



INTERNAL/EXTERNAL JOB FORUM

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

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

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

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

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

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

Closing date: 6 November 2024
(Online applications will close at midnight)

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

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

SAP S70022958

**New/natural
attrition** Natural attrition

Enquiries V Musi (012 358 1153) or A Tsoai (012 358 4113)

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

DEPARTMENT: REGIONAL OPERATIONS AND COORDINATION

Division: Regional Operations – Region 2

Section: Roads and Transport: Transport Services

Location: Temba Depot

Reference number	SDTM1168-2-2024				
Position	FUNCTIONAL HEAD: ROADS AND TRANSPORT OPERATIONAL MAINTENANCE				
To be advertised	Internal		External		
This position seeks to attract	African female Indian male	African male White female	Coloured female White male	Coloured male Person with disability	Indian female All categories
Job level	T15				
Scale	R591 864,00 – R822 036,00 per annum				
Estimated remuneration package	R785 266,00 – R1 078 232,00 per annum				
Job purpose	To render a technical and technological support service required for operational maintenance and to provide and maintain the necessary resources such as labour, equipment, material, vehicles, buildings, etc to be used to ensure that maintenance tasks and work for other organisations are carried out effectively				
Appointment requirements	<p>BEng or BTech degree in Civil Engineering Registration as Professional Engineer or Technologist with the Engineering Council of South Africa (ECSA) will be an added advantage At least six years’ relevant experience in a roads, storm water, traffic signs and marking maintenance systems environment, of which at least three years should be at supervisory level A valid Code B driving licence Computer literacy</p>				
Personal attributes and/or competencies	Good management skills (mentally capable to manage more than 90 personnel); analytical thinking skills; self-motivated; problem-solving skills; negotiation skills; leadership skills; good communication skills; ability to work independently; ability to take decisions; ability to guide and develop subordinates as well as provide guidance and leadership in technical matters related to the position				
Primary function	<p>Organise, control and use personnel, materials, equipment and machinery to perform operational maintenance services by departmental teams consisting of roads, storm water, traffic signs and markings Integrate personnel with specific logistics within a certain operating budget Manage various systems, include the controlling of finance, performance and quality</p>				

Supervise and manage contractual work on roads, storm water, traffic signs and markings to ensure acceptable standards and quality, as well as to maintain the agreement and policy of the contract

SAP

S70022801

**New/natural
attrition**

Natural attrition

Enquiries

TN Masibigiri (012 358 1591) or A Tsoai (012 358 4113)

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

DEPARTMENT: REGIONAL OPERATIONS AND COORDINATION

Division: Regional Operations: Region 2

Section: Water and Sanitation: Water Distribution

Location: Temba Water Depot

Reference number	SDTM1169-2-2024				
Position	GENERAL WORKER (3 POSTS)				
To be advertised	Internal		External		
This position seeks to attract	African female Indian male	African male White female	Coloured female White male	Coloured male Person with disability	Indian female All categories
Job level	T1				
Scale	R150 048,00 – R175 368,00 per annum				
Estimated remuneration package	R222 917,00 – R255 145,00 per annum				
Job purpose	To assist the artisan with the general maintenance of the water distribution network and reaching organisational goals in respect of maintaining and upgrading the water network				
Appointment requirements	Basic literacy Relevant experience in the general maintenance of a water distribution network will be an added advantage Physical fitness and health with no back problems Willingness and ability to work shifts, standby and overtime				
Personal attributes and/or competencies	Positive attitude; good health; good communication skills; dependability and trustworthiness; analytical thinking skills; adaptability; interpersonal abilities; leadership skills; basic understanding of metering				
Primary functions	Clean and maintain the area, office, terrain, vehicles, facilities and equipment to ensure good housekeeping as well as a safe and healthy environment for all employees Excavate, backfill and clear excavated materials, sand, soil and gravel from trenches by making use of shovels, pickaxes, rakes and rammers to repair leaking water pipes Sort, load, unload, move, stack and store materials, equipment, products, supplies, baggage and cargo by hand Operate water pumps, clean machinery, equipment, tools and work sites and remove obstructions Clean sites after completing operations				
SAP	S70022993; S70022965; S70022899				
New/natural attrition	Natural attrition				
Enquiries	V Musi (012 358 1153) or A Tsoai (012 358 4113)				

