



## 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](#)
- 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: 3 MAY 2012**

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(go to jobs online in the quick links tab)

Administration	IT	Managerial	Political	Professional	Safety Sec & EMS
Secretarial		<b>Semi-skilled labour</b>	Support services	Technical	Unskilled labour

**DEPARTMENT: SERVICES INFRASTRUCTURE**

**Division: Energy and Electricity**

**Section: Energy and Electricity Development & Public Lighting Services**

**Sub Section: Public Lighting Maintenance Operations**

PWEE215/2012      **ARTISAN ASSISTANT (3 POSTS)**

**Scale:**                                      R 75 984.00 – 86 304.00 per annum

**Estimated remuneration package:**      R 96 789.43 - 109 935.19 per annum

**Appointment requirements:**              Basic literacy  
 Relevant experience  
 Physically fit and healthy  
**Must be able to work standby & overtime**

**Personal attributes and/or competencies:**      Knowledge of hand tools and materials, Good communication skills, Ability to work under pressure and long hours, Willingness to accept responsibility.

**Primary function:**                              Execute instructions received from the Supervisor for maintaining all related tasks/duties regarding the electrical distribution network to ensure a safe and reliable service delivery and that set target dates are reached.  
 Maintaining all tools and equipment to ensure continuous and safe operations on site.  
 Adhering to the OHS Act,  
 Executing tasks or duties on a rotation basis between various Operational Teams to enhance multi-skilling.

**SAP:**    S60030488, S60030487, S60030492

**Enquiries:**                                      Justice Sekokotla (012 358 9392)

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. Do you have good communication skills?
6. Are you willing to work standby and overtime?
7. Are you an active team participator?
8. Do you have relative experience in construction of networks (Low and High voltage networks).

**OPEN ENDED QUESTIONS**

1. What standard or grade did you pass in school or which ABET qualification did you obtain..
2. Elaborate on your experience in Local Authority Electrical Networks.
3. Elaborate on your knowledge of the OSH Act.
4. Elaborate your experience in construction of networks (Low and High voltage networks).
5. Elaborate on your knowledge of hand tools and materials.

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

**DEPARTMENT: SERVICES INFRASTRUCTURE**

**Division: Energy and Electricity**

**Section: Energy and Electricity Development & Public Lighting Services**

**Sub Section: Research & Development**

PWEE 216/2012 **CHIEF ENGINEER**

**Scale:** R 240 852.00 - 458 928.00 per annum

**Estimated remuneration package:** R 306 800.49 - 584 588.61 per annum

**Appointment requirements:** B Eng (Electrical); B Tech (Electrical); BSc Electrical Eng or registration as a Professional Technologist with ECSA  
Relevant experience in the electrical distribution field  
Valid Code B driver's license  
Computer Literate

**Personal attributes and/or competencies:** The ability to understand the electrical drawings and designs, manage a diverse operational workforce, Insight into the cost associated with different construction techniques, different materials used and the application of new technologies, To understand and apply project management principles, To understand and interpret the technical issues related to the post, To understand and interpret the safety issues regarding new technologies, installation specifications and design verification, To be able to understand technical submissions and standards

**Primary function:** Manage the verification of network development and planning designs to ensure that the designs comply with the relevant design standards,  
Manage the drafting, compiling and maintaining of all electrical installation specifications for Tshwane Secondary to ensure that all new electrical installations conforms to one set standard,  
Manage the research, investigation, drafting and implementation of new technologies in the electrical field to ensure that the latest philosophy, materials and construction methods in the electrical field are used to therefore continually increase the reliability, cost effectiveness and safety of the electrical network,  
Managing the drafting and maintaining of the Panel of /consultants for the Electricity Division to ensure that the consultants appointed by the Electricity Division are of an acceptable level, to comply with Council policy regarding consultants,  
Overseeing the delivery of inputs to the National Load Research Project, Managing the compiling and maintaining of a data system/site for the Secondary

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Electricity Development Section to ensure that relevant personnel have access to this information,  
Managing of operational personnel and activities,  
Ensuring the development of operational personnel.  
Managing and administrating operational activities,  
Identifying operational logistical requirements,  
Enforce practices to ensure safety,  
Manage the drafting, compiling and maintaining of all procedures and work instructions for the Secondary Electricity Development Section to ensure that the information is accessible to all relevant personnel and that the latest procedures and instructions are available.

**SAP:** S61002832

**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 the possession of a B Eng (Electrical); B Tech (Electrical); BSc Electrical Eng or registration as a Professional Technologist with ECSA?
2. Do you have relevant experience in working with material and construction specifications?
3. Do you have relevant project management experience in the electricity distribution infrastructure sector?
4. Are you in possession of a Valid Code B driver's license and your own transport?
5. Are you familiar with the Municipal Finance Management Act?

**OPEN ENDED QUESTIONS**

1. List your primary qualifications and indicate where and when you obtain the qualifications
2. Elaborate on your experience in working with material and construction specifications
3. Elaborate on your relevant project management experience in the electricity distribution infrastructure sector?
4. Elaborate on your experience with solar water heaters.
5. Elaborate on your experience and knowledge of Energy Efficiency projects.
6. Elaborate on your previous management of personnel.

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

**DEPARTMENT: SERVICES INFRASTRUCTURE**

**Division: Energy and Electricity**

**Section: Bulk Supply Services – Pretoria West**

PWEE217/2012 **ARTISAN (ELECTRICIAN)**

**Scale:** R 143 904.00 - 201 684.00 per annum  
(Recognition for previous experience to R 172 176)

**Estimated remuneration package:** R 183 306.83 – 256 907.77 per annum

**Appointment requirements:** Trade Certificate as Electrician  
Relevant experience in heavy industry (power station) maintenance environments  
**Must be willing and able to work overtime and perform standby duties**

**Personal attributes and/or competencies:** Good communication skills; No fear of heights; Physically fit and healthy; No colour blindness

**Primary function:** Ensure the smooth running and cost effective operation of the Pretoria West Power Station by means of timely and effective electrical maintenance

**SAP:** S61003290

**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 the possession of a Trade Certificate as Electrician?
2. Do you have relevant experience in heavy industry (power station) maintenance environments?
3. Are you physically fit and healthy?
4. Are you willing and able to work overtime and perform standby duties?
5. Do you have good communication skills?
6. Do you have fear of heights?
7. Are you colour blind?

**OPEN ENDED QUESTIONS**

1. When did you obtain your trade certificate as Electrician?
2. Elaborate on your relevant experience in heavy industry (power station) maintenance environments
3. Elaborate on your experience relating to maintenance of electrical motors
4. Elaborate on your experience relating to maintenance of electrical switchgear

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Administration	IT	Managerial	Political	Professional	Safety Sec & EMS
Secretarial		Semi-skilled labour	Support services	Technical	Unskilled Labour

**DEPARTMENT: SERVICES INFRASTRUCTURE**  
**Division: Energy & Electricity**  
**Section: Energy and Electricity Bulk Supply Services**  
**Sub Section: Bulk Energy Generation – Rooiwal**

PWEE218/2012     **WORKER (3 POSTS)**

<b>Scale:</b>	R 75 984.00 – 81 564.00 per annum
<b>Estimated remuneration package:</b>	R 96 789.43 – 103 397.31 per annum
<b>Appointment requirements:</b>	Abet 3 or equivalent qualification plus 1 year experience in Power Plant Operations Support. Physically fit and healthy Willing to work shifts
<b>Personal attributes and/or competencies:</b>	Physical fitness; The ability to understand and follow given instructions; Tolerance to working in a hot, dusty environment. Not colour blind; Not scared of heights
<b>Primary function:</b>	To perform general duties, reporting to worker Supervisor and Senior Operating Personnel on a shift rotation basis.
<b>SAP:</b>	S61003649; S60030174, S61003640
<b>Enquiries:</b>	W. Fourie (012 358 2803)

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 Abet Level 3 or equivalent qualification?
2. Do you have relevant experience in power Plant Operations Support?
3. Do you have the tolerance to work in a hot, dusty environment?
4. Are you physically fit and in good health?
5. Do you have good communication skills?
6. Are you staying close to Rooiwal Power Station?
7. Are you colour blind?
8. Are you willing to work shifts?

**OPEN ENDED QUESTIONS**

1. When did you obtain your Abet Level 3 or equivalent qualification?
2. Elaborate on your experience in Fossil Power Plant Operations Support.

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

**DEPARTMENT: SERVICES INFRASTRUCTURE**  
**Division: Energy and Electricity**  
**Section: Distribution Operations South – Princes Park**

PWEE 219/2012

**WORKER (2 POSTS)**

**Scale:** R 75 984.00 - 81 564.00 per annum

**Estimated remuneration package:** R 96 789.43 - 103 897.31 per annum

**Appointment requirements:** Basic literacy  
Relevant experience  
Physically fit and Health

**Personal attributes and/or competencies:** Positive attitude; Good Health; Good communication skills  
Dependable and trustworthy; Ability to understand and execute instructions of supervisor

**Primary function:** Digging and closing of trenches  
Laying of cables  
Cleaning of sites after completion of operation

**SAP:** S61004636; S61004658

**Enquiries:** Isaac Rampedi (012 358 6633)

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 any school or ABET qualification?
2. Do you have the ability to verbally communicate clearly?
3. Are you physically fit, strong and healthy?
4. Do you have relevant experience in digging trenches and laying cables?

**OPEN ENDED QUESTIONS**

1. What standard or grade did you pass in school or which ABET qualification did you obtain?
2. Elaborate on your work experience.

