



INTERNAL/EXTERNAL JOB FORUM

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

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

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

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

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

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

Closing date: 30 October 2024
(Online applications will close at midnight)

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

If you have trouble registering your profile or applying for these positions, send an email with a detailed description of the error or problem to recruithelp@tshwane.gov.za. Do not submit your application here – it will not be accepted.

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

DEPARTMENT: ROADS AND TRANSPORT

Division: Tshwane Bus Services

Section: Bus Services Maintenance

Location: C de Wet, Jan Niemandpark and Pretoria North Bus Depots

Reference number TRRO509-2024

Position ENGINEER TECHNICIAN

To be advertised	Internal	External
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This position seeks to attract	African female Indian male	African male White female	Coloured female White male	Coloured male Person with disability	Indian female All categories
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Job level T12

Scale R421 284,00 – R585 120,00 per annum

Estimated remuneration package R568 150,00 – R776 683,00 per annum

Job purpose To provide an engineering service in respect of managing operational contracts, providing technical advice to operational personnel, liaising with the general public, handling and following up on enquiries and complaints, conducting investigations, making recommendations and managing three works inspectors

Appointment requirements An appropriate three-year career-related tertiary qualification (degree or national diploma) in Mechanical Engineering or any other study field related to the position
An appropriate trade certificate as Auto Electrical or Diesel Mechanic (red seal)
At least three years' relevant experience in the maintenance of buses and equipment, of which at least one year should be at supervisory level
A valid Code EC1, 04 or EC driving licence with a valid PrDP
Experience in the use of SAP (Plant Maintenance) and SAP S/4HANA will be an added advantage
Computer literacy (Microsoft packages)
Willingness and ability to work overtime and be on standby

Personal attributes and/or competencies Analytical thinking skills; communication skills; problem-solving skills; ability to work as part of a team; ability to work under pressure; innovation thinking skills; flexibility; willingness to accept responsibility; ability to pay attention to detail; integrity; intelligence; basic report-writing and minute-taking skills

Primary functions Conduct contract management
Conduct personnel management
Coordinate activities within the subsection and administrative work
Conduct financial management

SAP

S70009118

**New/natural
attrition**

Natural attrition

Enquiries

S Setshogoe (012 358 0244) or M Mphahlele (012 358 1018)

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

DEPARTMENT: ROADS AND TRANSPORT

Division: Tshwane Bus Services

Section: Bus Services Operations

Location: C de Wet, Jan Niemandpark and Pretoria North Bus Depots

Reference number TRRO510-2024

Position FUNCTIONAL HEAD: DEPOT MANAGEMENT

To be advertised Internal External

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

Job level T15

Scale R591 864,00 – R822 036,00 per annum

Estimated remuneration package R785 266,00 – R1 078 232,00 per annum

Job purpose To ensure smooth bus service operations at depot level, implement the approved standard operating procedures and manage operational expenditure in line with the approved divisional budget

Appointment requirements An appropriate three-year career-related tertiary qualification (degree or national diploma) in Transport or any other study field related to the position
At least six years' relevant experience in public transport operations, of which at least three years should be at supervisory level
A valid Code C1 driving licence
Computer literacy
Willingness and ability to travel extensively

Personal attributes and/or competencies Integrity; decisiveness; intelligence; ability to pay attention to detail; patience; innovative thinking skills; energy; imagination; flexibility; willingness to accept responsibility

Primary functions Coordinate and monitor the movement of bus drivers
Ensure the implementation of and adherence to approved policies and procedures with regard to dispatching
Supervise personnel and ensure that they are trained and that processes run smoothly
Receive and address complaints related to the conduct of bus drivers
Manage performance appraisals and scale increments of subordinates
Manage the administration of leave, overtime and other allowances
Ensure occupational health and safety compliance within the depot

SAP S70009250

**New/natural
attrition**

Natural attrition

Enquiries

KS Buda (012 358 2203) or M Mphahlele (012 358 1018)