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

DEPARTMENT: REGIONAL OPERATIONS AND COORDINATION

Division: Regional Operations: Region 2

Section: Energy and Electricity

Location: Wonderboom

Reference number	SDTM1170-2-2024				
Position	ARTISAN ELECTRICIAN				
To be advertised	Internal		External		
This position seeks to attract	African female Indian male	African male White female	Coloured female White male	Coloured male Person with disability	Indian female All categories
Job level	T10				
Scale	R335 844,00 – R466 452,00 per annum				
Estimated remuneration package	R459 401,00 – R625 640,00 per annum				
Job purpose	To render support to operational team members by executing duties and instructions received from the immediate supervisor in order to reach set project target dates (this post only executes tasks on the non-energised electrical distribution network)				
Appointment requirements	<p>An appropriate trade certificate as Electrician (red seal)</p> <p>At least two years' relevant experience in local authority electrical networks</p> <p>A valid Code C1 driving licence with a valid PrDP</p> <p>Physical fitness and health</p> <p>Ability to do physical work related to operation and maintenance activities for continuous periods</p> <p>Willingness and ability to work shifts, standby and overtime</p>				
Personal attributes and/or competencies	No colour blindness; no serious physical disabilities; no back problems; interpersonal skills; ability to concentrate for prolonged periods; written and verbal communication skills; no fear of heights (acrophobia); dependability and trustworthiness; ability to understand and execute instructions of supervisor				
Primary functions	<p>Use resources optimally for cost-effectiveness of vehicles, tools and material</p> <p>Construct electrical networks to ensure effective service delivery</p> <p>Maintain the existing electrical network to ensure network stability</p> <p>Adhere to the Occupational Health and Safety Act, 1993 (Act 85 of 1993)</p>				
SAP	S7002210				
New/natural attrition	Natural attrition				
Enquiries	F van der Merwe (012 358 9126) or A Tsoai (012 358 4113)				

Clean substation yards and electrical servitudes
Hand tools to supervisor as instructed

SAP S70022144

New/natural attrition Natural attrition

Enquiries F van der Merwe (012 358 9126) or A Tsoai (012 358 4113)

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

DEPARTMENT: REGIONAL OPERATIONS AND COORDINATION

Division: Regional Operations: Region 2

Section: Community Services

Location: Mayville Depot

Reference number	SDTM1173-2-2024				
Position	FUNCTIONAL HEAD: PARKS AND HORTICULTURAL SERVICES				
To be advertised	Internal		External		
This position seeks to attract	African female Indian male	African male White female	Coloured female White male	Coloured male Person with disability	Indian female All categories
Job level	T15				
Scale	R591 864,00 – R822 036,00 per annum				
Estimated remuneration package	R785 266,00 – R1 078 232,00 per annum				
Job purpose	To conduct horticultural development and maintenance of natural resources and facilities and to manage personnel and equipment optimally to improve the quality of the environment				
Appointment requirements	<p>An appropriate three-year career-related tertiary qualification (national diploma or degree) in Horticulture, Parks and Recreation Management or any other study field related to the position</p> <p>At least six years' relevant experience in a horticultural environment, of which at least three years should be at supervisory level</p> <p>A valid Code B driving licence</p> <p>Computer literacy</p>				
Personal attributes and/or competencies	Strong analytical ability; excellent writing and research skills; excellent verbal communication skills; ability to interact with a diverse range of stakeholders; high levels of professionalism; ability to work under pressure; self-motivated and proactive; display requisite levels of dynamism and innovative ability; ability to work independently towards the strategic goals of the organisation; ability to impart skills to fellow colleagues; high levels of technical competency				
Primary function	<p>Conduct personnel management</p> <p>Develop and manage natural resources and facilities in order to improve the quality of the environment</p> <p>Compile and manage the operational budget</p> <p>Ensure the delivery of a professional horticulture service</p> <p>Manage all horticultural administrative functions in the region</p>				
SAP	S70022324				

New/natural attrition Natural attrition

Enquiries T Mogapaesi (012 358 1651) or A Tsoai (012 358 4113)

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

DEPARTMENT: GROUP LEGAL AND SECRETARIAT SERVICES

Division: N/A

Section: Management and Administrative Support

Location: Pretoria Central (Tshwane House)