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

**DEPARTMENT: SERVICES INFRASTRUCTURE**

**Division: Energy and Electricity**

**Section: Distribution Operations South – Centurion**

PWEE220/2012

**ARTISAN ELECTRICIAN (3 POSTS)**

**Scale:** R 143 904.00 - 201 684.00 per annum  
(Recognition for previous experience to R172 176)

**Estimated remuneration package:** R 183 306.83 - 256 907.77 per annum

**Appointment requirements:** Trade Certificate as Electrician  
Valid Code C1 Drivers Licence with valid PDP  
Relevant experience in Local Authority Electrical Networks  
**Must be willing to work standby and overtime**

**Personal attributes and/or competencies:** Good interpersonal skills; Ability to concentrate for long hours; Project planning skills; Excellent communication skills (Verbal and written); Assertive and decisive in decision making

**Primary function:** To 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:** S61003710; S61003695; S61003703

**Enquiries:** B du Toit (012 358 3370)

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 Trade Certificate as Electrician?
2. Are you in possession of a Valid Code C1 Drivers licence?
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 Network?
6. Are you colour blind?
7. Did you successfully complete a cable course?
8. Did you successfully complete a switching course?
9. Are you physically fit and healthy?

**OPEN ENDED QUESTIONS**

1. When did you obtain your Trade Certificate as Electrician?
2. When will your driver's licence expire?
3. When will your PDP expire?

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4. Elaborate on your working experience in Local Authority Electrical Networks.
5. When did you successfully complete a cable course?
6. When did you successfully complete a switching course?

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

**DEPARTMENT: SERVICES INFRASTRUCTURE**

**Division: Energy and Electricity**

**Section: Distribution Operations North – Soshanguve/Atteridgeville**

PWEE221/2012

**SPECIAL WORKSMAN (2 POSTS)**

**Scale:** R 92 244.00 - 157 404.00 per annum

**Estimated remuneration package:** R 117 501.64 - 200 503.31 per annum

**Appointment requirements:** Grade 10 or equivalent qualification  
A valid Code C1 Drivers Licence with a valid PDP  
Relevant experience  
Linesman Course Certificate  
Cable Course Certificate  
Knowledge of Safety Regulations  
**Willing to work standby and overtime**

**Personal attributes and/or competencies:** Must be able to do physical work for long continuous periods; Related to operation and maintenance activities; Interpersonal Skills; Communication skills; Ability to concentrate for prolonged periods; Ability to work overtime and render standby duties

**Primary function:** To execute projects (operations) in an effective way by keeping to the set targets of time, cost, resources and standards of each project and adhering to the OHS act. Tasks will only be executed on the non-energized electrical network.

**SAP:** S60018621; S60018617

**Enquiries:** Ezekiel Notoane (012 358 5076)

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. Are you in possession of a Valid Code C1 Driver's 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 Course?
6. Did you successfully complete a Cable Course?
7. Do you have good communication skills?
8. Have you successfully completed the Safety Course for Lineworker?
9. Are you willing to work standby and overtime and in emergency situations even if you are not on standby?
10. Are you willing to work in noisy/dusty environment and on heights?

**OPEN ENDED QUESTIONS**

1. When did you obtain your Grade 10 qualification?

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2. When will your Driver's license expire?
3. When will your PDP expire?
4. Elaborate on your experience in Local Authority Electrical Networks?
5. When did you successfully complete a cable course?
6. When did you successfully complete a linesman course?

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

**DEPARTMENT: SERVICES INFRASTRUCTURE**  
**Division: Energy and Electricity**  
**Section: Distribution Operations South – Pretorius Park**

PWEE222/2012

**ARTISAN ELECTRICIAN (3 POSTS)**

**Scale:** R 143 904.00 - 201 684.00 per annum  
**(Recognition for previous experience to R172 176)**

**Estimated remuneration package:** R 183 306.83 - 256 907.77 per annum

**Appointment requirements:** Trade Certificate as Electrician  
Valid Code C1 Drivers Licence with valid PDP  
Relevant experience in Local Authority Electrical Networks  
**Must be willing to work standby and overtime**

**Personal attributes and/or competencies:** Good interpersonal skills  
Ability to concentrate for long hours  
Project planning skills  
Excellent communication skills (Verbal and written)  
Assertive and decisive in decision making

**Primary function:** To 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:** S61003858; S61003838; S61003961

**Enquiries:** W Beukes (012 358 5234)

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 Trade Certificate as Electrician?
2. Are you in possession of a Valid Code C1 Drivers licence?
3. Are you in possession of a Valid Public Drivers Permit?
4. Do you have relevant experience in a Local Authority Electrical Networks
4. Are you willing to work standby and overtime?

**OPEN ENDED QUESTIONS**

1. When did you obtain your Trade Certificate as Electrician?
2. When will your driver's licence expire?
3. When will your PDP expire?
4. Elaborate on your working experience in Local Authority Electrical Network

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

**DEPARTMENT: SERVICES INFRASTRUCTURE**  
**Division: Energy and Electricity**  
**Section: Distribution Operations South – Pretorius Park**

PWEE223/2012

**WORKER**

**Scale:** R 75 984.00 - 81 564.00 per annum

**Estimated remuneration package:** R 96 789.43 - 103 897.31 per annum

**Appointment requirements:** Basic literacy  
Relevant experience  
Physically fit and Health

**Personal attributes and/or competencies:** Positive attitude; Good Health; Good communication skills; Dependable and trustworthy; Ability to understand and execute instructions of supervisor

**Primary function:** Digging and closing of trenches  
Laying of cables  
Cleaning of sites after completion of operation

**SAP:** S61003976

**Enquiries:** A Lebelwane (012 358 5270)

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 any school or ABET qualification?
2. Do you have the ability to verbally communicate clearly?
3. Are you physically fit, strong and healthy?
4. Do you have relevant experience in digging trenches and laying cables?

**OPEN ENDED QUESTIONS**

1. What standard or grade did you pass in school or which ABET qualification did you obtain?
2. Elaborate on your relevant working experience.

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

**DEPARTMENT: SERVICES INFRASTRUCTURE**

**Division: Energy & Electricity**

**Section: Electricity Distribution Operation North- Atteridgeville/Fortsig**

PWEE224/2012      **ARTISAN ASSISTANT**

**Scale:**    R 75 984.00 - 86 304.00 per annum

**Estimated remuneration package:**    R 96 789.43 - 109 935.19 per annum

**Appointment requirements:**          Basic literacy  
Relevant experience in Local Authority Electrical Networks  
Knowledge of hand tools and materials  
Healthy and able to erect/lower slide ladders  
Able to communicate on radio with Artisan  
**Must be willing to work standby & overtime**

**Personal attributes and/or competencies:**    Good communication skills, No fear of heights, Physically fit and healthy, Good Interpersonal Skills

**Primary function:**    To render support to the Operational Team members by executing duties/instructions received from the immediate Supervisor in order to reach set target dates of the projects. Clean vehicle and tools and prepare material. Assist Artisan with safety precautions

**SAP:**    S61004913

**Enquiries:**    Ezekiel Notoane (012 358 5076)

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 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. Do you have good communication skills?
6. Are you willing to work standby and overtime?
7. Are you willing to work in emergency situations?
8. Will you be able to work in a dusty environment?
9. Will you be able to work in confined spaces?

**OPEN ENDED QUESTIONS**

1. Which school standard or ABET level did you obtain?
2. Elaborate on your experience in Local Authority Electrical Networks.
3. Elaborate on your cable experience.

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

**DEPARTMENT: SERVICES INFRASTRUCTURE**

**Division: Energy & Electricity**

**Section: Electricity Distribution Operations North- Wonderboom**

PWEE225/2012 **ENGINEER TECHNICIAN**

**Scale:** R 164 844.00 - 268 152.00 per annum  
(Recognition for previous experience to R 240 852.00)

**Estimated remuneration package:** R 209 980.49 - 341 575.59 per annum

**Appointment requirements:** National N Diploma and Trade Certificate (Electrician)  
**OR** National Diploma in Electrical Engineering or equivalent qualification  
Relevant experience in the electrical reticulation planning and design fields  
Valid Code B Driver's License and own transport  
Computer Literate

**Personal attributes and/or competencies:** Analytical, rational, structural and creative thinking,  
Project Management skills

**Primary function:** The Purpose of the Engineer Technician is to execute the planning for projects (operations) in an effective way by keeping to the set targets of cost, resources and standards of the EED and adhering to the OHS Act.

**SAP:** S61004495

**Enquiries:** J Botha (012 358 4259 )

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 experience in the electrical reticulation planning and design fields?
3. Are you in possession of a Valid Code B Drivers License and your own transport?
4. Did you successfully complete a Project management course?
5. Are you computer literate?
6. Do you have SAP experience?

**OPEN ENDED QUESTIONS**

1. List your qualification and indicate where and when did you obtain the qualification?
2. Elaborate on your experience in electrical reticulation planning and design fields.
3. In which computer programs are you proficient in?
4. Elaborate on the specific modules of SAP that you are role mapped for.

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

**DEPARTMENT: SERVICES INFRASTRUCTURE**

**Division: Energy and Electricity**

**Section: Distribution Operations South - Waltloo**

PWEE226/2012 **SPECIAL WORKSMAN**

**Scale:** R 92 244.00 - 157 404.00 per annum  
(Recognition for previous experience to R 105 564.00)

**Estimated remuneration package:** R 117 501.64 - 200 503.31 per annum

**Appointment requirements:** Grade 10 or equivalent qualification  
A valid Code C1 Drivers Licence with a valid PDP  
Relevant experience  
Linesman Course Certificate  
Cable Course Certificate  
**Willing to work standby and overtime**

**Personal attributes and/or competencies:** Must be able to do physical work for continuous periods related to operation and maintenance activities; Interpersonal Skills; Communication skills; Ability to concentrate for prolonged periods.

**Primary function:** Maintaining of the existing Electrical Network to ensure network stability, Construction of Electrical Network to ensure effective service delivery, optimal utilization of resources to ensure cost effectiveness and to reach set target date of projects and adhering to safety regulations as per the OHS Act 85 of 1993

**SAP:** S61004111

**Enquiries:** J Mashilo (012 358 5418)

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. Are you in possession of a Valid Code C1 Driver's 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 Course?
6. Did you successfully complete a Cable Course?
7. Do you have good communication skills?

**OPEN ENDED QUESTIONS**

1. When did you obtain your Grade 10 qualification?
2. When did you successfully complete your Lineman Course?
3. When did you successfully complete your Cable course?
4. Elaborate on your experience in a Local Authority Electrical Network operations.
5. When did you obtain your valid Code C1 driver's license?
6. When will your PDP expire?