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

DEPARTMENT: ROADS AND TRANSPORT

Division: Transport Development

Section: Transport Facilities Management

Location: Pretoria CBD

Reference number	TRRO511-2024										
Position	FACILITY MAINTENANCE COORDINATING OFFICER										
To be advertised	<table border="1"> <tr> <th>Internal</th> <th colspan="5">External</th> </tr> </table>	Internal	External								
Internal	External										
This position seeks to attract	<table border="1"> <tr> <td>African female</td> <td>African male</td> <td>Coloured female</td> <td>Coloured male</td> <td>Indian female</td> </tr> <tr> <td>Indian male</td> <td>White female</td> <td>White male</td> <td>Person with disability</td> <td>All categories</td> </tr> </table>	African female	African male	Coloured female	Coloured male	Indian female	Indian male	White female	White male	Person with disability	All categories
African female	African male	Coloured female	Coloured male	Indian female							
Indian male	White female	White male	Person with disability	All categories							
Job level	T14										
Scale	R528 469,00 – R733 944,00										
Estimated remuneration package	R704 575,00 – R966 108,00 per annum										
Job purpose	To ensure the rendering of effective, efficient and economic facility maintenance services required for public transport strategy development, planning, design and implementation within the City of Tshwane										
Appointment requirements	<p>An appropriate three-year career-related tertiary qualification (degree or national diploma) in Civil Engineering or any other study field related to the position</p> <p>At least five years' relevant working experience in a transport environment</p> <p>A valid Code C1 driving licence</p> <p>Computer literacy</p>										
Personal attributes and/or competencies	Ethical; good communication skills; good interpersonal relations; ability to work as part of a team; ability to pay attention to detail; ability to be professional at all times; ability to work independently at strategic level; integrity; ability to work under pressure; flexibility; ability to meet given deadlines; exceptional and dynamic creativity skills; administrative skills; organising and coordination skills; financial management skills; project management skills; analytical thinking skills; presentation skills										
Primary functions	<p>Be responsible for the operation, control and coordination of facility key performance areas</p> <p>See to it that departments are effectively supported through routine facility maintenance operations</p> <p>See to it that departments are effectively supported through facility maintenance projects</p> <p>See to it that departments are effectively supported through new facility projects</p> <p>Be responsible for the management of facility finance and administration</p> <p>Be responsible for the management and coordination of facility rentals</p> <p>See to it that departments are effectively supported in providing access to facility maintenance research (distribute research results and promote buy-in for research)</p>										

See to it that City of Tshwane policies and directives relating to facility operations are adhered to through management and coordination within the functional unit

SAP

S70094948

**New/natural
attrition**

New

Enquiries

D Tlailane (012 358 1008) or M Mphahlele (012 358 1018)

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

DEPARTMENT: ROADS AND TRANSPORT
Division: Transport Infrastructure Design and Construction
Section: Transport Infrastructure Provision
Location: Pretoria Central

Reference number	TRRO512-2024				
Position	DRAUGHTSPERSON				
To be advertised	Internal		External		
This position seeks to attract	African female Indian male	African male White female	Coloured female White male	Coloured male Person with disability	Indian female All categories
Job level	T11				
Scale	R376 152,00 – R522 420,00 per annum				
Estimated remuneration package	R510 705,00 – R696 877,00 per annum				
Job purpose	To compile and draft construction drawings according to the civil engineer's standards and specifications, to archive, file and index new plans in cabinets and on a plan index database, to provide the division, other departments, engineers and consultants with any information they require, to provide the public with relevant information and to maintain and update the GIS system				
Appointment requirements	NTC III or equivalent plus internal learnership as defined by the department At least two years' suitable drawing experience of civil engineering services and drawing office administration Supervisory experience will be an added advantage Computer literacy (ArcGIS, AutoCAD, Caddie and Microsoft Office)				
Personal attributes and/or competencies	Negotiating skills; project management skills; communication skills; analytical thinking skills; organisational skills; technical skills; patience; innovative thinking skills; energy; flexibility; willingness to accept responsibility; ability to pay attention to detail; high hand-eye coordination; high three-dimensional ability; excellent eyesight; ability to meet strict deadlines				
Primary functions	Draw and compile civil construction plan documents Conduct drawing office administration Supply information to clients Capture data on the ArcGIS system				
SAP	S70008904				
New/natural attrition	Natural attrition				
Enquiries	S Audie (012 358 3470) or M Mphahlele (012 358 1018)				

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

DEPARTMENT: ROADS AND TRANSPORT
Division: Transport Infrastructure Design and Construction
Section: Transport Infrastructure Provision
Location: Pretoria Central

Reference number	TRRO513-2024				
Position	DRAWING OFFICE ASSISTANT				
To be advertised	Internal		External		
This position seeks to attract	African female Indian male	African male White female	Coloured female White male	Coloured male Person with disability	Indian female All categories
Job level	T7				
Scale	R239 052,00 – R332 016,00 per annum				
Estimated remuneration package	R336 203,00 – R454 528,00 per annum				
Job purpose	To deliver an administrative support service function to the Technical Information Management Unit				
Appointment requirements	Grade 12 Relevant experience in a drawing office Computer literacy				
Personal attributes and/or competencies	Ability to work in a fast-paced rapidly changing environment; creative thinking skills with an excellent eye for detail; ability to handle stress and work under pressure; good time management and planning skills; analytical thinking skills; good judgement and ability to make sound decisions in complex situations; good communication skills; good interpersonal skills; ability to impart skills to fellow colleagues; high levels of technical competency in the candidate's respective field must be evident				
Primary functions	Provide assistance to the drawing office as requested (public service and enquiries) Handle telephone enquiries and service provision to the public File civil roads and storm water plans Trace lost civil drawing plans, file plans and fix damaged plans Fix filing strips for the drawings that must be hung in the drawing cabinets Clean the plan cabinets and all electronic systems File and index new plans in cabinets Perform a messenger service to the Technical Information Management Unit				
SAP	S70008900				
New/natural attrition	Natural attrition				
Enquiries	S Audie (012 358 3470) or M Mphahlele (012 358 1018)				