Reference number	LESE079-2024										
Position	ADMINISTRATIVE OFFICER (2 POSTS)										
To be advertised	Internal										
This position seeks to attract	<table border="1"> <tr> <td>African female</td> <td>African male</td> <td>Coloured female</td> <td>Coloured male</td> <td>Indian female</td> </tr> <tr> <td>Indian male</td> <td>White female</td> <td>White male</td> <td>Person with disability</td> <td>All categories</td> </tr> </table>	African female	African male	Coloured female	Coloured male	Indian female	Indian male	White female	White male	Person with disability	All categories
African female	African male	Coloured female	Coloured male	Indian female							
Indian male	White female	White male	Person with disability	All categories							
Job level	T7										
Scale	R239 052,00 – R332 016,00 per annum										
Estimated remuneration package	R336 203,00 – R454 528,00 per annum										
Job purpose	To provide an administrative support service in an effective, efficient and economical manner										
Appointment requirements	Grade 12 At least six months' relevant working experience in general administration services Computer literacy										
Personal attributes and/or competencies	Good verbal and written communication skills; integrity; good time management skills; innovative thinking skills; ability to work under pressure; adaptability; willingness to accept responsibility										
Primary functions	Perform administrative functions related to the work in an office environment Provide financial management support Provide a secretariat service Provide auxiliary support services Provide effective personnel management support										
SAP	S70017386; S70017384										
New/natural attrition	Natural attrition										
Enquiries	David Dladla (012 358 7271) or Christo Geldenhuys (012 358 8446)										

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

DEPARTMENT: GROUP LEGAL AND SECRETARIAT SERVICES

Division: Legal Counsel

Section: Litigation Management

Location: Pretoria Central (Tshwane House)

Reference number **LESE080-2024**

Position **ASSESSOR**

To be advertised **Internal**

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

Job level T11

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

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

Job purpose To render an assessor and general office administration support service to legal advisors to enable them to finalise claims and litigation for and against the City of Tshwane

Appointment requirements Grade 12 with Mathematics as subject
Any career-related qualification relevant to the assessment of damages will be an added advantage
At least three years' relevant working experience in the assessment of vehicle damage, building damage, road services damage, water damage and electricity damage
A valid driving licence
Computer literacy

Personal attributes and/or competencies Good written and verbal communication skills; flexibility; willingness to accept responsibility; innovative thinking skills; ability to pay attention to detail; ability to work within prescribed timelines; good self-management skills; ability to function well in stressful conditions

Primary function Evaluate damages
Render a support service to legal advisors
Render general office administration services

SAP S70017186

New/natural attrition Natural attrition

Enquiries Daniel Lesiba Molekoa (012 358 1412) or Christo Geldenhuys (012 358 8446)

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

DEPARTMENT: GROUP LEGAL AND SECRETARIAT SERVICES

Division: Legal Counsel

Section: Litigation Management

Location: Pretoria Central

Reference number **LESE081-2024**

Position **LEGAL ADVISOR (2 POSTS)**

To be advertised **Internal**

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

Job level T15

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

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

Job purpose To provide corporate litigation support

Appointment requirements

LLB or any other relevant legal degree
A postgraduate qualification in law will be an advantage
Being an admitted attorney or advocate with sound knowledge of the principles of the law will be an added advantage
At least six years' relevant working experience in an administrative, constitutional and local government and civil procedure law environment
Supervisory experience will be an added advantage
A valid Code B driving licence
Computer literacy and being conversant in the following computer packages: Microsoft Word, Excel, Project and PowerPoint
Even though the advertisement may have a specific location or area of work, applicants must be willing to be placed anywhere in the city from time to time as required and determined by departmental management; thus by applying for any of these positions the applicants irrevocably accept this condition

Personal attributes and/or competencies Advanced linguistic proficiency; negotiating skills; leadership skills; project management skills; communication skills; analytical skills; organisational skills

Primary functions

Provide professional litigation support to the City
Evaluate court processes, motion applications and summons against and for the City and decide whether the matter is to be opposed, defended or initiated
Evaluate the facts and advise if it is in the interest of the City to sue or not
Manage allocated litigated matters in the office by advising on the appointment of attorneys and attending consultations and court on behalf of the City
Attend to the execution of court orders and follow up on the payment of all fees and costs incurred

Attend to the collection of cost orders, if applicable
Ensure that departments are informed of cases against them and advise on proactive measures to limit avoidable litigation
Ensure that legal documents and other contractual documents are effectively drafted, reviewed, interpreted and vetted

SAP S70017172; S70094563

New/natural attrition Natural attrition

Enquiries Daniel Lesiba Molekoa (012 358 1412) or Christo Geldenhuys (012 358 8446)