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

**DEPARTMENT: SERVICES INFRASTRUCTURE**  
**Division: Energy and Electricity**  
**Section: Distribution Operations South – Pretorius Park**

PWEE227/2012 **SUPERVISOR**

**Scale:** R 76 932.00 – 86 304.00 per annum

**Estimated remuneration package:** R 97 997.01 – 109 935.19 per annum

**Appointment requirements:** Basic Literacy  
Relevant Supervisory experience in an energy and electricity environment  
Physically fit and healthy

**Personal attributes and/or competencies:** The ability to understand and execute verbal instructions;  
The ability to communicate; The ability to read and write;  
The ability to supervise worker teams

**Primary function:** To render a support to the Operational Team members by supervising the workers in the execution of their duties in order to reach set target dates of the projects.  
Execute tasks on the non-energized distribution electrical network.  
Adhering to the OHS Act

**SAP:** S61003935

**Enquiries:** C du Toit (012 358 5255)

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 supervisory experience in an energy and electricity environment?
3. Are you physically fit and healthy

**OPEN ENDED QUESTIONS**

1. Which school standard or ABET level did you obtain?
2. Elaborate on your supervisory experience in an energy and electricity environment

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

**DEPARTMENT: SERVICES INFRASTRUCTURE**  
**Division: Energy & Electricity**  
**Section: Energy and Electricity Technical Services**  
**Sub Section: Network Operations & Control Management**

PWEE228/2012 **ADMINISTRATIVE OFFICER**

**Scale:** R 92 244.00 – 157 404.00 per annum  
**(Recognition for previous experience to R 112 728)**

**Estimated remuneration package:** R 117 501.64 – 200 503.31 per annum

**Appointment requirements:** Grade 12 or equivalent certificate  
Relevant experience in administrative support in a Local Government Environment  
Computer Literate

**Personal attributes and/or competencies:** Must understand verbal and written language; Must be in good health; Good communication and interpersonal skills; Typing of letters, scheduling meetings, balancing the budget, general receptionist functions, taking of minutes, Preparing interview reports, Preparing month reports, typing of disciplinary proceedings, Transcribe taped conversations of meetings and hearings. Analytic thinking; Willingness to accept responsibility

**Primary function:** To render an administrative support service to the Director: Technical Services as well as the Depot personnel to enable the team to ensure and manage the correct mechanisms of power system control as well as specialist analysis services are applied in the City of Tshwane's extensive high and medium voltage supply networks thereby striving for continuity of electrical supply under all conditions.  
Create Purchase Requisitions for the Directorate by checking and enquiring quotations, check the procurement processes with the procurement office and take remedial actions to ensure stock is delivered.

**SAP:** S60018674

**Enquiries:** A.J. Weyers (012 358 2413)

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 qualification?
2. Do you have relevant experience in Local Government environment?
3. Do you have relevant experience in rendering an administrative support service in a technical environment?

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4. Are you Computer literate?
5. Do you have good communication skills?
6. Will you be able to work under pressure and independently?
7. Do you have SAP experience?

#### **OPEN ENDED QUESTIONS**

1. When did you obtain your Grade 12 qualification?
2. Elaborate on your experience in Local Government.
3. Elaborate on the specific modules of SAP that you are role mapped for.
4. Elaborate on your Computer competency.
5. Elaborate on your experience in taking minutes and writing agendas, tenders and reports

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

**DEPARTMENT: SERVICES INFRASTRUCTURE**

**Division: Energy and Electricity**

**Section: Technical Services: Network Operations and Control Management:  
Distribution North**

PWEE229/2012 **ARTISAN ASSISTANT (2 POSTS)**

**Scale:** R 75 984.00 – 86 304.00 per annum

**Estimated remuneration package:** R 96 789.43 - 109 935.19 per annum

**Appointment requirements:** Basic literacy  
Relevant experience  
Physically fit and healthy  
Willing and able to perform standby duties

**Personal attributes and/or competencies:** Knowledge of hand tools and materials; Good communication skills; Ability to concentrate for a long period

**Primary function:** Execute instructions received from the Supervisor for maintaining all related tasks/duties regarding the electrical distribution network to ensure a safe and reliable service delivery and regarding the projects for the electrical distribution network to ensure that dates are reached. Maintaining all tools and equipment to ensure continuous and safe operations on site. Adhering to the OHS Act. Executing tasks or duties on a rotation basis between various Operational Teams to enhance multi-skilling.

**SAP:** S61005260; S61005269

**Enquiries:** IC Welthagen (012 358 9400)

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. Do you have good communication skills?
6. Are you willing to work standby and overtime?
7. Will you be able to work in dusty environments and confined spaces?

**OPEN ENDED QUESTIONS**

1. Which school standard or ABET level did you obtain?
2. Elaborate on your experience in Local Authority Electrical Networks.
3. Elaborate workable knowledge of hand tools and materials.

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

**DEPARTMENT: SERVICES INFRASTRUCTURE**

**Division: Energy and Electricity**

**Section: Technical Services: Network Operations and Control Management-Distribution North**

PWEE230/2012 **SYSTEM OPERATOR**

**Scale:** R 143 904.00 – 201 684.00 per annum  
(Recognition for previous experience to R 172 176)

**Estimated remuneration package:** R 183 306.83 - 256 907.77 per annum

**Appointment requirements:** Trade Certificate as Electrician  
A valid Code B Drivers Licence  
Relevant experience on electrical network ranging from 400 Volts to 11 000 Volts)in Low and Medium Voltage switching  
Ability to interpret the electrical network configuration of city as well as rural networks  
**Must be willing to work standby and overtime**

**Personal attributes and/or competencies:** Good communication skills; Must understand verbal and written language; Must be in good health; Not colour blind

**Primary function:** The operating and control of 11 KV network, isolation of 11 KV components for other department to perform tasks on network and commissioning of new 11 KV faulty components during power failures and to restore power in the shortest time possible, the restoration of low tension (230V – 400V) power failures and the reparation of minor faults on 400V network

**SAP:** S61005156

**Enquiries:** IC Welthagen (012 358 9400 )

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. Do you have a Valid Code B Drivers Licence?
3. Do you have at least 2 years relevant experience in Low and Medium Voltage switching?
4. Did you successfully complete an M/V Switching Course?
5. Did you successfully complete an ORHVS and L/V Course?
6. Are you willing to work standby and overtime?
7. Will you be able to work in confined spaces?
8. Are you able to work at heights?
9. Are you able to work in dusty/noisy environment?
10. Are you prepared to work in an emergency situation?

**OPEN ENDED QUESTIONS**

1. When did you obtain your Trade Certificate as an Electrician?
2. Elaborate on your experience in Low and Medium Voltage switching.

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3. Elaborate on your knowledge of the OSH Act.
4. When did you complete your M/V Switching Course?
5. When did you obtain your ORHVS and L/V Course?

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

**DEPARTMENT: SERVICES INFRASTRUCTURE**  
**Division: Energy & Electricity**  
**Section: Bulk Energy and Electricity Bulk Supply Services**  
**Sub Section: Bulk Energy Generation – Pretoria West**

PWEE231/2012

**INSTALLATION ATTENDANT (ASH PLANT)**

**Scale:** R 92 244.00 - 157 404.00 per annum

**Estimated remuneration package:** R 117 501.64 - 200 503.31 per annum

**Appointment requirements:** N2 certificate or equivalent qualification  
Relevant Power Station experience  
**Willing and able to work shifts**

**Personal attributes and/or competencies:** Good communication skills; Physically fit, strong and healthy; No fear of heights; No fear of confined spaces

**Primary function:** All aspects pertaining to the safe ashing and of boilers. This activity is required to function in accordance with stringent regulatory and statutory requirements.

**SAP:** S61003314

**Enquiries:** F.A. 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 an N2 certificate or equivalent qualification?
2. Do you have relevant power station experience?
3. Are you physically fit, strong and healthy?
4. Do you have good communication skills?
5. Are you willing and able to work shifts?
6. Do you have a fear of heights?
7. Do you have a fear of confined spaces?

**OPEN ENDED QUESTIONS**

1. When did you obtain your N2 or equivalent qualification?
2. Elaborate on your power station experience.

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

**DEPARTMENT: SERVICES INFRASTRUCTURE**  
**Division: Energy and Electricity**  
**Section: Distribution Operations North – Wonderboom**

PWEE232/2012

**ARTISAN ELECTRICIAN**

**Scale:** R 143 904.00 - 201 684.00 per annum  
**(Recognition for previous experience to R 172 176)**

**Estimated remuneration package:** R 183 306.83 - 256 907.77 per annum

**Appointment requirements:** Trade Certificate as Electrician  
Valid Code C1 Drivers Licence with valid PDP  
Relevant experience in Local Authority Electrical Networks  
**Must be willing to work standby and overtime**

**Personal attributes and/or competencies:** Good interpersonal skills; Ability to concentrate for long hours; Project planning skills; Excellent communication skills (Verbal and written); Assertive and decisive in decision making

**Primary function:** To 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:** S61004445

**Enquiries:** MK Khosa (012 358 5468 )

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 Trade Certificate as Electrician?
2. Are you in possession of a Valid Code C1 Drivers licence?
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?

**OPEN ENDED QUESTIONS**

1. When did you obtain your Trade Certificate as Electrician?
2. When will your driver's licence expire?
3. When will your PDP expire?
4. Elaborate on your working experience in Local Authority Electrical Networks

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

**DEPARTMENT: SERVICES INFRASTRUCTURE**  
**Division: Energy and Electricity**  
**Section: Distribution Operations North – Atteridgeville/Fortsig**

PWEE233/2012      **ARTISAN ELECTRICIAN**

**Scale:** R 143 904.00 - 201 684.00 per annum  
**(Recognition for previous experience to R 172 176)**

**Estimated remuneration package:** R 183 306.83 - 256 907.77 per annum

**Appointment requirements:** Trade Certificate as Electrician  
Valid Code C1 Drivers Licence with valid PDP  
Relevant experience in Local Authority Electrical Networks  
**Must be willing to work standby and overtime**

**Personal attributes and/or competencies:** Good interpersonal skills; Ability to concentrate for long hours; Project planning skills; Excellent communication skills (Verbal and written); Assertive and decisive in decision making

**Primary function:** 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:** S61004960

**Enquiries:** Ezekiel Notoane (012 358 5076)

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 Trade Certificate as Electrician?
2. Are you in possession of a Valid Code C1 Drivers licence?
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 colour blind?
7. Did you successfully complete a cable course?
8. Did you successfully complete a line worker course?
9. Did you successfully complete a safety regulations course?
10. Do you have good communication skills?