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

DEPARTMENT: ROADS AND TRANSPORT

Division: Licensing Services

Section: Licensing Services

Location: Centurion and Rayton Driving Licence Testing Centres

Reference number TRRO514-2024

Position CHIEF DRIVING LICENCE TESTING OFFICER

To be advertised Internal External

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

Job level T12

Scale R421 284,00 – R585 120,00 per annum

Estimated remuneration package R568 150,00 – R776 683,00 per annum

Job purpose To supervise and oversee all functions, responsibilities and activities related to the driving licence testing environment

Appointment requirements An appropriate three-year career-related tertiary qualification (degree or national diploma) in a study field related to the position
Registration as Vehicle Examiner (Grade A)
NaTIS user registration will be an added advantage
At least three years' relevant experience in a driving licence testing environment, of which at least one year should be at supervisory level
A valid Code B driving licence
Computer literacy

Personal attributes and/or competencies Strategic management skills; verbal and written communication skills; planning and organising skills; financial management skills; ability to work under pressure; good interpersonal skills; negotiation skills; conflict-handling skills

Primary functions Be responsible for the management representative responsibility as outlined in *Government Gazette 28446* of 07/04/2006
Participate in drafting and controlling the budget
Conduct meetings with the South African Police Service, registering authorities, vehicle testing stations, Gauteng Provincial Government and the Commander: Driving Licence Testing Centre/Vehicle Testing Stations
Continually monitor procedures and records in order to detect, eliminate and prevent any suspicious inspection results and ensure that corrective actions are effective
Promote and identify the training requirements for specific technical or quality assurance functions and regularly review and nominate candidates

Manage and control the disaster recovery plan
Manage and control any changes, amendments or modifications to any work instructions or test methods of the vehicle testing stations, one stop shops and registering authorities throughout Tshwane
Manage occupational health and safety-related duties
Attend safety meetings with safety representatives and senior staff
Manage and control testing equipment to ensure compliance with the National Road Traffic Act, 1996 (Act 93 of 1996)
Process testing appeals through to the provincial government department

SAP S70015916

New/natural attrition Natural attrition

Enquiries M Maluleke (012 358 0031) or M Mphahlele (012 358 1018)

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

DEPARTMENT: ROADS AND TRANSPORT

Division: Licencing Services

Section: Licencing Services

Location: Waltloo, Rayton, Bronkhorstspuit and Head Office Specialised Services

Reference number TRRO515-2024

Position CHIEF LICENCE OFFICER (2 POSTS)

To be advertised	Internal	External
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This position seeks to attract	African female Indian male	African male White female	Coloured female White male	Coloured male Person with disability	Indian female All categories
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Job level T12

Scale R421 284,00 – R585 120,00 per annum

Estimated remuneration package R568 150,00 – R776 683,00 per annum

Job purpose To manage and oversee all functions, responsibilities and activities related to the Registering and Licensing Authority Services Unit and to render effective and efficient service delivery within the unit by ensuring compliance with national legislation and provincial regulations through policy and procedural-driven management and the optimal management of best practice technology

Appointment requirements An appropriate three-year career-related tertiary qualification (degree or national diploma) in a study field related to the position
At least three years' relevant experience in a driving licence testing environment, of which at least one year should be at supervisory level
A valid Code B driving licence
Computer literacy
NaTIS user registration will be an added advantage

Personal attributes and/or competencies Strategic management skills; verbal and written communication skills; planning and organising skills; financial management skills; ability to work under pressure; good interpersonal skills; negotiation skills; conflict-handling skills

Primary functions Take responsibility for any management aspect within the licence and registering authority as delegated by the deputy director or functional head
Implement organisational planning in order to ensure consistency and efficacy
Address concerns of the public and clients in respect of legislative issues, service delivery, personnel conduct, etc in order to ensure customer care and satisfaction
Participate in drafting and controlling the budget
Check audits from eNaTIS and implement changes to the operating procedures
Respond to audit queries raised by the inspectorate

Implement and maintain various record systems in order to ensure accountable administration

Continually monitor procedures and records in order to detect, eliminate and prevent any suspicious inspection results, and ensure that corrective actions are effective

Control and verify administrative functions as performed by senior personnel in order to ensure performance and compliance

Render a professional and competitive administrative service to our clients in order to ensure customer satisfaction

