



INTERNAL/EXTERNAL JOB FORUM

The City of Tshwane seeks to fill the executive-level position in this job forum. Appointment in this position will be on a permanent basis and will be subject to signing an employment contract and performance agreement, as well as disclosing financial interests.

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

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

Closing date: 26 May 2025
(Online applications will close at midnight.)

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

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

Our policy is to provide equal employment opportunities to all qualified persons without regard to race, religious belief, age, national origin, marital status, physical disability, HIV status, gender, social origin, culture, political opinion, conscience and sexual orientation. Persons with disabilities are encouraged to apply. The City of Tshwane is committed to employment equity. Preference may be given to appointable applicants from the underrepresented designated groups in terms of the City of Tshwane Employment Equity Plan.

The City retains the right not to make an appointment and to verify all information provided by candidates. A process of progressive elimination will also be embarked upon in instances where a considerable number of applicants meet the minimum requirements for a position.

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

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

DIVISIONAL HEAD: STRATEGIC CLUSTER OPERATIONAL SUPPORT OFFICE OF THE MANAGEMENT AND SUPPORT OFFICER

Reference number: OFCM020-2025

Location: To be stationed at Tshwane House, Pretoria Central

Job level: T21

Scale: R1 185 768,00 – R1 646 880,00 per annum

Estimated remuneration package: R1 681 488,00 – R2 268 397,00 per annum

Appointment in this position will be on a permanent basis and will be subject to signing an employment contract and performance agreement, as well as disclosing financial interests

This position seeks to attract:

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

Appointment requirements

- A bachelor's degree in Public Management, Political Science, Social Science, Law or an equivalent qualification
- A master's degree in Management Science will be an added advantage
- Registration with a relevant professional body will be an added advantage
- Ten years' experience, of which at least five years must be at managerial level
- Proven track record and vast experience in a management support environment
- Advanced knowledge and understanding of relevant policy and legislation
- Advanced understanding of institutional governance systems and performance management
- Good governance skills
- Understanding of the establishment and functionality of audits, risk management and asset management
- Principles and practices of municipal budget preparation and administration
- Budget and financial management skills
- Ability to make high-risk decisions of a long-term and strategic nature
- Compliance with the MFMA unit standards, as prescribed by Regulation 493 of 15 June 2007 as published in *Government Gazette* 29967 of 15 June 2007
- No criminal record (excluding previous conviction(s) relating to political activities in the previous dispensation) and candidates will undergo security vetting
- Must undergo a competency assessment
- Computer literacy

Leading competencies: Strategic direction and leadership skills; business management skills; people management skills; financial management skills; change management skills; governance leadership skills

Core competencies: Moral competence; planning and organising skills; analytical and innovation skills; knowledge and information management skills; communication skills; ability to focus on results and quality; ability to work under pressure

Level 4 proficiency in the following competencies (in accordance with the Local Government: Municipal Staff Regulations):

Core professional competencies: Written and oral communication; attention to detail; influencing; ethical and professionalism; organisational awareness; problem solving; planning and organising

Functional competencies: Business processes; use of technology; data processing and analysis

Public service orientation competencies: Interpersonal relationships; communication; service delivery orientation; client orientation and customer focus

Personal competencies: Action and outcome orientation; resilience; change readiness; cognitive ability; learning orientation

Management or leadership competencies: Impact and influence; team orientation; direction setting; coaching and mentoring; impact and influence

Primary function: To exercise control over the cluster operations support function in the Office of the Management and Support Officer (MSO), with the aim of ensuring strategic support and oversight on key functions on behalf of the MSO and to advise the MSO on cluster matters. The incumbent will be responsible and accountable for the following key performance areas:

- Manage the division to ensure regulatory and policy compliance
- Identify and advise the MSO on mechanisms to improve performance and audit outcomes in the cluster
- Review departmental performance plans of cluster departments and advise the MSO
- Monitor, guide and evaluate the regulatory compliance of cluster departments
- Monitor and guide cluster litigation prevention and responsiveness
- Facilitate, guide and monitor cluster asset management
- Monitor occupational health and safety in the cluster and advise the MSO accordingly
- Facilitate, guide and monitor cluster risk management
- Develop and review the annual performance agreements of the MSO
- Prepare the individual performance evidence file for the MSO

- Assist the MSO with group heads' individual performance management and monitoring
- Review performance agreements of group heads in the cluster
- Monitor cluster departments' responses to external stakeholders and advise the MSO (such as the Public Protector, etc)
- Provide strategic advisory and support to the MSO to improve operations in the cluster
- Obtain and manage a cost centre (budget management) in the office of the MSO

Enquiries: Thea Louw (012 358 1226)

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