**OPEN ENDED QUESTIONS**

1. When did you obtain your Trade Certificate as Electrician?
2. When will your driver's licence expire?

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3. When will your PDP expire?
4. Elaborate on your working experience in Local Authority Electrical Networks
5. When did you successfully complete a cable course?
6. When did you successfully complete a line worker course?
7. When did you successfully complete a safety regulations course?

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

**DEPARTMENT: SERVICES INFRASTRUCTURE**  
**Division: Energy and Electricity**  
**Section: Bulk Supply Services – Metering & Vending**

PWEE234/2012 **ARTISAN ASSISTANT**

**Scale:** R 75 984.00 – 86 304.00 per annum

**Estimated remuneration package:** R 96 789.43 - 109 935.19 per annum

**Appointment requirements:** N1 or equivalent qualifications  
Relevant experience  
Physically fit and healthy  
**Willing to work overtime and standby duties**

**Personal attributes and/or competencies:** Knowledge of hand tools and materials, Good communication skills, Ability to concentrate for a long periods, Interpersonal skills.

**Primary function:** Render a support to the Operational Team members by executing duties/instructions received from the immediate Supervisor in order to reach set target dates of the projects. This post only executes tasks on the non-energized distribution electrical network.

**SAP:** S60030325

**Enquiries:** N Lithole (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 N1 or equivalent qualifications?
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. Do you have good communication skills?
6. Are you willing to work standby and overtime?
7. Will you be able to work in dusty environments and confined spaces?

**OPEN ENDED QUESTIONS**

1. List the qualifications you obtained?
2. Elaborate on your experience in Local Authority Electrical Networks.
3. Elaborate on your knowledge of hand tools and materials.

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

**DEPARTMENT: SERVICES INFRASTRUCTURE**  
**Division: Energy and Electricity**  
**Section: Bulk Supply Services – Metering & Vending**

PWEE235/2012 **SPECIAL WORKSMAN**

**Scale:** R 92 244.00 - 157 404.00 per annum  
**(Recognition for previous experience to R 105 564.00)**

**Estimated remuneration package:** R 117 501.64 - 200 503.31 per annum

**Appointment requirements:** Grade 12 or N3 qualification  
A valid Code B Drivers Licence  
Relevant experience  
**Willing to work standby and overtime**

**Personal attributes and/or competencies:** Must be able to do physical work for continuous periods;  
Related to operation and maintenance activities; Interpersonal Skills; Communication skills; Ability to concentrate for prolonged periods; Ability to work overtime and render standby duties

**Primary function:** To execute projects (operations) in an effective way by keeping to the set targets of time, cost, resources and standards of each project and adhering to the OHS act. Tasks will only be executed on the non-energized electrical network.

**SAP:** S61003066

**Enquiries:** N Lithole (012 358 6610 )

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 N3 qualification?
2. Are you in possession of a valid Code B Drivers Licence??
3. Do you have relevant experience in Local Authority Electrical Networks?
4. Do you have good communication skills?

**OPEN ENDED QUESTIONS**

1. When did you obtain your Grade 12 or N3 qualification?
2. Elaborate on your experience in a Local Authority Electrical Network operations.
3. When did you obtain your valid Code C1 driver's license?
4. When will your PDP expire?

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

**DEPARTMENT: SERVICES INFRASTRUCTURE**  
**Division: Energy and Electricity**  
**Section: Bulk Supply Services – Metering & Vending**

PWEE236/2012

**FOREMAN ELECTRICIAN**

**Scale:** R 186 852.00 - 228 624.00 per annum

**Estimated remuneration package:** R 238 014.57 - 291 224.30 per annum

**Appointment requirements:** N6 Certificate and Trade Certificate as Electrician  
Valid Code B Drivers Licence and own transport  
Relevant experience in Local Authority Electrical Networks  
**Must be willing to work standby and overtime**

**Personal attributes and/or competencies:** Clear understanding and knowledge of the distribution networks and meter installations. Clear understanding of different types of meters, including the functionality of meters. Knowledge of technical maintenance requirements of metering installations

**Primary function:** Render a support to the Operational Team members by executing duties/instructions received from the immediate Supervisor in order to reach set target dates of the projects. This post only executes tasks on the non-energized distribution electrical network.  
Adhering to the OHS Act.

**SAP:** S61003048

**Enquiries:** N Lithole (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 the possession of a Trade Certificate as Electrician?
2. Are you in the possession of a N6 Certificate
3. Are you in possession of a Valid Code B Drivers licence and your own transport?
4. Do you have relevant experience in Local Authority Electrical Networks?
5. Do you have excellent communication skills?
6. Are you willing to work standby and overtime?

**OPEN ENDED QUESTIONS**

1. When did you obtain your Trade Certificate as Electrician?
2. When did you obtain your N6 Certificate?
3. Elaborate on your experience in Local Authority Electrical Networks.
4. Elaborate on your working experience in Local Authority Electrical Networks.

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

**DEPARTMENT: SERVICES INFRASTRUCTURE**

**Division: Energy and Electricity**

**Section: Bulk Supply Services – Rooiwal**

PWEE237/2012

**BOILER ATTENDANT**

**Scale:** R 143 904.00 - 179 568.00 per annum

**Estimated remuneration package:** R 183 306.83 - 228 736.11 per annum

**Appointment requirements:** N3 or equivalent qualification plus 5 years career-related training and experience **OR**  
National Certificate in Fossil Power Plant Auxiliary Systems Operations plus 3 years relevant power station experience  
**Must be able to work shifts**

**Personal attributes and/or competencies:** Good communication skills; Good hearing in a noisy environment; Good vision; Physically fit; Adaptable; Decisive; Team player; Good interpersonal and leadership skills and ability

**Primary function:** To ensure the safe and efficient production/operation of a 60 Megawatt Steam Generator (Boiler) and auxiliary plant throughout the 24-hour-day production facility.

**SAP:** S61003604

**Enquiries:** WA Fourie (012 358 2803)

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 N3 or equivalent qualification?
2. Are you in possession of a National Certificate in Fossil Power Plant Auxiliary Systems Operations?
3. Do you have at least 3 years relevant experience in Power Stations?
4. Are you willing to work shifts?
5. Are you physically fit and healthy?
6. Are you afraid of heights?
7. Are you colour blind?

**OPEN ENDED QUESTIONS**

1. When did you obtain your N3 qualification?
2. When did you obtain your National Certificate in Fossil Power Plant Auxiliary Systems Operations?
3. Elaborate on your power station experience.

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

**DEPARTMENT: SERVICES INFRASTRUCTURE**  
**Division: Energy and Electricity**  
**Section: Distribution Operations South – Pretorius Park**

PWEE238/2012 **LINESMAN**

**Scale:** R 92 244.00 - 157 404.00 per annum  
**(Recognition for previous experience to R 105 564.00)**

**Estimated remuneration package:** R 117 501.64 - 200 503.31 per annum

**Appointment requirements:** Grade 10 or equivalent qualification  
A valid Code C1 Drivers Licence with a valid PDP  
Relevant experience  
Linesman Course  
**Willing to work standby and overtime**

**Personal attributes and/or competencies:** Must be able to do physical work for continuous periods related to operation and maintenance activities; Interpersonal Skills; Communication skills; Ability to concentrate for prolonged periods.

**Primary function:** Maintaining of the existing Electrical Network to ensure network stability, Construction of Electrical Network to ensure effective service delivery, optimal utilization of resources to ensure cost effectiveness and to reach set target date of projects and adhering to safety regulations as per the OHS Act 85 of 1993

**SAP:** S61003869

**Enquiries:** A Lebelwane (012 358 5270)

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. Are you in possession of a Valid Code C1 Driver's 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 Course?

**OPEN ENDED QUESTIONS**

1. When did you obtain your Grade 10 qualification?
2. When did you successfully complete your Lineman Course?
3. Elaborate on your experience in a Local Authority Electrical Network operations.
4. When did you obtain your valid Code C1 driver's license?
5. When will your PDP expire?

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

**DEPARTMENT: SERVICES INFRASTRUCTURE**

**Division: Energy and Electricity**

**Section: Bulk Supply Services – Rooiwal**

PWEE239/2012

**SUPERVISOR**

**Scale:** R 76 932.00 - 86 304.00 per annum

**Estimated remuneration package:** R 97 997.01 - 109 935.19 per annum

**Appointment requirements:** Any school or ABET qualification  
Relevant experience  
Supervisory experience  
Physically fit and healthy

**Personal attributes and/or competencies:** Physical fitness – regularly required to gain access to inconvenient locations by walking and climbing. The ability to work independently and maintain a conscientious attitude to the performance of prescribed duties. An ability to communicate effectively with subordinates. Tolerance to working in a hot, dusty environment.

**Primary function:** Supervising workers in the construction of the dam walls. Ensuring, through the use of purpose made shuttering, that step width and height is constant and accordingly, construction slopes are maintained within specification to ensure wall stability.