Ensure the collection of all prescribed fees in respect of motor vehicle registration and licencing in order to comply with the provincial service-level agreement

Manage and control any changes, amendments or modifications to any work instructions of the registering authority throughout Tshwane

Provide safety training to staff members (externally and internally) in accordance with the Occupational Health and Safety Act, 1993 (Act 85 of 1993)

Attend safety meetings with safety representatives and senior staff

SAP S70015831; S70015832

New/natural attrition Natural attrition

Enquiries M Maluleke (012 358 0031) or M Mphahlele (012 358 1018)

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

DEPARTMENT: ROADS AND TRANSPORT

Division: Transportation Planning

Section: Transport Infrastructure Planning

Location: Pretoria Central

Reference number **TRRO516-2024**

Position **CHIEF ENGINEER: STORM WATER NETWORK PLANNING**

To be advertised Internal External

This position seeks to attract

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

Job level T16

Scale R662 904,00 – R920 676,00 per annum

Estimated remuneration package R875 687,00 – R1 203 783,00 per annum

Job purpose To assist the Deputy Director: Integrated Stormwater Planning in executing professional storm water management services for all storm water drainage systems falling within all catchment areas of the City of Tshwane to enhance public safety, protect property from flooding and improve the quality of life of all communities

Appointment requirements An appropriate three-year career-related tertiary qualification (degree or national diploma) in Civil Engineering
Registration as Professional Engineer or Professional Engineering Technologist in terms of the Engineering Profession Act, 2000 (Act 46 of 2000)
At least seven years' applicable experience in storm water network planning, of which three years should be at managerial level
A valid driving licence
Computer literacy

Personal attributes and/or competencies Integrity; intelligence; patience; innovative thinking skills; energy; imagination; flexibility; willingness to accept responsibility; decisiveness; ability to pay attention to detail

Primary functions Plan all storm water drainage networks in Tshwane
Establish and update storm water master plans for all catchments
Identify drainage needs and problems, prepare alternative solutions and preliminary designs, execute feasibility studies and compile a list of proposed projects to address needs
Oversee and evaluate the impact of proposed new developments or changes in land use on all drainage systems
Verify the design and plans of all private developments for compliance with City of Tshwane policy, norms and standards

Provide a calculation method to calculate bulk storm water contributions and development charges payable by private developers to recover municipal expenditure on providing storm water drainage systems to accommodate storm water run-off from new developments

SAP

S70008776

**New/natural
attrition**

New

Enquiries

P Odendaal (012 358 7995) or M Mphahlele (012 358 1018)

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

DEPARTMENT: ROADS AND TRANSPORT

Division: Tshwane Bus Services

Section: Bus Services Operations

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

Reference number	TRRO517-2024
Position	BUS DRIVER (3 POSTS)
To be advertised	Internal External
This position seeks to attract	African female Indian male African male White female Coloured female White male Coloured male Person with disability Indian female All categories
Job level	T7
Scale	R239 052,00 – R332 016,00 per annum
Estimated remuneration package	R336 203,00 – R454 528,00 per annum
Job purpose	To transport passengers and commuters via the City’s public transport infrastructure
Appointment requirements	Grade 10 Relevant driving experience of heavy vehicle(s) A valid Code C, EC1(04), EC or C1(04) driving licence A valid PrDP No criminal record Physical fitness and health Willingness and ability to work shifts and overtime
Personal attributes and/or competencies	Business acumen; leadership skills; communication skills; analytical thinking skills; leadership skills; organisational skills; budget management skills; advanced linguistic proficiency; technical skills
Primary functions	Ensure the safe transportation of passengers Manage the Automated Fare Collection (AFC) system to ensure that passengers tap in and tap out on the bus Follow the designated routes as per the schedule or per instruction Perform special duty functions as and when required Obey traffic rules and regulations in line with the National Road Traffic Act, 1996 (Act 93 of 1996) and all other relevant laws Have knowledge of the National Road Traffic Act, 1996
SAP	S70009316; S70009429; S70009292
New/natural attrition	Natural attrition
Enquiries	MV Selamolela (012 358 7919) or M Mphahlele (012 358 1018)

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

DEPARTMENT: ROADS AND TRANSPORT

Division: Transportation Planning

Section: Intelligent Transport Systems and Traffic Engineering

Location: Belle Ombre Roads and Storm Water Depot

Reference number **TRRO518-2024**

Position **TRAFFIC SIGNAL TECHNICIAN (2 POSTS)**

To be advertised Internal External

This position seeks to attract

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

Job level T10

Scale R335 844,00 – R466 452,00 per annum

Estimated remuneration package R459 401,00 – R625 640,00 per annum

Job purpose To maintain optimum functionality of signalised intersections in Tshwane