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

DEPARTMENT: GROUP LEGAL AND SECRETARIAT SERVICES

Section: Secretariat Services

Sub Section: Committee Support Operations

Location: Pretoria Central

Reference number	LESE082-2024										
Position	COMMITTEE SECRETARY (2 POSTS)										
To be advertised	Internal										
This position seeks to attract	<table border="1"> <tr> <td>African female</td> <td>African male</td> <td>Coloured female</td> <td>Coloured male</td> <td>Indian female</td> </tr> <tr> <td>Indian male</td> <td>White female</td> <td>White male</td> <td>Person with disability</td> <td>All categories</td> </tr> </table>	African female	African male	Coloured female	Coloured male	Indian female	Indian male	White female	White male	Person with disability	All categories
African female	African male	Coloured female	Coloured male	Indian female							
Indian male	White female	White male	Person with disability	All categories							
Job level	T12										
Scale	R421 284,00 – R585 120,00 per annum										
Estimated remuneration package	R568 150,00 – R776 683,00 per annum										
Job purpose	To coordinate the logistical requirements for Council and committee meetings, provide secretarial support, translate documents and perform related administrative sequences										
Appointment requirements	<p>An appropriate three-year career-related tertiary qualification (degree or national diploma)</p> <p>At least three years' relevant working experience in secretarial support to various committee and subcommittee sittings in a management environment</p> <p>A valid Code B driving licence</p> <p>Computer literacy (good working knowledge of the Microsoft Office package)</p> <p>Willingness and ability to work after hours</p>										
Personal attributes and/or competencies	Strong analytical ability; excellent writing and research skills; excellent verbal communication skills; ability to interact with a diverse range of stakeholders; high level of professionalism; ability to work under pressure; being self-motivated and proactive; possessing requisite levels of dynamism and innovative ability; ability to work independently towards the strategic goals of the organisation; ability to impart skills to colleagues; high level of technical competency in the candidate's fields of work										
Primary functions	<p>Provide secretarial support to the executive committees of top management of Council</p> <p>Coordinate specific logistical requirements associated with Council meetings</p> <p>Formulate recommendations and resolutions in accordance with legislation and executive committee and subcommittee sittings</p>										
SAP	S70000396; S70000399										
New/natural attrition	Natural attrition										
Enquiries	Faiek Alexander (012 358 6069) or Christo Geldenhuys (012 358 8446)										

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

DEPARTMENT: GROUP LEGAL AND SECRETARIAT SERVICES

Division: Contract Management

Section: Contract Advisory and Management

Location: Pretoria Central

Reference number **LESE083-2024**

Position **LEGAL ADVISOR**

To be advertised **Internal**

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

Job level T15

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

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

Job purpose To provide a legal advice service to the City of Tshwane

Appointment requirements

LLB or any other relevant legal degree
A postgraduate qualification in law will be an advantage
Being an admitted attorney or advocate with sound knowledge of the principles of the law will be an added advantage
At least six years' relevant working experience in providing legal advice
Supervisory experience will be an added advantage
A valid Code B driving licence
Computer literacy and being conversant in the following computer packages: Microsoft Word, Excel, Project and PowerPoint
Even though the advertisement may have a specific location or area of work, applicants must be willing to be placed anywhere in the city from time to time as required and determined by departmental management; thus by applying for any of these positions the applicants irrevocably accept this condition

Personal attributes and/or competencies Advanced linguistic proficiency; negotiating skills; leadership skills; project management skills; communication skills; analytical thinking skills; organisational skills

Primary functions

Act as the first point of contact for legal and contractual matters and take ownership of projects or processes as these are initiated
Provide advice to procurement teams on supply chain legislative provisions and procedures
Consult with clients on contracts and review a wide range of commercial contracts and collateral agreements, including JBCC, NEC3 and GCC

Advise internal departments on contractual risk and provide guidance on contractual disputes

Provide general advice and support on areas of contractual legislation, such as the verification of documents, approval forms and bank facilities (letters of credit and bank guarantees)

Render opinions and comments on contracts and conduct legislative interpretation

SAP S70017173

New/natural attrition New

Enquiries Themba Ndongeni (012 358 2580) or Christo Geldenhuys (012 358 8446)

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

DEPARTMENT: GROUP LEGAL AND SECRETARIAT SERVICES

Division: Municipal Courts

Section: Municipal Courts Prosecutions

Location: Pretoria Central (Tshwane House)