**SAP:** S60030143

**Enquiries:** Rendani Mamafha (012 358 2801)

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 the tolerance to work in a hot, dusty environment
3. Are you physically fit and in good health?
4. Do you have relevant experience?
5. Can you work independently?
6. Do you have the ability to communicate effectively with subordinates

**OPEN ENDED QUESTIONS**

1. When did you obtain your qualification?
2. Elaborate on you supervisory experience.
3. Elaborate on your relevant experience in power plant operation.
4. Elaborate on your relevant experience in ash dam building

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

**DEPARTMENT: SERVICES INFRASTRUCTURE**  
**Division: Energy and Electricity**  
**Section: Bulk Supply Services – Metering & Vending**

PWEE240/2012

**SENIOR REVENUE OFFICER**

**Scale:** R 164 844.00 - 268 152.00 per annum  
**(Recognition for previous experience to R 240 852.00)**

**Estimated remuneration package:** R 209 980.49 - 341 575.59 per annum

**Appointment requirements:** National N Diploma with a Trade Certificate as an Electrician **OR** National Diploma in Electrical Engineering  
Valid Code B Drivers Licence and own transport  
Relevant experience  
Computer Literate

**Personal attributes and/or competencies:** Good communication and leadership skills; The ability to work independently; The ability to work on numerous and vast different issues at any time; Must be self-driven, committed and motivated; Able 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:** S61002953

**Enquiries:** O Mofela (012 358 0442)

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 Diploma in Electrical Engineering or a National N Diploma with a Trade Certificate as an Electrician?
2. Are you in possession of a Valid Code B Drivers licence and your own transport?
3. Do you have relevant experience in reduction of system losses?
4. Do you have relevant experience?
5. Do you have good communication skills?
6. Are you computer literate?
7. Do you have any SAP knowledge?

**OPEN ENDED QUESTIONS**

1. When did you obtain your qualifications?
2. Elaborate on your relevant experience.
3. In which modules of SAP are you proficient in and list those for which you are roll mapped in?
4. In which computer programs are you proficient in?
5. Elaborate on your relevant experience in the reduction of system losses

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

**DEPARTMENT: SERVICES INFRASTRUCTURE**  
**Division: Energy and Electricity**  
**Section: Bulk Supply Services – Metering & Vending**

PWEE241/2012

**SENIOR TECHNICAL SUPERVISOR**

**Scale:** R 186 852.00 - 228 624.00 per annum

**Estimated remuneration package:** R 238 014.57 - 291 224.30 per annum

**Appointment requirements:** A three (3) year, career related tertiary qualification (Degree or National Diploma) in Computer Science/ Electrical Engineering/Informatics or equivalent qualification  
Valid Code B Drivers Licence and own transport - will be an added advantage  
Relevant experience  
Computer Literate

**Personal attributes and/or competencies:** Good analytical skills; Good interpersonal skills; Ability to concentrate for long hours; Excellent communication skills (Verbal and Written)

**Primary function:** Responsible to ensure that all elements of the technical support function, associated systems and procedures are functioning properly and effectively. One of the main responsibilities is to perform financial reconciliations of revenue collected through the vending system.

**SAP:** S61003111

**Enquiries:** P Maseema (012 358 0948)

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 three (3) year, career related tertiary qualification (Degree or National Diploma) in Computer Science/Electrical Engineering/Informatics or similar qualification?
2. Are you in possession of a Valid Code B Drivers licence and your own transport?
3. Do you have relevant experience?
4. Do you have financial reconciliation knowledge or data analysis experience?
5. Are you able to analyse data to extract specific information out of it?
6. Are you computer literate at an advanced level?

**OPEN ENDED QUESTIONS**

1. List your qualification and indicate where and when did you obtain the qualification?
2. Elaborate on your financial knowledge or data analysis experience.
3. Elaborate on your experience to analyse data to extract specific information
4. Elaborate on your advanced Computer skills and relevant programs that you are proficient in

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

**DEPARTMENT: SERVICES INFRASTRUCTURE**  
**Division: Energy and Electricity**  
**Section: Bulk Supply Services – Metering & Vending**

PWEE242/2012 **ARTISAN ELECTRICIAN**

**Scale:** R 143 904.00 - 201 684.00 per annum  
**(Recognition for previous experience to R 172 176.00)**

**Estimated remuneration package:** R 183 306.83 - 256907.77 per annum

**Appointment requirements:** Trade Certificate as Electrician  
A valid Code B Drivers Licence  
Relevant experience in Local Authority Electrical Network  
**Must be willing to work standby and overtime**

**Personal attributes and/or competencies:** Good interpersonal skills, Ability to concentrate for long hours, Project planning skills, Excellent communication skills (Verbal and written), Assertive and decisive in decision making

**Primary function:** The placement and maintenance of electricity meters to ensure effective delivery by keeping to the set targets of time, cost, resources and standards while adhering to the OHS Act

**SAP:** S60034129

**Enquiries:** N Lithole (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 Trade Certificate as Electrician?
2. Are you in possession of a Valid Code B Driver's License?
3. Are you in possession safety regulation certificate?
4. Do you have metering experience?
5. Can you work under pressure
6. Are you willing to work standby and overtime?

**OPEN ENDED QUESTIONS**

1. When did you obtain your Trade Certificate as Electrician?
2. Elaborate on your metering experience.
3. When did you obtain your valid Code B 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: HEALTH AND SOCIAL DEVELOPMENT**  
**Division: Integrated Community Development**  
**Section: Welfare Community Development and Empowerment**

HSDE087/2012 **FUNCTIONAL HEAD: WELFARE COMMUNITY DEVELOPMENT AND EMPOWERMENT**

**Scale:** R 240 852.00 – 391 884.00 per annum

**Estimated remuneration package:** R 306 800.49 - 499 187.06 per annum

**Appointment requirements:** A three (3) year, career related tertiary qualification (Degree or National Diploma) in Social Science or equivalent qualification  
Relevant experience in community development  
Valid Code B driver's license  
Computer literate

**Personal attributes and/or competencies:** Community development Background; Good Communication skills; Good Interpersonal skills; Analytical skills; Innovative thinking; Willingness to accept responsibility; Flexibility and adaptability; Management skills; Problem solving skills; Self-Empowerment; Conflict Managements skills

**Primary function:** To facilitate the development of communities through the mobilisation of communities, coordination of services rendered by City of Tshwane and other service providers, by implementing programmes in area where there are gaps through emphasis on gender, older persons, people with disability, youth and families.

**SAP:** S60010743

**Enquiries:** SJ Msiza (012 358 8643)

**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 three (3) year, career related tertiary qualification (Degree or National Diploma) in Social Science or equivalent qualification?
2. Do you have relevant experience in community development?
3. Do you have a speech problem?
4. Do you have experience in writing progress reports?
5. Do you have experience working with children, youth, older persons and people with disability?
6. Are you computer literate?
- 7.

**Open ended questions**

1. List your qualifications and indicate when you obtained the qualifications
2. Elaborate on your relevant experience in community development?
3. Elaborate on your relevant experience working with children, youth, older persons and people with

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disability

4. On which computer programmes 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: HEALTH AND SOCIAL DEVELOPMENT**

**Division: Health and Social Development**

**Section: Office of the SED**

HSDE088/2012 **EXECUTIVE SECRETARY**

**Scale:** R 186 852.00 – 228 624.00 per annum

**Estimated remuneration package:** R 238 014.57 - 291 224.30 per annum

**Appointment requirements:** Grade 12 or an equivalent certificate plus a secretarial qualification/  
training  
Relevant experience  
Computer Literate

**Personal attributes and/or competencies** Excellent communication skills; Must be able to work under pressure  
Must be able to meet deadlines; Good organization skills; Must be able to cope with stressful situations

**Primary function:** To render secretarial service to the Director, e.g. reception, typing and filling of documents and general office administration

**SAP:** S60012395

**Enquiries:** Ms E Malomane (012 358 4603)

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 Gr 12 or equivalent qualification?
2. Are you in possession of a secretarial qualification?
3. Do you have experience in general office administration?
4. Do you have secretarial experience?
5. Are you computer literate?
6. Are you prepared to work overtime?
7. Do you have a valid code B driver's license?

**OPEN ENDED QUESTIONS**

1. When and where did you obtain your Gr 12 qualification?
2. Elaborate on your secretarial experience
3. Elaborate on what computer programs you are proficient with
4. Where and when did you obtain your Secretarial qualification?
5. Elaborate on your experience in general office administration.

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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: Health Services**

**Section: PHC Clinic Operations - Mamelodi West, East Lynn & Rosslyn**

HSDE089/2012 **AUXILIARY NURSE (3 POSTS)**

**Scale:** R 92 244.00 – 137 196.00 per annum

**Estimated remuneration package:** R 117 501.64 - 174 762.09 per annum

**Appointment requirements:** Grade 12 or equivalent qualification  
1 (one) year Auxiliary Nursing course or equivalent qualification  
Must be enrolled as a Nursing Assistant with the SA Nursing Council  
Be in possession of the current SA Nursing Council registration receipt  
Relevant experience

**Personal attributes and/or competencies:** Effective communication skills; Good interpersonal skills; Analytical thinking; Self-disciplined; Must be able to perform work under pressure

**Primary function:** The rendering of functional Primary Health Care Services within statutory scope of practice parameters  
The rendering of operational logistical services to ensure effective services delivery  
The rendering of a client record service  
The rendering of a health related information service

**SAP:** S61007322; S61007495; S61007335

**Enquiries:** MF Madiseng (012 358 8631); NC Roberts (012 358 8644) and T Ndlovu (012 358 8702)

**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 enrolled as a Nursing Assistant with the SA Nursing Council?
3. Are you in possession of a 1 (one) year Auxiliary Nursing course?
4. Are you registered Nurse with the Nursing Council of SA?
5. Are you in possession of a current SA Nursing Council registration receipt?
6. Do you have any experience in rendering a functional Primary Health Care Service?
7. Are you computer literate?
8. Will you be prepared to work over-time on a Saturday on a voluntary basis?
9. Will you be prepared to work in other clinics when there is a crisis?
10. Will you be prepared to work at the mobile clinic on an ad hoc basis?

**Open ended questions**

1. When and where did you obtain your Grade 12 and Auxiliary Nursing course?

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2. Elaborate on your Microsoft package proficiency?
3. Elaborate on your relevant experience in primary health care services.
4. When will your registration with the SA Nursing Council expire?
5. Please list your preference of region: Mamelodi West, East Lynn & Rosslyn

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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: Health Services**

**Section: Pharmaceutical Services**

HSDE090/2012 **POST BASIC PHARMACISTS' ASSISTANT (2 POSTS)**

**Scale:** R 143 904.00 – 201 684.00 per annum

**Estimated remuneration package:** R 183 306.83 - 256 907.77 per annum

**Appointment requirements:** Grade 12 or equivalent qualification  
Qualification as Post Basic Pharmacist Assistant  
Registration with the Health Professional Council of SA as a Post Basic Pharmacist Assistant  
Relevant experience  
Computer literacy.