Appointment requirements

An appropriate trade certificate as Electrician (red seal)
 At least one year’s relevant experience in the maintenance, repair and construction of traffic signals
 Physical fitness and health
 A valid Code C1 driving licence with valid PrDP
 Computer literacy
Willingness and ability to work shifts and after hours as requested

Personal attributes and/or competencies Good knowledge of auto motor and Syntell controllers, both electrical and mechanical; being self-assertive in dealing and liaising with the public; good written and verbal communication skills; good interpersonal skills; ability to work under pressure; willingness and ability to work as part of a team; reliability; ability to be independent in the execution of assigned duties; positivity; trainability

Primary functions

Conduct maintenance, repairs and construction of traffic signals, including wiring, electronic controllers, fault finding, programmable logic controllers (PLCs), cable jointing and reticulation
 Operate the “cherry picker” machine
 Repair accident damage at intersections
 Organise, control and use material, personnel and machinery to perform operational services efficiently

SAP S70094953; S70094954
New/natural attrition Natural attrition

Enquiries G Rivers (012 358 0720) or P Jacobs (012 358 0721) or M Mphahlele (012 358 1018)

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

DEPARTMENT: ROADS AND TRANSPORT
Division: Integrated Rapid Public Transport Network
Section: TRT Systems Planning
Location: Pretoria Central

Reference number **TRRO519-2024**

Position **SENIOR CONTROLLER: FARE OPERATIONS (2 POSTS)**

To be advertised Internal External

This position seeks to attract

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

Job level T11

Scale R376 152,00 – R522 420,00 per annum

Estimated remuneration package R510 705,00 – R696 877,00 per annum

Job purpose To perform real-time monitoring of the Automatic Fare Collection (AFC) system, to ensure adherence to the system and to take immediate remedial action in the event of a system malfunction or a threat to the revenue collection equipment functionality, to instruct station staff and drivers on required actions to take in the event of a malfunction on board or in the station and to mitigate the impact of unusual occurrences regarding the fare collection system while bus services are in progress

Appointment requirements Grade 12
At least two years' experience in an Intelligent Transport System (ITS) and automated fare collection environment
Experience in a public transport operations environment will be an added advantage
A valid driving licence
Computer literacy

Personal attributes and/or competencies Ability to make critical decisions in a real time environment; integrity; analytical thinking skills; intelligence; patience; innovative thinking skills; energy; willingness to accept responsibility; ability to pay attention to detail; communication skills; organisational skills; budget management skills; leadership skills; technical skills; advanced linguistic proficiency

Primary functions Oversee the Intelligent Transport System (ITS) maintenance and repairs and communicate with users and stakeholders of the Automated Fare Collection (AFC) system
Monitor and test the AFC system infrastructure performance
Conduct stakeholder management
Perform continuous real-time online monitoring and give instructions regarding the functionality of the AFC system

Report on the functionality of the AFC system

SAP S70009875; S70009876

**New/natural
attrition** Natural attrition

Enquiries B Kota (012 358 2720) or M Mphahlele (012 358 1018)

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

DEPARTMENT: ROADS AND TRANSPORT
Division: N/A
Section: Management and Administrative Support
Location: Pretoria Central

Reference number TRRO520-2024

Position EXECUTIVE SECRETARY

To be advertised

Internal	External
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This position seeks to attract

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

Job level T11

Scale R376 152,00 – R522 420,00 per annum

Estimated remuneration package R510 705,00 – R696 877,00 per annum

Job purpose To render an executive secretarial and administrative support service to the Group Head: Roads and Transport

Appointment requirements Grade 12 plus a secretarial qualification or training
At least two years' relevant secretarial experience
Supervisory experience will be an added advantage
Computer literacy

Personal attributes and/or competencies Flexibility; willingness to accept responsibility; innovative thinking skills; ability to pay attention to detail; ability to work within prescribed timelines; good self-management skills; ability to function well in stressful conditions; ability to maintain confidential and sensitive information

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

SAP S70008258
New/natural attrition Natural attrition

Enquiries M Mphahlele (012 358 1018)

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

DEPARTMENT: ROADS AND TRANSPORT

Division: Transport Development

Section: Transport Facilities Management

Location: Regions 5 and 7

Reference number TRRO521-2024

Position GENERAL WORKER (3 POSTS)

To be advertised Internal External

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

Job level T1

Scale R150 048,00 – R175 368,00 per annum

Estimated remuneration package R222 917,00 – R255 145,00 per annum

Job purpose To maintain good and healthy conditions and standards in transport facilities and premises

Appointment requirements Basic literacy
Relevant working experience in facility cleaning will be an added advantage
Physical fitness and health to perform duties for continuous periods
Willingness and ability to work shifts, standby and overtime

Personal attributes and/or competencies Good communication and interpersonal skills; ability to work as part of a team; ability to adapt to different environments; diligence