Reference number	LESE084-2024										
Position	DIRECTOR: MUNICIPAL COURTS PROSECUTIONS										
To be advertised	Internal										
This position seeks to attract	<table border="1"> <tr> <td>African female</td> <td>African male</td> <td>Coloured female</td> <td>Coloured male</td> <td>Indian female</td> </tr> <tr> <td>Indian male</td> <td>White female</td> <td>White male</td> <td>Person with disability</td> <td>All categories</td> </tr> </table>	African female	African male	Coloured female	Coloured male	Indian female	Indian male	White female	White male	Person with disability	All categories
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Job level	T18										
Scale	R831 528,00 – R1 154 892,00 per annum										
Estimated remuneration package	R1 231 807,00 – R1 643 389,00 per annum										
Job purpose	To oversee the conduct of prosecutions in respect of contraventions of traffic laws, by-laws, regulations and other legislation (national or provincial) administered by the City of Tshwane in order to ensure a safe and healthy environment										
Appointment requirements	<p>LLB or any other relevant legal degree</p> <p>A postgraduate qualification in law will be an advantage</p> <p>Being an admitted attorney or advocate with sound knowledge of the principles of the law will be an added advantage</p> <p>At least nine years' relevant working experience, of which four years should be at managerial level</p> <p>A valid Code B driving licence</p> <p>Computer literacy</p>										
Personal attributes and/or competencies	Sound knowledge of the relevant legislation that govern employment practices, such as the Local Government: Municipal Finance Management Act, 2003 (Act 56 of 2003), Employment Equity Act, 1998 (Act 55 of 1998), Skills Development Act, 1998 (Act 97 of 1998), Basic Conditions of Employment Act, 1997 (Act 75 of 1997) and Labour Relations Act, 1995 (Act 66 of 1995); knowledge of corporate governance; considerable knowledge of modern policies and practices of public personnel administration; knowledge of the principles and practices of municipal budget preparation and administration; knowledge of the principles and practices of project management; business acumen										
Primary functions	<p>Execute generic management functions</p> <p>Execute generic financial functions</p> <p>Identify and define immediate, short- and long-term objectives</p>										

Ensure compliance with municipal laws
Manage the rendering of a representation service
Ensure effective and sufficient operational support

SAP

S70017271

**New/natural
attrition**

Natural attrition

Enquiries

Themba Ndongeni (012 358 2580) or Christo Geldenhuys (012 358 8446)

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

DEPARTMENT: GROUP HUMAN CAPITAL MANAGEMENT

Division: Labour Relations Management

Section: Discipline Management: Disciplinary Cases

Location: Pretoria Central

Re-advertisement

Reference number **CSHS390-2024**

Position **DEPUTY DIRECTOR: DISCIPLINARY CASES**

To be advertised **Internal**

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

Job level T17

Scale R742 440,00 – R1 031 148,00 per annum

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

Job purpose To coordinate and manage all disciplinary and incapacity cases

Appointment requirements An appropriate three-year career-related tertiary qualification (degree or national diploma) in Labour Relations or any other study field related to the position
 At least eight years' relevant working experience in a labour relations environment, managing disciplinary cases and related issues on behalf of the employer, of which at least four years should be on managerial level
Must undergo vetting
 A valid Code B driving licence
 Computer literacy

Personal attributes and/or competencies The following skills are needed: Verbal and written communication, planning and organising, financial management, interpersonal, negotiation and conflict-handling. The successful candidate must have the ability to work under pressure; ability to establish and maintain effective working relationships with relevant stakeholders; project facilitation; report-writing; resource scheduling; time management; multiple task management.

Primary functions Investigate, initiate and chair disciplinary hearings, including incapacity cases
 Drafting, vetting and quality assurance of disciplinary charges
 Represent the City as evidence leader in disciplinary hearings
 Collate, prepare and draft reports on disciplinary matters
 Provide specialist labour relations advisory services to managers

Manage and oversee the continuous updating of the labour relations case management system
Facilitate and coordinate labour relations awareness training
Manage and monitor all suspensions from duty in the City
Allocate, manage and quality assure the work of labour relations practitioners, evidence leaders and chairpersons of disciplinary hearings
Consult and engage the City's representatives in disciplinary related disputes and labour court cases
Represent the City in the Local Labour Forum
Attend to any other labour relations matters as and when required

SAP S70060357
New/natural attrition New
Enquiries Charmaine de Villiers (012 358 4345)

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