**Personal attributes and/or competencies:** Effective communication skills; Good interpersonal skills; Analytical thinking; Self-disciplined; Must be able to perform work under pressure

**Primary function:** Provide a professional pharmaceutical service in the clinic dispensaries and to the community  
Provide a dispensing service  
Provide a stock control service  
Provide an administrative service in the clinic dispensary

**SAP:** S61007570; S60005471

**Enquiries:** R Pretorius (012 358 8769)

**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. Are you in possession of a Post Basic Pharmacist Assistant qualification?
3. Are you registered with the SA Pharmacy Council as Post Basic Pharmacist Assistant?
4. Are you in possession of a current SA Pharmacy Council registration receipt?
5. Do you have experience in providing a professional pharmaceutical service in the clinic dispensaries and to the community?
6. Are you computer literate?
7. Will you be prepared to work over-time on a Saturday on a voluntary basis?
8. Will you be prepared to work in other clinics when there is a crisis?

**Open ended questions**

1. When and where did you obtain your Post Basic Pharmacist Assistant qualification?
2. Elaborate on your Microsoft package proficiency?
3. Elaborate on your relevant experience in providing a professional pharmaceutical service in the clinic dispensaries and to the community?
4. When will your registration with the SA Pharmacy Council expire?

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(go to jobs online in the quick links tab)**

Administration	IT	Managerial	Political	Professional	Safety Sec & EMS
Secretarial		Semi-skilled labour	Support services	Technical	<b>Unskilled labour</b>

**DEPARTMENT: HEALTH AND SOCIAL DEVELOPMENT**  
**Division: Management and Office Administration Support**  
**Section: Office Administration Support**

HSDE091/2012      **GENERAL WORKER (3 POSTS)**

**Scale:** R 75 984.00 – 81 564.00 per annum

**Estimated remuneration package:** R 96 789.43 - 103 897.31 per annum

**Appointment requirements:** Basic literacy  
Relevant experience  
Physically strong, fit and in good health and able to move, shift and carry furniture and equipment

**Personal attributes and/or competencies:** Good communication skills; Self-discipline; Must be able to work independently; Adaptable and flexible;

**Primary function:** To render a delivery service  
To render an office service  
To render a maintenance service

**SAP:** S61007630; S60020393; S61008176

**Enquiries:** Ms H Prinsloo (012 358 8613)

**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 a delivery service?
3. Do you have relevant experience in office service?
4. Do you have experience in a maintenance service?
5. Are you physically fit and health?

**Open ended questions**

1. What is the highest standard you pass at school?
2. Elaborate on your relevant experience in a delivery service
3. Elaborate on your relevant experience office service
4. Elaborate on your relevant experience in a maintenance service

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

**DEPARTMENT: HEALTH AND SOCIAL DEVELOPMENT**

**Division: Office of the MMC**

HSDE092/2012 **ADMINISTRATIVE OFFICER**

- Scale:** R 92 244.00 – 157 404.00 per annum  
(Recognition for experience to R 105 564 per annum)
- Estimated remuneration package:** R 117 501.64 – 200 503.31 per annum
- Appointment requirements:** Grade 12 or equivalent qualification  
Relevant experience  
Computer literate
- Personal attributes and/or competencies:** Good Interpersonal Skills; Excellent Communication Skills – Verbal & Written; Must be able to work independently; Must be able to work under pressure
- Primary function:** To render an effective and efficient support service to the Office of the MMC  
Render a administrative service  
Render a Financial Control Services  
Act as Secretary when necessary
- SAP:** S6003408/2
- Enquiries:** K Morifi (012 358 2948/4226)

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 Grade 12 or equivalent qualification?
2. Do you have relevant experience in rendering administrative support services?
3. Are you computer literate and competent with all relevant Microsoft Office Programs (Word, Excel, Outlook & Power Point) and Internet?

OPEN ENDED QUESTIONS

1. When did you obtain your Grade 12 qualification?
2. Elaborate on your relevant working experience.
3. Elaborate on your computer literacy and knowledge of Micro Office Programs.

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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: Office of the MMC**

HSDE093/2012      **MESSENGER**

- Scale:** R 76 932 - 86 304.00 per annum
- Estimated remuneration package:** R 97 997.01 – 109 935.19 per annum
- Appointment requirements:** Grade 10 or equivalent qualification  
Relevant work experience  
Physical fit and healthy
- Personal attributes and/or competencies:** Flexible, patience, energetic, willingness to accept responsibility, ability to pay attention to detail
- Primary function:** Collect and deliver postal articles internally and externally  
Channel postal articles to registry office for sorting  
Distribution and collection of documents  
Visit different departments in the CoT daily for distribution of documents
- SAP:** S60034083
- Enquiries:** K Morifi (012 358 2948/4226)

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

- Are you in possession of a Grade 10 or equivalent qualification?
- Do you have any previous experience of messenger work?
- Do you have a valid Code B driver's license?
- Are you physically fit and healthy?

Open-ended questions

- Where and when did you obtain your Grade 10 or equivalent qualification?
- Elaborate on your relevant messenger experience?
- When will your Code B Driver's license expire?

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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: Health Services**

**Section: Pharmaceutical Services**

HSDE094/2012 **CONTRACT POST BASIC PHARMACISTS' ASSISTANT (19 POSTS) (May 2012 – June 2012)**

**Scale:** R 143 904.00 – 201 684.00 per annum

**Estimated remuneration package:** R 183 306.83 - 256 907.77 per annum

**Appointment requirements:** Grade 12 or equivalent qualification  
Qualification as Post Basic Pharmacist Assistant  
Registration with the Health Professional Council of SA as a Post Basic Pharmacist Assistant  
Relevant experience  
Computer literacy.

**Personal attributes and/or competencies:** Effective communication skills; Good interpersonal skills; Analytical thinking; Self-disciplined; Must be able to perform work under pressure

**Primary function:** Provide a professional pharmaceutical service in the clinic dispensaries and to the community  
Provide a dispensing service  
Provide a stock control service  
Provide an administrative service in the clinic dispensary

**SAP:** To be determined

**Enquiries:** R Pretorius (012 358 8769)

**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. Are you in possession of a Post Basic Pharmacist Assistant qualification?
3. Are you registered with the SA Pharmacy Council as Post Basic Pharmacist Assistant?
4. Are you in possession of a current SA Pharmacy Council registration receipt?
5. Do you have experience in providing a professional pharmaceutical service in the clinic dispensaries and to the community?
6. Are you computer literate?
7. Will you be prepared to work over-time on a Saturday on a voluntary basis?
8. Will you be prepared to work in other clinics when there is a crisis?

**Open ended questions**

1. When and where did you obtain your Post Basic Pharmacist Assistant qualification?
2. Elaborate on your Microsoft package proficiency?
3. Elaborate on your relevant experience in providing a professional pharmaceutical service in the clinic dispensaries and to the community?

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4. When will your registration with the SA Pharmacy Council expire?

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(go to jobs online in the quick links tab)**

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

**DEPARTMENT: HEALTH AND SOCIAL DEVELOPMENT**

**Division: Health Services**

**Section: Pharmaceutical Services**

HSDE095/2012 **CONTRACT PHARMACIST (2 posts) (May 2012 – June 2012)**

**Scale:** R 209 064 – 322 344 per annum

**Estimated remuneration package:** R 266 308.51 - 410 606.09 per annum

**Appointment requirements:** Qualified as Pharmacist  
Registration as a Pharmacist at the SA Pharmacy Council  
A valid Code B driver's license  
At least 3 year relevant experience as a Pharmacist  
Computer Literate

**Personal attributes and/or competencies:** Excellent communication skills  
Willingness to accept responsibility  
Good organizational skills  
Must be able to meet deadlines

**Primary function:** To provide a professional pharmaceutical service in the clinics  
Provide the legal supervision and support of pharmacists assistant  
Be a point of consultation and advice to pharmacists assistants and other health care personnel on medicine related matters  
Be a link between pharmaceutical services and PHC  
Provide a specialist dispensing service in the clinics

**SAP:** To be determined

**Enquiries:** R Pretorius (012 358 8803)

**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 a qualified Pharmacist?
2. Are you registered as a Pharmacist at the SA Pharmacy Council?
3. Do you have at least 3 years relevant experience as a Pharmacist?
4. Are you computer literate?
5. Do you have a valid Code B driver's license?

**OPEN ENDED QUESTIONS**

1. When and where did you obtain your tertiary qualification?
2. Elaborate on your experience as a Pharmacist?

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

**DEPARTMENT: SPORT & RECREATION**  
**Division: Library and Information Services**  
**Section: Library and Information Services**

SRAC027/2012 **DEPUTY DIRECTOR: LIBRARY AND INFORMATION SERVICES**

**Scale:** R 346 584.00 - 458 928.00 per annum

**Estimated remuneration package:** R 580 575.92 – 723 681.21 per annum

**Appointment requirements:** A four (4) year, tertiary qualification ( B degree/B-Tech) in Library and Information Science or equivalent qualification  
Relevant experience in library and information science  
Supervisory/management experience  
Valid Code B Driver’s license  
Computer literate

**Personal attributes and/or competencies:** Display expertise in Library and Information Services; capability to supervise and manage personnel; Ability to address strategic matters of council; The ability to develop and manage library facilities; Negotiation skill; Business Acumen; Communication skills; Analytical skills; Organizational skills; Integrity; Ability to pay attention to detail; Innovative thinking; Patience; Willingness to accept responsibility; Decisiveness

**Primary function:** Develop and Implement library policy and systems.  
Manage and organize library administrative activities.  
Oversee the management of facilities and staff  
Staff development and supervision  
Develop new and existing facilities and community stakeholders  
Develop and Manage the implementation of library events and programs  
Management of the Budget and the conditional grants

**SAP:** S61007950

**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 four (4) year, career related tertiary qualification (B degree/B-Tech) in Library and Information Science or equivalent qualification?
2. Do you have relevant experience in managing libraries?
3. Do you have two to five years managerial/supervision experience?
4. Are you in possession of a valid Code B driver’s license?
5. Do you have experience in managing budgets?
6. Do you have experience in library systems?