Primary functions Conduct daily upkeep of facilities
Conduct litter picking and sweeping in and around facilities
Cut grass, clean flowerbeds and weed plants on and around pavements and walkways
Clean buildings
Help with loading and unloading different objects
Clean ablution facilities
Empty small bins on facility platforms
Remove waste dumping in and around facilities
Handle small equipment and machinery
Be willing to be transferred to any region of Tshwane

SAP S70008569; S70008381; S70008564

New/natural attrition Natural attrition

Enquiries S Zulu (012 358 1070) or M Mphahlele (012 358 1018)

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

DEPARTMENT: ROADS AND TRANSPORT

Division: N/A

Section: Management and Administrative Support

Location: Capital Towers North

Reference number TRRO522-2024

Position DATA CAPTURER

To be advertised	Internal	External
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This position seeks to attract	African female Indian male	African male White female	Coloured female White male	Coloured male Person with disability	Indian female All categories
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Job level T7

Scale R239 052,00 – R332 016,00 per annum

Estimated remuneration package R336 203,00 – R454 528,00 per annum

Job purpose To render a typing, computing and data capturing and management service in the registration office for the orderly and efficient flow of information in the execution of the division's proceedings

Appointment requirements Grade 12
Relevant experience in computerising raw data and managing a registration office
Must be physically fit to work in cabinets
Computer literacy

Personal attributes and/or competencies Verbal and written communication skills; ability to work under pressure; good interpersonal skills; planning and organising skills; ability to work in a group; good eyesight to do work on a computer; continuously required to use hands and fingers; ability to listen and respond well

Primary functions Enter incoming correspondence daily on the computer
Capture departmental post, and print and send it out
Maintain an effective scanning system
Update and maintain the electronic version of the file plan
Print out registers of opened files
Provide computer training
Type, update and print the user manuals of the registry office
Compile checklists of outstanding files
Conduct client services (counter duty)

SAP S70008290

New/natural attrition Natural attrition

Enquiries R Bornman (012 358 7698) or M Mphahlele (012 358 1018)

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

DEPARTMENT: ROADS AND TRANSPORT

Division: N/A

Section: Management and Administrative Support

Location: Pretoria Central

Reference number	TRRO523-2024										
Position	DEPUTY DIRECTOR: MANAGEMENT STRATEGIC SUPPORT										
To be advertised	<table border="1"> <tr> <th>Internal</th> <th colspan="5">External</th> </tr> </table>	Internal	External								
Internal	External										
This position seeks to attract	<table border="1"> <tr> <td>African female</td> <td>African male</td> <td>Coloured female</td> <td>Coloured male</td> <td>Indian female</td> </tr> <tr> <td>Indian male</td> <td>White female</td> <td>White male</td> <td>Person with disability</td> <td>All categories</td> </tr> </table>	African female	African male	Coloured female	Coloured male	Indian female	Indian male	White female	White male	Person with disability	All categories
African female	African male	Coloured female	Coloured male	Indian female							
Indian male	White female	White male	Person with disability	All categories							
Job level	T17										
Scale	R742 440,00 – R1 031 148,00										
Estimated remuneration package	R1 116 014,00 – R1 483 486,00 per annum										
Job purpose	To ensure and render management and strategic support services to the unit										
Appointment requirements	<p>An appropriate three-year career-related tertiary qualification (degree or national diploma) in a study field related to the position</p> <p>At least eight years' relevant working experience in strategic support, of which at least four years should be at managerial level</p> <p>A valid Code B driving licence</p> <p>Computer literacy</p>										
Personal attributes and/or competencies	Ethical; good communication skills; good interpersonal relations; ability to work as part of a team; ability to pay attention to detail; ability to be professional at all times; ability to work independently at strategic level; integrity; ability to work under pressure; flexibility; ability to meet given deadlines; exceptional and dynamic creativity skills; administrative skills; organising and coordination skills; financial management skills; project management skills; analytical thinking skills; presentation skills										
Primary functions	<p>Manage and ensure strategic support services</p> <p>Render management support services</p> <p>Execute generic planning functions</p> <p>Execute generic management functions</p>										
SAP	S70008270										
New/natural attrition	Natural Attrition										
Enquiries	JN Masilela (012 358 0255)										

