied to.
* Implement effective decision making
* Ensure effective implementation of strategies, policies and processes.

Manage and oversee the rendering of Strategic Interest Group that focuses on women, disabled, children, elderly, veterans and faith based organizations.Ensure effective policy implementation of the respective groupEnsuring the development and management of stakeholders.Establish stakeholder’s forum to address the needs of the interest groupEnsure effective participation of individual interest group |
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|  | **SAP:** |   |
|  |
|  | **Enquiries:**                  | T von Kleist (012 358 4662) |
|  |  |  |
| Selection questions with YES/NO answers (these questions will be placed with the advertisement and will be used to do the pre-selection) A maximum of 10 questions can be placed  |
| 1. Are you in possession of a appropriate tertiary career related (Degree or National Diploma) qualification or equivalent qualification? |
| 2. Do you have relevant working experience relating to the development and managing of Strategic Interest Group that focuses on women, disabled, children, elderly, veterans and faith based organizations?  |
| 3. Do you have a sound knowledge of the organization, managerial processes and the ability to grasp the complexities of the strategic domain and the mental capacity to withstand stress? |
| 4. Do you have a sound knowledge of all relevant legislation and regulations incl. the Constitution, Municipal Systems Act, governance, program and project management principles and models? |

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| --- | --- | --- | --- | --- | --- |
| Administration | IT | Managerial  | Political | Professional  | Safety Sec & EMS |
| Secretarial |  | Semi-skilled labour | Support services | Technical | Unskilled labour |
| **DEPARTMENT: COMMUNITY SAFETY** |
| **Division: Metro Police**  |
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| COSA021/2011 | **STUDENT CONSTABLES (estimated 150 posts)** |
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|  | **Scale:**  | R 86 952 per annum |
|  |
|  | **Estimated** **remuneration package:** | NA |
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|  | Appointment **requirements:** | Must be a permanent resident of the Republic of South AfricaMust be at least 18 years oldPass a medical and psychometric examination as determined by the Strategic Executive Director: Metro Police and must be physically and mentally fitMust be in possession of a senior certificate (Gr. 12) or equivalent qualification, of which documentary proof must be submitted.Have no previous criminal convictions excluding previous convictions relating to political activities in the previous dispensation. All applicants will allow his/her fingerprints to be taken Is proficient in EnglishPlease note that a Valid Code B drivers license should be obtained within the training period in order to register as a Traffic Officer in terms of the National Road Traffic Act, 1993 (Act 93 of 1996) |
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|  | **Personal attributes** **and/or competencies:**      | Good liaison skills; Good communication skills; Leadership skillsInnovative thinking; Independence regarding the execution of assigned duties; Positive attitude; Good communication skills (written and verbal); Ability to be creative; Must be able to work under pressure; Ability to network |
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|  | **Primary function:** | Must be prepared to attend a training course as determined by the CoT  |
|  |
|  | **SAP:** | To be determined |
|  |
|  | **Enquiries:**      | J de Kela ( 012 358 0005) or B Connely (012 358 0007) |
|  |  |  |
| Selection questions with YES/NO answers (these questions will be placed with the advertisement and will be used to do the pre-selection) A maximum of 10 questions can be placed  |
| 1. Are you a permanent resident of the Republic of South Africa? |
| 2. Are you 18 years or older? |
| 3. Are you in possession of a Grade 12 or equivalent qualification?  |
| 4. Do you have any previous criminal convictions excluding previous convictions? |
| 5. Are you in possession of a Valid Code B drivers license |
| 6. Are you a PDP or contract worker for the CoT? |

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