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7. Do you have experience in administering conditional grants in library services?

**OPEN ENDED QUESTIONS**

1. List your qualification and indicate where and when the qualifications were obtained?
2. Elaborate on your relevant experience in managing libraries
3. Elaborate on your managerial/supervision experience
4. Elaborate on your experience in managing budgets
5. Which library systems are you proficient in?
6. Elaborate on your experience in administering conditional grants in library services
7. When will your driver's license expire?

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

**DEPARTMENT: HOUSING AND HUMAN SETTLEMENT**

**Division: Housing Administration**

**Section: Housing Rental & Institutional Admin**

HOSD024/2012 **FUNCTIONAL HEAD: REGIONAL & HOSTEL CO-ORDINATION OPERATIONS**

**Scale:** R 240 852.00 – 391 884.00 per annum

**Estimated remuneration package:** R 306 800.49 - 499 187.06 per annum

**Appointment requirements:** A three (3) year, career related tertiary qualification (Degree or National Diploma) or equivalent qualification  
Relevant experience in facilities and/or property management  
Computer literate

**Personal attributes and/or competencies:** Enthusiastic; Interpersonal skills; Good written and verbal communication skills; capacity to plan and prioritize tasks in a systematic manner; leadership skills; Negotiation skills; Project management skills; Budget management skills; Presentation skills

**Primary function:** Applications and Placement Operations.  
Tenants Management Operations  
Financial Management Operations  
Maintenance Co-ordination Operations  
Sustainable Housing Scheme Development & Maintenance Operations  
Sustainable Housing Scheme Development & Maintenance Operations.  
Multi-discipline Team Operations

**SAP:** S60010807

**Enquiries:** MG Madisha (012 358 1653)

**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 three (3) year, career related tertiary qualification (Degree or National Diploma) or equivalent qualification?
2. Do you have relevant experience in facility and/or property management?
3. Do you have supervisory/management experience
4. Are you computer literate?

**Open ended questions**

1. List your qualifications and indicate when you obtained the qualifications
2. Elaborate on your relevant experience in facility and/or property management
3. Elaborate on your relevant management/supervisory experience.
4. On which computer programmes 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: HOUSING AND HUMAN SETTLEMENT**

**Division: Housing Administration**

**Section: Housing Rental & Institutional Admin**

HOSD025/2012 **DRIVER (SAULSVILLE HOSTEL)**

**Scale:** R 92 244.00 - 137 196.00 per annum

**Estimated remuneration package:** R 117 501.64 - 174 762.09 per annum

**Appointment requirements:** Grade 10 or equivalent qualification  
Relevant experience  
Good health and physically fit  
Valid Code C driver's license and valid PDP

**Personal attributes and/or competencies:** Good human relations; Good communication skills; Hard working, responsible and reliable

**Primary function:** To remove rubbles in the residential blocks to dumping site.  
To deliver damage machines to the workshop and collect repaired machines from the workshop.  
To collect stationary, protective clothing, cleaning materials and safety equipment form the stores.  
To transport and deliver tools, equipment from the residential blocks.  
Ensure good condition and service of the vehicle by taking in to the workshop for inspection.  
To perform general delivery services

**SAP:** S61019068

**Enquiries:** Bangwalang Chiloane (012 358 1652)

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 driver?
3. Are you physically fit and healthy?
4. Are you in possession of a Valid Code C driver's license?
5. Are you in possession of a Valid PDP?

**Open ended question**

1. When did you obtained your Grade 10 qualification
2. Elaborate on your relevant experience as driver
3. When did you obtain your Code C driver's license?
4. When will your PDP expire?

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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: Customer Relations Management**  
**Section: Regional Customer Care Walk-in Centre Service Region 1**

CSHS106/2012 **DIRECTOR: REGIONAL CUSTOMER CARE WALK-IN CENTRE SERVICE REGION 1**

**Scale:** R 413 040.00 - 537 480.00 per annum

**Estimated remuneration package:** R 667 628.46 - 826 141.79 per annum

**Appointment requirements:** A three (3) year appropriate tertiary career-related qualification (Degree or National Diploma) or equivalent qualification  
Five (5) years generalist HR experience at least three (3) years at a management level  
A valid Code B driver's license  
Computer literate

**Personal attributes and/or competencies:** Customer Service orientation; planning, organizing, leading and controlling; people management skills; Credibility and ability to build commitment for customer satisfaction; Team player; Good communication skills (verbal and written)

**Primary function:** To ensure efficient and effective delivery of customer services within the region  
To ensure implementation of the customer care service strategy, policies and norms and standards within the region  
To insure implementation of Batho Pele within the region  
To manage and establish a healthy relationship with external and internal customers, shared values, collective governance with other departments, and service excellence through the establishment of points of interaction  
Ensure efficient and effective financial and human resource management

**SAP:** S61000871

**Enquiries:** M Khaebana (012 358 3262)

**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 (3) year appropriate tertiary career-related qualification (Degree or National Diploma) or equivalent qualification
2. Do you have relevant experience in customer care management?
3. Are you familiar with telephonic and walk-in centre operating systems and procedures
4. Are you in possession of a Valid Code B driver's license?
5. Are computer literate?

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6. Do you have experience in leading a substantial staff component?
7. Are you computer literate and able to draw and interpret reports drawn electronically from walk-in centre operating software

**Open ended questions**

1. List your qualifications, the duration of the course and where obtained
2. Elaborate on your experience in customer relations management
3. State what walk-in centre operating systems you are familiar with
4. Elaborate on your experience in leading a substantial staff complement
5. Briefly elaborate on your conflict management skills
6. What leadership skills do you possess

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 Planning and Management**

**Re-advertisement**

TRRO129/2012 **CHIEF ENGINEER: ROADS NETWORK PLANNING OPERATIONS**

**Scale:** R 240 852.00 - 458 928.00 per annum

**Estimated remuneration package:** R 306 800.49 - 584 588.61 per annum

**Appointment requirements:** B Degree in Civil Engineering or equivalent qualification  
Registration as Professional Engineer/Technologist in terms of the Engineering Professions Act, 2000 (Act 46 of 2000) OR eligible for registration by having at least 5 years' experience after acquiring the B degree, as well as design and construction experience  
Relevant experience in planning  
A valid code B driver's license  
Computer 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; should have an analytical mind

**Primary function:** Undertake road network planning, compilation of a Roads Master Plans for the CoT and related road planning  
Prioritisation of projects  
Evaluate and control of land-use applications from a roads planning perspective  
Performing financial and budget control functions  
Performing general management functions

**SAP:** S60018201

**Enquiries:** L Johannes (012 358 7732)

**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 degree in Civil Engineering?
2. Do you have at least 5 years' experience after acquiring the B Degree?
3. Do you have at least 1 year experience in traffic engineering?
4. Are you computer literate?
5. Are you in possession of a valid code B driver's license?
6. Do you have your own transport?

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### **OPEN ENDED QUESTIONS**

1. List your qualification(s) and indicate where and when the qualification(s) was obtained?
2. Elaborate on your involvement in planning of roads.
3. Elaborate on your involvement in traffic engineering activities during the last five (5) years.
4. Elaborate on your design experience.
5. Elaborate on your construction experience.





1. Are you in the possession of a three (3) year, career related tertiary qualification (Degree or National Diploma) in Police Investigation; Law, Forensic Auditing or Forensic Accounting or equivalent qualification?
2. Do you have relevant experience in forensic auditing?
3. Are you computer literate and competent with all relevant Microsoft Office Programs (Word, Excel, Outlook & Power Point) and Internet?
4. Do you have at least five (5) year relevant experience in an audit environment?
5. Do you have at least two (2) years managerial/supervisory experience in an audit environment?
6. Do you have relevant experience in the development of risk based internal audit plans?
7. Do you have relevant experience in Local Government?

#### OPEN ENDED QUESTIONS

1. List your primary qualifications and indicate where and when you obtain the qualification.
2. Elaborate on your relevant experience in forensic auditing.
3. Elaborate on your computer literacy and knowledge of Micro Office Programs.
4. Elaborate on your previous experience in an audit environment
5. Elaborate on your previous managerial/supervisory experience in an audit environment
6. Elaborate on your relevant experience in the development of risk based internal audit plans
7. Elaborate on your relevant experience in Local Government

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

**DEPARTMENT OFFICE OF THE EXECUTIVE MAYOR & CITY MANAGER**

**Division: Office of the Chief Audit Executive**

**Section: Strategic Audit Operations**

EMCM126/2012 **AUDIT EXECUTIVE (GENERAL AUDIT) (2 POSTS)**

**Scale:** R 346 584.00 - 458 928.00 per annum

**Estimated remuneration package:** R 580 575.92 - 723 681.21 per annum

**Appointment requirements:** A three (3) year, career related tertiary qualification (Degree or National Diploma) in Auditing or Accounting or equivalent qualification  
Relevant experience in General Auditing  
Managerial/supervisory experience  
Computer literate  
CIA (Certified Internal Auditor), or Certified Fraud Examiner (CFE) will be an added advantage

**Personal attributes and/or competencies:** Excellent communication skills; Must be able to work under pressure; Must be able to meet deadlines; Good organization skills; Decisive; Ability to pay attention to detail; Accurate; Analytical thinker; Good interpersonal skills; Good writing skills

**Primary function:** To implement and supervise the internal audit assurance and consulting engagements in the internal audit department  
To supervise the implementation of the corporate risk register for the CoT and its Municipal Entities  
To provide input on the implementation of the risk based internal audit plan of the CoT and its Municipal Entities  
To add value to the combined assurance function of the CoT and its Municipal Entities in relation to Risk Management, Financial services and legislative compliance  
To supervise human capital in the internal audit department, including CoT source partner, budget and administration in an effective, efficient and economic manner  
Define the broad objectives and scope for each audit/review and provide direction and leadership with respect to all phases of each audit/review with a view to ensure that professional standards are complied with and that audit/review objective are archived wihtin

**SAP:** S60023454; S60023463

**Enquiries:** S Nakedi (012 358 1630)

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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 the possession of a three (3) year, career related tertiary qualification (Degree or National Diploma) in Auditing or Accounting or equivalent qualification?
2. Do you have relevant experience in general auditing?
3. Are you computer literate and competent with all relevant Microsoft Office Programs (Word, Excel, Outlook & Power Point) and Internet?
4. Do you have at least five (5) year relevant experience in an audit environment?
5. Do you have at least two (2) years managerial/supervisory experience in an audit environment?
6. Do you have relevant experience in the development of risk based internal audit plans?
7. Do you have relevant experience in Local Government?