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

DEPARTMENT: ROADS AND TRANSPORT

Division: Transport Infrastructure Design and Construction

Section: Transport Infrastructure Provision

Location: Pretoria Central

Reference number	TRRO524-2024										
Position	ENGINEER TECHNICIAN										
To be advertised	<table border="1"> <tr> <td>Internal</td> <td>External</td> </tr> </table>	Internal	External								
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African female	African male	Coloured female	Coloured male	Indian female							
Indian male	White female	White male	Person with disability	All categories							
Job level	T12										
Scale	R421 284,00 – R585 120,00 per annum										
Estimated remuneration package	R568 150,00 – R776 683,00 per annum										
Job purpose	To provide planning and design services for all the components of roads and storm water systems										
Appointment requirements	<p>An appropriate three-year career-related tertiary qualification (degree or national diploma) in Civil Engineering or any other study field related to the position</p> <p>At least three years' relevant experience in contract management and roads and storm water maintenance</p> <p>Supervisory experience will be an added advantage</p> <p>A valid driving licence</p> <p>Computer literacy (Microsoft packages)</p>										
Personal attributes and/or competencies	Negotiating skills; project management skills; communication skills; analytical thinking skills; organisational skills; technical skills; patience; innovative thinking skills; energy; flexibility; willingness to accept responsibility; ability to pay attention to detail; high hand-eye coordination; high three-dimensional ability; excellent eyesight; ability to meet strict deadlines										
Primary functions	<p>Conduct detail design of roads and storm water systems</p> <p>Prepare, issue, evaluate and recommend tenders for roads and storm water projects</p> <p>Conduct contract management of roads and storm water projects executed by departmental teams and contractors</p> <p>Conduct administration and overhead supervision of private township development through service agreements administrated by consulting engineers</p> <p>Conduct construction and materials management</p>										
SAP	S70008884										
New/natural attrition	Natural attrition										
Enquiries	P Huma (012 358 7778) or M Mphahlele (012 358 1018)										

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

DEPARTMENT: ROADS AND TRANSPORT
Division: Transport Infrastructure Design and Construction
Section: Transport Infrastructure Provision
Location: Pretoria Central

Reference number TRRO525-2024

Position CHIEF ENGINEER

To be advertised Internal External

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

Job level T16

Scale R662 904,00 – R920 676,00 per annum

Estimated remuneration package R875 687,00 – R1 203 783,00 per annum

Job purpose To implement the life cycle phases of roads and storm water projects, special projects and projects for other departments on the Integrated Development Plan and annual approved budget according to strategies and City of Tshwane principles and processes as laid down by the City Manager and to provide infrastructure that adheres to the standards of the City of Tshwane and addresses the need of Tshwane communities, which will enhance development to broaden the tax base

Appointment requirements An appropriate three-year career-related tertiary qualification (degree or national diploma) in Civil Engineering
Registration as a Professional Engineer or Technologist in terms of the Engineering Profession Act, 2000 (Act 46 of 2000) and/or the Project and Construction Management Professions Act, 2000 (Act 48 of 2000) will be an added advantage
At least seven years' relevant experience in transport infrastructure environment, of which at least three years should be at managerial level
A valid Code B driving licence
Computer literacy

Personal attributes and/or competencies Ability to work in a fast-paced rapidly changing environment; creative thinking skills with an excellent eye for detail; ability to handle stress and work under pressure; good time management and planning skills; analytical thinking skills; good judgement and ability to make sound decisions in complex situations; good communication skills; good interpersonal skills; ability to impart skills to fellow colleagues; high levels of technical competency in the candidate's respective field must be evident

Primary functions Execute generic management functions
Provide infrastructure for or upgrade the development of nodes or corridors
Provide roads and storm water projects within Tshwane

Provide infrastructure for other City departments
Develop and implement special projects
Provide advice, coordination and integration of project implementation

SAP S70008932

**New/natural
attrition** Natural attrition

Enquiries P Huma (012 358 7778) or M Mphahlele (012 358 1018)

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

DEPARTMENT: ROADS AND TRANSPORT

Division: Tshwane Bus Services

Section: Bus Services Operations

Location: Pretoria

Reference number TRRO526-2024

Position QUALITY CONTROLLER

To be advertised Internal External

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

Job level T10

Scale R335 844,00 – R466 452,00 per annum

Estimated remuneration package R459 401,00 – R625 640,00 per annum

Job purpose To monitor, measure and maintain bus rapid transit quality management systems for both the City’s integrated rapid public transport network internal operations and outsourced operations (bus, stations, Automated Fare Collection (AFC), APTMS and UTC) in line with the Citywide ISO 9001:2015 Quality Management System

Appointment requirements Grade 12
At least one year’s relevant experience in bus service operations
A valid Code C, EC1, E04 and EC driving licence with a valid PrDP
Physical fitness and good health

Personal attributes and/or competencies Strategic management skills; verbal and written communication skills; planning and organising skills; financial management skills; ability to work under pressure; good interpersonal skills; negotiation skills; conflict-handling skills

Primary functions Ensure that measurement inputs are used to monitor service quality trends and as a basis to levy penalties on service providers as per the set service-level agreement penalty regime
Carry out daily, weekly, monthly, quarterly and annual quality audits and inspections
Communicate and report on quality audit findings
Implement continuous improvement initiatives

SAP S70009229

New/natural attrition Natural attrition

Enquiries G Nkuna (012 358 0839) or M Mphahlele (012 358 1018)