#### OPEN ENDED QUESTIONS

1. List your primary qualifications and indicate where and when you obtain the qualification.
2. Elaborate on your relevant experience in general auditing.
3. Elaborate on your computer literacy and knowledge of Micro Office Programs.
4. Elaborate on your previous experience in an audit environment
5. Elaborate on your previous managerial/supervisory experience in an audit environment
6. Elaborate on your relevant experience in the development of risk based internal audit plans
7. Elaborate on your relevant experience in Local Government

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

**DEPARTMENT OFFICE OF THE EXECUTIVE MAYOR & CITY MANAGER**

**Division: Private Office of the City Manager**

**Section: Office of the Chief Audit Executive**

EMCM127/2012 **ADMINISTRATIVE OFFICER (2 POSTS)**

<b>Scale:</b>	R 92 244.00 – 157 404.00 per annum (Recognition for experience to R 105 564 per annum)
<b>Estimated remuneration package:</b>	R 117 501.64 – 200 503.31 per annum
<b>Appointment requirements:</b>	Grade 12 or equivalent qualification Relevant experience Computer literate
<b>Personal attributes and/or competencies:</b>	Good Interpersonal Skills; Excellent Communication Skills – Verbal & Written; Must be able to work independently; Must be able to work under pressure
<b>Primary function:</b>	To render and co-ordinate administrative, operational and logistic support services to the Office of the Chief Audit Executive
<b>SAP:</b>	S60028064; S61015617
<b>Enquiries:</b>	A Baloyi (012 358 0302)

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 Grade 12 or equivalent qualification?
2. Do you have relevant experience in rendering administrative support services?
3. Are you computer literate and competent with all relevant Microsoft Office Programs (Word, Excel, Outlook & Power Point) and Internet?

**OPEN ENDED QUESTIONS**

1. When did you obtain your Grade 12 qualification?
2. Elaborate on your relevant working experience.
3. Elaborate on your computer literacy and knowledge of Micro Office Programs.

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Administration	IT	Managerial	Political	Professional	Safety Sec & EMS
<b>Secretarial</b>		Semi-skilled labour	Support services	Technical	Unskilled labour

**DEPARTMENT OFFICE OF THE EXECUTIVE MAYOR & CITY MANAGER**

**Division: Private Office of the City Manager**

**Section: Office of the Chief Audit Executive –Forensic and Investigations Services**

EMCM128/2012      **SENIOR SECRETARY**

**Scale:** R 164 844.00 - 201 684.00 per annum

**Estimated remuneration package:** R 209 980.49 - 256 907.77 per annum

**Appointment requirements:** Grade 12 or an equivalent certificate plus a secretarial qualification/ training  
 Relevant experience  
 Valid Code B Driver’s license will be an added advantage  
 Computer Literate

**Personal attributes and/or competencies:** Excellent communication skills; Must be able to work under pressure; Must be able to meet deadlines; Good organization skills; Must be able to cope with stress. Must be able to carry out duties and responsibilities with limited supervision. Should be able to make decisions and establishes work priorities on essentially procedure-orientated operations. Project management training, report writing and presentation skills. Emotional intelligence as well as intellectual and cognitive ability

**Primary function:** To execute a secretarial service to the Director: Litigation Management in orderly execution of daily activities and managing general office administration through managing the telephone and fax machine, dairy management and events coordination

**SAP:** S60023455

**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 12 qualification?
2. Are you in possession of a secretarial qualification?
3. Do you have relevant secretarial experience?
4. Do you have relevant administration experience?
5. Are you computer literate?
6. Can you work under pressure and in a stressful environment?
7. Do you have an in depth knowledge of local Government?
8. Are you in possession of a valid Code B driver’s license?

**Open-ended question**

- 1 When did you obtain your Grade 12 certificate?
2. When did you obtain your secretarial qualification?
3. Elaborate on your relevant secretarial experience.

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4. Elaborate on your relevant administration experience.
5. Elaborate on which of the Microsoft packages you are most proficient in.

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

**DEPARTMENT: OFFICE OF THE EXECUTIVE MAYOR & CITY MANAGER**  
**Division: Office of the Chief Audit Executive**  
**Section: Strategic Audit Operations**

EMCM129/2012 **INTERNAL AUDIT SPECIALIST (5 posts)**

**Scale:** R 164 844.00 - 268 152.00 per annum

**Estimated remuneration package:** R 209 980.49 - 341 575.59 per annum

**Appointment requirements:** A three (3) year, career related tertiary qualification (Degree or National Diploma) or equivalent qualification  
CIA (Certified Internal Auditor), or Certified Fraud Examiner (CFE) will be an added advantage  
Relevant experience

**Personal attributes and/or competencies:** In-depth understanding of: Business risk and effective risk management techniques; Internal auditing standards, responsibilities, code of ethics, and certification; Internal auditing's role in corporate governance and its key relationships with the audit committee, board, and executive operating management; Leading-edge audit department practices; New technologies and audit automation tools; Business process re-engineering, outsourcing, and co-sourcing

**Primary function:** Documentation of the system description, audit programme and execution and report writing;  
Assess the probable level of complicity of an audit assignment within the Municipality or Entity.  
Determine the knowledge, skills and disciplines needed to effectively carry out the audit.  
Execute and co-ordinate the audit assignments with relevant role-players.  
To assist with the implementation and execution of the annual audit plan, as approved including appropriate any special task or projects requested by management  
Keep Audit Executive informed of emerging trends and successful practices in internal auditing in order to provide a value adding service.  
Ensuring that projects turnaround time is monitored

**SAP:** S60023460; S60023461, S60023468, S60023469, S60023470

**Enquiries:** Mr S Nakedi (012 358 1630) or Ms A Baloyi (012 358 0302)

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

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1. Are you in possession of a three (3) year, career related tertiary qualification (Degree or National Diploma) or equivalent qualification?
2. Do you have experience in fraud and corruption investigations?
3. Do you have the ability to work under extreme pressure?
4. Do you have experience in project management?
5. Do you have relevant Local Government experience?
6. Are you a CIA (Certified Internal Auditor), or Certified Fraud Examiner(CFE

**OPEN ENDED QUESTIONS**

1. List your relevant qualifications and indicate when and where did you obtain the qualifications?
2. Elaborate on your experience in fraud and corruption investigations
3. Elaborate on your project management experience
4. Elaborate on your relevant Local Government experience.



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

**DEPARTMENT: OFFICE OF THE EXECUTIVE MAYOR & CITY MANAGER**

**Division: Office of the Chief Audit Executive**

**Section: Forensic and Investigations Services**

EMCM130/2012 **DEPUTY DIRECTOR: FORENSIC AND INVESTIGATIONS SERVICES**

**Scale:** R 346 584.00 - 458 928.00 per annum

**Estimated remuneration package:** R 580 575.92 – 723 681.21 per annum

**Appointment requirements:** A three (3) year, career related tertiary qualification (Degree or National Diploma) or equivalent qualification  
CIA (Certified Internal Auditor), or Certified Fraud Examiner (CFE) will be an added advantage  
Relevant experience

**Personal attributes and/or competencies:** In-depth understanding of: Business risk and effective risk management techniques; Internal auditing standards, responsibilities, code of ethics, and certification; Internal auditing's role in corporate governance and its key relationships with the audit committee, board, and executive operating management; Leading-edge audit department practices; New technologies and audit automation tools; Business process re-engineering, outsourcing, and co-sourcing

**Primary function:** To lead and manage internal audit assurance and consulting engagements in the internal audit department  
To lead and facilitate the developments of the corporate risk register for the CoT and its Municipal entities  
To lead and manage development and implementation of the risk based internal audit plan for the CoT and its Municipal entities  
To lead and add value to the combined assurance function of the CoT and its Municipal entities in relation to risk management, Financial services, Information Technology Operations and Legislative compliance  
To lead and manage human capital in the internal audit department, including co source partners, budget and administration in an effective, efficient and economical manner  
To lead and manage the internal audit quality assurance and improvements program

**SAP:** S60028065

**Enquiries:** Mr S Nakedi (012 358 1630) or Ms A Baloyi (012 358 0302)

**Selection questions (these questions will be placed with the advertisement and will be used to do the**

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**pre-selection) A maximum of 10 questions can be placed**

1. Are you in possession of a three (3) year, career related tertiary qualification (Degree or National Diploma) or equivalent qualification with accounting/financial subjects?
2. Do you have relevant experience in budget compilation on a higher level?
3. Do you have at least ten years relevant working experience??
4. Do you have extensive knowledge of the local government sector, with specific emphasis on legislation governing the sector and how this interfaces with other spheres of government?
5. Are you in possession of a Valid Code B Driver's License?

**OPEN ENDED QUESTIONS**

1. List your relevant qualifications and indicate when and where did you obtain the qualifications?
2. Elaborate on your relevant experience in budget compilation on a higher level
3. Elaborate on your local government sector experience
4. Elaborate on your knowledge of the local government sector, with specific emphasis on legislation governing the sector and how this interfaces with other spheres of government.
5. Elaborate on your experience in transformation
6. Elaborate on your project management skills and give a detailed analysis of at least one big project that you managed.

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