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

DEPARTMENT: ROADS AND TRANSPORT
Division: Integrated Rapid Public Transport Network
Section: A Re Yeng Financial Management and Modelling
Location: Pretoria Central

Reference number TRRO527-2024

Position **DEPUTY DIRECTOR: A RE YENG FINANCIAL MANAGEMENT AND MODELLING**

To be advertised Internal External

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

Job level T17

Scale R742 440,00 – R1 031 148,00

Estimated remuneration package R1 116 014,00 – R1 483 486,00 per annum

Job purpose To execute generic financial functions

Appointment requirements A three-year career-related tertiary qualification (degree or national diploma) in Accounting, Financial Management or any other study field related to the position
At least eight years' relevant experience in a transport infrastructure environment, of which at least four years should be at managerial level
Computer literacy
A valid Code B driving licence
Computer literacy

Personal attributes and/or competencies Sound knowledge of the relevant legislation that govern employment practices, such as the Local Government: Municipal Finance Management Act, 2003 (Act 56 of 2003), Employment Equity Act, 1998 (Act 55 of 1998), Skills Development Act, 1998 (Act 97 of 1998), Basic Conditions of Employment Act, 1997 (Act 75 of 1997) and Labour Relations Act, 1995 (Act 66 of 1995); corporate governance; in-depth understanding of government strategic thinking and policies in relation to human capital management and how these can practically be applied; considerable knowledge of modern policies and practices of public personnel administration; business acumen; ability to understand and interpret policies and procedures and explain these to others; ability to administer personnel systems efficiently and effectively; ability to establish and maintain effective working relationships with employees, City officials, labour unions and the public; knowledge of the principles and practices of municipal budget preparation and administration; ability to plan activities, goals and objectives of staff members and the department and monitor compliance to same as dictated by group policy; knowledge of the principles and practices of project management; strategic

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

Primary functions Oversee and manage the performance of the short- and long-term strategic financial objectives of the Integrated Rapid Public Transport Network Division for compliance with the City’s financial performance criteria, the Local Government: Municipal Finance Management Act, 2003 (Act 56 of 2003), the Local Government: Municipal Systems Act, 2000 (Act 32 of 2000) and other applicable legislation
Oversee and manage the public transport service finance and administration capacity, capability and resource management for a fully operational and financially sustainable public transport service in Tshwane
Oversee and manage the financial function, including revenue management, possible fraudulent activity, capex and opex, budget and asset management for optimal financial management processes and financial performance compliance
Lead, manage, control and monitor public transport finance and administration, including revenue management, expenditure and Intelligent Transport System (ITS) and Automated Fare Collection (AFC) system maintenance for a fully operational and financially sustainable public transport service in Tshwane
Execute generic management functions
Execute generic financial functions

SAP S70009949

New/natural attrition Natural attrition

Enquiries R Peta (012 358 7946) or M Mphahlele (012 358 1018)

Ensure that all transaction applications submitted by clients are recorded on the document tracking system

Verify submitted applications in respect of all relevant vehicle registration and licencing transactions prescribed by the National Road Traffic Act, 1996 and regulations regarding the documentation to be verified against the filing system in respect of change of ownership, supported by the original identity document of the applicant, and endorse all verified documents to supervisor for processing by the implementation section

SAP	S70015695
New/natural attrition	Natural attrition
Enquiries	M Mphahlele (012 358 1018)

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

DEPARTMENT: ROADS AND TRANSPORT

Division: Tshwane Bus Services

Section: Bus Services Maintenance

Location: C de Wet, Jan Niemandpark and Pretoria North Bus Depots

Reference number **TRRO529-2024**

Position **SENIOR OPERATOR**

To be advertised Internal External

This position seeks to attract

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

Job level T7

Scale R239 052,00 – R332 016,00 per annum

Estimated remuneration package R336 203,00 – R454 528,00 per annum

Job purpose To maintain and repair Tshwane Bus Services buses, vehicles and equipment

Appointment requirements Grade 10 or equivalent qualification
Relevant experience in mechanical or auto-electrical repairs in a bus workshop environment
Physical fitness and health

Personal attributes and/or competencies Analytical thinking skills; communication skills; problem-solving skills; ability to work as part of a team; ability to work under pressure; flexibility

Primary functions Remove and mount all unit components, such as water pumps, cooling systems and other loose units, on buses and vehicles (heavy and light vehicles)
Dismantle and mount components, such as engines, gearboxes, steering boxes and differentials, on buses and vehicles
Diagnose and repair faults on buses and vehicles with the help of the job card
Conduct preventative maintenance (service and grease individual parts)
Conduct house keeping

SAP S70009097

New/natural attrition Natural attrition

Enquiries S Setshogoe (012 358 0244) or M Mphahlele (012 358 1018)

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